Classroom and Class Laboratory Utilization Analysis

2022-23

Office of the Registrar
UNIVERSITY OF DENVER

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Introduction

The intent of this Classroom and Class Laboratory Utilization Analysis is to provide the University with information required to assess the use of instructional resources, assess scheduling policies & procedures, and engage in strategic planning for future capital investment. The goal of this analysis is to find where utilization is strong as well as to uncover areas where improvement can be made. Some of the specific questions assessed here include:

- How efficiently does the University of Denver use instructional space?
- How many classrooms and class laboratories are available for scheduling? How do size, control, and location factor in utilization?
- How does enrollment and program growth factor into classroom utilization and availability? How has increased online class offerings impacted utilization?
- Can changes be made to the scheduling policy to improve efficiency? What are the ramifications of these potential changes in policy?

Data are provided on utilization of all facilities used for instruction – classrooms, laboratories, auditoria, etc. The report focuses on utilization of classrooms and class laboratories.
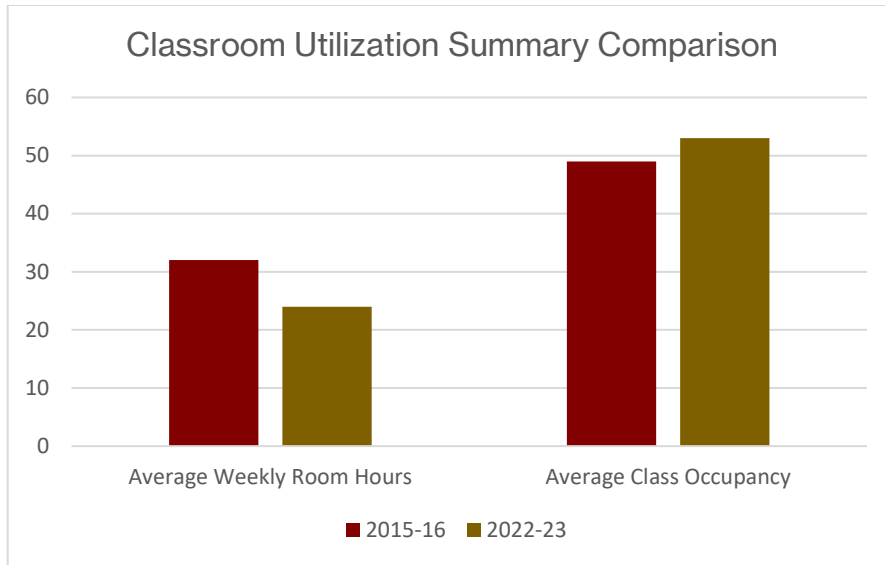
Executive Summary

When analyzing utilization in learning spaces for the 2022-23 school year, we looked at 260 different rooms across campus, 213 of which were classrooms and 47 of which were labs, clinics, or studios. This report does not address utilization of non-instructional spaces, like conference rooms. The focus of this report is on classrooms and class labs. Utilization data was compiled for this report using our central scheduling system, 25Live. Enrollment data was taken from the Banner Student Information System.

Using the data that we compiled from 25Live and Banner, classrooms and class labs were studied for level of use. Findings for classroom utilization have been summarized by building, control, and size. Laboratories were considered separately since events are not scheduled in them and they are designed for more specialized use.

Key Findings

Classroom utilization at the University of Denver has declined since our last utilization report in 2015-16. DU averages 26 hours of classroom utilization a week, down from 32 hours a week. Lab utilization was 16 hours a week, down from 21 hours a week.

