

## Required Actions for Spring 2025 Semester Plan Phase

### Validate Schedule:

- Departments will be making and submitting changes on a section-by-section basis.
  - It is **important to validate your whole scheduling unit** to review and resolve any outstanding errors and warnings.
  - Instructions on how to validate your department's schedule can be found in the [Validating Scheduling Units](#) guide found on the [CLSS Resources for Schedulers](#) website under the *Important Scheduling Information* section.
  - A copy of this guide will also be an attachment on the schedule email to departments.

### Standard Meeting Patterns:

- Please work to correct courses with non-standard meeting pattern errors in CLSS to match approved standard meeting times set up in CLSS.
- Below is an example of the standard meeting pattern for a 3-credit hour lecture class.

#### **For 3 credit hour lecture classes**

MWF Classes need to run 50 minutes per day and start at the top of the hour for all daytime classes.  
8:00am, 9:00am, 10:00am, 11:00am, 12:00pm, 1:00pm, 2:00pm, 3:00pm, 4:00pm

TR classes need to run 1 hour 15 minutes per day and start at the following times for all daytime classes.  
Start at 8:00am, 9:30am, 11:00am, 12:30pm, 2:00pm, 3:30pm

All Evening classes need to start at 5:30pm or later.

This is to allow our non-traditional students time to get off work and make it to class.

- Additional information on standard meeting patterns for lecture classes can be found in the [Best Practices for Standard Meeting Patterns](#) guide found on the [CLSS Resources for Schedulers](#) website under the *Important Scheduling Information* section, *Standard Meeting Pattern Guidelines*.
- Courses need to meet standard meeting patterns, unless there is a specific documented need that has been approved by the Registrar. Further review by Academic Affairs may be requested by the Registrar.
  - This is requested to assist in student scheduling for essential learning requirements and other courses, final exam scheduling, as well as optimizing room placement.
  - Room placement priority will be given to departments that have classes that follow standard meeting patterns.
- If a course needs a non-standard meeting pattern, place a comment in CLSS with the reason why it needs to remain the same.
  - Please follow the instructions on comment formatting as outlined in the [Guidelines for Entering Comments into CLSS](#) guide found on the [CLSS Resources for Schedulers](#) website under the *Important Scheduling Information* section, *Comment Guidelines & Formatting*.
  - Courses requesting non-standard meeting patterns will still need to follow the same start times as standard meeting pattern courses which are outlined above under "For 3 credit hour lecture classes". This allows for courses to align with the Final Exam schedule.

### Course Distribution:

- At least 15% of lecture courses should be pushed outside of prime time as requested by Academic Affairs. Prime time is considered MWF 9:00am – 2:00pm and TR 9:30am – 3:15pm.
  - This request helps to ensure that all classes can be placed in a classroom during the Room Scheduling phase.
  - It has also been requested that classes be evenly distributed throughout the week using a MWF/TR balance.
- Percentage of Delivery method
  - In-person vs online vs hybrid – Academic Affairs has requested that we continue to distribute the amount of in-person vs online vs hybrid sections offered to students within an academic department similar to prior non-covid semesters.
  - **Online course distribution should be about 15% of courses offered within your scheduling unit.**
  - If your department needs to adjust either if these requests out, please work with Academic Affairs.