How to Determine Class Meeting Times

Step 1 – Full-term or Short-term?

First, determine whether the class is to be scheduled for the entire Fall or Spring semester, or whether the course is going to be short-term.

Note: All classes scheduled in the summer are short-term classes.

Step 2a – Full-term Classes

1. Divide the number of hours on the course outline by 17.5 to get the number of hours per week.
2. Divide the number of hours to be scheduled per week by the number of meetings per week – this is the number of hours per meeting.

Example 1: HIST 1
The course outline for HIST 1 says that it meets for 52.5 total hours of lecture.

52.5 hours per semester ÷ 17.5 weeks per semester = 3 hours per week

If the class is scheduled MWF, then that’s 3 meetings per week.

3 hours per week ÷ 3 meetings per week = 1 hour per meeting

Example 2: ART 130A
The course outline for ART 130A says that it meets for 35 total hours of lecture and 70 total hours of lab, or 105 hours total

105 hours per semester ÷ 17.5 weeks per semester = 6 hours per week

If this class is scheduled TR, then that’s 2 meetings per week

6 hours per week ÷ 2 meetings per week = 3 hours per meeting

Example 3: MATH 110A
The course outline for MATH 110A says that it meets for 87.5 hours of lecture

87.5 hours per semester ÷ 17.5 weeks per semester = 5 hours per week

If this class is scheduled MW, then that’s 2 meetings per week

5 hours per week ÷ 2 meetings per week = 2.5 hours per meeting
Step 2b – Short-term Classes

1. Use the academic calendar to determine the actual number of meetings
2. Divide the number of hours on the course outline by the actual number of meetings to determine the number of hours per meeting.

Example 1: PSYC 1
The course outline for PSYC 1 says that it meets for 52.5 total hours of lecture.

If the class is scheduled for 24 meetings in the summer, hours per meeting are:

52.5 hours total ÷ 24 meetings = 2.1875 hours per meeting

Example 2: IDST 80C
The course outline for IDST 80C says that it meets for 9 total hours of lecture.

If the class is scheduled for 2 meetings, hours per meeting are:

9 hours total ÷ 2 meetings = 4.5 hours per meeting

Example 3: ENGN 45
The course outline for ENGN 45 says that it meets for 35 hours of lecture and 52.5 hours of lab, or 87.5 hours total

If this class is scheduled as a half-term class in the Fall or Spring, it might meet a total of 23 meetings. Hours per meeting are:

87.5 hours ÷ 23 meetings = 3.804 hours per meeting
Step 3 – Round Hours per Meeting to the Closest Value in the “Contact Hours” column of the Contact Hour Calculation Chart

Take the value from Step 2a or 2b above and round it to the closest value in the “Contact Hour Calculation Chart”.

Examples
Here’s how this would work for the calculation examples shown above:

<table>
<thead>
<tr>
<th>Course</th>
<th>Calculated Hours per Meeting</th>
<th>Rounded Hours per Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ART 130A</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>MATH 110A</td>
<td>2.5</td>
<td>2.5</td>
</tr>
<tr>
<td>PSYC 1</td>
<td>2.1875</td>
<td>2.3</td>
</tr>
<tr>
<td>IDST 80C</td>
<td>4.5</td>
<td>4.5</td>
</tr>
<tr>
<td>ENGN 45</td>
<td>3.804</td>
<td>3.8</td>
</tr>
</tbody>
</table>

Note: You’ll notice that there are jumps in the Contact Hours column of this chart. For example, the 2.1875 value for PSYC 1 wasn’t rounded to 2.2, since there is no 2.2 hours on this chart – there’s only 2.0 and 2.3.

Step 4 – Use the Clock Time for that row to schedule the class

Examples
Here’s how this would work for the calculation examples shown above:

<table>
<thead>
<tr>
<th>Course</th>
<th>Rounded Hours per Meeting</th>
<th>Clock Time</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1</td>
<td>1</td>
<td>0 hours 50 mins</td>
<td>8:10 – 9:00</td>
</tr>
<tr>
<td>ART 130A</td>
<td>3</td>
<td>2 hours 50 mins</td>
<td>1:00 – 3:50</td>
</tr>
<tr>
<td>MATH 110A</td>
<td>2.5</td>
<td>2 hours 15 mins</td>
<td>9:10 – 10:25</td>
</tr>
<tr>
<td>PSYC 1</td>
<td>2.3</td>
<td>2 hours 5 mins</td>
<td>12:10 – 2:15</td>
</tr>
<tr>
<td>IDST 80C</td>
<td>4.5</td>
<td>4 hours 15 mins</td>
<td>10:00 – 2:15</td>
</tr>
<tr>
<td>ENGN 45</td>
<td>3.8</td>
<td>3 hours 30 mins</td>
<td>6:00 – 9:30</td>
</tr>
</tbody>
</table>
**Additional Considerations**

There are some scheduling combinations that work better than others.

For example, a full-term class that should meet 5 hours a week can easily be scheduled the following ways:

- Five days a week (e.g., M-F) – 1 hour a day
- Two days a week (e.g., MW) – 2.5 hours a day
- One day a week – 5 hours

It's more difficult to schedule this class 3 or 4 days a week:

- Three days a week comes out as 1.67 hours, which rounds to 1.7 hours per meeting
- Four days a week comes out as 1.2 hours, which rounds to 1.3 hours per meeting

Both of these scheduling patterns result in clock times that can be difficult to schedule.

Additionally, when scheduling short-term classes, you may find that changing the number of meetings makes the schedule more straightforward.

For example, in the PSYC 1 example above, we wound up with a class scheduled to meet for 2 hours and 5 minutes. If we had scheduled it for 26 meetings instead of 24, the math works better:

\[
\text{52.5 hours total} \div 26 \text{ meetings} = 2.02 \text{ hours per meeting}
\]

We would round that to 2 hours per meeting, or a clock time of 1 hour and 50 minutes, which is a much more reasonable scheduling pattern.