

REVISED GUIDELINES FOR SCHEDULING OF LECTURE CLASSES

Centrally-allocated rooms should be scheduled as shown below. Note that all courses begin on the hour or the half hour. Non-central rooms may be scheduled at other times but must also start on the hour or the half hour.

3 unit classes	4 unit classes	2 unit classes
MWF	MW or TTH	M or T or W or TH
0700 - 0750	(With a 10 minute break)	(With a 10 minute break)
0800 - 0850	0800 - 0950	0800 - 0950
0900 - 0950	1000 - 1150	1000 - 1150
1000 - 1050	1200 - 1350	1200 - 1350
1100 - 1150	1400 - 1550	1400 - 1550
1200 - 1250	1600 - 1750	1600 - 1750
1300 - 1350	1800 - 1950	1800 - 1950
1400 - 1450	2000 - 2150	2000 - 2150
1500 - 1550	(Starting on the even hour)	(Starting on the even hour)
TTH	MTWTh	Friday
0800 - 0915	0800 - 0850	Starting on the hour and lasting 1 hour 50 minutes
0930 - 1045	0900 - 0950	
1100 - 1215	1000 - 1050	1 unit classes
1230 - 1345	1100 - 1150	M or W or F
1400 - 1515	1200 - 1250	Starting on the hour
1530 - 1645	1300 - 1350	T or Th
	1400 - 1450	Starting on the even hour (8, 10, 12, 2, and 4)
	1500 - 1550	
	1600 - 1650	
	1700 - 1750	
	1800 - 1850	
	1900 - 1950	

Room priority should be given to 3-unit courses scheduled MWF and TTH before 1600 (4:00 pm).

Courses can be scheduled in single 2-, 3- or 4-hour blocks after 16:00 (4:00 pm) provided the room is consistently scheduled.

Lecture/Lab and Lecture/Activity courses should be scheduled within the above-noted Scheduling Guidelines when assigned to centrally-allocated rooms.

MW or WF scheduling (75 minutes each session) will NOT be permitted prior to 1600 (4:00 pm).

Class Size

- On large capacity rooms, (those with seating capacity greater than 60) only schedule classes where expected enrollment is at least 75% of the room size.
- 3- and 4-unit classes should not be scheduled in the same spaces.

Weekend, Summer, and Special Session Classes (should meet number of hours shown below):

- 1 unit = 15 hours
- 2 unit = 30 hours
- 3 unit = 45 hours
- 4 unit = 60 hours

For additional information, scheduling tips, and FAQs visit our website at:

<https://academics.fresnostate.edu/scheduling/index.htm>