



NORTHWESTERN UNIVERSITY

General Purpose Classroom Scheduling Guidelines

I. SCOPE

Classes held in general purpose (Registrar scheduled) classrooms on the Evanston campus during fall, winter and spring terms are subject to the scheduling policies contained herein. This includes classes meeting in GP classrooms traditionally scheduled or used by specific academic departments. Please see [Appendix #1](#) for a list of classrooms currently designated as GP classrooms.

Classes held in other types of meeting spaces, such as departmentally scheduled conference rooms, meeting rooms, or laboratories are not required to adhere to these policies.

II. OBJECTIVES

- Provide sufficient classroom resources to meet instructional requirements as the pool of available GP classrooms is decreased, particularly during the renovation of Harris Hall.
- Maximize student scheduling options by employing standard class meeting patterns and encouraging more even distribution of classes throughout the week.
- Better match academic requirements with available classroom facilities (e.g., a specific classroom furniture configuration, technology, access to department instructional aids).
- Apply scheduling policies in a consistent and equitable manner.
- Achieve optimum classroom utilization.

III. PHILOSOPHY

- A. Distribution of Classes. Efficiency of student and classroom scheduling is realized when class offerings are spread as evenly as possible throughout each day and week. Please see [Appendix #2](#) for NU's class distribution requirements. Classes offered by departments that fail to comply with class distribution requirements will be scheduled after compliant departments' classes, and run the risk of not being assigned rooms or being assigned less desirable spaces.
- B. Standard Class Meeting Patterns. Classroom scheduling practices are greatly enhanced with the use of standard hour and day patterns. Classes with non-standard meeting times tie up rooms across multiple meeting hours and decrease scheduling efficiency. In order to accommodate more classes in fewer classrooms, classes with non-standard times will be scheduled after those with standard meeting patterns, and run the risk of having no room available. Please see [Appendix #3](#) for NU's standard class meeting patterns which are included in the full GP classroom scheduling policy.
- C. Geographical Location & Technology Enhanced Classrooms. To the extent that appropriate classroom facilities are available and scheduling guidelines are followed, classes will be assigned rooms with technology requested by the department in academic departments' home

buildings or in buildings geographically close to the home building. Quarterly classroom assignment is not based on historical assignment.

- D. Limited Classroom Resources. While every attempt will be made to assign classrooms as requested, the Office of the Registrar cannot guarantee assignments due to conflicting requests and limited classroom resources. The Office of the Registrar reserves the right to ask departments to change class meeting times as room scheduling difficulties warrant.
- E. Classroom Utilization and Scheduling Policies. Classroom utilization statistics are reported to the Provost and Classroom Committee by Facilities Management and the Office of the Registrar each year for review. Class scheduling guidelines will be evaluated for efficacy and may be modified on a yearly basis.

IV. POLICIES

Please see [Appendix #3](#) for a detailed reference sheet outlining Northwestern University's standard class meeting patterns and distribution of classes policies.

There may be academic and pedagogical reasons for scheduling classes at non-standard hours and/or days. Such classes should be held in departmentally scheduled rooms. Departments should also evaluate such past offerings to determine if these types of meeting patterns continue to be necessary.

- A. Distribution of classes. Departments may offer a maximum of 14% of their classes at each of the 4 prime hours: 10-11 AM, 11-12 PM, 2-3 PM, and 3-4 PM. Classes which cross two prime hours will be counted twice in distribution calculations. Remaining class offerings should be spread evenly over the rest of the day and week. Departments with schedules not in compliance with this policy will receive a low room assignment priority and risk not being assigned a room.
 - 1. Class Distribution Calculation. Weekday classroom hours (8 AM – 10 PM) for all classes requesting GP classrooms (graduate and undergraduate, including discussions, labs, and seminars) are counted in a department's class distribution calculation.
 - 2. Departmental Planning and Calculations. Throughout the class scheduling process, departments are expected to run the crystal report "Class Distribution.rpt" to evaluate their own compliance with class distribution guidelines and make changes to their offerings where appropriate.
- B. Distribution of Day Patterns. Departments are expected to distribute their offerings evenly between the MWF and TR day patterns.
- C. Standard Class Meeting Patterns. Classes offered in GP classrooms on the Evanston campus are expected to meet in one of three standard patterns: one to five times per week for 50 minutes each day, twice a week for 80 minutes each day, or once a week for three hours. Standard start and end times for each meeting type have been established.

