

# Scheduling Compliance

## Scheduling Compliance Policy

1. Classes requesting general purpose (Registrar scheduled) classrooms will be held to these policies.
2. Departments will evenly distribute classes (including discussion and lab sections) throughout the week and day based on the following:
  - No more than 14% of a department's offerings may cross each of the five prime hours: 10:00am, 11:00am, 12:00pm, 1:00pm and 2:00pm.
  - 50 minute sections begin on the hour.
  - 80 minute sections meeting twice a week begin at 8:00, 9:30, 11:00, 12:30, 2:00 and 3:30
3. Compliance with these policies will be determined in two sections:
  - Courses with an expected enrollment of 0-54 and courses with an expected enrollment of 55-600.
  - Departments must be within 14% compliance in each section.
4. Departments compliant with the above policies will be given priority in room scheduling. Non-compliant departments will be scheduled after all compliant classes have been assigned a classroom, and run the risk of having no room available.

## Class Distribution Policy and Standard Meetings

Class distribution policy and standard meeting times					% Maximum per hour
Monday	Tuesday	Wednesday	Thursday	Friday	
8 - 8:50 am	8 - 9:20 am				No Restriction
9 - 9:50 am	9:30 - 10:50 am				No Restriction
10 - 10:50 am					14%
11 - 11:50 am	11 am - 12:20 pm				14%
12 - 12:50 pm	12:30 - 1:50 pm				14%
1 - 1:50 pm					14%
2 - 2:50 pm	2 - 3:20 pm				14%
3 - 3:50 pm	3:30 - 4:50 pm				No Restriction
4 - 4:50 pm					No Restriction

More detailed information about Scheduling Compliance can be found at:  
<http://www.registrar.northwestern.edu/room-request/scheduling-compliance-policy>