

University Classroom Scheduling Requirements

Responsibility for assignment of classes to all General Purpose Classrooms rests with the Office of the University Registrar. Those wishing to schedule departmental classrooms (*those under complete control of a department that is not their own*) must secure permission from that department and **inform the scheduling office of this permission.**

See the section under resources on our website (http://regweb.unc.edu/classrooms/classroom_sched.php) entitled Standard Time Periods for acceptable times to schedule courses. Exceptions to these times for classes under the 700 level **must receive permission from the Registrar through the scheduling office.**

Assignment of space for recitation and discussion sections which meet separately from the lecture part of a course will be made after all lecture courses are placed in the schedule. Discussion sections (students do not register for these) **will not be** placed permanently in a room until 2 weeks after the semester begins.

No more than 40% of the lecture and recitation sections under the 700 level for Academic Affairs may be offered between the hours of 9:00 a.m. and 1:00 p.m. (prime time hours). Additionally, the percent of courses offered between these hours on Tues/Thurs (TR) should not exceed 20%. The Distribution of Courses form must be filled out for Academic Affairs departments and turned in at the end of open Course Schedule Maintenance. This form is found on our website.

Whenever possible, the Registrar's Office will attempt to fill all classrooms to 80% capacity. Your department is asked to help us reach this goal by conforming the standard time periods.

Where it is not possible to meet all initial requests for rooms, the school or department will be asked to change the hours and/or days of the course offering in or to make the most effective use of the available schedule times and unoccupied rooms.

Scheduling overlapping meeting times for lectures and labs or lectures and recitations is not permitted .

Please help us make the most efficient use of classroom space by conforming to these guidelines.