

Standard Time Block Class Schedule Building References

Senate Policy F18-277 – Standardized Time Blocks for Use in Course Scheduling

The senate policy is posted on the Academic Senate website.

<https://senate.sfsu.edu/policy/standardized-time-blocks-use-course-scheduling-0>

Standard Time Blocks

Scheduled sections must meet during the following standard times:

Table 1 Monday through Thursday Time Blocks

MW, MWF and TR	M-F and M, T, W, R	MW¹ and TR	MW and TR	M, T, W, or R
50-minute blocks	50-minute blocks	75-minute blocks	100-minute blocks	165-minute blocks
0800 – 0850	0800 – 0850	0800 – 0915	0800 – 0940	0900 - 1145 ²
0900 – 0950	0900 – 0950	0930 – 1045	1000 – 1140	0930 - 1215 ²
1000 – 1050	1000 – 1050	1100 – 1215	1200 – 1340	1230 - 1515 ²
1100 – 1150	1100 – 1150	1230 – 1345	1400 – 1540	1300 - 1545 ²
1200 – 1250	1200 – 1250	1400 – 1515	1600 – 1740	1530 - 1815 ²
1300 – 1350	1300 – 1350	1530 – 1645	1800 – 1940	1600 – 1845
1400 – 1450	1400 – 1450	1700 – 1815	2000 – 2140	1630 – 1915
1500 – 1550	1500 – 1550	1830 – 1945		1700 – 1945
1600 – 1650	1600 – 1650	2000 – 2115		1730 – 2015
1700 – 1750	1700 – 1750			1800 – 2045
1800 – 1850	1800 – 1850			1830 – 2115
1900 – 1950	1900 – 1950			1900 – 2145
2000 – 2050	2000 – 2050			
2100 – 2150	2100 – 2150			

¹ Academic Resources may choose to restrict the scheduling of MW 75-minute and all 165-minute blocks in large, centrally scheduled lecture halls. Exceptions may be granted for pedagogical reasons.

² Central scheduling of these time blocks is subject to classroom utilization constraints. Priority will be given to scheduling departmental requests that facilitate high classroom utilization, such as clusters of individual 165-minute courses during the same time block on multiple days. For example, a cluster of 4 course requests for 09:30-12:15 on MTWR would receive highest priority, followed by a cluster of 3 on MTW, TWR, MTR or MWR. Paired course requests on either MW or TR would be considered next. Individual 165-minute courses will be centrally scheduled only if they facilitate higher classroom utilization by matching up with complementary course requests.

Table 2 Friday only Time Blocks

F 50-minute blocks	F 100-minute blocks	F 165-minute blocks
0800 – 0850	0800 – 0940	0900 – 1145
0900 – 0950	1000 – 1140	0930 – 1215
1000 – 1050	1200 – 1340	1200 – 1445
1100 – 1150	1400 – 1540	1230 – 1515
1200 – 1250	1600 – 1740	1500 – 1745
1300 – 1350	1800 – 1940	1530 – 1815
1400 – 1450	2000 – 2140	
1500 – 1550		
1600 – 1650		

Scheduling Guide

The 'Scheduling Guide' can be used along with the 'Standard Time Blocks'.

Scheduling Guide: different standard ways to schedule different types of course components. If a course is made up of different components, then use the guide for the particular component to schedule that component. For example, if the course is a 2 unit lecture and a 1 unit activity, schedule the lecture according to the 2 unit lec guide, and the activity according to the 1 unit activity guide.

