

## Class Schedule Master Matrix

- Departments must evenly distribute courses across time blocks.
- Courses meeting off matrix must be approved by the appropriate Dean and classroom availability may be limited.
- Room priority defaults to Holt starting at 6pm; Only courses scheduled at 6pm or later can be cross-listed with Holt.

Mon/Wed/Fri - 3x a week  
Mon/Tu/We/Th/Fr - 4x or 5x a week\*  
50 Minute CLA Sessions

- 8:00 – 8:50 a.m.\*
- 9:00 – 9:50 a.m.\* *RCC courses ONLY in Fall - rFLA courses ONLY in Spring*
- 10:00 – 10:50 a.m.\*
- 11:00 – 11:50 a.m.\*
- 12:00 – 12:50 p.m. *1st year language courses and rFLA time in Fall; avoid scheduling 1st year classes*
- 1:00 – 1:50 p.m.

\*4x or 5x a week only available in the AM.

Tuesday / Thursday  
75 Minute CLA &  
Holt (hybrid) Sessions

- CLA
- 8:00 – 9:15 a.m. *rFLA courses permitted*
  - 9:30 – 10:45 a.m. *rFLA courses ONLY*
  - 11:00 – 12:15 p.m.
  - 12:30 – 1:45 p.m. *Reserved: Common Hour*
  - 2:00 – 3:15 p.m.
  - 3:30 – 4:45 p.m.
- Holt Undergrad
- 6:00 – 7:15 p.m.
  - 7:30 – 8:45 p.m.

Monday / Wednesday  
75 Minute CLA &  
Holt (hybrid) Sessions

- CLA
- 1:00 – 2:15 p.m.
  - 2:30 – 3:45 p.m. *rFLA courses permitted*
  - 4:00 – 5:15 p.m. *New CLA only time slot*
- Holt Undergrad
- 6:00 – 7:15 p.m.
  - 7:30 – 8:45 p.m.

**150 Minute Class Sessions - Once per Week**

- 1:00 – 3:30 p.m. on M or W or F
- 4:00 – 6:30 p.m. on M or T or W or R, or F
- 6:00 – 8:30 p.m. on M or T or W or R (*Holt time*)

**CLA Courses with Labs except  
RFLA**

- 2:00 – 5:00 p.m.
- 2:00 – 6:00 p.m.
- 4:00 – 6:30 p.m.

- In order to allow progress to degree within four years, students need a variety of courses in a variety of meeting times to create a feasible schedule.
- With the exception of Holt-only programs, each department and program must schedule at least one (1) 8:00 a.m. course for every ten (10) sections offered each term.
- Departments are expected to use all available matrix times before reusing a matrix time.
- Courses must be evenly distributed across the scheduling matrix.
- No courses without Dean's consent may be scheduled during RCC/rFLA time blocks:
  - 9:00-9:50 am MWF in fall or spring terms
  - 9:30-10:45am TR in fall or spring terms
- No courses may be scheduled during common hours, 12:30-1:45 p.m., TR.
- Required CLA major courses may not be scheduled from 4:00-6:00 pm unless there are duplicate or alternate sections also scheduled.
- CLA course capacities above 29 require Dean's consent.
- Holt hybrid courses will meet face to face on the first day of class then alternate with meeting virtually the next class session. Classes will meet on campus during finals week.