

Course Scheduling Guidelines and Worksheets for Semesters I and II 2009-10

Revised Course Scheduling Guidelines
Approved by CEPC April 5, 2006

1. The number of lecture and discussion sections scheduled by a department may equal no more than 10% of the department's total courses per time period. (There are 10 standard time periods in our course schedule.) Any additional courses must be scheduled to avoid the following time periods (these are the most heavily scheduled currently):

- * 9:05-10:00 a.m. MWF
- * 10:45-11:40 a.m. MWF
- * 11:50 a.m.-12:45 p.m. MWF
- * 9:35-11:00 a.m. T/9:30-10:50 a.m. Th
- * 11:45 a.m.- 1:10 p.m. T/12:45-2:05 p.m. Th

CEPC grants the Registrar authority to enforce these guidelines, and to use her/his discretion in extending the 10% limit to additional time periods when necessary.

2. Departments shall spread their courses evenly through the day during Interim and Summer School.

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We have attached worksheets to assist you in determining how many courses your department may schedule during each class period. This will help to ensure that everyone has sufficient and appropriate classroom space for the academic year. We ask that you return the worksheets along with your white proof sheets.

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The Faculty Manual contains guidelines concerning evening classes:

X.B.1.d. Evening classes during the semester, taught by regular St. Olaf faculty, may be offered on Monday and Thursday between the hours of 7:00 p.m. and 10:00 p.m. Any sequence of three hours may be selected for a course within this six-hour block of time, but times must be listed on the registration schedule, and they may not be changed after the semester has begun.

- 1.) No department is required to offer such classes.
- 2.) The number of evening classes is ordinarily limited to two per semester per department.
- 3.) In exceptional circumstances, to accommodate the schedule of a faculty member teaching only one course at St. Olaf College or for reasons related to the availability of facilities, a department may offer an evening class on evenings other than Monday and Thursday between the hours of 7:00 p.m. and 10:00 p.m.
- 4.) All courses proposed for evening must be approved by the Registrar. **Exceptions to the customary Monday and Thursday evening class times must be approved by both the Registrar and the Curriculum Committee.**

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If you have any questions, please contact Kathy either via e-mail (granquik) or by calling her at x8009.

Thank you!

COURSE SCHEDULING WORKSHEET FOR SEMESTER I

Please remember to check that no faculty member (including those teaching in multiple programs) is teaching two courses at the same time!

Department/Program _____

Total number of courses/sections offered by your department/program Semester I: _____

10% of total number of courses/sections offered by your department/program Semester I: _____
Round down for decimals between 0.1 and 0.5; round up for decimals between 0.6 and 0.9.

****The number of lecture and discussion sections your department offers may equal no more than 10% of your department's total course offerings for the semester.****

Number of courses/sections offered 8:00-8:55 MWF: _____

Number of courses/sections offered 8:00-9:25 T/8:00-9:20Th: _____

Total number of courses offered at 8:00 MWF and TTh: _____
Combined number of courses/sections offered 8:00-8:55 MWF and 8:00-9:25 T/8:00-9:20 Th must equal at least 10% total number of courses/sections offered by your department/program for Semester I.

Number of courses/sections offered 9:05-10:00 MWF: _____

Number of courses/sections offered 10:45-11:40 MWF: _____

Number of courses/sections offered 11:50-12:45 MWF: _____

Number of courses/sections offered 12:55-1:50 MWF: _____

Number of courses/sections offered 2:00-2:55 MWF: _____

Number of courses/sections offered 9:35-11:00 T/9:30-10:50Th: _____

Number of courses/sections offered 11:45-1:10 T/12:45-2:05Th: _____

Number of courses/sections offered 1:20-2:45 T/2:15Th: _____

Please return this worksheet with your white proof sheets.

COURSE SCHEDULING WORKSHEET FOR SEMESTER II

Please remember to check that no faculty member (including those teaching in multiple programs) is teaching two courses at the same time!

Department/Program _____

Total number of courses/sections offered by your department/program Semester II: _____

10% of total number of courses/sections offered by your department/program Semester II: _____
Round down for decimals between 0.1 and 0.5; round up for decimals between 0.6 and 0.9.

****The number of lecture and discussion sections your department offers may equal no more than 10% of your department's total course offerings for the semester.****

Number of courses/sections offered 8:00-8:55 MWF: _____

Number of courses/sections offered 8:00-9:25 T/8:00-9:20Th: _____

Total number of courses offered at 8:00 MWF and TTh: _____
Combined number of courses/sections offered 8:00-8:55 MWF and 8:00-9:25 T/8:00-9:20 Th must equal at least 10% total number of courses/sections offered by your department/program for Semester I.

Number of courses/sections offered 9:05-10:00 MWF: _____

Number of courses/sections offered 10:45-11:40 MWF: _____

Number of courses/sections offered 11:50-12:45 MWF: _____

Number of courses/sections offered 12:55-1:50 MWF: _____

Number of courses/sections offered 2:00-2:55 MWF: _____

Number of courses/sections offered 9:35-11:00 T/9:30-10:50Th: _____

Number of courses/sections offered 11:45-1:10 T/12:45-2:05Th: _____

Number of courses/sections offered 1:20-2:45 T/2:15Th: _____

Please return this worksheet with your white proof sheets.