Room Group	Number	Sections	Scheduled Hours/week	Percent Occupancy
Classrooms	213	2,189	26	52%
Laboratories	47	512	16	57%
Grand Total	260	2,701	24	53%

Classroom Utilization Summary Comparison

	Average Weekly Room Hours	Average Class Occupancy
2015-16	32	49
2022-23	24	53

The Colorado Department of Higher Education (CDHE) no longer publishes guidelines for utilization, but targets of 30 hours a week for classrooms and 20 hours a week for labs have been established in the past. Those numbers may be outdated, but they seem like reasonable goals for DU. Even with the growth of online learning post-COVID, 30 hours a week is still an achievable goal for the University and most buildings meet that goal or are very near it. Size, location, and control continue to be factors contributing to low utilization, but fewer campus events post-COVID also contributed to decreased utilization in learning spaces.

Events Scheduled

	Events
2015-16	~2940
2022-23	~2420
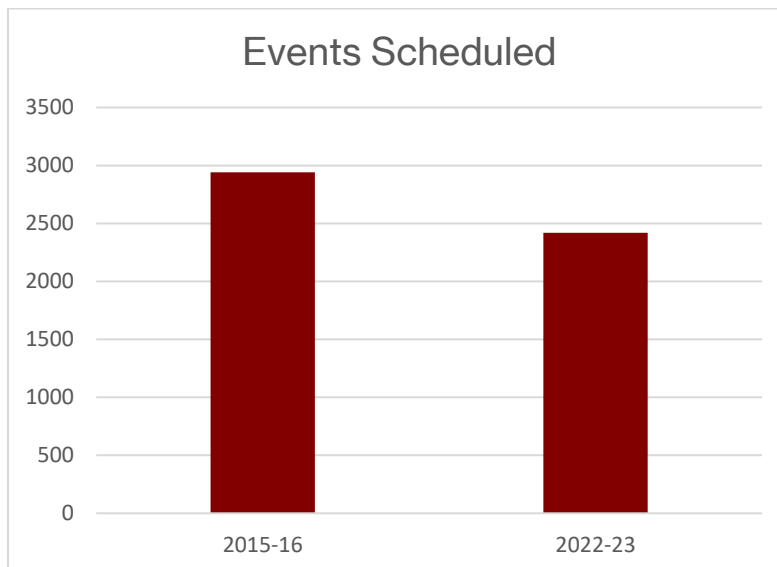
An increased inventory and a shift to online learning post-COVID have reduced overall utilization. While enrollment has increased slightly since our last report, less sections are being offered in-person. New facilities coming online have expanded inventory, also leading to a decrease in overall utilization. We have also observed that events have been slow to return to pre-COVID levels, with 500 less events scheduled in 2022-23 than in 2015-16.

Factors Affecting Utilization

Scheduling Process

Classes are scheduled into centrally-controlled rooms using an algorithm that optimizes time and station utilization, departmental preferences, such as proximity to departments, and pedagogical requirements. Academic units develop class schedules several months prior to the beginning of registration. Registrar staff review schedules for several factors, including compliance with scheduling policies. Anomalies are corrected with units prior to registration and room assignment.

Demand

Classroom inventory has grown since our last report with two new facilities coming online: The Ritchie School of Engineering & Computer Science Building and The Sie Complex. Rooms in Knudson Hall that were labs when the Engineering Department occupied that building have been converted to classrooms. A small classroom was also added in the Shwayder Art Building. The increased inventory has helped to relieve pressure during peak scheduling hours but overall has led to decreased utilization.

Demand exceeds supply during peak times (Monday-Thursday 10:00 am to 4:00 pm). Inevitably some sections will be scheduled in spaces that are not pedagogically ideal (smaller classes in lecture halls, for example). While overall utilization is down, our peak time utilization remains high.

2022-23 Sections in Session by Day and Time

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0800	74	87	76	86	48	63
0900	131	137	135	146	93	71
1000	249	278	248	282	131	73
1100	241	274	236	279	114	76
1200	225	241	210	228	96	76
1300	238	249	235	250	99	81
1400	257	267	251	258	89	33
1500	225	254	244	246	63	31
1600	169	170	153	161	34	29
1700	137	147	141	159	34	26
1800	89	80	103	73	8	14
1900	81	84	93	69	12	13
2000	38	58	56	33	7	7
2100	9	6	15	7	5	5
2200	0	0	0	0	0	0

All in-person sections meeting during hour. Excludes interterms.