Northwestern University General Purpose Classrooms

Room	Room Capacity	Building	Campus Location	Weekday Hours of Availability
ANN101	30	Annenberg Hall	North Campus	8AM-10PM
ANNG15	120	Annenberg Hall	North Campus	8AM-10PM
ANNG21	120	Annenberg Hall	North Campus	8AM-10PM
ANNG28	15	Annenberg Hall	North Campus	8AM-10PM
ANNG29	20	Annenberg Hall	North Campus	8AM-10PM
ANNG30	25	Annenberg Hall	North Campus	8AM-10PM
ANNG31	20	Annenberg Hall	North Campus	8AM-10PM
ANNG32	30	Annenberg Hall	North Campus	8AM-10PM
CLRKB01	60	555 Clark Building	South Campus	8AM-5PM
CLRKB03	60	555 Clark Building	South Campus	8AM-5PM
FSK114	30	Fisk Hall	South Campus	8AM-10PM
FSK217	329	Fisk Hall	South Campus	8AM-10PM
FSKB1	50	Fisk Hall	South Campus	8AM-10PM
FSKB17	40	Fisk Hall	South Campus	8AM-10PM
FSL1421	88	Frances Searle Building	North Campus	9AM-5PM
FSL1441	88	Frances Searle Building	North Campus	9AM-5PM
FSL2107	60	Frances Searle Building	North Campus	9AM-5PM
FSL2370	32	Frances Searle Building	North Campus	9AM-5PM
FSL2378	28	Frances Searle Building	North Campus	9AM-5PM
FSL2407	65	Frances Searle Building	North Campus	9AM-5PM
FSL3220	49	Frances Searle Building	North Campus	9AM-5PM
HRS107	264	Harris Hall	South Campus	8AM-10PM Unavailable beginning Fall 08
HRS203	30	Harris Hall	South Campus	8AM-10PM Unavailable beginning Fall 08
HRS205	60	Harris Hall	South Campus	8AM-10PM Unavailable beginning Fall 08
HRS307	40	Harris Hall	South Campus	8AM-10PM Unavailable beginning Fall 08
HRS308	30	Harris Hall	South Campus	8AM-10PM Unavailable beginning Fall 08
HRS310	37	Harris Hall	South Campus	8AM-10PM Unavailable beginning Fall 08
HRS313	24	Harris Hall	South Campus	8AM-10PM Unavailable beginning Fall 08
HRS315	30	Harris Hall	South Campus	8AM-10PM Unavailable beginning Fall 08
KRG2410	48	Kresge Centennial Hall	South Campus	8AM-10PM
KRG2415	65	Kresge Centennial Hall	South Campus	8AM-10PM
KRG2420	30	Kresge Centennial Hall	South Campus	8AM-10PM
KRG2430	20	Kresge Centennial Hall	South Campus	8AM-10PM
KRG2435	45	Kresge Centennial Hall	South Campus	8AM-10PM
KRG3420	25	Kresge Centennial Hall	South Campus	8AM-10PM
KRG4335	25	Kresge Centennial Hall	South Campus	8AM-10PM
KRG4345	25	Kresge Centennial Hall	South Campus	8AM-10PM
KRG4355	20	Kresge Centennial Hall	South Campus	8AM-10PM
KRG4365	45	Kresge Centennial Hall	South Campus	8AM-10PM
KRG4410	20	Kresge Centennial Hall	South Campus	8AM-10PM
KRG4416	25	Kresge Centennial Hall	South Campus	8AM-10PM
KRG4420	20	Kresge Centennial Hall	South Campus	8AM-10PM

