



Department of Enrollment Services
Registration & Fees

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November 21, 2011

MEMORANDUM

To: Schedule Builders
From: Enrollment Services Registration Specialists
Subject: Fall 2012 Class Time Scheduling Guidelines

Class Time Scheduling Guidelines for Fall 2012 (Term 2129)

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. When a building is scheduled to be closed at 9:00 pm, classes should not 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 nonstandard time on that day and then demand the room on another day from Classroom Assignments to create the balancing class. The start-/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 Phyllis King.

Fall 2012 – Important Dates to Remember

- Official start of Fall semester instruction, Tuesday, September 4, 2012
- Thanksgiving Recess period, Wednesday, November 21 – Sunday, November 25, 2012 (No instruction may occur)
- Official end of Fall semester instruction, Wednesday, December 12, 2012
- Study day, Thursday, December 13, 2012 (No instruction may occur)
- Final Exam period, Friday, December 14 – Saturday, December 15; & Monday, December 17 – Friday, December 21, 2012. (No instruction may occur)
- Commencement Ceremony, Sunday, December 16, 2012
- Final Grades due, Wednesday, December 26, 2012

During the 2012 Fall Semester there will be:

14 Mondays (M)
15 Tuesdays (T)
14 Wednesdays (W)
13 Thursdays (R)
13 Fridays (F)
13 Saturdays (S)
13 Sundays (U)

Time Scheduling Models

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

Three-Credit Classes – Based on a 15-week semester

1. MWF or TRF, 3 times per week, 50 min each meeting (150 minutes per week).
Class must begin “on the hour.”

8:00am – 8:50am	11:00am – 11:50am	2:00pm – 2:50pm
9:00am – 9:50am	12:00pm – 12:50pm	3:00pm – 3:50pm
10:00am – 10:50am	1:00pm – 1:50pm	4:00pm – 4:50pm
2. MW or TR, 2 times per week, 75 min each meeting (150 minutes per week).

8:00am – 9:15am	12:30pm – 1:45pm	4:00pm – 5:15pm
9:30am – 10:45am	2:00pm – 3:15pm	
11:00am – 12:15pm	3:30pm – 4:45pm	
3. One class meeting per week, 2 hours & 40 minutes per meeting (160 minutes per week – includes 10 minute break). Can be 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).

Undergraduate, 1 day per week (M-R):

3:30pm – 6:10pm	4:00pm – 6:40pm
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Undergraduate, 1 day per week (F only):

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

Graduate, 1 day per week (M-F):

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

- Undergraduate/Graduate (U/G) courses should follow the guidelines for Undergraduate courses
- Undergraduate courses meeting 1 day per week before 3:30pm (M-R) need prior approval from the Provost’s Office

Four-Credit Classes – Based on a 15-week semester

1. Four class meetings per week (any days), 50 minutes each meeting (200 minutes per week). Class must begin “on the hour.” See Item 1 under “*Three-Credit Classes*” above for allowable times.
2. Two class meetings per week (MW, TR, WF), 1 hour & 50 minutes each meeting (220 minutes per week – includes 10 minute break). Class must begin “on the hour.” See item 1 under “*Three-Credit Classes*” above for allowable times.

Two-Credit Classes – Based on a 15-week semester

1. Two class meetings per week (MW, TR, WF), 50 minutes each meeting (100 minutes per week). Class must begin “on the hour.” See item 1 under “*Three-Credit Classes*” above for allowable times.
2. One class meeting per week (any day), 1 hour & 40 minutes each meeting (100 minutes per week). Class must begin “on the hour.” See item 1 under “*Three-Credit Classes*” above for allowable times (combine two time periods).

One-Credit Classes – Based on a 15-week semester

1. One class meeting per week (any day), 50 minutes each meeting (50 minutes per week). Class must begin “on the hour.” See item 1 under “*Three-Credit Classes*” above for allowable times (combine two time periods).

Late Hour Classes (4:30pm or later)

Three-Credit Classes – Based on a 15-week semester

1. **One class meeting per week, 2 hours & 40 minutes per meeting (160 minutes per week – includes 10-minute break).**

4:30pm – 7:10pm	6:00pm – 8:40pm	7:30pm – 10:10pm
5:00pm – 7:40pm	6:30pm – 9:10pm	
5:30pm – 8:10pm	7:00pm – 9:40pm	
2. **Two class meetings per week (MW, TR, WF), 75 minutes each meeting (150 minutes per week).**

5:30pm – 6:45pm	7:00pm – 8:15pm	8:30pm – 9:45pm
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Four-Credit Classes – Based on a 15-week semester

1. Two class meetings per week, 1 hour & 40 minutes each meeting (200 minutes per week).

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

2. One class meeting per week, 3 hours & 40 minutes each meeting (220 minutes per week – includes 20-minute break).

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

Two-Credit Classes – Based on a 15-week semester

1. Once class meeting per week, 1 hour & 40 minutes each meeting (200 minutes per week).

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

Saturday Only Classes

Three-Credit Classes – Based on a 15-week semester, 2 hours & 40 minutes each meeting (160 minutes per week – includes 10-minute break).

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

Two-Credit Classes – Based on a 15-week semester, 1 hour & 40 minutes each meeting (100 minutes per week).

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

Four-Credit Classes – Based on a 15-week semester, 3 hours & 40 minutes each meeting (220 minutes per week – includes 20-minute break).

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

Short Session Courses (Less than 15-weeks)

In planning meeting schedules and assigned work for Fall classes, instructors should be consistent with UWS ACPS-4 (<http://www.uwsa.edu/acss/acps/acps4.pdf>) guidelines that one semester credit represents 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.

If you have any questions regarding your Fall Schedule of Classes, please contact your Registration Specialist:

Sheldon B. Lubar School of Business

Bev Bast, x4426, bbast@uwm.edu

College of Nursing

Carla Behnke, x4585, sam@uwm.edu

College of Letters & Science-Social Sciences

College of Letters & Science-Natural Sciences

Helen Bader School of Social Welfare

Tony Giaimo, x5060, ajg@uwm.edu

Milton and Lillian Peck School of the Arts

College of Health Sciences

College of Health Sciences Outreach

School of Education

Nicole Aidich, x5434, aidich@uwm.edu

College of Letters & Science-Humanities

College of Engineering and Applied Science

School of Architecture & Urban Planning

School of Information Studies

School of Freshwater Sciences

Justin Mayer, x5101, jcm2@uwm.edu

School of Public Health