Class Scheduling Patterns

Distribution of classes during the week and time of day are a principal factor in classroom utilization. Use throughout the day (including evenings) and evenly distributed usage throughout the week improve efficiency. To achieve maximum efficiency, we have defined several standard meeting patterns. Most classes meet on two-day, two-hour meeting patterns that start on even hours. The most common are Monday/Wednesday and Tuesday/Thursday. Less common are four-day, one-hour sections that we ask units to balance between even/odd hours, i.e. if a unit schedules one section at 10 they should schedule the another at 11. We also have two common one-day meeting patterns for three-hour and four-hour sections. These are primarily utilized by graduate units and are required to begin at certain defined times (9, 12 and 3 for three-hour sections; 8, 12 and 4 for four-hour sections). Courses not meeting on standard meeting patterns receive the lowest priority for room assignments.

In 2014, significant changes were made in class scheduling policies which impacted utilization. These included:

- Adding Wednesday/Friday and Tuesday/Friday meeting patterns to our list of standard meeting patterns.
- Requiring undergraduate divisions to schedule 20% of their two-day courses to include Friday meeting patterns.
- Requiring undergraduate divisions to balance Wednesday/Friday and Tuesday/Friday meeting patterns, just like we require them to balance Monday/Wednesday and Tuesday/Thursday meeting patterns.

While the 2014 policy did achieve the goal of boosting student presence on campus on Fridays, it has reduced overall utilization by creating scheduling gaps on Mondays and Thursdays that are difficult to fill in with events. Increased Friday classes also makes it more difficult for Conference & Events Services to schedule events on that day.

Meeting Days of Scheduled Class Sessions Academic Year 2022-2023

Starting Times of Scheduled Sections
Academic Year 2022-2023

A bar chart showing the proportion of scheduled sections by starting time. The vertical axis ranges from 0 to 0.16 in increments of 0.02. The horizontal axis lists starting times from 8:00 to 20:00. Approximate values: 8:00 ≈ 0.115, 9:00 ≈ 0.09, 10:00 ≈ 0.133, 11:00 ≈ 0.025, 12:00 ≈ 0.148, 13:00 ≈ 0.063, 14:00 ≈ 0.155, 15:00 ≈ 0.032, 16:00 ≈ 0.105, 17:00 ≈ 0.022, 18:00 ≈ 0.113, 19:00 ≈ 0.018, 20:00 ≈ 0.017.

Modality

It is important to note the impact the growth of online programs and offerings has had on classroom utilization. Since the 2018-19 school year, our online offerings have doubled, from 836 sections to 1,681. While this increase can mostly be accounted for by growth of online programs, some of it also comes from increased online offerings in traditional programs post-COVID. The University College enrichment program, which in 2015-16 was almost entirely in-person and helped to utilize classrooms in the evenings, was mostly online by 2022-23.

