

## UNIVERSITY OF SOUTHERN CALIFORNIA SCHEDULING PROCEDURES

### A. Scheduling Procedures for Classrooms Controlled by Classroom Scheduling:

1. Each department must offer 20 % of its courses each day of the week, Monday through Friday. Additionally, a department must schedule 10 % of its courses to start each hour between the hours of 8 a.m. and 5 p.m.
2. Whenever possible, courses which are scheduled to meet for only part of the MWF or TTh sequence should be matched with another course (with an estimated enrollment difference of +/-10 %) to complete the weekly sequence.
3. Graduate courses scheduled in General Use Classrooms must be included in the worksheet.
4. All lecture, seminar, lab, studio, quiz and discussion sections must be scheduled and listed in the Schedule of Classes.

### B. Class Scheduling Hours (See attached *Classroom Scheduling Modules*)

1. Classes that meet 3 hours a week are to be scheduled in 50-minute time slots on Monday, Wednesday and Friday (Modules A-J) or 1 hour, 20 minute time slots on Tuesday and Thursday at 8:00 a.m., 9:30 a.m., 11:00 a.m. 12:30 p.m., 2:00 p.m., 3:30 p.m., and 5:00 pm (Modules K-Q). Classes may also be scheduled in 1 hour, 20 minute time slots before 10 a.m. and after 2 p.m. on Monday and Wednesday, Wednesday and Friday, or Monday and Friday (Modules R-V).
2. Classes that meet 4 hours per week, twice per week are to be scheduled on the hour only, e.g., 8:00 a.m.-9:50 a.m. Monday and Wednesday (Modules W-AA), or 2:00 p.m. - 3:50 p.m. Tuesday and Thursday (Modules AB-AF).
3. Classes that meet 4 or 5 days per week must be scheduled on the hour only, e.g., 9:00 a.m. Monday through Friday. The remaining time in the modules should be matched with another course, e.g., 8:00 a.m. Monday through Friday.
4. Classes that meet 3 or 4 hours once per week must begin at 2:00 p.m. or later.
5. All classes must end no less than ten minutes before the hour or half-hour.

### C. Hourly Summary Sheet

1. The Hourly Summary Sheet Template can confirm that the department course offerings have been spread over the hours and days of the week according to scheduling procedure A2.
2. Hourly Summary Sheets must be submitted to the department's school dean and approval must be obtained before entering class data in SIS.

Updated 10/2014