

INTER-OFFICE MEMORANDUM

TO: Deans and Chairs
FROM: Barbara Lunce
DATE: October 6, 2003
RE: Spring 2004 Class Times

Below is the schedule of times agreed upon at the Provost's Advisory Council Meeting on October 3, 2003.

**M-W-F morning times
(odd-section numbers)**

7:00-7:50 a.m.
8:00-8:50 a.m.
9:00-9:50 a.m.
10:00-10:50 a.m.
11:00-11:50 a.m.
12:00-12:50 p.m.
1:00-1:50 p.m.

**T-R morning times
(even-section numbers)**

8:00-9:15 a.m.
9:30-10:45 a.m.
11:00-12:15 p.m.

**M-W or T-R afternoon
and evening times**

1:00-2:15 p.m.
2:30-3:45 p.m.
4:30-5:45 p.m.
6:00-7:15 p.m.
7:30-8:45 p.m.

M, T, W or R evening

1:00-3:30 p.m.
4:30-7:00 p.m.
6:00-8:30 p.m.
7:30-10:00 p.m.

Variations may be made with Friday and Saturday times per department needs. However, if you do decide to do something other than that which appears below, please let me know.

Friday 2½ hr afternoon or evening:

2:00-4:30 p.m.
5:30-8:00 p.m.
7:00-9:30 p.m.

Saturday 2½ hr:

9:00-11:30 a.m.
2:00- 4:30 p.m.

Notes: Section Numbering Scheme

- 1st digit indicates semester/term: **Fall = '1'; Spring = '2'; Summer I = '3'; Summer II = '4';**
- 2nd digit designates time or type of class: 0 = before 5pm, 6 = 5pm or later, 7 = Weekend, 8 = Distance Ed,
9 = Indep.Study/Practicum/Internship/Thesis
- 3rd digit designates days; **MWF are odd (201, 203, etc.) TR are even (202, 204, etc.)**