

SCHEDULING REGULATIONS & DEPARTMENTAL ALLOCATIONS
2009-2010 ACADEMIC YEAR
Classroom Scheduling, Office of the Registrar

These regulations apply to the Colleges of Liberal Arts and Sciences, Education, Engineering, and The Tippie College of Business.

The scheduling regulations have been established to permit efficient use of available classroom space as well as to provide an orderly framework for instructional planning. Use of standard time blocks also allows students greater flexibility in scheduling classes offered by different departments or colleges. These regulations, in combination with the departmental class-period allocations, should ensure equitable distribution of classroom space among departments.

Classroom Scheduling makes use of computerized scheduling which determines classroom assignments based on efficient classroom utilization, technology needs, and departmental building preferences, whenever possible. As a result, reassignment of classrooms will occur due to new course proposal information submitted at the start of each new schedule session.

Be sure to visit our website for detailed classroom information: <http://classrooms.uiowa.edu>.

I. Preparation of Schedule Requests

- A. For courses that require a room that seats 96 or more, arrangements must be made in advance to add a course or alter the meeting time or place for all courses scheduled in general assignment auditoria. Please send email to charlene-maher@uiowa.edu or call 5-0242 as soon as possible in order to make these arrangements. Priority in these rooms is retained by courses that are unchanged from the previous like semester (spring/spring; fall/fall) and by departments which make advance arrangements.
- B. Classrooms will be assigned based on projected enrollment and building preference of the department. First priority will be the departmental home building, then buildings nearby within the scheduling region whenever possible. A specific room may be requested only if there is a special need such as a disability. *Otherwise, the room notation on the call for copy will be considered as a request only.* Also, you must note the specific type of equipment required for each course such as computer (MAC or PC), VCR, DVD player, document camera, or 35mm slide projector on the Initial Course Schedule Preferences web form found at <http://classrooms.uiowa.edu>.
- C. Departments are reminded of the availability of evening hours for scheduled instruction.

II. Course and Meeting Patterns

NOTE: any class not meeting in the standard meeting pattern set out below should end the class at either 20-after or 50-after the hour in order to allow 10-minute interval between classes.

- "Contact-hour" refers to one 50-minute instructional period.
- "Class" is used to designate a course or unit of a course (dis., sec., lec., lab, etc.).
- With the exception of split-period offerings, **all courses are to begin on the half hour.**
- Unless an ending time is noted, a 50-minute period is assumed.

A. One contact-hour a week

Whenever possible utilize non-prime hours for once-a-week classes. During prime hours, evenly distribute these classes both by time of day and day of week.

B. Two contact-hours a week

1. Classes that meet for two consecutive hours on the same day will NOT be scheduled on weekdays earlier than the 2:30 hour in general assignment classrooms.
2. Classes that meet for one hour on each of two days should be scheduled on Tuesday and Thursday only.
3. Exceptions to 1 & 2 above will be permitted only if they can be paired with another course or courses in your department which will fully utilize the room.

C. Three contact-hours a week

1. These classes are to be offered on Monday-Wednesday-Friday, or Tuesday-Thursday-Saturday unless they are scheduled on a Tuesday/Thursday split-period.
2. Split-period use enables a three-contact-hour class to be taught in two days by using 75-minute time blocks. Split-period instruction may be offered only in the time blocks listed below and **only on Tuesday and Thursday**. Monday and Wednesday pairing at the 75-minute time block will reduce overall classroom schedule efficiency and is strongly discouraged. However, if MW pairing is unavoidable, requests will be considered and reviewed only at 2:30 pm and later time slots. In addition, the use of Friday time slots will be required in efforts to assist in classroom utilization.

Tuesday - Thursday only

8:05 - 9:20

9:30 - 10:45

10:55 - 12:10

1:05 - 2:20

2:30 - 3:45

3:55 - 5:10

3. Classes that meet for three consecutive hours on the same day will NOT be scheduled on weekdays earlier than the 2:30 hour in general assignment classrooms unless they can be paired with another course or courses in your department which fully utilize the same room.

4. **Even distribution should occur between the MWF and TTh offerings.**

D. Four contact-hours a week

These classes may be scheduled for two consecutive time periods on Tuesday and Thursday or one hour on each of four days. Classes meeting for two hours are to be scheduled at the beginning of the regular class-period (9:30 -11:20, not 9:00 -11:00).

E. Application

These meeting pattern regulations will be in effect for general assignment classrooms during all stages of the scheduling process until the completion of the second week of classes.

III. Allocations

A. The attached table lists a class-period allocation for each department covered. Departments that make little or no use of general assignment classrooms are not included in the allocations. It is expected that these departments will make maximum use of their classrooms and schedule their instruction on the same basis as outlined in the regulations. **All departments are expected to utilize their own classrooms 30 hours per week for scheduled instruction before requesting the use of general assignment classrooms.**

B. Determination of allocation

1. The allocation is based on the number of contact-hours offered by each department in general assignment classrooms in the 2008 fall semester relative to total use and on the number of general assignment classroom periods that will be available during the next academic year.

2. To measure past departmental room use and to calculate allocations, all cross-referenced courses are applied to the **department designated as Administrative Home**. These contact hours are counted toward only that department's allocation.

C. Use of departmental allocation

1. See B.2. Counting cross-referenced contact hours.
NOTE: Cross-referenced courses must be listed on the copy of all departments involved whether or not they are counted in the allocations.
2. All instruction scheduled on weekdays from 7:30 a.m. through 5:30 p.m. for which general assignment classroom space is requested will be charged against the departmental allocation. A list of general assignment rooms is enclosed with this material.
3. Each department is restricted to scheduling no more than its class-period allocation at any one hour in general assignment rooms. Instruction scheduled during the evening (after 5:30 p.m.) or Saturday will not be counted against the allocation although room use at these times during the 2008 fall semester was included in determining the total departmental allocation.
4. Refer to column b to tabulate how split-period instruction is charged against the departmental class-period allocation on Tuesday and Thursdays.

a. Split-period Time Blocks

8:05 - 9:20
9:30 - 10:45
10:55 - 12:10
1:05 - 2:20
2:30 - 3:45
3:55 - 5:10

b. Charge Against Class-period Allocation

1 at 7:30 + 2 at 8:30
2 at 9:30 + 1 at 10:30
1 at 10:30 + 2 at 11:30
2 at 12:30 + 2 at 1:30
2 at 2:30 + 1 at 3:30
1 at 3:30 + 2 at 4:30

5. Example: The following illustration shows how classes are counted against an allocation of 8 class periods to the Religion Department.

