

UC 11796 125
FYI purposes only.
UC action not needed.

July 31, 2012

TO: Associate Deans
FROM: Debbie Henry, Registrar
RE: Classroom Scheduling

RECEIVED AUG 01 2012

Because of increasing enrollment and the corresponding pressure on classroom resources, I remind you of the following university policies concerning the scheduling of classrooms and I ask that you remind those in your college who coordinate scheduling to be mindful of these policies as they prepare their schedule of classes.

- All general-purpose (GP) classrooms are in the space inventory of the Office of the Provost. That office has ultimate responsibility for maintaining and renovating GP classrooms and for ensuring compliance with scheduling guidelines.
- Courses scheduled to be held in classrooms with a capacity of 50 or more must have a (historically realistic) course capacity (quota) of at least 70% of the room capacity. Courses not in compliance with this requirement may be moved to an alternate classroom.
- All classes must be scheduled within approved time bands. Exceptions may be considered for pedagogical reasons. All requests for exceptions, with justification included, should be submitted in writing to the Office of the Registrar prior to scheduling.
- Monday/Wednesday morning classes may only be scheduled if paired with Friday only classes in the matching time slots and in the same classroom.
- Hybrid classes meeting one day a week must be paired with other classes in order to utilize all days of the scheduled time in the same classroom. If a suitable pairing is not available within the same department or college, the Registrar's Office may be contacted for assistance.
- At least one-third of your undergraduate classes must be scheduled outside prime times.
- At least one-third of your undergraduate classes with quotas over 100 must be scheduled outside prime times.
- At least one-third of your undergraduate core classes must be scheduled outside prime times.

University-Approved Time Bands	
Monday/Wednesday/Friday	Tuesday/Thursday
7:00 a.m. – 8:00 a.m.	7:00 a.m. – 8:30 a.m.
8:00 a.m. – 9:00 a.m.	8:30 a.m. – 10:00 a.m.
9:00 a.m. – 10:00 a.m.	10:00 a.m. – 11:30 a.m.
10:00 a.m. – 11:00 a.m.	11:30 a.m. – 1:00 p.m.
11:00 a.m. – 12:00 noon	1:00 p.m. – 2:30 p.m.
12:00 noon – 1:00 p.m.	2:30 p.m. – 4:00 p.m.
Monday/Wednesday	4:00 p.m. – 5:30 p.m.
1:00 p.m. – 2:30 p.m.	5:30 p.m. – 7:00 p.m.
2:30 p.m. – 4:00 p.m.	7:00 p.m. – 8:30 p.m.
4:00 p.m. – 5:30 p.m.	8:30 p.m. – 10:00 p.m.
5:30 p.m. – 7:00 p.m.	Saturday
7:00 p.m. – 8:30 p.m.	9:00 a.m. – 12:00 noon
8:30 p.m. – 10:00 p.m.	1:00 p.m. – 4:00 p.m.

Blue indicates prime time

Astra has been configured so that all sections in university-approved time bands will be given priority during optimization. All sections that are setup in PeopleSoft by the Astra optimization deadline will be scheduled in general purpose classrooms during the optimization process. This means that some classes may be scheduled outside their region if space is available elsewhere.

YOU ARE THE PRIDE