

Course Scheduling Guidelines

The Schedule Matrix Master Summary Form showing available scheduling blocks and time periods can be found at:

<https://rpublic.rollins.edu/sites/ASCPS/SitePages/Course%20Scheduling%20Materials.aspx>

- ✓ Each department and program *must* schedule at least one (1) 8:00 a.m. course for every ten (10) sections offered each term.
- ✓ Students need a variety of courses in a variety of meeting times. Department are expected to use all available matrix times before re-using a matrix time.
- ✓ Courses must be evenly distributed across the scheduling matrix.
- ✓ *Due to RCC and rFLA courses, no courses, no exceptions, may be scheduled from 9:00-9:50 am MWF in fall or spring terms, 12:00-12:50 pm MWF in fall terms, 8:00-9:15 am and 9:30-10:45 am TR in fall or spring terms, without permission of the Dean.*
- ✓ *No courses, no exceptions, may be scheduled in common hours, 12:30-1:45 p.m., T R.*
- ✓ Required major courses *for which there are no duplicate/alternate sections/courses* may not be scheduled from 4:00-6:00pm.
- ✓ No cap may be set above 29 without Dean's consent.
- ✓ Courses requested at non-matrix times will be assigned to rooms last along with all courses that cross the 4:00 pm hour.