

Three Rivers Community College Class Scheduling Guidelines

These guidelines have been developed to help manage the complex process of developing a semester's course schedule, with the primary goal of facilitating a balanced schedule of course offerings.

- The approved standard daytime class periods for the **typical three credit and four credit courses** are shown in the box which follows. This table is included as a helpful means of listing standardized time frames to supplement the grid pictorial.

<u>THREE-CREDIT HOURS</u>		<u>FOUR-CREDIT HOURS</u>	
Monday, Wednesday		Monday, Wednesday	
8:00 – 9:15 a.m. MW		8:30 – 10:10 a.m. MW	
9:30 – 10:45 a.m. MW		10:30 – 12:10 p.m. MW	
11:00 – 12:15 p.m. MW		1:30 – 3:10 p.m. MW	
1:30 – 2:45 p.m. MW			
3:00 – 4:15 p.m. MW		Tuesday, Thursday	
4:30 – 5:45 p.m. MW		8:30 – 10:10 a.m. TR	
6:00 – 8:45 p.m. MW		10:30 – 12:10 p.m. TR	
		12:30 – 2:10 p.m. TR	
Tuesday, Thursday		2:30 – 4:10 p.m. TR	
8:00 – 9:15 a.m. TR			
9:30 – 10:45 a.m. TR		Friday	
11:00 – 12:15 p.m. TR		8:30 – 12:00 p.m. F	
12:30 – 1:45 p.m. TR		12:30 – 4:00 p.m. F	
2:00 – 3:15 p.m. TR			
3:30 – 4:45 p.m. TR			
5:00 – 6:15 p.m. TR			
6:30 – 7:45 p.m. TR	or		
8:00 – 9:15 p.m. TR	6:30 – 9:15 p.m. TR		
Friday			
8:00 – 10:45 a.m. F			
11:00 – 1:45 p.m. F			
2:00 – 4:45 p.m. F			
5:00 – 7:45 p.m. F			

- Each department is expected to offer a schedule distributed across the *full week*, distributed *through the day and evening* with a balance between MW, TR, and one day offerings. This balance of course offerings ensures that students can get full time schedules, reduces student scheduling conflicts and the number of trips to campus, and

maximizes room utilization.

2. In circumstances that prevent the use of a standardized time block, requests for exception can be forwarded to the Academic Dean for review/approval. Requests for non-standardized time course offerings should be forwarded to jice@trcc.commnet.edu.
3. Please observe the **2 year plan of course offerings** for each program/department when planning requests for course offerings. The 2 year plans:
 - a. facilitate expanded opportunities for students to progress toward timely completion of degree programs.
 - b. assist advisors in helping students with their course planning.
 - c. help faculty plan their course preparation and assignments.
 - d. enable the Scheduling Dept. to generate a report that will help identify gaps/duplications in the schedule each semester and strategies for adjustment.
 - e. ensure rotation of course offerings in terms of times and days, general education offerings, 100/200 level distribution, etc.
 - f. enhance interdepartmental course scheduling collaboration.