

Approved Day Schedule 3/3/2014

5-day M-F	4-day M-Th	2-day MW or TTh	60/40 Split Hybrid M/W/F	40/60 Split Hybrid MW or TTh	50/50 Split Hybrid MW or TTh	50/50 Split Hybrid M, T, W, or Th
7:00-7:50am	6:45-7:50am		7:00-7:50am	7:00-7:50am	6:45-7:50am	
8:00-8:50am			8:00-8:50am	8:00-8:50am		
9:00-9:50am			9:00-9:50am	9:00-9:50am		
10:00-10:50am			10:00-10:50am	10:00-10:50am		
11:00-11:50am	11:00-12:05		11:00-11:50am	11:00-11:50am	11:00-12:05	
12:15-1:05pm	12:15-1:20pm		12:15-1:05pm	12:15-1:05pm	12:15-1:20pm	
1:30-2:20pm	1:30-2:35pm	1:30-3:50pm	1:30-2:20pm	1:30-2:20pm	1:30-2:35pm	1:30-3:50pm
2:45-3:35pm	2:45-3:50pm		2:45-3:35pm	2:45-3:35pm	2:45-3:50pm	

Variances from the established schedule must be requested quarterly, and do not carry over to the next quarter or the next year. To request a variance from the established schedule template:

Faculty member requests variance from the department coordinator schedule, considering

- How it impacts the student schedule and their ability to take other classes
- Reason for the deviation (programmatic, pedagogical, etc.)

Department coordinator takes it to the Division Chair

Division Chair consults with the other Chairs to discuss how the variance might relate to the overall schedule.

If a department wants to add a class to a standard time slot that was not offered in that time slot the prior year (either by adding a new section or changing the time of an existing section), the following procedures should be followed

- Attempt a trade within the department
- Check with the scheduling office to see if there was an available classroom that has not yet been claimed that would have been available in the previous year
- Attempt a trade within the division
- Attempt a trade with other divisions

Standardized Scheduling Rules

- 1) 5-Day Schedule classes must meet all 5 days--no "Angel" days
- 2) Hybrid options:

60/40 split (60% face to face/40% online)	Meets MWF for 5-day schedule
40/60 split (40% face to face/60% online)	Meets M/W or T/Th for 5-day schedule
50/50 split (50% face to face/50% online)	Meets M/W or T/Th for 4-day schedule
	Meets M, T, W, or Th for 2-day schedule
- 3) Day schedule classes eligible for moonlight assignments begin at 7am or earlier and at least 50% of the student face to face contact occurs before 8 am. For hybrid classes, this would mean at least 50% of the face to face student contact occurs before 8 am. The status of other moonlight assignments (evening, online etc.) is beyond the scope of this document.
- 4) One, Two Three and Four Credit Classes.

When using the 5 day a week schedule, one, two, three and four credit classes shall meet within the time periods set out in the five day a week time schedule, beginning at the approved start times and ending at or before the approved end times. In addition,

 - **One credit classes** meet on any one day,
 - **two credit classes** meet M/W, T/Th or 1:30-3:50 on M,T,W,or Th;
 - **three credit classes** meet MWF;
 - **one, two, and three credit classes are not intended for the two and four day schedule;**
 - **four credit classes** meet M-Th, or using the two and four day schedule so long as classes start at the approved start time and end at or before the approved end time for two and four day schedules.
- 5) To allow students to enroll in a 15 credit daytime load, each section must be constrained to at most a three hour block. If you consider 8am to 1pm the "prime time", a student with a three hour class block from 9-12 would be able to take a 8am class and a 12:15pm class to still earn 15 credits

The following rooms have priority scheduling for the sciences:

13-104 (Science Lecture Hall)	29-116 (Chemistry)
13-105 (Science Lecture Hall)	29-306 (Physics)
13-106 (Science Lecture Hall)	29-321 and 29-322 (Geology)

- 6) Lab sciences with times that do not follow the HCC lecture templates outlined in the "Hours Chart" must be accommodated in classroom space designated as having priority scheduling for the sciences
- 7) ABE/ESL/GED shall be scheduled as follows (10 credit classes)

8:00 – 10:20	M-Th	1:00 -3:20 pm	M-Th
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10:30 –12:50 M-Th