



Tennessee Tech University

Scheduling Classroom Space Guidelines

Requirements regarding the scheduling of classroom space are as follows:

- Required single-section courses with large enrollment should be scheduled first.
- Lecture-laboratory type courses should be scheduled next.
- Courses with more than one section should be assigned to as many different time periods as possible.
- Schedule courses that should not be taken during the same semester at the same time.
- Schedule courses that must be taken during the same semester at different times.
- Schedule afternoon laboratories as late as possible to leave early afternoon time periods open for other classes.
- Individual faculty members should not be scheduled to teach all their courses during peak hours, i.e., MWF 10:00, 11:00, 12:00, and 1:00.
- Departments should offer courses using a balanced curriculum across all five days.
- Labs (1-, 2-, or 3-hour length, etc.) and courses with nontraditional lengths (4+ hours) may begin at any official start time and end according to their respective time block.
- No classes should be scheduled during Dead Hour, 11:00-12:00 on Tuesdays and Thursdays.

