

## REVISED GUIDELINES FOR SCHEDULING OF LECTURE CLASSES

Centrally-allocated rooms should be scheduled as shown below. Note that all courses begin on the hour or the half hour. Non-central rooms may be scheduled at other times but must also start on the hour or the half hour. *These revised guidelines are effective with the Fall 2025 semester.*

3 unit classes	4 unit classes	2 unit classes
<b>MWF</b>	<b>MW or TTH</b>	<b>M or W or MW</b>
0700 - 0750 0800 - 0850 0900 - 0950 1000 - 1050 1100 - 1150 1200 - 1250 1300 - 1350 1400 - 1450 1500 - 1550	(With a 10 minute break) 0800 - 0950 1000 - 1150 1200 - 1350 1400 - 1550 1600 - 1750 1800 - 1950 2000 - 2150 (Starting on the even hour)	(With a 10 minute break) 0800 - 0950 1000 - 1150 1200 - 1350 1400 - 1550 1600 - 1750 1800 - 1950 2000 - 2150 (Starting on the even hour) <span style="background-color: yellow;">MW two 50 min mtgs/week okay</span>
<b>TTH</b>	<b>MTWTh</b>	<b>TTH</b>
0800 - 0915 0930 - 1045 1100 - 1215 1230 - 1345 1400 - 1515 1530 - 1645	0800 - 0850 0900 - 0950 1000 - 1050 1100 - 1150 1200 - 1250 1300 - 1350 1400 - 1450 1500 - 1550 1600 - 1650	Two 50 min mtgs/week; start time same as 3-unit TTH class. 0800 - 0850 0930 - 1020 1100 - 1150 1230 - 1320 1400 - 1450 1530 - 1620
<b>1 unit classes</b>	<b>1 unit classes</b>	<b>Friday</b>
<b>M or W or F</b>	<b>T or Th</b>	Starting on the hour and lasting 1 hour 50 minutes
Starting on the hour	Start time same as 3-unit TTH classes (8,930,11,1230,1400,1530)	

Room priority should be given to 3-unit courses scheduled MWF and TTH before 1600 (4:00 pm).

Courses can be scheduled in single 2-, 3- or 4-hour blocks (*one day per week*) after 16:00 (4:00 pm) provided the room is consistently scheduled.

Lecture/Lab and Lecture/Activity courses should be scheduled within the above-noted Scheduling Guidelines when assigned to central, interdisciplinary rooms.

**MW or WF scheduling (75 minutes each session) will NOT be permitted prior to 1600 (4:00 pm).**

### Class Size

- On large capacity rooms, (those with seating capacity greater than 60) only schedule classes where expected enrollment is at least 75% of the room size.
- 3- and 4-unit classes should not be scheduled in the same spaces on TTH.

### Weekend, Summer, and Special Session Classes

- Weekend, summer and special session classes will need to meet the number of hours shown below.
  - 1 unit = 15 hours
  - 2 unit = 30 hours
  - 3 unit = 45 hours
  - 4 unit = 60 hours

For additional information, scheduling tips, and FAQs visit our website at:

<https://academics.fresnostate.edu/scheduling/index.html>