Units	Total minutes of meeting per week	Number of meetings per week	standard block to use	day(s) of week	Exception needed if not using prescribed standard blocks. In addition, exception needed for:	Note about schedule
Lecture components (including seminar, discussion)						
1 unit lec	50 minutes	1 meeting	50 min block	M or T or W or R or F	F evening classes scheduled from 5 pm on will be allowed per CRC.	
2 unit lec	100 minutes	2 meetings	50 min block	MW or TR	WF or other 2 day per week schedule	
		1 meeting	100 min block	any day of week		
3 unit lec	150 minutes	3 meetings	50 min block	MWF		
		2 meetings	75 min block	MW or TR	WF schedule or other 2 day per week schedule	
		1 meeting	165 min block	any day of week	F evening classes scheduled at 13:00 and using 165 minute blocks from 16:00 on will be allowed per CRC.	<i>Priority for central scheduling managed by Academic Resources, but exception not required¹</i>
4 unit lec	200 minutes	4 meetings	50 min block	M, T, W and R	T, W, R, & F schedule	
		2 meetings	100 min block	MW or TR	WF or other 2 day per week schedule; 1 day per week schedule	
5 unit lec	250 minutes	5 meetings	50 min block	M, T, W, R and F	any other sort of 5 unit lecture schedule	

Activity Components (tend to be department controlled rooms)						
1 unit act	100 minutes	2 meetings	50 min block	MW or TR	WF or other 2 day per week schedule	
		1 meeting	100 min block	any day of the week		
2 unit act	200 minutes	4 meetings	50 min block	M, T, W and R	T, W, R, & F schedule	
		2 meetings	100 min block	MW or TR	WF or other 2 day per week schedule	
		1 meeting	100 min block	M or T or W or R or F using 2 blocks		<i>ok to schedule as: 8 – 11:40, 10 – 13:40, 12 – 15:40, 14 – 17:40, 16 – 19:40, 18 – 21:40</i>
3 unit act	300 minutes	3 meetings	100 min block	MWF		
		2 meetings	165 min block	MW or TR	WF or other 2 day a week schedule	
		1 meeting	165 min block	M or W or T or R or F using 2 blocks		<i>ok to schedule: 9:30 – 15:15, 12:30 – 18:15, 15:30 – 21:15; 16:00-21:45</i>
Lab Component (tend to be department controlled rooms)						
1 unit lab	150 minutes (plus break)	1 meeting	165 min block	M or T or W or R or F		
		2 meeting	75 min block	MW or TR	WF or other 2 day a week schedule	
2 unit lab	300 minutes (plus break)	2 meetings	165 min block	MW or TR	WF or other 2 day a week schedule	
		1 meeting	165 min block	M or W or T or R or F using 2 blocks		<i>ok to schedule: 9:30 – 15:15, 12:30 – 18:15, 15:30 – 21:15; 16:00-21:45</i>

¹ Priority will be given to department requests that facilitate high classroom utilization, such as clusters of individual 165-minute courses (multiple sections of same course) during the same time block on multiple days. For example, a cluster of 4 courses requests for 9:30 – 12:15 on MTWR would received highest priority, followed by a cluster of 3 on (MWF,) MTW, TWR, MTR or MWR. Paired course requests on either MW or TR would be considered next. Individual 165-minute courses (single section of a course) will be centrally scheduled only if they facilitate higher classroom utilization by matching up with complementary course requests (with other single section courses in department or college).

Standard Time Block Auditing Tools

Academic Resources has created tools to audit sections meeting in classrooms per Senate Policy. All sections scheduled on campus must adhere to the Senate Policy. Figure 1, below, is a visual representation of the classes housed at SF State.

The auditing reports covers the following areas:

1. Summarized count of all scheduled sections (purple circle + yellow circle).
2. Summarized count of all scheduled sections either housed in University classrooms or requesting to be housed via Schedule25 (yellow circle).
3. Summarized count of all scheduled sections either housed in University classrooms or requesting to be housed via Schedule25 (yellow circle) by specified slot allocation time blocks. Sections scheduled in non-standard time blocks.