Online Sections VS In Person
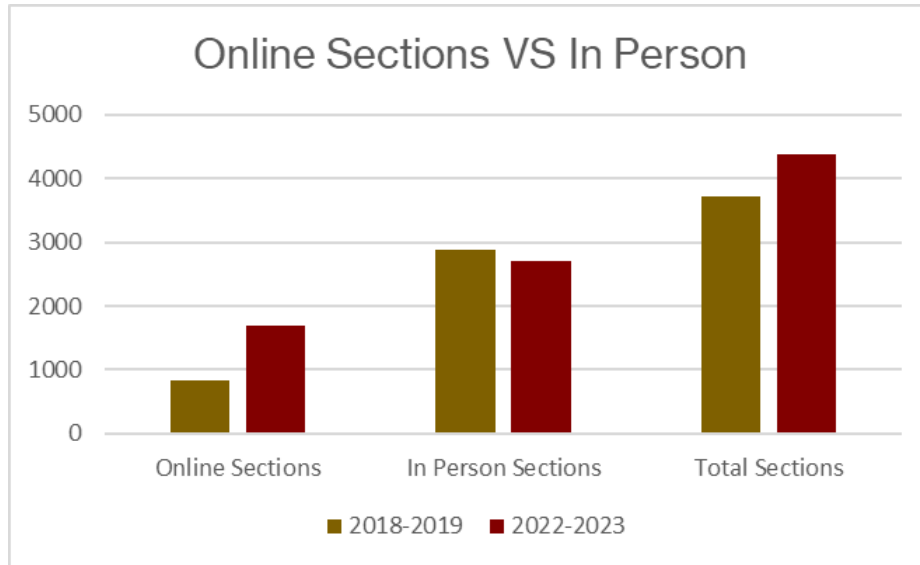
In 2018-19, there were 2,883 sections that were scheduled in a classroom versus 2,701 in 2022-23, despite higher overall enrollment. There were 172 fewer sections requiring a classroom than there was four years prior, which accounts for decreased utilization in some buildings.

Condition and Features

Conditions and features are a factor in utilization, but less so than in the years prior to COVID. DU has invested considerable resources in standardized classroom technology, expanding its wireless network and improving access, purchasing furniture that allows for pedagogical flexibility, and adding HyFlex technology that allows instructors to broadcast their classes to a remote audience. With almost all centrally-controlled classrooms being equipped with standard, flexible technology packages and easily configurable furniture, classroom features play less of a role in utilization than they have in the past.

Control and Access

Centrally-controlled classrooms are generally more efficiently utilized than rooms under departmental control. As of 2022-23, 118 classrooms are centrally controlled and utilization for those rooms average 28 hours a week. 95 classrooms are departmentally controlled and of those, only Daniels College of Business and Craig Hall are well utilized, at 41 hours and 29 hours per week, respectively. Subtract those two buildings, and departmentally-controlled spaces average 17 scheduled hours per week. Centralizing control of some of those spaces would help to improve overall utilization.

Access issues prevent some rooms from being fully utilized. Rooms in residences halls such as Centennial Towers, Centennial Halls, Johnson McFarlane Hall and Nagel Hall can't be easily accessed in the evenings without key card access. There are also several seminar rooms that could be better utilized if they weren't in office suites that are locked after 5 pm. These would include Sturm 258, 358, 496, and classrooms in Shwayder Art Building.

Location also is an issue. Towers and Halls are both quite some distance from other classroom buildings, which makes them unpopular locations for classes.

