

Standard Scheduling Blocks

Revised effective Spring 2019 during Barnard & Davidson Construction / Renovation

Day Schedule:

<i>Days</i>	<i>Start Time</i>	<i>End Time</i>
MWF	8:25 AM	9:15 AM
	9:25 AM	10:15 AM
	10:50 AM	11:40 AM
	12:15 PM	1:05 PM
	1:40 PM	2:30 PM
	3:05 PM	3:55 PM

MW or TR or WF	8:00 AM	9:15 AM
	9:25 AM	10:40 AM
	10:50 AM	12:05 PM
	12:15 PM	1:30 PM
	1:40 PM	2:55 PM
	3:05 PM	4:20 PM

F or S	8:00 AM	10:40 AM
	10:50 AM	1:30 PM
	1:40 PM	4:20 PM

Undergraduate Evening Schedule:

MW or TR or WF	4:30 PM	5:45 PM
	5:55 PM	7:10 PM
	7:20 PM	8:35 PM
	8:45 PM	9:55 PM

M or T or W or R or F or S	4:30 PM	7:10 PM
	7:20 PM	9:55 PM

Graduate Evening Schedule:

MW or TR or WF	4:30 PM	5:45 PM
	5:55 PM	7:10 PM
	7:20 PM	8:35 PM
	8:45 PM	9:55 PM

M or T or W or R or F or S	4:30 PM	7:10 PM
	5:55 PM	8:35 PM
	7:20 PM	9:55 PM

- Courses that are 1, 2 or 4 credits need to **start** at one of the above hours but will meet shorter or longer as necessary to meet credit/contact hours requirements. Some classes that have a built in lab may also meet for a longer period of time.
- The 5:55 PM to 8:35 PM time block may only be used by departments in the Graduate School whose students do not need to take any courses outside of their department.
- Any Graduate School department offering a class on Monday from 5:55 PM to 8:35 PM must offer a class on Wednesday at that time. Those offering a class on Tuesday at 5:55 PM must also offer a class on Thursday in the 5:55 PM time block.
- Graduate Departments utilizing the 5:55 PM time block will make a concerted effort to use the two-day per week time block from 4:30 PM to 5:45 PM, if possible.

Course Scheduling Adjustments during Barnard & Davidson Construction / Renovation

Summary: As of the end of the fall 2018 semester, all classrooms in Barnard Hall and some classrooms in Davidson Hall are offline for construction / renovation. Limited alternate space to relocate classes is available during construction. Course scheduling adjustments are necessary to ensure that the same quantity of courses can continue to be offered during construction, even though there will be a reduced inventory of general use classrooms.

Course Distribution: Each academic department must equally distribute the scheduling of their courses across all day and evening time blocks. Equal distribution of scheduling will move courses out of primetime blocks, where there will be a shortage of classrooms caused by the closure of Barnard Hall, to less used time blocks, where there is excess classroom capacity available. When departments submit proposed course schedules to their Dean, they must also include a coversheet that summarizes their distribution of courses by start time and day(s) of the week. *See Excel template for tracking course scheduling distribution.*

Additional Time Blocks: In addition to the time blocks found on the standard class meeting times schedule, blocks have been added for Saturday day and Friday evening.

University Hour: The University Hour block on T/R 3:05-4:20 has been temporarily suspended and classes must be regularly scheduled during this block. A modified University Hour will be observed F 3:05-4:20, with only a limited number of courses being scheduled during this block.

ITBD – Downtown Campus: Classroom space at the ITBD building in downtown New Britain is available for general purpose day and evening classes. Free parking is available. Departments must identify courses that can be held offsite should space constraints require the use of ITBD or other offsite locations.

Online Classes (including online-hybrid): Up to 40 undergraduate courses may be offered per fall/spring semester.

Hybrid Classes: Hybrid courses should be scheduled to compliment classroom usage of traditional courses. For example, if a traditional course meets W/F 8:00-9:15 a hybrid course should be scheduled M 8:00-9:15 so that there is no unused classroom space throughout the M/W/F block. To avoid potential scheduling conflicts during the final exam period, hybrid courses must hold online exams or schedule an exam period through the Registrar.

Once a Week Day Classes: Daytime one day a week courses (excluding lab and studio courses) are to be scheduled on Friday or Saturday only. Hybrid courses are excluded from this restriction, as long as they are scheduled in a manner that compliments another of the department's course offerings as noted above.

Non-Standard Course Meetings: Courses that meet between 151 to 225 minutes per week must use a M/W/F block. The additional meeting time can be absorbed in the existing schedule without overlapping to the subsequent block. Courses that meet for more than 225 minutes per week should consult with their Dean's Office regarding scheduling.

Event Reservations in Classrooms: Historically, classroom space has been available for non-course events after each semester's course room assignments have been finalized. The same level of event reservations in classrooms will not be able to continue during construction. Unfortunately, many events may not be able to be accommodated.