

### Scheduling for Full Summer 8-week

In the Summer Session 8-week part of a term, contact time must total 300 minutes per week and translate to 100 minutes on Monday, Wednesday, and Friday; or 150 minutes on Tuesday and Thursday. The following is a model for three contact hour courses:

**Only 50% of sections can be scheduled on Monday/Wednesday/Friday, 49% on Tuesday/Thursday.**

Monday, Wednesday, Friday 100 Minute Class Session	Tuesday, Thursday 150 Minute Class Session
0800 – 0940	0800 – 1030
1000 – 1140	1045 – 1315
1200 – 1340	1330 – 1600
1400 – 1540	1615 – 1845
1600 – 1740	

At least 50% of your department's sections must be scheduled on Monday, Wednesday, and Friday(s). For cross-listed sections, the home department (i.e. the department in which the Primary instructor belongs) will count toward your department's percentages.

All sections should start at on-pattern times.

A class scheduled one day per week must be paired with a section of similar size on the opposite day of the week. This allows full utilization of classroom instructional space and course availability for students. Example for a 4-week section, Tuesday 0800-1315 should be paired with Thursday 0800-1315 .