

Scheduling Guidelines

Start Times

Day Classes – Effective Spring 19

16 Week Classes

Monday/Wednesday/Friday (MWF) and Monday/Wednesday (MW) classes should start on the hour and end no later than 4:50. MW classes can only start at 2:00 or 3:30 unless it is academically justified to meet two days a week.

	MWF	MW		MW	3 Hour Labs
	3 Credits	4 credits		3 credits	
8:00	8:00-8:50	8:00-9:50			8:00-10:45
8:30					
9:00	9:00-9:50	9:00-10:50			
9:30					
10:00	10:00-10:50	10:00-11:50			
10:30					
11:00	11:00-11:50	11:00-12:50			11:00-1:45
11:30					
12:00	12:00-12:50	12:00-1:50			
12:30					
1:00	1:00-1:50	1:00-2:50			
1:30					
2:00	2:00-2:50	2:00-3:50		2:00-3:15	2:00-4:45
2:30					
3:00	3:00-3:50	3:00-4:50		3:30-4:45	
3:30					
4:00	4:00-4:50				
4:30					

Tuesday/Thursday (TR) classes should start at the following times and end by 4:45.

	TR	TR	TR		3 Hour Labs
	2 Credits	3 Credits	4 credits		
8:00	8:00-8:50	8:00-9:15	8:00-9:50		8:00-10:45
8:30					
9:00					
9:30	9:30-10:20	9:30-10:45		9:30-11:20	
10:00					
10:30					
11:00	11:00-11:50	11:00-12:15	11:00-12:50		11:00-1:45
11:30					
12:00					
12:30	12:30-1:20	12:30-1:45		12:30-2:20	
1:00					
1:30					
2:00	2:00-2:50	2:00-3:15	2:00-3:50		2:00-4:45
2:30					
3:00					
3:30	3:30-4:20	3:30-4:45			
4:00					
4:30					

8 Week Classes - MWF

	MW	MWF	MW		MW	3 Hour Labs (w/o final exam time)	
	2 Credits	3 Credits	4 credits		3 credits		
8:00	8:00-9:40	8:00-9:40	8:00-11:20	9:00-12:20	2:00-4:30	8:00-12:45	9:00-1:45
8:30							
9:00							
9:30							
10:00	10:00-11:40	10:00-11:40	12:00-3:20	1:00-4:20	2:00-4:30	8:00-12:45	9:00-1:45
10:30							
11:00							
11:30							
12:00	12:00-1:40	12:00-1:40	12:00-3:20	1:00-4:20	2:00-4:30	8:00-12:45	9:00-1:45
12:30							
1:00							
1:30							
2:00	2:00-3:40	2:00-3:40	12:00-3:20	1:00-4:20	2:00-4:30	8:00-12:45	9:00-1:45
2:30							
3:00							
3:30							
4:00	2:00-3:40	2:00-3:40	12:00-3:20	1:00-4:20	2:00-4:30	8:00-12:45	9:00-1:45
4:30							

8 Week Classes – TR

	TR	TR	TR		3 Hour Labs (w/o final exam time)	
	2 Credits	3 Credits	4 credits			
8:00	8:00-9:40	8:00-10:30	8:00-11:20		8:00-12:45	
8:30						
9:00						
9:30						
10:00						
10:30						
11:00	11:00-12:40	11:00-1:30		9:30-12:50		9:30-2:15
11:30						
12:00						
12:30						
1:00						
1:30						
2:00	2:00-3:40	2:00-4:30	12:30-3:50			
2:30						
3:00						
3:30						
4:00						
4:30						

Night Classes – Effective Spring 2019

Night classes should meet as indicated below. All classes should start at 5:30 or 6:00, 7:00, or 8:30.

1 hour per week	3 hours per week		4 hours per week	
1 night per week	1 night per week	2 nights per week	1 night per week	2 nights per week
6:00-6:50	6:00-8:45	5:30-6:45	6:00-9:50	
7:00-7:50	7:00-9:45	7:00-8:15		7:00-8:50
		8:30-9:45		

Summer Classes – Effective Summer 19

10 Week Session		5 Week Session	
Classes that meet 4 days per week	Classes that meet 2 days per week	Classes that meet 4 days per week	Classes that meet 2 days per week
9:00 - 10:00	8:00 - 10:00	8:00 - 10:00	8:00 - 12:00
10:15 - 11:15	10:15 - 12:15	10:15 - 12:15	
12:30 - 1:30	12:30 - 2:30	12:30 - 2:30	12:30 - 5:00
2:45 - 3:45	2:45 - 4:45	2:45 - 4:45	
5:30 - 6:30	5:30 - 7:30	5:30 - 7:30	5:30 - 10:00
		7:45 - 9:45	
1 night per week	5:30 - 10:00		

Class Size – Effective Spring 19

Face-to-Face

ENG 111/112, ENF, FRE 101/102, SPA 101/102, ASL 101/102, BUS 202, CST 100, SDV 101: 24

Science Labs: 24

BLD/DRF/MEC/PED: 24

Computer Labs: 22

Electrical/HVAC/Welding: 14

ART: 18

Culinary labs: 14

Internships: Variable

All other classes: 30

Virtual

ENG 111/112, CST 100: 24

All other classes: 30

Faculty Loads – Effective Spring 19

Nine Month:

Must have 12-15 credits **and** 15-20 contact hours per semester (Fall/Spring).

Must have 30 credits **or** 40 contact hours per year (Fall/Spring).

May teach an overload of up to 40 credit hours or 60 contact hours per year (Fall/Spring).

Should teach a minimum of two face-to-face sections each semester (Fall/Spring).

Summer: May teach up to 10 credits (11-13 credits for overload)

10 Office Hours per week. Must be in at least 30 minute increments. See [Faculty Office Hours Policy](#).

Associate Instructors:

Must have 33 – 39 credits **and** 39-49 contact hours per year (Fall/Spring).

May teach an overload of up to 3 credit hours **or** 4.5 contact hours per year.

Should teach a minimum of three face-to-face sections each semester (Fall/Spring).

Summer: May not teach more than 8 credit or 8 contact hours

12-19 Office Hours per week. Must be in at least 30 minute increments.

Credits/Contact Hours	Office Hours	Total
18	19	37
21	16	37
23	14	37
26	12	38

Adjunct Instructors:

Fall: May not teach more than 12 credits

Spring: May not teach more than 12 credits

Summer: May not teach more than 8 credits

One office hour per week for each class taught. Must be in at least 30 minute increments.

Modalities

Virtual Classes

Virtual classes should have a section number that starts with V and all content will be delivered on-line. Developmental classes should not be taught as virtual classes.

Hybrid Classes

Hybrid classes should have a section number that starts with HY and meet less than 50% of the required 750 minutes per credit hour. Meetings should be held at regular intervals throughout the semester (weekly or with exception). Hybrid classes should be scheduled so that rooms are appropriately utilized. For example, if a hybrid class meets every Tuesday from 9:30 – 10:45, there should be another hybrid class that meets on Thursday from 9:30 – 10:45 in the same room. Additionally, if a hybrid class meets every other Monday evening from 5:30 – 7:15 starting the first week of classes, another hybrid class could meet at the same day/time starting the second week of classes. This will ensure full room utilization.

Night Classes

Classes that start at 5:00 or later are considered night classes and should have a section number that starts with N.