

McKendree University
Fall and Spring Class Scheduling Parameters

The Office of Academic Records is responsible for all classroom assignments on the Lebanon campus.

While the Registrar endeavors to assign to each class the room best suited to its needs, it is not possible all the time to assign an individual class to the room preferred by the instructor.

Due to the pressure of space, as well as the difficulty of developing student schedules, division chairs should observe the following parameters when building class schedules:

1. **Classes must be scheduled according to the standard scheduling times. Deviations are not allowed unless prior approval has been granted.** Such approval will only be granted in extenuating circumstances.
2. Course offerings must be spread throughout all the available day/time periods.
3. **No more than 10% of a division's course offerings may be scheduled in any one time period***. It will be up to each division to determine which courses may fall within those prime spots and which courses are scheduled at less popular times. *Please note: this percentage is subject to change depending on the number of courses offered each term.*
4. An overall review of the proposed schedules is the responsibility of the Provost and Registrar. Modifications to the proposed class schedules may be necessary for space reasons.
5. Only the Office of Academic Records may change the room to which a class is assigned.
6. Courses required for the major should not be offered at the same or overlapping times, unless offered in multiple sections. Co-requisites should be cooperatively scheduled by the involved departments to avoid time conflicts. Pre-requisites may be offered in overlapping times with the sequel course.
7. Individual faculty members will have an opportunity to express desired classrooms or classroom attributes. Classroom change requests will not be honored from faculty members who do not indicate desired classroom attributes.

*There are 15 time periods per week. They are numbered according to the three credit hour MWF and TR schedule (see page 2). Four hour courses will fall into *two or three different time periods* and must be counted as part of the 10% in *both or all three* periods.

THREE CREDIT HOURS **TIME PERIOD****MWF**

8:00 – 8:50	1
9:00 – 9:50	2
10:00 – 10:50	3
11:00 – 11:50	4
12:00 – 12:50	5
1:00 – 1:50	6
2:00 – 2:50	7
3:00 – 3:50	8
4:00 – 4:50	9

TR

8:00 – 9:20	10
9:30 – 10:50	11
11:00 – 12:20	12
12:30 – 1:50	13
2:00 – 3:20	14
3:30 – 4:50	15

One night per week

5:00 – 7:50**
5:30 – 8:20**
6:00 – 8:50

Two nights per week*

5:00 – 6:20 and 6:30 – 7:50**
5:30 – 6:50 and 7:00 – 8:20**
6:00 – 7:20 and 7:30 – 8:50

EIGHT-WEEK CLASSES

Three credit hour courses scheduled one night per week for eight (8) weeks must meet from 5:00 – 9:50 each night.

***Evening classes scheduled two nights per week must be stacked according to the schedules above.**

FOUR CREDIT HOURS **TIME PERIOD(S)****MTWR and MTWF**

8:00 – 8:50	1/10
9:00 – 9:50	2/10/11
10:00 – 10:50	3/11
11:00 – 11:50	4/12
12:00 – 12:50	5/12/13
1:00 – 1:50	6/13
2:00 – 2:50	7/14
3:00 – 3:50	8/14/15
4:00 – 4:50	9/15

One night per week

5:00 – 8:50**
5:30 – 9:20**
6:00 – 9:50

Two nights per week*

5:00 – 6:50 and 7:00 – 8:50**
5:30 – 7:20 and 7:30 – 9:20**
6:00 – 7:50 and 8:00 – 9:50

ONE CREDIT HOUR **TIME PERIOD****M, W, or F**

8:00 – 8:50	1
9:00 – 9:50	2
10:00 – 10:50	3
11:00 – 11:50	4
12:00 – 12:50	5
1:00 – 1:50	6
2:00 – 2:50	7
3:00 – 3:50	8
4:00 – 4:50	9

T or R

8:00 – 8:50	10
9:30 – 10:20	11
11:00 – 11:50	12
12:30 – 1:20	13
2:00 – 2:50	14
3:30 – 4:20	15

TWO CREDIT HOURS **TIME PERIOD****MW**

8:00 – 8:50	1
9:00 – 9:50	2
10:00 – 10:50	3
11:00 – 11:50	4
12:00 – 12:50	5
1:00 – 1:50	6
2:00 – 2:50	7
3:00 – 3:50	8
4:00 – 4:50	9

TR

8:00 – 8:50	10
9:30 – 10:20	11
11:00 – 11:50	12
12:30 – 1:20	13
2:00 – 2:50	14
3:30 – 4:20	15

One night per week

5:00 – 6:50**
5:30 – 7:20**
6:00 – 7:50

**Graduate Classes Only

ELEARNING CLASSES

All eLearning courses must be eight weeks and the amount of time spent in online learning should be equivalent to the hours that would have been spent in class.

BLENDED CLASSES

Blended classes should follow the same schedule as face to face, but may have one class period replaced by online learning. The amount of time spent in online learning should be equivalent to the hours that would have been spent in class.

McKendree University
Summer Class Scheduling Parameters

FACE TO FACE CLASSES (3 CREDIT HOURS)

Four week courses (June or July):

MTWR (3 hours/day):
8:30 – 11:20
1:00 – 3:50
5:00 – 7:50
6:00 – 8:50

MWF (3 hours, 45 min/day):
8:30 – 12:05
1:00 – 4:35
5:00 – 8:35
6:00 – 9:35

Eight week courses (June – July):

MTWR (1 hour, 30 min/day):
8:30 – 9:50
1:00 – 2:20
5:00 – 6:20
6:00 – 7:20

MWF (2 hours/day):
8:30 – 10:20
1:00 – 2:50
5:00 – 6:50
6:00 – 7:50

MW or TR (3 hours /day):
8:30 – 11:20
1:00 – 3:50
5:00 – 7:50
6:00 – 8:50

FACE TO FACE CLASSES (4 CREDIT HOURS)

Four week courses (June or July):

MTWR (3 hours, 45 min/day):
8:30 – 12:05
1:00 – 4:35
5:00 – 8:35
6:00 – 9:35

MWF (5 hours/day):
8:30 – 1:20
1:00 – 5:50
5:00 – 9:50

Eight week courses (June – July):

MTWR (2 hours/day):
8:30 – 10:20
1:00 – 2:50
5:00 – 6:50
6:00 – 7:50

MWF (2 hours, 45 minutes/day):
8:30 – 10:50
1:00 – 3:30
5:00 – 7:30
6:00 – 8:30

MW or TR (3 hours, 45 min/day):
8:30 – 12:05
1:00 – 4:35
5:00 – 8:35
6:00 – 9:35

ELEARNING CLASSES

All eLearning courses must be eight weeks and the amount of time spent in online learning should be equivalent to the hours that would have been spent in class.

BLENDED CLASSES

Blended classes should follow the same schedule as face to face, but may have one class period replaced by online learning. The amount of time spent in online learning should be equivalent to the hours that would have been spent in class. For example, a four week blended course meeting in the morning would meet face to face MW 8:30 – 12:05 and the online portion should be equivalent to 3 hours, 45 minutes on another day.