**Standard Meeting Time Guidelines**

**Standard Meeting Times**

In order to maximize efficient student scheduling and use of classroom space, courses must conform to the standard meeting times. The standardization of meeting times will assist in maximizing classroom space and provide further scheduling flexibility for students.

Classroom assignment priority will be given to courses with standard meeting times. Standard meeting times should apply to all courses regardless of the classroom. Please review your schedule of classes and modify, as necessary, to adhere to the standard meeting times.

<table>
<thead>
<tr>
<th>Day/Time Period</th>
<th>Start Times</th>
<th>Examples</th>
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<tbody>
<tr>
<td><strong>Monday, Wednesday, Friday</strong>&lt;br&gt;Course lengths of 50 minutes or 110 minutes&lt;br&gt;110 minutes classes are predominantly for 10 or 12 unit courses.</td>
<td>Must start on the ½ hour&lt;br&gt;• 8:30 a.m. - 9:20 a.m.&lt;br&gt;• 9:30 a.m. - 10:20 a.m.&lt;br&gt;• 10:30 a.m. - 11:20 a.m. (peak time)&lt;br&gt;• 11:30 a.m. - 12:20 p.m. (peak time)&lt;br&gt;• 12:30 p.m. - 1:20 p.m. (peak time)&lt;br&gt;• 1:30 p.m. - 2:20 p.m. (peak time)&lt;br&gt;• 2:30 p.m. - 3:20 p.m. (peak time)&lt;br&gt;• 3:30 p.m. - 4:20 p.m.&lt;br&gt;• 4:30 p.m. *&lt;br&gt;• 5:30 p.m. <em>&lt;br&gt;• 6:30 p.m.&lt;br&gt;</em> Can be used for undergraduate courses only if other sections of the same course are offered at other times!</td>
<td>• MWF 8:30 a.m.-9:20 a.m.&lt;br&gt;• MW 1:30 p.m.-2:20 p.m. lecture with F 1:30 p.m.-2:20pm recitations&lt;br&gt;• MW 8:30 a.m.-10:20 a.m. (2 hour sessions – 10 /12 unit courses only) with F 8:30 a.m.-9:20 a.m. recitations</td>
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<td><strong>Tuesday, Thursday</strong>&lt;br&gt;Course lengths of 1 hour &amp; 20 minutes</td>
<td>Must follow these start times:&lt;br&gt;• 9:00 a.m. - 10:20 a.m.&lt;br&gt;• 10:30 a.m. - 11:50 a.m. (peak time)&lt;br&gt;• 12:00 p.m. - 1:20 p.m.&lt;br&gt;• 1:30 p.m. - 2:50 p.m. (peak time)&lt;br&gt;• 3:00 p.m. - 4:20 p.m. (peak time)&lt;br&gt;• 4:30 p.m. - 5:50 p.m. <em>&lt;br&gt;• 6:30 p.m.&lt;br&gt;</em> Can be used for undergraduate courses only if other sections of the same course are offered at other times!</td>
<td>• TR 9:00 a.m. –10:20 a.m.&lt;br&gt;• TR 10:30 a.m.-11:50 a.m.</td>
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<tr>
<td><strong>Tuesday, Thursday</strong>&lt;br&gt;Course lengths of 50 minutes&lt;br&gt;Predominantly for recitations.</td>
<td>Must start on the ½ hour:&lt;br&gt;• 8:30 a.m.&lt;br&gt;• 9:30 a.m.&lt;br&gt;• 10:30 a.m. (peak time)&lt;br&gt;• 11:30 a.m. (peak time)&lt;br&gt;• 12:30 p.m.</td>
<td>• T 10:30 a.m.-11:20 a.m.&lt;br&gt;• R 1:30 p.m.-2:20 p.m.&lt;br&gt;• TR 12:30 p.m.-1:20 p.m.</td>
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</tbody>
</table>
• 1:30 p.m. (peak time)
• 2:30 p.m. (peak time)
• 3:30 p.m. (peak time)
• 4:30 p.m. *
• 5:30 p.m. *
• 6:30 p.m.
* Can be used for undergraduate courses only if other sections of the same course are offered at other times!

Non-Standard Meeting Time Guidelines
The majority of courses taught at this university follow the standard meeting time formats indicated above. Offering a course at a non-standard time reduces the total number of courses that we are able to schedule into classrooms. Two courses that meet at standard meeting times must be sacrificed to place one course that meets at a non-standard time.

For example: MW 10:00 a.m. – 11:20 a.m. is a non-standard time. Two courses meeting at the standard meeting times of MWF at 09:30 a.m. and MWF at 10:30 a.m. may not receive a room assignment if we assign the non-standard 10:00 a.m. -11:20 a.m. course a classroom. MW 9:00 -10:20 is considered also considered a non-standard time.

Therefore, if your department is offering a course at a non-standard time, please heed the following warnings and guidelines:
1. Any course making a proposal for a non-standard time must NOT be a required course.
2. An ALTERNATE STANDARD TIME should be pre-planned in the event that the non-standard time course cannot be scheduled a classroom. For instance, if a course is scheduled on MW from 3:30 p.m.-4:50 p.m. and a classroom is not assigned, please plan to have an alternate standard time in mind in order to get a classroom at a standard time such as MWF 3:30 p.m.-4:20p.m.
3. Priority scheduling is not given to non-standard meeting time formats.
4. If a non-standard time course develops a waitlist, it will be very difficult to move it to a larger room because it is very unlikely that another non-standard time course in a larger room will be available to switch rooms with it. Therefore, make sure the max size set for a non-standard time course is well forecasted. Enrolling students from the waitlist of a non-standard time course may mean moving the time to a standard time to meet the larger classroom need.

Moratorium Hours (University Free Time Period)
Moratorium hours are from 4:30 p.m. –6:30 p.m. Monday through Friday. If a course has multiple sections that are offered at other times, a department is permitted to schedule sections at 4:30 p.m. and 5:30 p.m. All Moratorium requests are reviewed by the University Registrar. Please send your exception requests to John Papinchak (jp7p@andrew.cmu.edu).

Spreading Course Time Requests; "Prime Time" Requests
To allow students greater scheduling flexibility, departments are encouraged to spread proposed course times as thoroughly as possible across all available standard course times (8:30 a.m. to 4:30 p.m.). Based on recommendations from the Associate Deans Council, the following prime time scheduling guidelines have been adopted:
• Prime time periods start at 10:30 a.m., 11:30 a.m., 12:30 p.m., 1:30 p.m. and 2:30 p.m. during the weekday.
• Given all available rooms, a limited number of courses can be scheduled during "prime time" periods. Hence, departments are advised to spread their requests for schedule slots. Please plan for
alternate time periods in case a course cannot be assigned a classroom during a prime time period.

**Seminar Course Time Suggestions**

Many departments offer seminars during the day. Seminars are considered non-standard meeting time because the allotted time is normally 50 minutes on a single day. Tuesdays and Wednesdays are peak days for lectures and recitations. Therefore, please offer your department seminars on Mondays, Thursdays and Fridays for better space availability.

**Classroom Changes**

The program administrator for scheduling reserves the right to move courses into different classrooms after the public release of the schedule of classes, after registration to fill waitlists, and during the first two weeks of classes in order to maximize classroom space availability. This is the only way to place as many courses as possible in classrooms.

Your cooperation in adhering to these guidelines will be greatly appreciated. If you should have any questions or need assistance, please feel free to contact Nancy Camino at 8-4086 or send email to courses@andrew.cmu.edu. If your department curriculum and course numbers are changing, please contact us as soon as possible.