

## Requesting Fixed Day and Time:

Fixed days and times **may only** be requested for new course sections upon creation - if the following conditions are met:

- Class is scheduled in a Departments' own restricted space.
  - Note: Related activities in general use space will receive scheduling priority.

**OR**

- Class request for on campus evening or online synchronous evening with fixed days and times (after 6:30 pm)
  - Note: [Winter Scheduling Patterns](#) and repeating options should be followed

**OR**

- Class is scheduled on Saturday or Sunday

**OR**

- Special consideration has been approved for the Department by the appropriate approving body (Dean's Council, Strategic Space Committee), prior to the opening of WDC.
  - Note: [Winter Scheduling Patterns](#) need to apply if requests are for general use teaching space and Online Synchronous courses

Courses not meeting the above requirements will have any Fixed Day Time removed and be scheduled in compliance with campus scheduling rules.

Please Note: After Publication courses meeting the above requirements for Fixed Day Time, are not permitted to request day and time changes. This includes:

- Scheduled courses in restricted space
- Evening Courses (On Campus in General Space or Synchronous)
- Scheduled courses requesting move from day to evening