

Winter Session Standard Academic Meeting Pattern

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| | 8:00 | | 8:00 | |
| 8:30 | | 8:30 | | 8:30 |
| 9:20 | 9:20 | 9:20 | 9:20 | 9:20 |
| 9:30 | 9:30 | 9:30 | 9:30 | 9:30 |
| 10:20 | | 10:20 | | 10:20 |
| 10:30 | 10:50 | 10:30 | 10:50 | 10:30 |
| 11:20 | 11:00 | 11:20 | 11:00 | 11:20 |
| 11:30 | | 11:30 | | 11:30 |
| 12:20 | 12:20 | 12:20 | 12:20 | 12:20 |
| 12:30 | 12:30 | 12:30 | 12:30 | 12:30 |
| 1:20 | | 1:20 | | 1:20 |
| 1:30 | 1:50 | 1:30 | 1:50 | 1:30 |
| 2:20 | 2:00 | 2:20 | 2:00 | 2:20 |
| 2:30 | | 2:30 | | 2:30 |
| 3:20 | 3:20 | 3:20 | 3:20 | 3:20 |
| 3:30 | 3:30 | 3:30 | 3:30 | 3:30 |
| 4:20 | | 4:20 | | 4:20 |
| 4:30 | 4:50 | 4:30 | 4:50 | 4:30 |
| 5:20 | 5:00 | 5:20 | 5:00 | 5:20 |
| 5:30 | | 5:30 | | 5:30 |
| 6:20 | 6:20 | 6:20 | 6:20 | 6:20 |
| 6:30 | 6:30 | 6:30 | 6:30 | 6:30 |
| 7:20 | | 7:20 | | 7:20 |
| 7:30 | 7:50 | 7:30 | 7:50 | 7:30 |
| 8:20 | 8:00 | 8:20 | 8:00 | 8:20 |
| 8:30 | | 8:30 | | 8:30 |
| 9:20 | 9:20 | 9:20 | 9:20 | 9:20 |

*Standard Academic Meeting Pattern (Sections not following this pattern will be placed after all sections following this pattern.)

| MON/WED/FRI (50 min blocks) | TUE/THUR (80 min blocks) |
|--------------------------------|-------------------------------|
| 8:30-9:20 Block 1 | 8:00-9:20 Block A |
| 9:30-10:20 Block 2 | 9:30-10:50 Block B |
| 10:30-11:20 Block 3 | 11:00-12:20 Block C |
| 11:30-12:20 Block 4 | - |
| 12:30-1:20 Block 5 | 12:30-1:50 Block D |
| 1:30-2:20 Block 6 | 2:00-3:20 Block E |
| 2:30-3:20 Block 7 | - |
| 3:30-4:20 Block 8 | 3:30-4:50 Block F |
| 4:30-5:20 Block 9 | 5:00 – 6:20 Block G |
| 5:30-6:20 Block 10 | 6:30-7:50 Block H |
| 6:30-7:20 Block 11 | 8:00-9:20 Block I |
| 7:30-8:20 Block 12 | |
| 8:30-9:20 Block 13 | |

Winter Session Non-Standard Academic Meeting Pattern

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| 9:20 | 9:20 | 9:20 | 9:20 | 9:20 |
| 9:30 | 9:30 | 9:30 | 9:30 | 9:30 |
| 10:20 | 10:50 | 10:20 | 10:50 | 10:20 |
| 10:30 | 11:00 | 10:30 | 11:00 | 10:30 |
| 11:20 | 12:20 | 11:20 | 12:20 | 11:20 |
| 11:30 | 12:30 | 11:30 | 12:30 | 11:30 |
| 12:20 | 1:50 | 12:20 | 1:50 | 12:20 |
| 12:30 | 2:00 | 12:30 | 2:00 | 12:30 |
| 1:50 | 3:20 | 1:50 | 3:20 | 1:50 |
| 2:00 | 4:50 | 2:00 | 4:50 | 2:00 |
| 3:20 | 5:00 | 3:20 | 5:00 | 3:20 |
| 3:30 | 6:20 | 3:30 | 6:20 | 3:30 |
| 4:50 | 7:50 | 4:50 | 7:50 | 4:50 |
| 5:00 | 8:00 | 5:00 | 8:00 | 5:00 |
| 6:20 | 6:30 | 6:20 | 6:30 | 6:20 |
| 6:30 | 5:00 | 6:30 | 5:00 | 6:30 |
| 7:50 | 6:20 | 7:50 | 6:20 | 7:50 |
| 8:00 | 6:30 | 8:00 | 6:30 | 8:00 |
| 9:20 | 7:50 | 9:20 | 7:50 | 9:20 |
| | 8:00 | | 8:00 | |
| | 9:20 | | 9:20 | |

*Non-Standard Academic meeting times:

| Mon/Wed or Wed/Fri or Mon/Fri (80 min Blocks) |
|--|
| 8:00-9:20 Block 1A |
| - |
| - |
| - |
| 12:30-1:50 Block 5A |
| 2:00-3:20 Block 6A |
| - |
| 3:30-4:50 Block 8A |
| 5:00-6:20 Block 9A |
| |
| 6:30-7:50 Block 11A |
| 8:00-9:20 Block 12A |
| |

*Sections following the non-standard meeting pattern (specifically Block 5A and 6A) will be accommodated after sections following the standard meeting pattern.

Winter Session 3 hr Academic Meeting Pattern

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| | 8:00 | | 8:00 | |
| 8:30 | | 8:30 | | 8:30 |
| | 10:50 | | 10:50 | |
| 11:20 | 11:00 | 11:20 | 11:00 | 11:20 |
| 11:30 | | 11:30 | | 11:30 |
| | 1:50 | | 1:50 | |
| 2:20 | 2:00 | 2:20 | 2:00 | 2:20 |
| 2:30 | | 2:30 | | 2:30 |
| | 4:50 | | 4:50 | |
| 5:20 | 5:00 | 5:20 | 5:00 | 5:20 |
| 5:30 | | 5:30 | | 5:30 |
| | 7:50 | | 7:50 | |
| 8:20 | | 8:20 | | 8:20 |
| | | | | |

Sections following 3+ hour blocks must observe the standard start times identified in the three hour block meeting pattern.

If you are offering a one day a week course, another one day a week course must be offered at the same time on the corresponding day. (Monday/Wednesday/Friday and/or Tuesday/Thursday). 3 hr blocks scheduled 5:30pm on M/W/F or 5:00 pm on T/R are exempt from this requirement.

For example, if you offer a Monday only course from 8:30 – 11:20 am you must also offer a Wednesday and a Friday only course from 8:30 – 11:20 am.

You need to report all matched courses to the academic scheduling so the courses can be linked together to make sure they are scheduled into the same room.

Sections meeting once per week and/or not observing standard start times will prioritized last.

10 minute Break - Note that class duration is either 50 minutes or 80 minutes or 120 minutes.

Whether the instructor has finished their class or setting up for their class, neither party “owns” the ten minute break.

The purpose of the ten minute break is to allow students to get to their next class. Instructors should finish class promptly and ask students to use designated office hours for questions.

If conflicts arise with regards to the department, instructors should contact their department or faculty to assist with the resolution of the conflict.