Procedure for Standard Day and Time Combinations

The university uses standard time and day combinations to maximize utilization of university classroom space; and to allow students to schedule classes back to back and minimize scheduling conflicts.

Approved Day and Time Sequences

Conforming to Standard Day and Time Procedures is required when using either a general university classroom or a departmental room.

The majority of the lecture and recitation classes meet three hours a week, so commonly used options are single hour sessions on Monday, Wednesday, and Friday (MWF), and 75-90 minute sessions on Tuesday and Thursday (TR). When other scheduling combinations are used, they conflict with standard times thus increasing scheduling conflicts and compromising maximum use of classroom space.

The following time sequences must be adhered to by all departments when scheduling a class. Start and stop times are displayed on ADIN, in the Schedule of Classes, and on AccessPlus.

Time Sequences Table
(lists acceptable day and time combinations)

<table>
<thead>
<tr>
<th>One Hour Periods</th>
<th>75 to 90 Minute Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MWF Only</strong></td>
<td><strong>TR Only</strong></td>
</tr>
<tr>
<td>8:00 - 8:50 a.m.</td>
<td>8:00 start; end at 9:15 or 9:20 a.m.</td>
</tr>
<tr>
<td>9:00 - 9:50 a.m.</td>
<td>9:30 start; end at 10:45 or 10:50 a.m.</td>
</tr>
<tr>
<td>10:00 - 10:50 a.m.</td>
<td>11:00 a.m. start; end at 12:15, 12:20, 12:25 or 12:30 p.m.</td>
</tr>
<tr>
<td>11:00 - 11:50 a.m.</td>
<td>12:40 start; end at 1:55 or 2:00 p.m.</td>
</tr>
<tr>
<td>12:10 - 1:00 p.m.</td>
<td>2:10 start; end at 3:25 or 3:30 p.m.</td>
</tr>
<tr>
<td>1:10 - 2:00 p.m.</td>
<td>3:40 start; end at 4:55 or 5:00 p.m.</td>
</tr>
<tr>
<td>2:10 - 3:00 p.m.</td>
<td>4:10 start; end at 5:25 or 5:30 p.m.</td>
</tr>
<tr>
<td>3:10 - 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>4:10 - 5:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>
Definitions:

General university classrooms are centrally scheduled by the Room Scheduling Office. These rooms may be used by any department for course delivery.

Departmental rooms are scheduled by the controlling department. These rooms are used for classes offered by the controlling department; and may only be scheduled by contacting that department.

Scheduling Guidelines

Departmental rooms – The Time Sequences Table applies to the use of departmental rooms, with one exception – any course using a departmental room may start at the top of the hour on MTWRF. When using a departmental room, departments should indicate “departmental room” and provide the building and room number on course offering submissions to Room Scheduling and the Office of the Registrar.

Laboratory, combination, and studio classes – All laboratory, combination and studio classes may start on the hour MTWRF if they meet in departmental rooms. If the section is meeting in a departmental classroom, please write on your original course offerings or half sheet “departmental room” and provide the building and room number.

Courses meeting 4 or 5 days a week – Four and five day combinations need to start at the top of the hour for AM classes and ten minutes after the hour for PM classes.

Tuesday and Thursday courses (not 75-90 minutes) – Recitation and lecture courses offered on TR meeting one-, two-, or three-hours require Room Scheduling approval, and must follow the standard TR start times. Indicate Room Scheduling approval has been secured on your original course offerings or on the Course Offering Changes form.

Sections with a limit of 35 or greater – Permission from Room Scheduling is required if limit is changed from 34 or less to 35 or greater. Permission from Room Scheduling is also required to relocate room or change meeting time for an existing section of 35 or greater; or to add a new section with a limit of 35 or greater. Departments must obtain written permission via email from Room Scheduling before forwarding request to the Office of the Registrar. After the original course offering submission deadline, departments must follow up by submitting a Course Offering Changes form.

Extended times* – Courses meeting for extended times and utilizing university classrooms must be scheduled at 3:10 p.m. or later on MWF, or 3:40 p.m. or
later on TR. Departments using a general university classroom and choosing a
different extended time must seek Room Scheduling approval first; and if
approved, indicate “Approved by Room Scheduling” on their course offering
submission or Course Offering Changes form.