Utilization Analysis

Class Time Utilization

Classroom utilization has declined since our last report on the 2015-16 school year. It has gone down from an average of 32 hours a week to 26 in 2022-23. Laboratories and other specialized facilities that don't host events saw an overall decrease from 20 hours a week to 16. There are several factors involved in the decline of classroom utilization. The most significant of which is the impact of the COVID-19 pandemic, the increase in online offerings, and the subsequent reduction in sections needing rooms. However, there was also an increase in inventory with two new facilities coming online: The Sie Complex and the Ritchie School of Engineering & Computer Science building. Classrooms have been added in Knudson Hall and the Shwayder Art Building as well. By and large, utilization is still good in most buildings and there are opportunities for improvement in buildings where it is low.
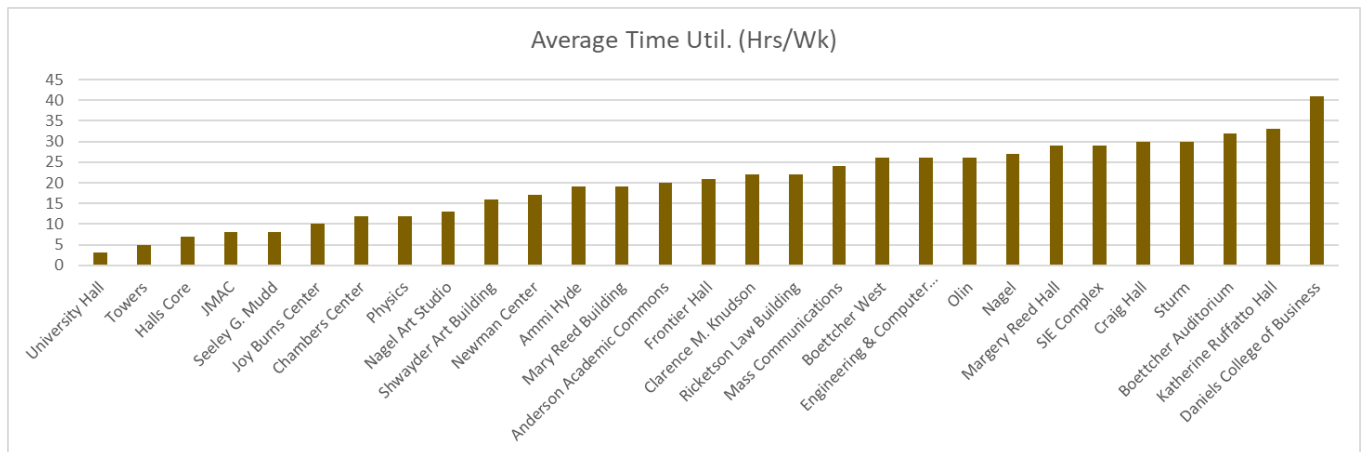
Appendix 1 shows utilization of all inventoried rooms including labs, lecture halls, seminar rooms, auditoria, etc., by term for the 2022-23 academic year. Room type, usable square footage, average seat time, and scheduling control are detailed. Utilization is calculated for the regular academic terms (quarter and semester), excluding reading and exam periods. Usage includes both scheduled classes, meetings, and events where recorded. Appendix 2 lists National Center for Educational Statistics room classifications used by DU and in Appendix 1.

Of the 213 classrooms evaluated, 87 are scheduled for more than 30 hours a week and 34 are scheduled more than 25 hours a week. Control, size, and location are all things that need to be looked at when considering poorly utilized rooms.

Building averages are misleading, in part because there are some departmentally controlled buildings (Newman Center, Mass Communications, University Hall, and Joy Burns Center) that do not use our central scheduling system (25Live) for their events, which means utilization data for these locations includes only class data. Do the units that control those spaces use their classrooms for events? It is impossible to know until they enter their events into our central scheduling system. The utilization data includes both lab and classroom data, which is why the total utilization looks a little lower than classroom averages.

Daniels College of Business continues to be the most utilized building, averaging 41 hours per week, followed by Katherine Ruffatto Hall (33 hours), Sturm Hall (32 hours), and Boettcher Auditoriums (32 hours). No building had better utilization than it did in 2015-16.

The best opportunities for improvement are in Joy Burns Center, Chambers Center, University Hall, Anderson Academic Commons, and classrooms in residential halls, including Centennial Towers and Centennial Halls. Halls and Towers are barely being utilized at all. Towers has previously been used by the English Language Center, but since their dissolution, utilization in Towers has plummeted. Many of those rooms are difficult to schedule because of their size and inconvenient location. That being said, the two rooms in Towers that have a capacity of 20 are utilized 15 hours a week and do serve as a pressure valve for the most heavily scheduled times during the week. University Hall, Chambers Center, Anderson Academic Commons and Joy Burns Center would all benefit from moving from departmental control to the central inventory by allowing sections from other academic units to be scheduled in these rooms when the department does not have any sections scheduled.

