



NORTHWESTERN UNIVERSITY

Office of the Registrar • 633 Clark Street • Evanston, IL 60208

General Purpose Classroom Scheduling Guidelines

Effective Fall Quarter 2002

The general principle of the Guidelines revolves around standard meeting patterns and are defined as such:

1. MWF classes meeting for 50-minutes, three times a week, beginning on the hour
2. TTh classes meeting for 80-minutes, two times a week, beginning at 8:00, 9:30, 11:00, 12:30, 2:00 and 3:30

These standard meeting patterns are graphically represented in Chart #1.

Classes conforming to Standard Meeting Patterns will be given priority in room scheduling. Non-conforming classes will be scheduled after conforming classes and run the risk of having no room available.

Guidelines Specific to MWF Classes:

1. MWF is the normal sequence for classes meeting three days a week for 50-minutes, beginning on the hour, Chart #1. Classes which meet for 50-minutes three days a week and cannot be scheduled MWF must be scheduled at 8:00 or after 3:00, Chart #3.
2. Classes of more than one hour that must meet two days a week and on MWF must be scheduled beginning at 8:00 or after 2:00, Chart #2.
3. One day a week classes meeting on Monday, Wednesday or Friday must be scheduled before 10:00 or after 2:00, Chart #2.
4. Classes meeting for four or more days a week may be scheduled beginning at 8:00, 10:00, 11:00, 1:00, 2:00 or after 4:00, Chart #4

Guidelines Specific to TTh Classes

1. TTh is the normal sequence for classes meeting two days a week for 80-minutes. TTh classes are scheduled to meet at 8:00, 9:30, 11:00, 12:30, 2:00 and 3:30, Chart #1.
2. Two-hour time blocks on TTh may be scheduled after 2:00.
3. One day a week classes meeting on Tuesday or Thursday must be scheduled before 9:30 or after 2:00, Chart #2.
4. Classes meeting for four or more days a week may be scheduled beginning at 8:00, 10:00, 11:00, 1:00, 2:00 or after 4:00, Chart #4

Additional Guidelines

1. The Office of the Registrar reserves the rights to ask departments to change times of classes as room scheduling difficulties warrant.
2. The most heavily used times of each day are between the hours of 10:00 and 2:00. When at all possible, departments should attempt to schedule during more lightly used times.
3. It is expected that a department's classes in any given quarter be balanced over the different time slots.
4. Discussion sections should be scheduled before 10:00 and after 2:00.
5. These guidelines apply to all classes that wish to use General Purpose Classrooms

General Purpose Classroom Scheduling Guidelines

Shaded areas show acceptable scheduling times

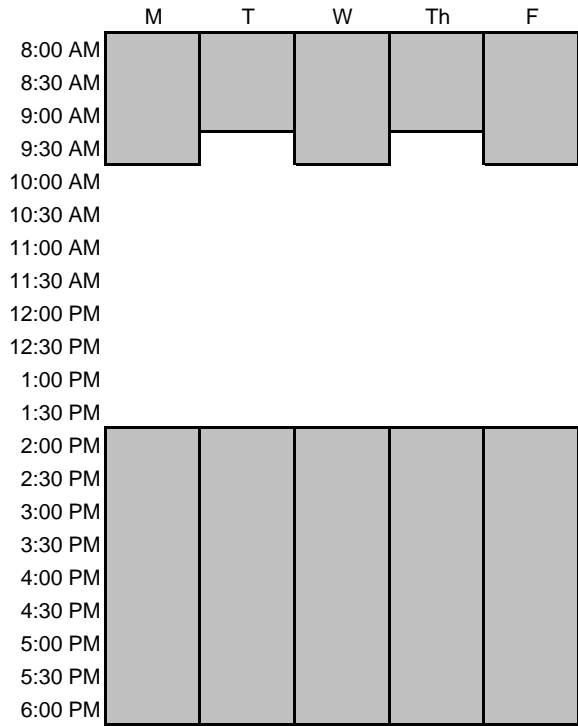
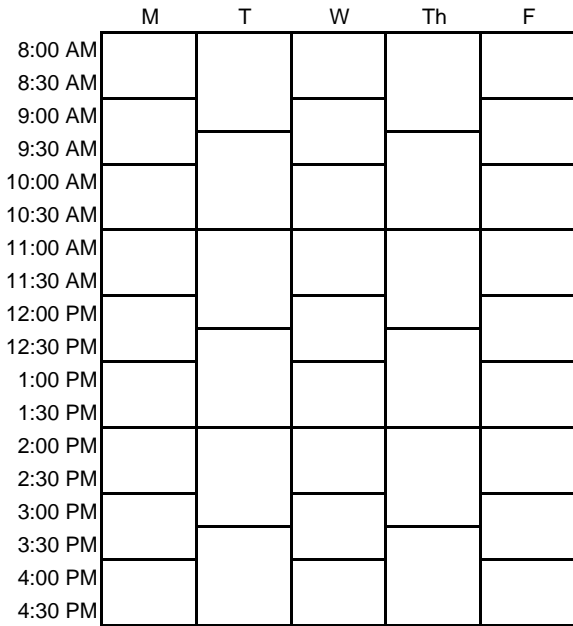


