

Instructions for Master Schedule Templates

The Master Schedule Committee has designed the following templates to be used when requesting space for courses. The first form, the **Base and Electronic Classroom (GREEN)** (E-Room) or Hybrid Scheduling Template will be used by most programs. There are two sides to the form. The left side is for general purpose classrooms which will be used predominantly. The right side is for electronic classrooms which will be used only when a course will be offered in that format.

1. Please indicate department and campus at the top of the form.
2. Fill in each time slot with the course and section number. Ex: ENGL 2010-150.
3. Classes which meet solely in general purpose classrooms will be indicated on the left side of the form. Ex: ENGL 2010-150 can meet in one of the following patterns:

Monday & Wednesday

OR

Tuesday & Thursday

OR

Friday

4. Classes which meet in general purpose classrooms as well as electronic classroom will be indicated using both sides of the form. For Example ENGL 2010-151 meets at 10:00-11:15 on **Monday** in a general purpose classroom and on **Wednesday** in an E-room.

*Please note that this creates the opportunity to provide the opposite pattern for another course which meets the same way. For Example ENGL 2010-152 meets at 10:00-11:15 on **Wednesday** in a general purpose classroom and on **Monday** in an E-room.

5. **Hybrid** classes will be noted in the General Purpose side of the template only. For example, ENGL 2010-700 meets in the 11:30-12:45 time slot on Monday. Please indicate that it is a hybrid course by noting "HYB."

The template **#1 Alternate Scheduling (PURPLE)** – for classes that meet twice per week for 220 minutes total) and **#2 Alternate Scheduling (RED)** -for classes that meet 4 to 5 times per week for up to 255 minutes) will be completed in a similar fashion.

Note: Note: Please be aware that you are expected to fill every time block on the left-hand (non-electronic) side of the template before moving on to another template.