

Ithaca College Guidelines for Course Scheduling and Room Assignments

Each department should observe these guidelines when creating their academic schedules.

- Standard class times:**

The chart below lists our standard class start times along with various end-times depending on the length of the class (with the traditional end-times in bold). Adhering to at least the **start** times is expected for all undergraduate classes. Exceptions must be approved by the dean of the school.

M W F				
START TIME	END TIME			
	50 min	70 min	75 min	100 min
8:00	8:50	9:10	9:15	9:40
9:00	9:50	10:10	10:15	10:40
10:00	10:50	11:10	11:15	11:40
11:00	11:50	12:10	12:15	12:40
12:00	12:50	1:10	1:15	1:40
1:00	1:50	2:10	2:15	2:40
2:00	2:50	3:10	3:15	3:40
3:00	3:50	*4:10	*4:15	*4:40
* 4:00			5:15	5:40
* 5:25			6:40	7:05
* 6:50			8:05	9:45
* 8:15			9:30	

T - R				
START TIME	END TIME			
	50 min	75 min	100 min	200 min
8:00	8:50	9:15	9:40	11:20
9:25	10:15	10:40	11:05	common hr

10:50	11:40	12:05	common hour	
-------	-------	--------------	-------------	--

1:10	2:00	2:25	2:50	4:30
2:35	3:25	3:50	4:15	5:55

4:00	4:50	5:15	5:40	7:20
5:25	6:15	6:40	7:05	8:45
6:50	7:40	8:05	9:45	9:10
8:15	9:05	9:30		

*MW only (no classes after 4:00 on Friday)

“Prime time” (highlighted) is MWF 10:00 AM – 2:50 PM and TR 9:25 AM – 3:50 PM. The common lunch / meeting hour is TR 12:05 – 1:10. Using these standard meeting times will help to effectively utilize our limited space and will also minimize scheduling conflicts for students.

Notes for 4-credit courses:

- A 70-minute class that meets 3x/week would total 210 minutes, exceeding the required 200 minutes of weekly seat time, so the recommended method would be 75min+75min+50min = 200 min.
- In order to avoid having a MWF 3pm class end after 4:00 on Friday, it can meet MW for 75 min and Fri for 50 min.

- **Scheduling Options:**

When scheduling classes, please refer to the reference chart below for the total minutes of class required per week per credit for standard lecture/seminar courses.

Fall/Spring	Instructional Time & Supplementary Time	Schedule Options for Standard Courses (Lecture/Seminar)
One Credit	750 minutes of instructional time = 15 hours + 30 hours of supplementary assignments	50 minutes of class/week • once a week
Two Credit	1500 minutes of instructional time = 30 hours + 60 hours of supplementary assignments	100 minutes of class/week • 50-minutes, 2x/week • 100-minutes, 1x/week
Three Credit	2250 minutes of instructional time = 45 hours + 90 hours of supplementary assignments	150 minutes of class: • 50 minutes, 3x/week • 75 minutes, 2x/week • 2 hours, 30 minutes, 1x/week
Four Credit	3000 minutes of instructional time = 60 hours + 120 hours of supplementary assignments	200 minutes of class: • 50 minutes, 4x/week • 70 minutes, 3x/week • 100 minutes, 2x/week • 75 minutes 2x/week + 50 mins 1x/week

Here are few examples of how to implement four-credit classes in our current schedule grid, utilizing on-grid start times for standard lecture/seminar classes:

Pedagogy Choice:	Examples:
4 credit, 50 minutes, 4x/week	MRWF or MTWF 8:00-8:50
4 credit, 50 minutes, 4x/week	MWF 1:00-1:50 & **T or R 1:10-2:00
4 credit, 75 minutes 2x/week + 50 minutes, 1x/week	TR 9:25-10:40 & **F 9:00-9:50
4 credit, 70 minutes, 3x/week	MWF 8:00-9:10
4 credit, 70 minutes, 3x/week	MWF 2:00-3:10
4 credit, 100 minutes, 2x/week	MW, WF, or MF 8:00-9:40
4 credit, 100 minutes, 2x/week	TR 1:10-2:50
4 credit, 100 minutes, 2x/week	MW, WF, or MF 1:00-2:40

**A dept that has multiple sections with once-per-week meeting times (e.g. fourth-hours) should try to group them in the same time slot. For example: If a dept has two sections with “fourth hour” meeting times, they would ideally schedule one on Tuesday at 1:10 and the other on Thursday at 1:10, and they would use the same room on their respective days. This ensures the room is fully utilized for the week during that time slot.

Note: For room scheduling purposes, classes that utilize the standard grid with an additional “fourth hour” are easier to relocate (if necessary) than classes that span more than one time slot.

- Please spread your course offerings throughout the day, beginning at 8 am.
 - The initial demand for mid-day “prime time” classes consistently exceeds the actual number of classrooms on campus. Please limit the number of classes during prime time.
 - Scheduling too many prime-time classes will generate considerable scheduling conflicts for students who can only take one class per time block.
 - Distribute multiple sections of a course between morning, afternoon, and evening, and between MWF and TR.
 - Per [college policy](#), do not schedule single-section required courses during the 4:00 – 6:00 PM athletic practice time, unless approved by the dean of the school.
- Non-standard meeting times (including fourth-hour meeting times/labs):
 - Should span the fewest time slots possible.

- Must **begin** at a standard meeting time.
- Large classes: Please confer with each other and be mindful of our campus' space constraints when planning the schedules for large classes. We can't schedule too many large classes at the same time. Our campus has:
 - 11 lecture halls (tiered, fixed seating)
 - two with 60 seats
 - seven with 90-137 seats
 - two with 220-240 seats
 - Only seven large regular classrooms (flat floor, moveable chairs)
 - five that seat 40–44
 - one that seats 47
 - one that seats 54
- Instructors with back-to-back classes:
 - We will make every effort to place instructors with back-to-back classes in the same classroom. If the instructor for the back-to-back classes has not yet been assigned during the schedule build process, please indicate "B2B" on the scheduling spreadsheet.
 - Exceptions:
 1. Enrollment caps that differ by $\geq 50\%$.
 2. Differing room requirements (e.g. specialized lab vs. classroom)
 - However, since this practice greatly reduces the flexibility of scheduling and relocating classrooms, **please keep the number of instructors with back-to-back sections to a minimum.**
- During the semester:
 - Instructors should contact their department assistants and/or Deans' offices for any room change requests, who will then email Stu Fegely sfegely@ithaca.edu in the Registrar's Office.
 - All classes must meet in the location indicated in Homer. Classes cannot change rooms until the room has been updated in Homer.
 - If chairs or tables are moved or re-arranged during class they must be returned to their original configuration at the end of the class period.