	Room Capacity	Building	Campus Location	Weekday Hours of Availability
KRG4425	47	Kresge Centennial Hall	South Campus	8AM-10PM
KRG4430	25	Kresge Centennial Hall	South Campus	8AM-10PM
KRG4435	36	Kresge Centennial Hall	South Campus	8AM-10PM
KRG4440	25	Kresge Centennial Hall	South Campus	8AM-10PM
KRG4445	22	Kresge Centennial Hall	South Campus	8AM-10PM
LIB3322	15	University Library	Central Campus	8AM-5PM
LIB3370	15	University Library	Central Campus	8AM-5PM
LIB3622	15	University Library	Central Campus	8AM-5PM
LIB3670	15	University Library	Central Campus	8AM-5PM
LIB3722	15	University Library	Central Campus	8AM-5PM
LIB4622	15	University Library	Central Campus	8AM-5PM
LIB4670	15	University Library	Central Campus	8AM-5PM
LIB4722	15	University Library	Central Campus	8AM-5PM
LIB4770	15	University Library	Central Campus	8AM-5PM
LIB5322	15	University Library	Central Campus	8AM-5PM
LIB5722	15	University Library	Central Campus	8AM-5PM
LIB5746	15	University Library	Central Campus	8AM-5PM
LNT101	18	Lunt Hall	Central Campus	8AM-10PM
LNT102	12	Lunt Hall	Central Campus	8AM-10PM
LNT103	23	Lunt Hall	Central Campus	8AM-10PM
LNT104	33	Lunt Hall	Central Campus	8AM-10PM
LNT105	51	Lunt Hall	Central Campus	8AM-10PM
LNT107	40	Lunt Hall	Central Campus	8AM-10PM
LVRAUD	600	Owen L. Coon Forum at Leverone	Central Campus	8AM-5PM
PKS212	30	Parkes Hall	South Campus	8AM-10PM
PKS213	40	Parkes Hall	South Campus	8AM-10PM
PKS214	35	Parkes Hall	South Campus	8AM-10PM
PKS215	30	Parkes Hall	South Campus	8AM-10PM
PKS222	30	Parkes Hall	South Campus	8AM-12PM
PKS224	100	Parkes Hall	South Campus	8AM-10PM
PLSAUD	105	Abbott Auditorium in the Pancoe- ENH Life Sciences Building	North Campus	8AM-4PM
SWT107	107	Swift Hall	North Campus	8AM-10PM
TCHA110	42	Technological Institute	North Campus	8AM-10PM
TCHAUD	599	Technological Institute	North Campus	8AM-10PM
TCHL150	48	Technological Institute	North Campus	8AM-10PM
TCHL158	30	Technological Institute	North Campus	8AM-10PM
TCHL160	37	Technological Institute	North Campus	8AM-10PM
TCHL168	25	Technological Institute	North Campus	8AM-10PM
TCHL170	24	Technological Institute	North Campus	8AM-10PM
TCHL211	171	Technological Institute	North Campus	8AM-10PM
TCHL221	42	Technological Institute	North Campus	8AM-10PM
TCHL251	55	Technological Institute	North Campus	8AM-10PM
TCHL361	102	Technological Institute	North Campus	8AM-10PM
TCHLG52	40	Technological Institute	North Campus	8AM-10PM
TCHLG62	20	Technological Institute	North Campus	8AM-10PM

	Room Capacity	Building	Campus Location	Weekday Hours of Availability
TCHLG66	40	Technological Institute	North Campus	8AM-10PM
TCHLG68	38	Technological Institute	North Campus	8AM-10PM
TCHLG72	35	Technological Institute	North Campus	8AM-10PM
TCHLG76	38	Technological Institute	North Campus	8AM-10PM
TCHLR2	277	Technological Institute	North Campus	8AM-10PM
TCHLR3	272	Technological Institute	North Campus	8AM-10PM
TCHLR4	88	Technological Institute	North Campus	8AM-10PM
TCHLR5	88	Technological Institute	North Campus	8AM-10PM
TCHM120	35	Technological Institute	North Campus	8AM-10PM
TCHM128	40	Technological Institute	North Campus	8AM-10PM
TCHM152	56	Technological Institute	North Campus	8AM-10PM
TCHM164	56	Technological Institute	North Campus	8AM-10PM
TCHM166	26	Technological Institute	North Campus	8AM-10PM
TCHM177	40	Technological Institute	North Campus	8AM-10PM
TCHM345	102	Technological Institute	North Campus	8AM-10PM
TCHM349	28	Technological Institute	North Campus	8AM-10PM
TCHMG28	40	Technological Institute	North Campus	8AM-10PM
UNV101	48	University Hall	South Campus	8AM-10PM
UNV102	65	University Hall	South Campus	8AM-10PM
UNV112	20	University Hall	South Campus	8AM-10PM
UNV118	20	University Hall	South Campus	8AM-10PM
UNV121	50	University Hall	South Campus	8AM-10PM
UNV122	73	University Hall	South Campus	8AM-10PM
UNV218	20	University Hall	South Campus	8AM-10PM
UNV312	20	University Hall	South Campus	8AM-10PM
UNV318	20	University Hall	South Campus	8AM-10PM
UNV412	20	University Hall	South Campus	8AM-10PM
UNV418	20	University Hall	South Campus	8AM-10PM



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Evanston Campus Class Distribution Policy

For a full description of the class scheduling policy, including NU's standard class meeting time policy visit
http://www.registrar.northwestern.edu/faculty_and_staff/sched.pdf