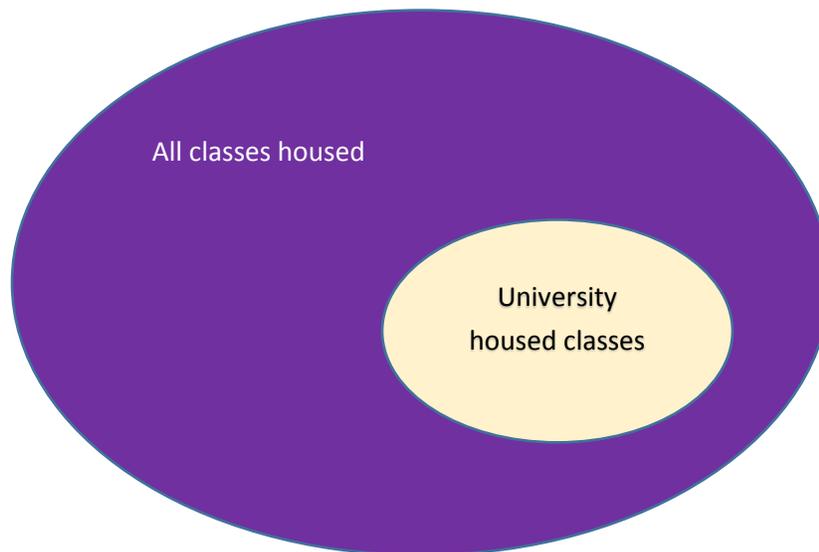


Figure 1 – Population of all scheduled classes meeting in San Francisco State University classrooms. Subset of classes of classes scheduled that are housed in University controlled classrooms in yellow circle.

Campus Solutions Reports

1. Login to Campus Solutions (CS) via Gateway.
2. CS report navigation:
 - SF State > Campus Solutions > OSB Reports > Std Time Slot Rpt by College Effective Fall 2019
Output from these reports summarizes by section counts scheduled within the college.
 - SF State > Campus Solutions > OSB Reports > Std Time Slot Rpt by Dept Effective Fall 2019
Output from these reports summarizes by section counts scheduled within the department.

College schedulers have access to run both of the 'Time Slot College – SntPcy' and 'Time Slot Dept – SntPcy' reports. AOCs has access to run the 'Time Slot Dept – SntPcy' report for their respective department.

This generates 5 different reports for review, 4 reports are excel and 1 report in PDF:



[TimeSlot_All_Actualcnt.xls](#)

This is a summary report of all department or college sections scheduled regardless of where it is scheduled.

For example, Department A has the following classes scheduled:

Class	Days and Time	Enr. Cap	Room	Room Cap	University?
INTRO 101.01	MWF 0800-0850	40	Room A	45	N
INTRO 101.02	MW 0800-0915	40	Room A	45	N
INTRO 101.04	MWF 0800-0850	40	CRoom 10	40	Y
INTRO 201.03	MW 0800-0915	40	CRoom 10	40	Y
INTRO 301.01	M 0930-1215	50	NEEDROOM	N/A	Y
INTRO 701.01	M 1000-1245	20	Room B	25	N

The report output would have the following:

<u>Time Slot</u>	<u>Count</u>
MWF 0800-0850	2
MW 0800-0915	2
M 0930-1215	1
M 1000-1245	1

This report provides a summary of what has been scheduled within a department or college. A suggested use of this report is to determine the distribution of classes scheduled.

[TimeSlot_S25_Actualcnt.xls](#)

This report counts sections by the times scheduled that are either housed in University classrooms or requesting to be housed in a University classroom using 'NEEDROOM'.

For example, Department A has the following classes scheduled:

Class	Days and Time	Enr. Cap	Room	Room Cap	University?
INTRO 101.01	MWF 0800-0850	40	Room A	45	N
INTRO 101.02	MW 0800-0915	40	Room A	45	N
INTRO 101.04	MWF 0800-0850	40	CRoom 10	40	Y
INTRO 201.03	MW 0800-0915	40	CRoom 10	40	Y
INTRO 301.01	M 0930-1215	50	NEEDROOM	N/A	Y
INTRO 701.01	M 1000-1245	20	Room B	25	N

The report output would have the following:

<u>Time Slot</u>	<u>Count</u>
MWF 0800-0850	1
MW 0800-0915	1
M 0930-1215	1

Excluded from this count are the 'Room A' and 'Room B' housed sections since these rooms are not University classrooms.

