

Johns Hopkins University
Office of the Registrar – Homewood Campus
Course Scheduling Guidelines Effective Spring 2012

Preamble: These course scheduling guidelines were devised to accommodate the increases in demand for classroom space resulting from higher enrollment. The guidelines were reviewed and approved by the Joint Administrative Committee on Academic Policy and Procedure (JACAPP), a committee of faculty and administrators charged with implementing academic policy.

Designated Time Blocks

Morning Classes:

Monday/Wednesday/Friday Classes (50 minutes)	8 - 8:50 9 - 9:50 10 - 10:50 11 - 11:50
Tuesday/Thursday Classes (75 minutes)	9 - 10:15 10:30-11:45

- 1. Note:** Courses that have four or five meeting times per week may nest within the Tuesday or Thursday morning time periods; however they must start at either 9:00 a.m. or 10:30 a.m. Courses may not overlap time periods. **Example: A MTWThF course may start at 9:00 a.m. every day, but if a MTWThF course starts at 10:00 a.m. or 11:00 a.m. on MWF mornings, it must start at either 9:00 a.m. or 10:30 a.m. on TTh mornings.**

Afternoon Classes:

Classes meeting three times per week (example: MWF) for 50 minutes meet as follows:

12 - 12:50
1:30 - 2:20
3:00 - 3:50
4:30 - 5:20

Classes meeting two times per week (example: MW, WF, TTh) for 75 minutes meet as follows:

12 - 1:15
1:30 - 2:45
3:00 - 4:15
4:30 - 5:45

Courses Meeting One Day per Week:

150 minute, once-per-week seminars may meet any afternoon **after 1:30 p.m.**

Labs:

Once-per-week laboratories and sections may meet any day either 8:00 a.m. - 9:00 a.m. or after 1:30 p.m. Exceptions will be made for large classes with so many labs/sections that they cannot otherwise be accommodated.

Distributional Guidelines:

1. **Graduate courses scheduled in department controlled space are exempt from these guidelines; however, departments are encouraged to conform to the “Start” times listed above.** Conforming to the “Start” times minimizes the likelihood of time conflicts for undergraduate students and teaching assistants. **Undergraduate courses** scheduled in department controlled space must conform to these guidelines.
2. Departments may schedule up to **60%** of all undergraduate **and graduate** courses **during “prime time” blocks from 10:00 a.m. to 2:30 p.m.** The remaining **40%** or more should be spread throughout “non-prime” time blocks. Graduate courses scheduled in department controlled space are exempt from the 60% prime time calculation.
3. Time blocks must be used as designated. This ensures optimal utilization of general pool classroom space and minimizes time conflicts for students. Example: MWF classes must be scheduled 8:00 a.m. – 8:50 a.m. or 9:00 a.m. – 9:50 a.m., etc. MWF classes must not be scheduled 8:30 a.m. – 9:20 a.m. or 10:15 a.m. – 11:05 a.m., etc.
4. Graduate courses taught during the day **in general pool classrooms** must conform to the “Start” times listed above in order to optimize classroom utilization efficiencies and minimize time conflicts.
5. **If a course has two lectures per week and additional sections on a third day, the course should follow the MWF time pattern.** *Note:* No more than 10 sections associated with the lecture may be scheduled at the same hour. Rationale: Courses with 2 lectures and 1 section follow the MWF pattern to maximize student choices for classes offered. Example: The student enrolled in “Course A” MWF at 10:00 a.m. now has an open choice for a TTh class in the morning. If “Course B” is MWTh, the student may not be able to choose a TTh class because of a time conflict and may not be able to find an offering to fill the empty Friday time slot either.
6. Courses that meet **after 6:00 p.m.** are exempt from the guidelines because classroom space is adequate to meet demand in the evenings.

7. Large courses that are cooperatively scheduled in consultation with the Academic Advising offices are excluded from the 60% prime time distributional guideline. Example: Biology, Economics and Calculus.

SCHEDULING PROTOCOLS

- A. Once the course offerings are viewable on the web, additional offerings requiring **general pool classroom space** can be added to **prime time** only on a space available basis. Every effort will be made to locate space and add the courses; however, we may not succeed given the scarcity of resources.
- B. Room assignments will be completed no later than two weeks prior to the start of the semester.
- C. The Registrar's Office will run a prime time report to identify the percentage of each department's courses that are scheduled in prime time. If more than 60% of a department's courses are scheduled in prime time, the report will be sent to the department chair. Classroom assignments will be delayed until the department chair determines which courses should be scheduled up to a maximum of 60% in prime time.
- D. We recommend that departments use the 9:00 a.m. and 10:00 a.m. start times for **upper level** undergraduate courses because more classrooms are available early in the morning, especially at 9:00 a.m. and lower level undergraduate courses may conflict with large introductory classes.
- E. It is recognized that there may be academic and pedagogical reasons for scheduling courses outside the provisions of the guidelines. Requests for exceptions will be evaluated by the Vice Dean of Education for the respective schools.
- F. Courses with enrollments of 4 or fewer students are not assigned general pool classroom space until all other courses with higher enrollments have been assigned space.
- G. Every effort will be made to assign classrooms appropriate to course enrollments and instructional needs and, if possible, to give preference to each department to use classrooms near in close proximity to their departmental facilities.
- H. Compliance with ADA regulations may require room assignments to change as accommodation needs are identified.
- I. Because the demand for general pool classroom space for course offerings exceeds the supply of general pool space, the registrar will consult with departments on occasion to use spaces that the department manages.