**Departments will evenly distribute classes throughout the week and day.
 No more than 14% of a department's offerings requesting a general purpose classroom may cross
 each of the 4 prime hours: 10:00, 11:00, 2:00, and 3:00.**

Class Distribution Policy						% Maximum per Hour
	Mon	Tues	Wed	Thurs	Fri	
8-9AM						No restriction
9-10AM						No restriction
10-11AM						14%
11-12PM						14%
12-1PM						No restriction
1-2PM						No restriction
2-3PM						14%
3-4PM						14%
4-5PM						No restriction

Calculating Class Distribution:

1. Weekday classroom hours (8 AM – 10 PM) for all classes (including graduate and undergraduate, discussions, labs, and seminars) requesting general purpose (Registrar scheduled) classrooms are counted in a department's class distribution calculation.
2. Classes which cross two prime hours will be counted twice in distribution calculations.
3. Each department is responsible for calculating its class distribution and monitoring its compliance with this policy. To that end, the Office of the Registrar provides a crystal report to be run by department staff which quickly assesses departmental compliance with the class distribution requirement. Information about accessing, running, evaluating and acting on results from the report can be found at:
www.registrar.northwestern.edu/faculty_and_staff/class_distribution.edu



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General Purpose Classroom Scheduling Policy

For a full description of the GP classroom scheduling policy visit http://www.registrar.northwestern.edu/faculty_and_staff/sched.pdf

1. **Classes requesting general purpose (Registrar scheduled) classrooms must adhere to these guidelines.**
2. **Departments will evenly distribute classes (including discussion and lab sections) throughout the week and day. No more than 14% of a department's offerings may cross each of the 4 prime hours: 10:00, 11:00, 2:00, and 3:00.**
3. **MWF classes meet for 50-minutes beginning on the hour.**
4. **TTh classes meet for 80-minutes, twice a week, beginning at 8:00, 9:30, 11:00, 12:30, 2:00 and 3:30**
5. **Classes conforming to the above policies will be given priority in room scheduling. Non-conforming classes will be scheduled after all conforming classes have been assigned a classroom, and run the risk of having no room available.**

Standard meeting patterns and prime hours are represented in Chart #1. Prime hours are shaded darker in all charts below.

	Mon	Tues	Wed	Thurs	Fri
8-9AM					
9-10AM					
10-11AM					
11-12PM					
12-1PM					
1-2PM					
2-3PM					
3-4PM					
4-5PM					

Evaluating Department Class Distribution Compliance:

See Chart #4 for a graphic representation of the class distribution requirement. Each department is responsible for monitoring its compliance with this policy. To that end, the Office of the Registrar provides a crystal report to be run by department staff which quickly assesses departmental compliance. Information about accessing, running, and evaluating results from the report can be found at: www.registrar.northwestern.edu/faculty_and_staff/class_distribution.edu

Guidelines for Classes Meeting on Mondays, Wednesdays and/or Fridays:

1. MWF is the normal sequence for classes meeting three days a week for 50-minutes, beginning on the hour. See Chart #1 above.
2. 50-minute classes meeting three days a week not scheduled MWF must begin at 8:00 or at 3:00 or later. See Chart # 3.
3. Classes of more than one hour that meet two days a week and on Mondays, Wednesdays or Fridays must be scheduled between 8:00 and 10:00 or may begin at 2:00 or later. See Chart #2.
4. One day a week classes (including 50-minute discussion or seminar sessions) meeting on Mondays, Wednesdays, or Fridays must start before 10:00am or must begin at 2:00 or later. See Chart #2.
5. 50-minute classes meeting four or more days a week may be scheduled at any hour, beginning on the hour.

Guidelines for Classes Meeting on Tuesdays and/or Thursdays:

1. TTh is the normal sequence for classes meeting two days a week for 80-minutes. TTh classes may meet beginning at 8:00, 9:30, 11:00, 12:30, 2:00 and 3:30. See Chart #1 above.
2. 50-minute classes meeting one day a week (discussions or seminar sessions) scheduled on a Tuesday or Thursday must start before 10:00 or must begin at 2:00 or later. See Chart #2.
3. Two-hour classes meeting on Tuesdays and/or Thursdays may be scheduled after 2:00. See Chart #2.
4. One day a week classes meeting on Tuesday or Thursday must begin before 9:30 or after 2:00. See Chart #2.
5. 50-minute classes meeting four or more days a week may be scheduled at any hour, beginning on the hour.

