Class Scheduling Guidelines for UWinteriM 2013

1. All classes must begin on the hour or half-hour. No odd time starts (11:05 am, 1:15 pm, etc.).

2. All classes must not end on the hour or half-hour.

3. There should be a minimum intermission of **10 minutes** between the end of a class and the next standard start-time.

4. 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.

Requests for exceptions to any of the above provisions should be directed to Interim Associate Vice Chancellor for Academic Affairs Phyllis King.

UWinteriM 2013 - Important Information and Dates to Remember:

- **Holidays/weekend - Monday, December 31, 2013 – Tuesday, January 1, 2013**
- **Instruction begins on Wednesday, January 2, 2013**
- **Official end of UWinteriM, Friday, January 18, 2013**
- **Snow Day, Saturday, January 19, 2013**
- **Martin Luther King Holiday, Monday, January 21, 2013 (University closed)**
- **Final grades due, Tuesday, January 22, 2013**

Please note that during UWinteriM 2013 there will be:

- 13 days of total instruction.

Contact Minute Guidelines

The following are the general guidelines to follow, excluding lab courses.

A. **Three-week courses**

1. Three credit classes meet for 750 minutes per week
2. Two credit classes meet for 500 minutes per week
3. One credit classes meet for 250 minutes per week

B. **Courses not covered above:**

1. 1 credit courses must have a total of 12.5 clock hours (750 min)
2. 2 credit courses must have a total of 25 clock hours (1500 min)
3. 3 credit courses must have a total of 37.5 clock hours (2250 min)