

# Scheduling Requirements

## College Scheduling Distribution Goals

For Undergraduate Courses

**10% of classes can be scheduled between 8:00 am and 10:45 am MW**  
**10% of classes can be scheduled between 8:00 am and 10:45 am TR**

**No more than 10% of classes can be scheduled between 11:00 am and 1:45 pm MW**  
**No more than 10% of classes can be scheduled between 11:00 am and 1:45 pm TR**

**No more than 10% of classes can be scheduled between 2:00 pm and 4:45 pm MW**  
**No more than 10% of classes can be scheduled between 2:00 pm and 4:45 pm TR**

**15% of classes can be scheduled after 5:00 pm MW, TR, or M/T/W/R**

**20% of classes must be scheduled on Friday**

**5% can be used for 4 credit hour over MWF or TRF**

**No consecutive scheduling for courses capped 75+ between 9:30 am - 2:00 pm**

### **Distribution of Meeting Times**

Departments must distribute classes evenly throughout the day utilizing all time periods. Non-compliant departments must change class meeting times to meet distribution requirements.

### **Distribution of Meeting Patterns**

Departments must schedule daytime 3 credit hour classes using Monday/Wednesday and Tuesday/Thursday meeting patterns. The remaining classes must use a combination of the other approved meeting patterns. Non-complaint departments must change meeting times to meet distribution requirements.