

ICCCSSO
Course Scheduling Rules

<p>During a recent enrollment management meeting we discovered that our current schedule times (block schedule) needed to be evaluated. Through this assessment we hope to improve our schedule during the standard time as well as the evening. I've listed below what our current time frame is during the day but, our evening block is does not seem to have typical format. Please share both day and evening scheduling times.</p>	
<p>Mr. Sedgwick L. Harris Vice President of Student Services and Athletics Kaskaskia College</p>	<p>Kaskaskia College 8:00 a.m. – 9:15 a.m. 9:30 a.m. – 10:45 a.m. 11:00 a.m. – 12:15 p.m. 1:00 p.m. – 2:15 p.m. 2:30 p.m. – 3:45 p.m.</p>
<p>Ashley B. Knight, Ed. D. Dean, Student Affairs William Rainey Harper College</p>	<p>For our 16 week three contact hour classes at Harper, we offer classes as follows:</p> <p><u>MW and TR</u> 8:00 a.m. – 9:15 a.m. 9:30 a.m. – 10:45 a.m. 11:00 a.m. – 12:15 p.m. 12:30 p.m. – 1:45 p.m. 2:00 p.m. – 3:15 p.m. 3:30 p.m. – 4:45 p.m.</p> <p><u>MWF</u> 50 minute periods beginning at 7, 8, 9, 10, 11, 12, 1, 2, 3, & 4</p> <p><u>Friday only</u> 9:00 a.m. – 11:40 a.m. 1:00 p.m. – 3:40 p.m.</p> <p><u>One evening only</u> 5:30 p.m. – 8:05 p.m. 6:00 p.m. – 8:40 p.m. 6:30 p.m. – 9:10 p.m. 6:45 p.m. – 9: 25 p.m.</p> <p><u>Two evenings</u> 6:15 p.m. – 7:30 p.m.</p>

<p>Tina Stovall, Ed. D. Vice President for Student Services Lake Land College</p>	<p>At Lake Land, we have a variety of scheduling options but our core full-semester schedule is based on: Tuesday/Thursday Day 8-9:15 a.m., 9:30-10:45 a.m., 11 a.m.-12:15 p.m., 12:30-1:45 p.m., 2-3:15 p.m., 4-5:15 p.m.</p> <p>Monday/Wednesday/Friday Day 50 minute periods beginning at 8, 9, 10, 1, 2, 3, 4 <i>NOTE:</i> Wednesday from 11 a.m.-1 p.m. is designated as the Student Activity Period. We have free events/intramural activities for students each week. This is also the time that student clubs meet and faculty/staff schedule meetings. 11a.m. and 12 p.m. classes are generally scheduled Monday/Tuesday/Friday or Monday/Thursday/Friday</p> <p>Evening classes are generally scheduled to meet one evening per week from 6:30-9:15 p.m. Demand for evening courses has really decreased as Internet enrollment has increased.</p>
<p>Amy Diaz Rock Valley College</p>	<p>The RVC schedule matrix is attached (<i>Note:</i> tabs at bottom show different ways of scheduling courses for summer terms vs. fall/spring). We changed ours two years ago now to account for a standard amount of passing time (15 minutes). The typical patterns are: M/W <u>or</u> T/TH from 7:30 – 8:45 a.m. 9:00 – 10:15 a.m. 10:30 – 11:45 a.m. 12:00 – 1:15 p.m. 1:30 – 2:45 p.m. 3:00 – 4:15 p.m. 4:30 – 5:45 p.m. 6:00 – 7:15 p.m. 7:30 – 8:45 p.m. 9:00 – 10:15 p.m.</p> <p>And, there may be some courses that run for four or five days per week for 50 minutes each meeting. We try to start or end those according to the schedule matrix (e.g., 10:30 – 11:20 a.m., M – F).</p> <p>And, of course, there are 1 day per week courses that run for 2 hours and 45 minutes. They could be scheduled on any day of the week but likely a Friday only (e.g., 9 – 11:45 a.m.) or in the evenings usually from 6 – 8:45 p.m.</p>

	<p>Ideally, this allows for Friday scheduling to be one day per week <u>OR</u> to use Fridays for hybrid course offerings with f2f times on Fridays and the rest of the course delivery is online.</p>
<p>Quincy Martin III, Ed.D. Associate Vice President, Student Affairs Triton College</p>	<p>Morning hours—3 day courses 8 – 8:50 a.m. 9 – 9:50 a.m. 10 – 10:50 a.m. 11 – 11:50 a.m.</p> <p>Morning hours—2 day courses 8 – 9:15 a.m. 9:30 – 10:45 a.m. 11 a.m. – 12:15 p.m.</p> <p>Afternoon hours—3 day courses 12 – 12:50 p.m. 1 – 1:50 p.m. 3:30 – 4:45 p.m.</p> <p>Afternoon hours—2 day courses 12 – 1:15 p.m. 2 – 3:15 p.m.</p> <p>Evening hours 4:30 – 5:45 p.m.</p>
<p>Dr. Normah Salleh-Barone VP for Student Development Moraine Valley Comm. College</p>	<p>Here are the standard scheduling periods for 3 contact hour credit course sections. There are other scheduling patterns, notably for 4 and 5 contact hour, ABE-type courses and the Summer term.</p> <p>However, the large majority of course sections in each Spring and Fall follow these patterns below.</p> <p><u>MWF</u> 50 minute periods beginning at 7:00, 8:00, 9:00, 10:00, 11:00, noon and 1:00</p> <p><u>MW</u> 75 minute periods beginning at 1:00 p.m. 2:30 p.m. 4:00 p.m.</p>

