

EVENING CLASS TEMPLATES

Undergraduate

Dear Department Chairs,

As you know, we are trying to provide more evening courses that will be accessible for adults with daytime jobs or childcare responsibilities. In addition, an increasing number of undergraduate evening courses are being scheduled for other reasons and we are starting to run into the kinds of problems that arise without a course scheduling template, e.g., room conflicts and student inability to enroll in overlapping courses. Therefore, we have created a template for evening undergraduate courses as follows. If your fall schedule includes courses that begin at or after 4:30, please try to fit them into this schedule.

1. For courses meeting one evening per week, the schedule would be 5:30pm to 8:00pm.
2. For courses meeting two evenings per week, the schedule would be 5:30pm to 6:45pm.
3. For courses meeting three times per week, the schedule would be 6:00pm to 6:50pm, 7:00pm to 7:50pm and 8:00pm to 8:50pm.

Note that this does not apply to graduate courses, which can start earlier because the primary population, teachers, finish work earlier in the day than a 9-5er.

Thank you for your cooperation,
Maggie (February 2006)

Graduate

4:30 – 7:00 pm, 7:10-9:40 pm