

# UNIVERSITY MANAGED (POOLED) CLASSROOM SCHEDULING POLICY

## Assignment of Classes and University-Managed Classroom Scheduling

- Departments are encouraged to spread the times of their classes between 8:00 a.m. to 4:00 p.m. minimizing the number of classes held during the prime times (10:00 a.m. to 3:00 p.m.). This includes the summer semester.
- For classes that meet 1 day a week in 80 min. time slots, the schedule should follow the schedule for classes held 2 days a week in a 80 min. time slot. Classes should start at 8:30am, 10:00am, 11:30am, 1:00pm, 2:30pm or 4:00pm.
- Departments are discouraged from requesting classrooms seating more than 1.25 times the enrollment, due to inefficient use of the University-managed classrooms.
- When courses are entered on-line into the course-listings system (WUCRSL), administrators have the ability to specify certain room requirements (e.g. a/v equipment). Instructors should let their departmental contacts know when certain multimedia or other teaching resources are absolutely required, so that their classes will be assigned to appropriate spaces.
- The day and time of a class offering can have an impact on the availability of rooms. Instructors should check with departmental contacts to determine the impact of offering various courses at non-standard times. Each contact has access to the recommended standard class times.
- Classes are scheduled into University-managed (pooled) classrooms by the Office of the University Registrar, which also handles other academic and class-related scheduling such as final exams. For scheduling of classes and class-related events (e.g., film screening, evening exam), contact the Office of the University Registrar:
  - [pooledclassrooms@wustl.edu](mailto:pooledclassrooms@wustl.edu)
- Special events and non-academic scheduling into the University-managed classrooms, as well as event scheduling for student organizations, is handled by Event Management (<http://eventmanagement.wustl.edu>).
- ***Petitions to teach during non-standard days/times must be submitted to and approved by the University Scheduling Review Committee.***
  - (Questions about the scheduling process should be directed to [pooledclassrooms@wustl.edu](mailto:pooledclassrooms@wustl.edu))

# FALL AND SPRING SEMESTER APPROVED TEACHING DAYS AND TIME

- Available start times only apply to classes requesting to be placed in University managed (pooled) classrooms
- Classes should not be scheduled during the blocks of time with shading

## 3 days a week in 50 min. time slots

Days	Start	Start	Start	Start	Start	Start	Start	Start	Start
MWF	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm

## 2 days a week in 80 min. time slots or 1 day a week in 80 min. time slot

Days	Start	Start	Start	Start	Start	Start
MW, WF, MF	8:30am	10:00am	11:30am	1:00pm	2:30pm	4:00pm
M or W or F	8:30am	10:00am	11:30am	1:00pm	2:30pm	4:00pm
TuTh	8:30am	10:00am	11:30am	1:00pm	2:30pm	4:00pm
Tu or Th	8:30am	10:00am	11:30am	1:00pm	2:30pm	4:00pm

## 4 or 5 days a week in 50 min. time slots

Days	Start	Start	Start	Start	Start	Start	Start	Start	Start
MTuWTh, MTuWF, MTuThF, MWThF	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
MTuWThF	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm

## 1 day a week in 50 min. time slots or 2 days a week in 50 min. time slots

Days	Start	Start	Start	Start	Start	Start	Start	Start	Start
M or W or F	8:00am	9:00am	10:00am (for 1 day a week Friday only sections)	11:00am	12:00pm	1:00pm (for 1 day a week Friday only sections)	2:00pm or 2:30pm	3:00pm or 3:30pm	4:00pm
MW, WF, or MF	8:00am	9:00am		11:00am	12:00pm	1:00pm	2:30pm	3:00pm	4:00pm
Tu or Th	8:00am	9:00am					2:30pm	3:00pm or 3:30pm	4:00pm
TuTh	8:00am	9:00am					2:30pm	3:00pm	4:00pm

- These time slots are generally used for subsections, laboratory lectures, scholarship and FOCUS classes.

## 1 day a week in 1 hour, 50 min. time slots or 2 days a week hour in 1 hour, 50 min. time slots

Days	Start	Start	Start	Start	Start	Start	Start	Start	Start
M or W or F MW, WF, or MF	8:00am			11:00am (for 1 day a week Friday only sections)	12:00pm (for 1 day a week Friday only sections)	1:00pm (for 1 day a week Friday only sections)	2:00pm or 2:30pm	3:00pm	4:00pm
Tu or Th or TuTh	8:00am						2:30pm	3:00pm	4:00pm

## 1 day a week in 2 hour, 20 min. or 2 hour, 50 min. time slots

Days	Start	Start	Start	Start	Start	Start	Start	Start	Start
M or W or F				11:00am (Friday only sections)	12:00pm (Friday only sections)	1:00pm (Friday only sections)	2:00pm or 2:30pm	3:00pm	4:00pm
Tu or Th							2:30pm	3:00pm	4:00pm

## Evening/Weekend Classes - Recommended Start Times:

M, Tu, W, or Th 5:30pm, 6:00pm, 6:30pm, 7:00pm

M&W 5:30pm, 6:00pm, 6:30pm, 7:00pm

Tu&Th 5:30pm, 6:00pm, 6:30pm, 7:00pm

**(Note: Contact Engineering Student Services for details about engineering evening class times.)**

## Saturday: Please start classes on the hour or half hour