

University Classroom Scheduling Requirements

Responsibility for assignment of classes to all General-Purpose Classrooms rests with the Office of the University Registrar. Those wishing to schedule departmental classrooms (those under complete control of a department that is not their own) must secure permission from that department and inform the Scheduling Office of this permission.

See the section under [standard classroom meeting](#) patterns for acceptable times to schedule courses. Assignment of space for recitation and discussion sections which meet separately from the lecture part of a course will be made after all lecture courses are placed in the schedule. Please do not schedule these sections in any scheduling priority rooms. Reservations for discussion groups (students do not register for these) will not be placed permanently in a room until **two weeks** after the semester begins. Until then, you may request “day of” reservations for these meetings.

No more than 70% of lecture and recitation sections under the 700 course level can be offered between the hours of 9 a.m. and 3:00 p.m. (prime time) on Monday/Wednesday/Friday. In addition, a maximum of 35% of total course sections under the 700 course level can be offered on Tuesday/Thursday during Prime Time (9:30 a.m. to 2:00 p.m.).

Whenever possible, the Registrar’s Office will attempt to fill the classrooms to 65% capacity. Departments are requested to help us reach this goal by conforming to standard time periods. When it is not possible to meet all initial requests for rooms, the school or department will be asked to change the hours and/or days of the course offering to make the most effective use of the available times and unoccupied rooms.

Scheduling overlapping meeting times for lectures and labs or lectures and recitations is not permitted. Please help the Registrar’s Office make the most effective use of classroom space by conforming to these requirements.