Counts from this report can be used to fill out the 'Standard Timeblock Worksheet'.

[TimeSlot_S25_Stdslotcnt.xls](#)

This report counts all sections scheduled according to the standard time slot allocations that are either housed in University classrooms or requesting to be housed in a University classroom using 'NEEDROOM'

The following are the standard time slots used for allocation purposes:

MWF 0800-0850 TR 0800-0915
MWF 0900-0950 TR 0930-1045
MWF 1000-1050 TR 1100-1215
MWF 1100-1150 TR 1230-1345
MWF 1200-1250 TR 1400-1515
MWF 1300-1350 TR 1530-1645
MWF 1400-1450 TR 1700-1815
MWF 1500-1550 TR 1830-1945
MWF 1600-1650 TR 2000-2115
MWF 1700-1750
MWF 1800-1850
MWF 1900-1950
MWF 2000-2050
MWF 2100-2150

For example, Department A has the following classes scheduled:

Class	Days and Time	Enr. Cap	Room	Room Cap	University?
INTRO 101.01	MWF 0800-0850	40	Room A	45	N
INTRO 101.02	MW 0800-0915	40	Room A	45	N
INTRO 101.04	MWF 0800-0850	40	CRoom 10	40	Y
INTRO 201.03	MW 0800-0915	40	CRoom 10	40	Y
INTRO 301.01	M 0930-1215	50	NEEDROOM	N/A	Y
INTRO 701.01	M 1000-1245	20	Room B	25	N

The report output would have the following:

<u>Time Slot</u>	<u>Count</u>
MWF 0800-0850	2
MWF 0900-0950	2
MWF 1000-1050	1
MWF 1100-1150	1
MWF 1200-1250	1

Excluded from this count are the 'Room A' and 'Room B' housed sections since these rooms are not University classrooms.

INTRO 201.03 is counted in both the MWF 0800-0850 slot and the MWF 0900-0950 because the class is meeting MW 0800-0915 and meets during the aforementioned times. INTRO 201.03 is accounted this way because when housed in a University classroom, a section scheduled MWF 0900-0950 also cannot be housed 'CRoom10' because INTRO 201.03 ends at 0915.

The method of counting also applies to INTRO 301.01 when scheduled as M 0930-1215. This class meets during the MWF 0900-0950, MWF 1000-1050, MWF 1100-1150, and MWF 1200-1250 slots so it is counted for each of the MWF times.

These are used as the counts for the time slot allocations.

[TimeSlot_NonStd.xls](#)

The report contains all sections scheduled as non-standard times with section, room, room cap, and enrollment limit listed in addition to sections scheduled in AR rooms or 'NEEDROOM' meeting once a week in the following standard times:

- 0930-1215
- 1230-1515
- 1530-1815

For example, Department A has the following classes scheduled:

Class	Days and Time	Enr. Cap	Room	Room Cap	University?
INTRO 101.01	MWF 0800-0850	40	Room A	45	N
INTRO 101.02	MW 0800-0915	40	Room A	45	N
INTRO 101.04	MWF 0800-0850	40	CRoom 10	40	Y
INTRO 201.03	MW 0800-0915	40	CRoom 10	40	Y
INTRO 301.01	M 0930-1215	50	NEEDROOM	N/A	Y
INTRO 701.01	M 1000-1245	20	Room B	25	N

The report output would have the following:

<u>Section</u>	<u>Day</u>	<u>Time</u>	<u>Facility ID</u>	<u>Rm Cap</u>	<u>Enr Cap</u>
INTRO 301.01	M	0930-1215	NEEDROOM	-	50
INTRO 701.01	M	1000-1245	Room B	25	20

INTRO 301.01 is requesting to be housed in a University classroom and meets M 0930-1215. While this section is in a standard time block this section will not be housed via Schedule25.

