

Fall/Spring/Summer

COURSE SECTIONS and TIMES

Early Enrollment is for current students only and continues until the last day to add a class.

Course Sections for Fall/Spring:

Sixteen-week session	Sections 1 - 39
English Comp 101/Math113 Test out	Section 40
Short Courses (courses meeting less than 16 weeks)	Sections 50-59
SECTION 60-74 reserved– must NOT be used	
Section 60 & 65 are Online MBA Only	
Continuing Studies	Sections 81-92
High School courses	Sections 85-92
Hybrid Courses & WWW Synchronous	Sections 93-95
WWW Asynchronous	Sections 96-99

Course Sections for Summer:

Eight-week session	Sections 01-19
First four-week session	Sections 20-34
Second four-week session	Sections 35-49
Short courses any session/intercession	Sections 50-59
SECTION 60-74 reserved – must NOT be used	
Section 60 & 65 are Online MBA Only	
Continuing Studies courses	Sections 81-92
High School courses	Sections 85-92
Hybrid Courses & WWW Synchronous	Sections 93-95
WWW Asynchronous	Sections 96-99

Night Classes –

All courses offered after 4:29 are considered evening classes for the on-line schedule.

Block three-hour credit courses should be scheduled to meet 2 hours and 50 minutes – which allows for a break. If instructors and students opt to not take a break--instructors may adjust the class meeting time accordingly, but the time listed in the schedule should be the full 2 hours and 50 minutes.

Hybrid Courses – Course must meet online and in-person. Doesn't matter how many times the class meets face to face but dates **MUST** be listed in course scheduler. This does not include courses that are by appointment, independent study, or do not provide a learning experience on-line.

Must be 800 minutes per credit hour (1600 per credit hour for labs).
 Please use #\$\$# or #!# footnote if more credit hours are being awarded than weeks of class or minutes class is meeting.

Fall/Spring Class Times:

Monday, Wednesday, and Friday, classes will be scheduled as follows:

8:00A-8:50A	12:00 P-12:50P
9:00A-9:50A	1:00P-1:50P
10:00A-10:50A	2:00P-2:50P
11:00A-11:50A	3:00P-3:50P

Monday/Wednesday or Tuesday/Thursday classes will be scheduled as follows:

8:00A-9:15A	12:30P-1:45P
9:30A-10:45A	2:00P-3:15P
11:00A-12:15P	3:30P-4:45P

Summer Class Times: All Classes should start at 8:00, 10:30, or 1:00 following this chart:

Number of minutes per class meeting:

Class meets 4 days a week:		4 weeks	6 weeks	8 weeks
1 Credit	800 minutes	50	33.3	25
2 Credits	1600 minutes	100	66.6	50
3 Credits	2400 minutes	150	99.9	75

3 Credit hour classes meet:

8:00-10:20 10:30 – 12:50 1:00-3:20

Number of minutes per class meeting:

Class meets 5 days a week:		4 weeks	6 weeks	8 weeks
1 Credit	800 minutes	40	26.6	20
2 Credits	1600 minutes	80	53.3	40
3 Credits	2400 minutes	120	80	60

Remember Summer campus will follow the schedule of only a half-day on Friday

3 Credit hour classes meet:

8:00-10:00 10:30-12:50 1:00-3:00

Please follow this guide. Deviating from the MWF and TTH course times creates problems with room scheduling. Any deviation from the schedule as listed should be done only after 2:00 PM.

KEEP IN MIND – any deviation from this schedule also does not align with the final schedule. Faculty should announce their plans for their final exam well in advance of finals week since it won't be easily identifiable on the exam schedule. Students may have conflicts.

If you have any questions, call Robin Stricklin, Registrars at Ext. 4202. Thank you.