

Department Scheduling Requirements for Undergraduate Courses

Standard class scheduling allows for maximum access to class offerings for students and facilitates the most efficient use of academic space.

3-credit hour undergraduate courses meeting two days per week in General Use Classrooms during **Prime Time** meeting patterns must adhere to the following maximums:

No more than 10% of classes may be scheduled 8:00a - 10:45a MW

No more than 10% of classes may be scheduled 8:00a - 10:45a TR

No more than 10% of classes may be scheduled 11:00a - 1:45p MW

No more than 10% of classes may be scheduled 11:00a - 1:45p TR

No more than 10% of classes may be scheduled 2:00p - 4:45p MW

No more than 10% of classes may be scheduled 2:00p - 4:45p TR

Distribution of Meeting Times and Patterns

--It is imperative that departments follow these guidelines for courses scheduled in General Use Classroom space due to the high number of sections and limited academic space.

--Departments should distribute classes *evenly* throughout the day beginning at 8:00a.

--High capacity (100+) classroom space is at a premium. Departments should not overload any one meeting pattern with high cap classes.

--Non-compliant departments utilizing General Use Classrooms will be asked to adjust class meeting times to meet distribution requirements.

--Classes not scheduled during prime time should utilize all other meeting time patterns as listed on the Scheduling site at usf.edu/space.