INTRO 701.01 is scheduled in a non-standard time slot in accordance to the Senate policy.

It is strongly recommended that colleges and departments review the list of sections and revise as needed.

[Sfotscnt.pdf](#)

This report is a PDF version of all of the excel output in a printable format.

Standard Time block Worksheet

These worksheets are distributed to each college is provided a worksheet with the time block allocations pre-populated. A generic worksheet is posted on Academic Resources' website, https://academicresources.sfsu.edu/sites/default/files/standard_timeblock_worksheet_SP-F18-XXX_120318_generic.xlsx. This file has two worksheets, 'Senate_policy_wksheet_S25_slots' and 'Senate_policy_wksheet_Non-S25'.

The counts from the "TimeSlot_S25_Actualcnt.xls" report can be entered into the worksheet, 'Senate_policy_wksheet_S25_slots'. Please use this worksheet as a planning tool along side the time block auditing report.

A second worksheet, 'Senate_policy_wksheet_Non-S25' can be used to plan usage in non-Schedule25 rooms. The usage from this worksheet **are not** part of the time slot report and can be used for College or department internal planning.

Colleges are to submit the time slot reports per the usual deadlines posted on the Class Schedule Production Calendar by Semester.

Senate Policy F17-242 – Academic Calendar Policy, effective Fall 2018

The senate policy is posted on the Academic Senate website, <https://senate.sfsu.edu/policy/academiccalendar-policy-0>

The senate policy revised to include all classes meet during assigned final exam period starting Fall 2018.

Final exam schedule, Spring 2019

https://academicresources.sfsu.edu/cal/final_exams_spring_2019

- Final exams scheduled as follows:
 - Section start times with 8am – 4pm
 - 0800-1015
 - 1030-1245
 - 1300-1515
 - Section start times with 5pm-9pm
 - 1600-1815
 - 1900-2115
 - Once a week sections will meet at their scheduled time according to the Final Exam schedule.
- Potential **STUDENT** final exam scheduling conflicts, students self-identify to their instructors.

First Class Enrolled by Start Time	Second Class Enrolled Meeting
8:00am MWF/MW/daily	M 9:30am-12:15pm
11:00am MWF/MW/daily	M 12:30pm-3:15pm
12:30pm MW	W 9:30am-12:15pm
12:30pm TR	R 9:30am-12:15pm
1:00pm MWF/MW/daily	F 9:30am-12:15pm
3:30pm MW	W 12:30pm-3:15pm
3:30pm TR	R 12:30pm-3:15pm
4:00pm MWF/MW/daily	F 12:30pm-3:15pm
4:00pm TR	R 12:30pm-3:15pm
5:00pm MWF/MW/daily	M 6:00pm-8:45pm
6:30pm MW	W 3:30pm-6:15pm
6:30pm TR	R 3:30pm-6:15pm
8:00pm MWF/MW/daily	W 4:30pm-7:15pm
8:00pm MWF/MW/daily	W 5:00pm-7:45pm
8:00pm TR	T 4:30pm-7:15pm
8:00pm TR	T 5:00pm-7:45pm

Final Exam Conflict, Example 1

A student is enrolled in ACCT 101 and CHEM 102. ACCT 101 meets MWF 8:00am-9:00am and CHEM 102 meets M 9:30am-12:15pm, so these classes have overlapping final exam times. This also applies if ACCT 101 meets MW 8:00am-9:15am and CHEM 102 meets M 9:30am-12:15pm.

Final Exam Conflict, Example 2

A student is enrolled in ENG 214 and BIOL 101. ENG 214 meets TR 12:30pm-1:45pm and BIOL 101 meets R 9:30am-12:15pm, so these classes have overlapping final exam times.