

Class Schedule Master Matrix

- Departments **must** evenly distribute courses across time blocks
- Courses meeting off matrix **must** be approved by the Dean of Faculty and classroom availability may be limited
- Room priority defaults to the Holt School starting at 4pm

Monday / Wednesday / Friday 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. *1st year language courses; rFLA courses ONLY in Fall*
- 11:00 – 11:50 a.m.
- 12:00 – 12:50 p.m.
- 1:00 – 1:50 p.m.

Tuesday / Thursday 75 Minute CLA Sessions – 70 Minute Holt Sessions

- 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 room priority)*
- 4:00 – 5:10 p.m. *(Holt room priority)*
- 5:20 – 6:30 p.m. *(Holt room priority)*
- 6:45 – 8:00 p.m. *(Holt room priority)*

Monday / Wednesday 75 Minute CLA Sessions – 70 Minute Holt Sessions

- 1:00 – 2:15 p.m.
- 2:30 – 3:45 p.m. *rFLA courses permitted*
- 4:00 – 5:10 p.m. *(Holt room priority)*
- 5:20 – 6:30 p.m. *(Holt room priority)*
- 6:45 – 8:00 p.m. *(Holt room priority)*

**Four or Five Meetings per Week
Monday / Tuesday / Wednesday / Thursday / Friday
50 Minute CLA Sessions**

- 8:00 – 8:50 a.m.
- 9:00 – 9:50 a.m. *RCC courses ONLY in Fall*
- 10:00 – 10:50 a.m. *1st year language courses; rFLA courses ONLY in Fall*
- 11:00 – 11:50 a.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 *(Holt room priority)*
- 6:45 – 9:15 p.m. on M or T or W or R, or F *(Holt room priority)*

**Courses with Labs except RFLA
Once (CLA) or Twice (Holt) per Week**

- 2:00 – 5:00 p.m.
- 2:00 – 6:00 p.m.
- 4:00 – 6:30 p.m. *(Holt room priority)*
- 6:45 – 9:15 p.m. *(Holt room priority)*

**HOLT Intensive Courses
Half-semester courses
Twice per Week**

- 4:00 – 6:30 p.m.
- 6:45 – 9:15 p.m.

**HOLT Intensive Courses
Saturday**

- 9:00 a.m. – 4:00 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
 - 10:00-10:50 am MW in fall
 - 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.
- Courses requested at non-matrix times, along with CLA courses that cross the 4:00 pm hour may have limited classroom availability

12/7/21 Office of the Registrar