Utilization by Size

Classroom Utilization by Size

Building	Number of Rooms	Average Capacity	Average Time Util. (Hrs/Term)	Average Time Util. (Hrs/Wk)	Average Class Occupancy
Small (0-25)	64	20	531	18	52%
Medium (26-50)	111	36	885	30	53%
Large (51+)	38	101	885	30	49%
Average		52	767	26	51%
Total Rooms	213				

Average Time Util. (Hrs/Wk)
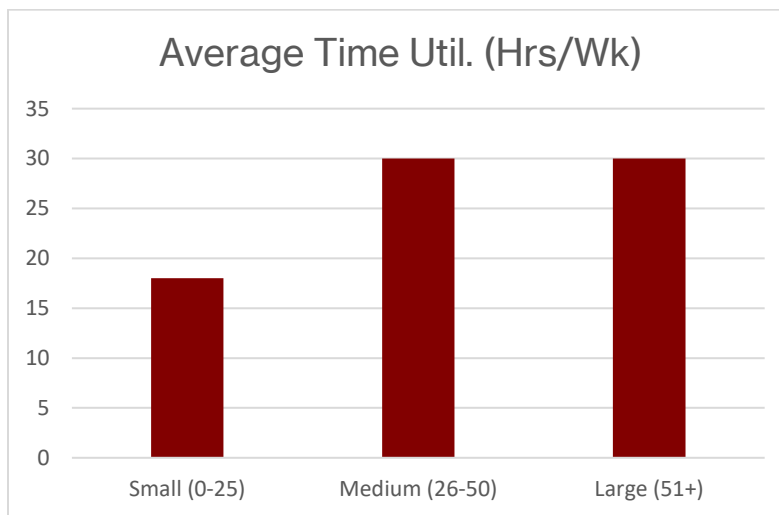
Looking at utilization by size, we broke classrooms into three categories: small (25 seats or less), mid-sized (26-50), and large (51 or more). The difference in utilization between mid-sized and large classrooms is negligible (30.01 and 29.75 hours, respectively). The small group has the lowest utilization (18 hours), which is consistent with other institutions who report on size.

Utilization by Control

Classroom and Laboratory Utilization by Control

Control	Number of Rooms	Average Capacity	Average Time Util. (Hrs/Term)	Average Time Util. (Hrs/Wk)	Average Class Occupancy
AAC	3	33	589	20	60%
Art	8	17	470	16	71%
DCB	21	53	1206	41	58%
Engineering	11	28	325	11	45%
GSSW	9	24	875	30	63%
HRTM	5	39	288	10	24%
Law	20	51	680	22	49%
Mass Communications	4	29	707	24	59%
Music	14	38	496	17	35%
NSM	21	20	640	22	67%
Physics	5	17	347	12	51%
Professional Psych.	7	34	553	19	51%
Psychology	2	26	615	21	55%
Registrar	118	44	824	28	53%
Theater	3	31	153	5	15%
TWC	7	31	339	12	56%
Ucol	2	30	92	3	25%
Average		32	541	18	49%
Total Rooms	260				

Classrooms at DU are either centrally-controlled, i.e., scheduled by the Registrar's Office, or departmentally controlled. There were 118 centrally controlled classrooms in 2022-23 and 95 departmentally scheduled classrooms, 20 of which were in Daniels College of Business. Many of the centrally controlled rooms give scheduling priority to a college or department but become general assignment once that college/department's schedule is set; Ruffatto Hall and the Sie Complex are good examples. Of all the departmentally-controlled spaces, only Daniels College of Business and Craig Hall displayed better utilization than centrally-controlled classrooms. Take those two buildings out of the equation, the 66 remaining departmentally scheduled rooms average 18 hours a week.