Chart 1 - Standard Meeting Patterns

Chart 2 - One day a week or two days a week other than TTh

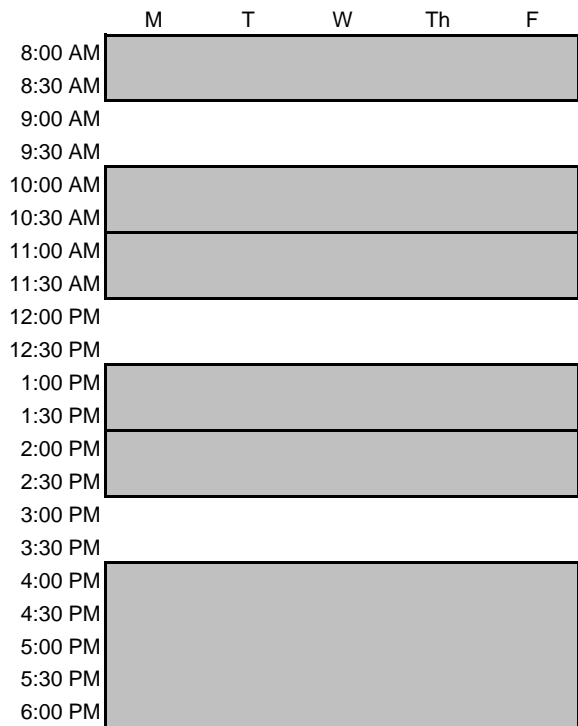
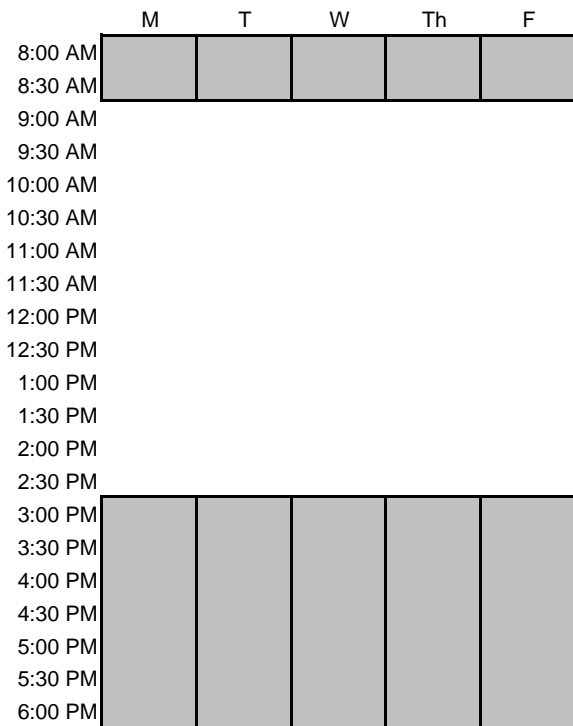


Chart 3 - Three days a week other than MWF

Chart 4 - Four or more days a week