



Department of Enrollment Services
Registration

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Class Scheduling Guidelines for the Fall 2009 Semester

1. All classes must begin on the hour or half-hour and should not end on the hour or half-hour. There can be no odd time starts (11:05 am, 1:15 pm, etc.). Classes should run for 50, 75 or 150 minutes. Departments cannot arbitrarily lengthen classes and by so doing create both student schedule and room conflicts. This applies to all types of classes, including studios and labs.
2. Departments must abide by building hours. If a building is scheduled to be closed at 9:00 pm, classes cannot be scheduled to **begin** after that time.
3. As a general rule, classes must follow the 50, 75 or 150 minute models outlined below (depending on their credit value/required contact hours). Before 3:30 pm the 150 minute model is reserved for labs/studios and graduate only classes (700 level and above).
4. Classes **MAY** cover multiple periods in facilities **EXCLUSIVELY CONTROLLED** by one department. Usually these facilities will be labs and studios. These classes must still follow the hour/half-hour start-time rule, and should not have end-times that preclude students from taking a class at the normal course starting-time immediately following the course in question. In other words, the department, even if owning a facility, should not be running a class until 11:05 am, which keeps students from enrolling in a class beginning at 11:00 am. There should be a minimum intermission of 10 minutes between the end of that class and the next standard start-time.
5. In the case of 1st-priority rooms provided by Classroom Assignments, classes covering multiple periods must have a balancing class on another day when the department already has 1st-priority for the room. For instance, if a department has 1st-priority for that same room on both Tuesday and Thursday, a balancing class should be established at the same time. If the department has 1st-priority only on one day, they cannot set up the non-standard time on that day and then demand the room on another day from Classroom Assignments to create the balancing class. The start-time /end-time rules in #4 above also apply.
6. Mini/partial term courses pose special challenges. While we will try to be more flexible with these, the hour/half-hour start-time still applies and departments will have to be very careful in scheduling and balancing such classes. We cannot create a situation in which classrooms sit vacant/unusable for 10 weeks of a semester because 5 week classes have been scheduled at odd times or with extended hours.
7. Below are the approved schedule day pattern models. These start-/end-time day patterns are the only ones approved. Requests for exceptions to any of the above provisions should be directed to Associate Vice Chancellor Ruth Williams.

Fall 2009- Important Information and Dates To Remember:

Official start of Fall 2009 instruction begins On Wednesday, September 2, 2009

Thanksgiving Recess Period, Wednesday, November 25-Sunday, November 29, 2009
(No instruction may occur)

Official end of Fall 2009 instruction ends on Monday, December 14, 2009

Study Day, Tuesday, December 15, 2009 (No instruction may occur)

Final Exam Period, Wednesday, December 16-Saturday, December 19;
& Monday, December 21-Wednesday, December 23, 2009 (No instruction may occur)

Commencement Ceremony, Sunday, December 20, 2009

Final Grades Due, Monday, December 28, 2009

Please Note That During The Fall 2009 Semester There Will Be:

- 14 M Mondays
- 14 T Tuesdays
- 14 W Wednesdays
- 14 R Thursdays
- 14 F Fridays
- 14 S Saturdays
- 14 U Sundays

Time Scheduling Models

I. Daytime Class Hours (8:00 am through 4:20 pm)

A. 3-Credit Classes (Based on a 15 week semester)

1. MWF or TRF 3 times per week, 50 minutes each meeting (150 min/wk). Begin on the Hour.

8:00 am – 8:50 am 11:00 am – 11:50 am 2:00 pm – 2:50 pm
9:00 am – 9:50 am 12:00 pm – 12:50 pm 3:00 pm – 3:50 pm
10:00 am – 10:50 am 1:00 pm – 1:50 pm 4:00 pm – 4:50 pm

2. TR or MW 2 times per week, 75 minutes each meeting (150 min/wk).

8:00 am – 9:15 am 12:30 pm – 1:45 pm 3:30 pm – 4:45 pm
9:30 am – 10:45 am 2:00 pm – 3:15 pm 4:00 pm – 5:15 pm
11:00 am – 12:15 pm

3. 1 time per week, 2 hours & 40 minutes each meeting (160 min/wk) (includes 10 minute break). Can only be scheduled if:

- No more than two consecutive time periods are utilized, and
- A “Balancing” class is scheduled in the same departmentally controlled classroom on the alternate day (e.g., on Wednesday for a Monday class).

Ugrd 1 day a week classes (M-R) Class times as follows:

3:30 pm – 6:10 pm 4:00 pm – 6:40 pm

Ugrd 1 day a week classes (F only) Class times as follows:

8:00 am – 10:40 am 12:00 pm – 2:40 pm 3:00 pm – 5:40 pm
9:00 am – 11:40 am 1:00 pm – 3:40 pm 3:30 pm – 6:10 pm
10:00 am – 12:40 pm 2:00 pm – 4:40 pm 4:00 pm – 6:40 pm
11:00 am – 1:40 pm

Grad 1 day a week classes (M-F) Class times as follows:

8:00 am – 10:40 am 12:00 pm – 2:40 pm 3:00 pm – 5:40 pm
9:00 am – 11:40 am 1:00 pm – 3:40 pm 3:30 pm – 6:10 pm
10:00 am – 12:40 pm 2:00 pm – 4:40 pm 4:00 pm – 6:40 pm
11:00 am – 1:40 pm

- **Ugrd/Grad (U/G) courses should follow the guideline for Ugrd courses**
- **Ugrd courses 1 day a week before 3:30 pm (M-R) need prior approval from the Provost’s Office**

B. 4-Credit Classes (Based on a 15 week semester)

1. 4 times per week (any days), 50 minutes each meeting (200 min/wk). Begin on the Hour (see 3-cr classes MWF for authorized times).
2. 2 times per week (MW, TR, WF), 1 hour & 50 minutes each meeting (220 min/wk) (includes 10 minute break). Begin on the hour (see 3-cr classes MWF for authorized times, group 2 time periods together).