Average Time Util. (Hrs/Wk)
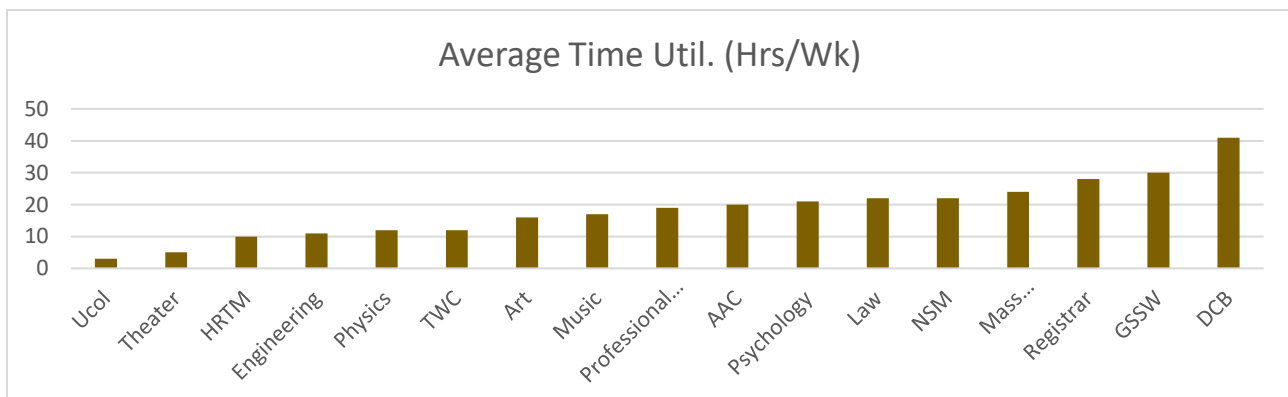
When considering control, centrally-controlled spaces have better utilization. Centrally-controlled spaces average 28.5 hours a week whereas departmentally controlled spaces average only 24. The exception continues to be Daniels College of Business, which sits at a robust 41 hours a week. One big factor for DCB's excellent utilization is that they host both an undergraduate program and a professional graduate program. Because of this, they have strong utilization throughout the day and in the evenings.

Class Laboratory Utilization

Class laboratories, sometimes referred to as teaching labs, are defined as spaces used primarily for regularly scheduled instruction that require special purposed equipment or special space configuration for student participation. Under this definition class laboratories are not limited to science labs, but also included other discipline-specific instructional spaces such as art studios, band practice rooms, and clinics. The types of labs not meeting this definition are not used for instruction, such as open labs and research labs. There are 47 rooms meeting this definition at DU. These spaces are coded 210 in Appendix 1.

DU averages 16 hours per week in laboratories, down from 20 hours per week in 2015-16. Olin Hall and Boettcher West have the best laboratory utilization at 23 and 24 hours per week, respectively.

The scheduled weekly room hour average for labs will be less than that of classrooms for two reasons. Ffirst and most obvious is that these are specialized facilities that are designed for a specific type of instruction, which is why all lab spaces are departmentally controlled. The second, which follows naturally, is that these spaces don't host events.

