

# TIME-ZONES FOR SEMESTER COURSE SCHEDULING

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Establishing standardized time zones is the most effective and efficient way to ensure the maximum use of the instructional week, to avoid student conflicts (which can delay persistence toward graduation), and to facilitate scheduling of academic facilities. This is done while recognizing that University facilities must accommodate the needs of many academic programs serving a variety of student populations and programs. Making use of the standard time zones offers the best solution for accommodating the greatest need.

- Classes may not be scheduled using any format other than the standard time zones, unless previously approved.
- If any class sections fall outside of these categories, they will be corrected to reflect established time zones.

The following represent the University's current standard times zones:

## 3-CREDIT COURSE

Course meets: 55 Minutes	Course meets: 1 Hr and 20 Min	Course meets: 2 Hrs & 50 Min
Three times a week	Twice a week	Once a week
MWF 8:15 – 9:10am	TTH 8:45 – 10:05am	M/T/W/TH/F 2:45 – 5:35pm
MWF 9:20 – 10:15am	TTH 10:15 – 11:35am	M/T/W/TH/F 4:15 – 7:05pm
MWF 10:25 – 11:20am	TTH 11:45am – 1:05pm	M/T/W/TH 5:45 – 8:35pm
MWF 11:30am – 12:25pm	TTH 1:15 – 2:35pm	M/T/W/TH 7:15 – 10:05pm
MWF 12:35 – 1:30pm	MW or TTH 2:45 – 4:05pm	
MWF 1:40 – 2:35pm	MW or TTH 4:15 – 5:35pm	
	MW or TTH 5:45 – 7:05pm	
	MW or TTH 7:15 – 8:35pm	

**FOR 8 WEEK COURSES** – Use **TWO** of the Basic Time Zones back-to-back.

EX: 3cr course – MWF 8:15am-10:15am or TTH 8:45am-11:35am

Effective Fall 2013 the following time zones added to **Downtown Campus**:

M/W/F	9:20am -12:10pm
M/W/F	1:15 - 4:05pm
T/TH	8:45 - 11:35am
T/TH	1:15 - 4:05pm

One credit represents the equivalent of one “hour” of lecture or recitation or at least two “hours” of laboratory for one semester.

The BASIC semester class periods last for 55 or 80 minutes. A three-credit course normally meets during the semester on MWF for 55 minutes each day or on Tuesday/Thursday for 80 minutes each day.