	<p><u>TR</u> 75 minute periods beginning at 8:00 a.m. 9:30 a.m. 11:00 a.m. 12:30 p.m. 2:00 p.m. 4:45 p.m.</p> <p><u>M,T,W,R: One evening per week</u> 6:30 – 9:15 p.m.</p> <p><u>M,T,W,R: Two evenings per week</u> 6:30 – 7:45 p.m. 8:00 – 9:15 p.m.</p>
Kankakee Community College	<p>Three (3) hour lecture courses meeting between 8:00 am and 2:00 pm should either meet three times a week on Monday, Wednesday, and Friday beginning on the hour and ending fifty (50) minutes after the hour OR should be offered on Tuesday and Thursday during the following time periods: 8:00-9:15 am, 9:30-10:45 am, 11:00 am-12:15 pm, and 12:30-1:45 pm.</p> <p>Four (4) hour lecture courses should start on the hour and meet on four days OR start at 8:00 am, 10:00 am, or 12:00 pm and meet on two days per week, on either Monday and Wednesday or on Tuesday and Thursday.</p> <p>Evening courses should be offered in the following timeframe:</p> <ol style="list-style-type: none"> 1. Three (3) hour lecture classes meeting twice a week should meet either on Monday and Wednesday or Tuesday and Thursday from 6:00-7:15 pm, or 7:30-8:45 pm. 2. Courses with a science lab component should meet on Monday and Wednesday or Tuesday and Thursday from 5:00-7:10 pm, or 7:15-9:25 pm. 3. Classes meeting once a week should meet on any evening except Friday at a time convenient for the students. Class meeting times should allow for a break. 4. Courses with a computer lab component and meeting twice a week should meet from 5:45-7:25 pm or 7:30-9:10 pm. 5. Two (2) hour courses meeting for eight weeks during the day should meet on the even hour on Monday and Wednesday or Tuesday and Thursday. <p>SUMMER COURSE SCHEDULE</p> <p>Two sessions will be offered: one-six week session and one eight-week session: six week period having three (3) hour classes should meet Monday and Wednesday or Tuesday and Thursday from 8:00-11:20 am and 11:30 am-2:50 pm.</p>

Randy Greenwell Spoon River	Our schedule is the same as yours with the addition of; a 4:00 – 5:15 time period. Then we have evening classes starting at 6:00 and 6:30 as follows 6:00 – 7:15 – two evening per week 6:00 – 9:00 – one evening per week 6:30 – 9:30 – one evening per week
Guy Goodman Dean of Student Services Illinois Central College	ICC's scheduling format is as follows: Monday/Wednesday/Friday: start on the hour and last 50 minutes Tuesday/Thursday start at 8:00 am and every 1:30 thereafter and last 1:15 minutes (ie. 8:00 to 9:15, 9:30 to 10:45, etc.) Two day per week classes may also start at varying times and last for a varying amount of time depending on the number of credit hours One day per week evening courses will typically last 2:45, starting at 5:30 or 6:00 pm
Dr. Tracy Morris Associate VP Student Services Illinois Valley Community College	We are very similar at IVCC—except we never got the buy-in for keeping the noon hour open for activities. Our schedule is basically Full-semester schedule: Tuesday/Thursday Day 8-9:15, 9:30-10:45, 11-12:15, 12:30-1:45, 2-3:15 (very few 2-3:15 classes) Monday/Wednesday/Friday Day 50 minute periods beginning at 8, 9, 10, 1, 2 Limited number of MW classes—usually 1-2:15 or a regular 50 minute time slot with a blended option. We discourage these because it creates a room scheduling issue. Evening classes are generally scheduled to meet one evening per week from 6:30-9:15. However, some start at 5:30, some start at 6—some go later than 9:15. All depends on time needed for contact or lab hours. The only advice I have is that whatever you do, try to stick to that schedule. We allow faculty to select their teaching times for the most part and when they go outside of these set times, we have issues making schedules work from the student perspective.
Dr. Eileen G. Tepatti Vice President of Academic Services Lincoln Land Community College	Our daytime schedule is, for the most part, structured hourly, with classes starting at the top of the hour, and assuming 50 minutes of instruction for each contact hour: 8:00 a.m. to 8:50 a.m. 9:00 a.m. to 9:50 a.m.

	<p>10:00 a.m. to 10:50 a.m. 11:00 a.m. to 11:50 a.m. 12:00 p.m. to 12:50 p.m. 1:00 p.m. to 1:50 p.m. 2:00 p.m. to 2:50 p.m. and so on.</p> <p>Once you get to the latter part of the afternoon, the enrollment drops off significantly and one will find examples of varied scheduling, such as 3:30 p.m. to 5:20 p.m.</p> <p>Our evening block is generally 6 p.m. to 7:50 p.m., 8:50 p.m. or 9:50 p.m., depending on whether the class meets for 2, 3 or 4 contact hours (assumes 50 minutes of instruction for each contact hour with 10 minute break between each contact hour).</p>
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