*Room Scheduling approval is not required when using a departmental room; however
departments must indicate “departmental room” and provide the building and room number
on their request.

Arranged Classes

Arranged classes are subject to the same guidelines as scheduled classes. An
Arranged class time changed to a meeting time after the start of the semester
may be allowed to schedule a non-standard time, but only with the permission of
the enrolled students and Room Scheduling (if not a departmental room). They
are also subject to departmental allocations; that is, no department should
exceed their hourly or time zone allocation when changing an arranged class to a
scheduled class time. Additionally departments must report any change from
arranged to scheduled class time, as these class hours factor into a department’s
total allocation. If not reported, the department’s total hours scheduled will be
underrepresented and may cause a lower hourly allocation.

When changing from arranged to a scheduled class time, it is imperative that
room assignments and meeting times be on ADIN whenever possible for the
purpose of locating a student in an emergency as well as handling building
emergencies. Please do this by first contacting Room Scheduling to secure the
room location, and then submitting a Change to the Schedule of Classes form to
Student Scheduling.

Saturday and Evening Classes

There are no standardized times for classes meeting on Saturday or starting at
6:00 p.m. or later. Start and stop times will be displayed on ADIN and
AccessPlus.

Grad Classes (500-600 level)

Courses which are dual-listed (same course material offered as both a 300- or
400-level course and a 500-level course and meeting together in the same room
with extra work usually required of the students enrolled at the 500-level) must
adhere to the standard start times indicated on the approved time sequence
chart above. Other 500-600 level courses of moderate size (34 or less) may
utilize top-of-the-hour start times on any day of the week, as well as the 9:30,
12:40 and 3:40 start times on Tuesday and/or Thursday for courses of any
duration.
**Summer Classes**

Summer classes are typically one hour long with the start and end times as follows:

- 7:30 a.m. – 8:30 a.m.
- 8:40 a.m. – 9:40 a.m.
- 9:50 a.m. – 10:50 a.m.
- 11:00 a.m. – 12:00 p.m.
- 12:10 p.m. – 1:10 p.m.
- 1:20 p.m. – 2:20 p.m.
- 2:30 p.m. – 3:30 p.m.
- 3:40 p.m. – 4:40 p.m.

This pattern provides for a standard 60 minute class period with a ten minute break between classes. For three-credit lecture/recitation courses meeting eight weeks, this provides for the required 300 minutes per week. For summer classes that need to run longer than the standard 60 minutes always use the standard start time with excess minutes at the end. Courses meeting for a three-hour block of time may use a non-standard start time if the course starts and ends in the a.m., or starts and ends in the p.m.

Contact hour questions should be directed to isusched@iastate.edu.

**Non-Standard Time Sequences**

Failure to schedule within approved time sequences results in inefficient use of extremely limited classroom resources and complications for students trying to put a schedule together. Non-standard time sequences must be approved by the Office of the Registrar and Room Scheduling. If approved, these classes may be scheduled in less desirable facilities to minimize the loss of opportunities for classes that comply with the standard time and day combinations. A simple rule is to follow the standard MWF sequence for one hour classes and TR for one and one half hour classes. When that is not possible, the time selection should be done in a way that will accommodate student schedules, adhere to standard start times, and create the most efficient use of classroom space.

**Passing Time Between Classes**

A classroom or auditorium is shared during the 10 minute passing time between classes. For example, if a class finishes at 8:50 a.m. the next 10 minutes are shared in getting students and faculty from the first class out of the room and the students and faculty for the next class into the room. The Time Sequence Table is a listing of acceptable day and time combinations. These are the times assigned to classes, so if a class is offered MWF 8:00-8:50 a.m. that is the amount of time allowed for the class meeting. The lecture can not go beyond this
50 minute time period because it is then cutting into the passing time, which will cause problems for students who need to get to a 9:00 a.m. class and will not allow the next class to start on time. To confirm the time of your class and determine the passing time you are sharing, please refer to the Schedule of Classes. Conforming to this procedure is required to allow enough time for classes to move in and out of rooms in a timely manner.