C. 2-Credit Classes (Based on a 15 week semester)

1. 2 times per week (MW, TR, WF), 50 minutes each meeting (100 min/wk). Begin on the hour (see 3-cr classes MWF for authorized times).
2. 1 time per week (any day), 1 hour & 40 minutes each meeting (100 min/wk). Begin on the Hour (see 3-cr classes MWF for authorized times, group 2 time periods together).

D. 1-Credit Classes (Based on a 15 week semester)

1. 1 time per week (any day), 50 minutes each meeting (50 min/wk). Begin on the hour (see 3-cr classes MWF for authorized times).

II. Late Hour Classes (4:30pm or later)

A. 3-Credit Classes (Based on a 15 week semester)

- 1 time per week, 2 hours & 40 minutes each meeting (160 min/wk) (includes 10 minute break).

4:30 pm – 7:10 pm	6:00 pm – 8:40 pm	7:00 pm – 9:40 pm
5:00 pm – 7:40 pm	6:30 pm – 9:10 pm	7:30 pm – 10:10 pm
5:30 pm – 8:10 pm		

- 2 times per week (MW, TR, WF), 75 minutes each meeting (150 min/wk).

5:30 pm – 6:45 pm	7:00 pm – 8:15 pm	8:30 pm – 9:45 pm
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B. 4-Credit Classes (Based on a 15 week semester)

- 2 times per week, 1 hour & 40 minutes each meeting (200 min/wk).

4:30 pm – 6:10 pm	6:00 pm – 7:40 pm	7:30 pm – 9:10 pm
5:00 pm – 6:40 pm	6:30 pm – 8:10 pm	8:00 pm – 9:40 pm
5:30 pm – 7:10 pm	7:00 pm – 8:40 pm	8:30 pm – 10:10 pm

- 1 time per week, 3 hours & 40 minutes each meeting (220 min/wk) (includes 20 minute break).

4:30 pm – 8:10 pm	5:30 pm – 9:10 pm	6:30 pm – 10:10 pm
5:00 pm – 8:40 pm	6:00 pm – 9:40 pm	

C. 2-Credit Classes (Based on a 15 week semester)

- 1 time per week, 1 hour & 40 minutes each meeting (200 min/wk).

4:30 pm – 6:10 pm	6:00 pm – 7:40 pm	7:30 pm – 9:10 pm
5:00 pm – 6:40 pm	6:30 pm – 8:10 pm	8:00 pm – 9:40 pm
5:30 pm – 7:10 pm	7:00 pm – 8:40 pm	8:30 pm – 10:10 pm

III. Saturday Only Classes

A. 3-Credit Classes (Based on a 15 week semester)

- 2 hours & 40 minutes each meeting (160 min/wk) (includes 10 minute break).

8:00 am – 10:40 am	12:00 pm – 2:40 pm	3:00 pm – 5:40 pm
9:00 am – 11:40 am	1:00 pm – 3:40 pm	3:30 pm – 6:10 pm
10:00 am – 12:40 pm	2:00 pm – 4:40 pm	4:00 pm – 6:40 pm
11:00 am – 1:40 pm		

B. 2-Credit Classes (Based on a 15 week semester)

- 1 hour & 40 minutes each meeting (100 min/wk).

8:00 am – 9:40 am	12:00 pm – 1:40 pm	3:30 pm – 5:10 pm
9:00 am – 10:40 am	1:00 pm – 2:40 pm	4:00 pm – 5:40 pm
10:00 am – 11:40 am	2:00 pm – 3:40 pm	4:30 pm – 6:10 pm
11:00 am – 12:40 pm	3:00 pm – 4:40 pm	5:00 pm – 6:40 pm

C. 4-Credit Classes (Based on a 15 week semester)

- 3 hours & 40 minutes each meeting (220 min/wk) (includes 20 minute break).

8:00 am – 11:40 am	11:00 am – 2:40 pm	2:00 pm – 5:40 pm
9:00 am – 12:40 pm	12:00 pm – 3:40 pm	3:00 pm – 6:40 pm
10:00 am – 1:40 pm	1:00 pm – 4:40 pm	

IV. Short Session Courses (Less than 15 weeks)

In planning meeting schedules and assigned work for Spring classes, instructors should be consistent with UWS ACPS-4 (<http://www.uwsa.edu/acadaff/acps/acps4.pdf>) guidelines that one semester credit represent an average student effort of not fewer than 48 hours or a demonstration by the student of learning equivalent to that established as the expected product of such a period of study.