



Scheduling Guide to Improve Room Utilization

In an effort to assist school and department schedulers to use classroom and lab spaces more efficiently, the Office of Classroom Management (OCM) has created the following guide. Information provided in this guide is followed by OCM when scheduling academic and non-academic events in the General Purpose Classroom Spaces (GPC).

Use of the standard section/time-slots:

What is a standard section or standard time-slot?

This is a defined start and end time of week combinations that represent the preferred class scheduling policy of the University of Miami. Find below the Class Scheduling Worksheet showing preferred standard time slots for UM, published on the Registrar’s website:

CLASS SCHEDULING WORKSHEET						
Semi Standard #	1, 2, 3	4, 5, 6	7, 8, 9		1, 2, 3, 4	5, 6, 7, 8
Section	Monday	Wednesday	Friday	Section	Tuesday	Thursday
A 8:00-8:50 AM				N 8:00-9:15 AM		
B 9:05-9:55 AM				O 9:30-10:45 AM		
C 10:10-11:00 AM				P 11:00-12:15 PM		
D 11:15-12:05 PM				Q 12:30-1:45 PM		
E 12:20-1:10 PM				R 2:00-3:15 PM		
F 1:25-2:15 PM				S 3:30-4:45 PM		
G 2:30-3:20 PM						
H 3:35-4:25/4:50PM						
J 5:00-6:15 PM				T 5:00-6:15 PM		
K 6:25-7:40 PM				U 6:25-7:40 PM		
L 7:50-9:05 PM				V 7:50-9:05 PM		
9 Saturday or Sunday				Y ONLINE		



OFFICE OF CLASSROOM MANAGEMENT

Benefits from using the standard time-slots:

When following the standard section times to schedule events, department and school schedulers are able to:

- Deliver adequate classroom spaces to meet instructional requirements
- Encourage even distribution of classes throughout the week
- Maximize student scheduling options
- Apply scheduling practices in a consistent equitable manner
- Achieve optimum classroom utilization

In order to minimize scheduling conflicts for departments and students, and to achieve maximum and reasonable use of the buildings and other meeting spaces, it is necessary that the vast number of classes conform to the standard start and end times indicated in the Class Schedule Worksheet.

Keep in mind that space capacity is a very important point to consider as well when scheduling your academic events. To maximize utilization, meeting spaces need to be filled, if not at full capacity, as close to maximum capacity as possible.

Strategies to Achieve Maximum Room Utilization Applying Standard Meeting Times:

- Any class meeting three times a week (Mon/Wed/Fri) must be of 50 minutes length
- Any class meeting two days a week (Tue/Thu) must be of 75 minutes length
- Non-standard sections (sections not following the standard meeting times showing in the Class Scheduling Worksheet) should be offered in multiples of 50 and 75 minutes. This measure helps students registering for any course (standard/non-standard) avoiding scheduling conflicts.
- All classes should begin at the official standard meeting times
- Ideally, all classes should follow the standard meeting times and patterns to improve space utilization and student scheduling options.