

# Scheduling Guidelines

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## Spring and Fall

To best utilize classroom space, alleviate scheduling conflicts for students, and avoid conflicts in the Final Examination Schedule, the following **Standard Meeting Times** must be followed:

### MWF Meeting Times

08:00 am -08:50 am  
09:00 am -09:50 am  
10:00 am -10:50 am  
11:00 am -11:50 am  
12:00 pm -12:50 pm  
01:10 pm -02:00 pm  
02:10 pm -03:00 pm  
03:10 pm -04:00 pm

### TR Meeting Times

08:10 am -09:25 am  
09:35 am -10:50 am  
11:00 am -12:15 pm  
01:20 pm -02:35 pm  
02:45 pm -04:00 pm

Classes meeting outside these standard meeting patterns must begin after 3:10 pm on MWF or 4:10 pm on TR.

Laboratory sections are exempt but whenever possible, should begin and end following the standard meeting times. Courses meeting four days per week must meet in 50-minute blocks, following the pattern of MWF courses.

## Summer

To minimize student conflicts and maximize use of rooms, **all class periods will start/end according to the schedule below**. Please note: these start/end times are based on a 3-credit course model and end times may need to be adjusted for courses that are 1-2 credit hours, or 4 or more credit hours.

### Start times:

- \*07:45 am (ends at 9:00am)
- \*09:10 am (ends at 10:25am)
- 10:35 am (ends at 11:50am)
- 12:10 pm (lectures end at 1:25pm, 110 minute labs end at 2:00pm)
- \*01:35 pm (ends at 2:50pm)
- 02:10 pm (reserved for labs only, 110 minute labs end at 4:00pm, 170 minute labs end at 5:00pm)
- \*03:00 pm (ends at 4:15pm)
- 04:25 pm (ends at 5:40pm)

**\*IMPORTANT: In order to minimize scheduling overlap, three- and four- week courses can only be offered at 7:45 am, 9:10 am, 1:35 pm, or 3:00 pm.**

Specific start times for Labs have been established as 12:10 pm or 2:10 pm only...please utilize these start times for any lab course.

## Classroom Assignments

Classroom assignments will be made after the department schedule has been loaded. Departments may only pre-assign their own Department-Managed or Department- Shared rooms. Departments cannot allow outside departments to pre-assign into their rooms. Unauthorized room assignments will be removed.

## Technology Requests

Technology requests are made in Banner by the person loading the department's course information. The system will allow up to five technology requests to be entered. These technology requests require a preference number to be entered. Although Banner requires a preference number, no room will be assigned unless all requested criteria are met.

Example: a whiteboard might be listed with a 01 preference and a chalkboard might be listed with a 04 preference. Since the scheduling software does not pay attention to the preference numbers, the class will not be assigned a room unless the room has both a whiteboard and a chalkboard.

Requesting multiple attributes narrows the possibility of being assigned a classroom. This is especially important to consider for courses offered during the most popular time slots (TR 9:35-10:50, TR 11-12:15, etc.). Only attributes that are absolutely necessary should be selected or the likelihood for the course to be on the Unassignable List will increase.

## Policy for Changes

To ensure department leadership is aware of changes to course scheduling, requests for changes (days/times/building/room) will be redirected to the department.

## Partition Preferences

The partition preferences field in Banner should not be used to avoid scheduling and processing errors.

## Available Room Attribute Preferences

**Data/Video Projector** – Needed for any type of multimedia or video presentation.

**VCR/DVD** – VCRs are being phased out and won't be replaced as they cease working. DVD players are available in many rooms, but are not needed to show most DVDs if an instructor computer is available.

**Instructor Computer** – This is a fixed desktop or laptop computer that can be used by anybody with a UW username and password.

**Document Camera** – This unit can project any document or object onto a projection screen using an installed data/video projector.

**WyoCast** –Captures sound, video, computer images, and presentations and wraps it all up in a package that can be viewed live (real-time) or later, on demand, using a simple Internet connection.

**Student Computers** – This attribute should only be selected if a computer lab is needed for all meetings. If a classroom is needed most of the time and a computer lab is only needed periodically, it can be requested after the scheduling process is completed.

**Chalkboard** –Only rooms with a chalkboard will be considered by the software. Most newly remodeled rooms are now being equipped with whiteboards only.

**Whiteboard** – Only rooms with a whiteboard will be considered by the software.

**Movable Seating** – Movable seating rooms will have only movable furniture, such as movable tables and chairs, tablet arm chairs, etc.

**Group Seating** – Only select this option if a class mainly focuses on group projects/work. This option should not be selected for discussion sections.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.5.3.1 [MC:1.2] (BNRPROD)

Term: 201420 CRN: 20950 Create CRN: Copy CRN: Subject: MATH Course: 4000 Title: History of Math

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

Meeting Code	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time
	13-JAN-2014	02-MAY-2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0935	1050

Partition Preferences

Code	Preference Number	Activity Date
		02-APR-2014

Room Attribute Preferences

Code	Preference Number	Activity Date
		02-APR-2014

Building/Room Attributes Validation (STVRDEF)

Find%

Code	Description	Activity Date
AV	Not Used	01-DEC-2011
AV1	Data/Video Projector	30-NOV-2005
AV2	DVD/VCR	15-SEP-2011
AV3	Instructor Computer	16-APR-2009
AV4	Not Used	15-SEP-2011
AV5	Document Camera	17-APR-2009
AV6	Not Used	31-MAR-2014
AV7	Wyocast	10-JAN-2011
AV8	Student Computers	17-APR-2009
CB	Chalkboard	15-NOV-2005
CPL	Not Used	17-APR-2009
CVID	Not Used	17-APR-2009
SEA1	Movable Seating	17-APR-2009
SEA4	Group Seating	31-MAR-2014
TAC	Not Used	17-APR-2009
WBD	Whiteboard	17-APR-2009

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