Conclusions and Recommendations

- Utilization is down across all facilities in the wake of the COVID-19 pandemic
- Online learning, an increased room inventory, and the slow return of events to campus are the major factors in the decline
- Room utilization is still robust Monday through Thursday between 10 AM and 4 PM
- Revisiting the scheduling policy and removing the Friday scheduling requirements would increase utilization Monday-Thursday and make Friday a day that could be better utilized for meetings and events
- While not all departmentally-controlled spaces make sense to move into the central inventory (specialized facilities like Johnson-McFarlane, Physics, Newman Center, Seeley Mudd, and Ammi Hyde), we could improve classroom utilization in Anderson Academic Commons, Joy Burns Center, Mass Communications, and the Chambers Center by transitioning them to central inventory with departmental scheduling priority
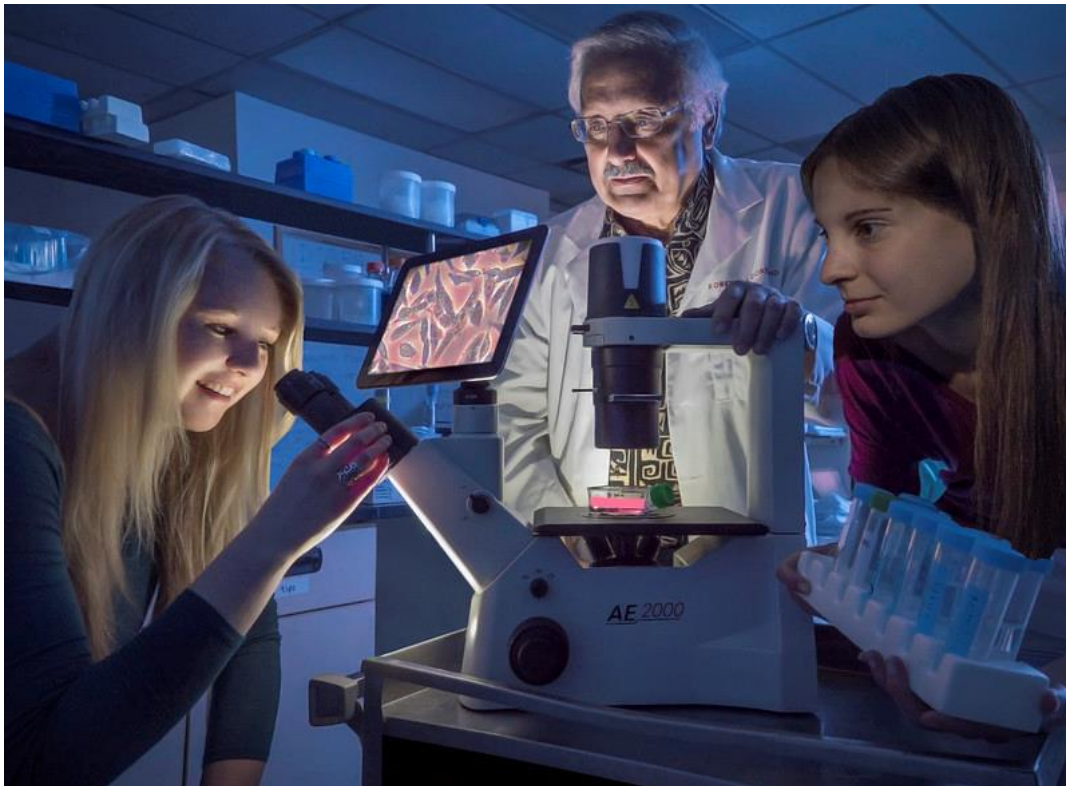
Appendix 1 Detail Utilization

Space Utilization

Building: Anderson Academic Commons

			Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		
			# Weeks:	9.80		# Weeks:	9.80		# Weeks:	9.80		# Weeks	29.40	
Room #	Capacity	Room	Time Util.	Time Util.	Seat	Time Util.	Time Util.	Seat	Time Util.	Time Util.	Seat	Time Util.	Time Util.	Dept. Control
275	32	110	88.17	9.00	53.26%	86.83	8.86	59.52%	178.50	18.21	66.41%	353.50	12.02	AAC
284	30	110	232.33	23.71	53.67%	198.00	20.20	55.38%	186.50	19.03	58.97%	616.83	20.98	AAC
340	37	110	274.17	27.98	62.93%	256.75	26.20	67.16%	265.17	27.06	59.92%	796.09	27.08	AAC
Averages			**198.22**	20.23	56.62%	**180.53**	18.42	**60.69%**	**210.06**	21.43	61.77%	**588.81**	20.03	

Building: Ammi Hyde

		Room Code	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		
			# Weeks:	9.80		# Weeks:	9.80		# Weeks:	9.80		# Weeks	29.40	
Room #	Capacity		Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Dept. Control
12	16	110	20.00	2.04	37.50%	20.00	2.04	37.50%	20.00	2.04	62.50%	60.00	2.04	CPSY
14	10	210	20.00	2.04	70.00%	20.00	2.04	2.04%	20.00	2.04	60.00%	60.00	2.04	CPSY
19	35	110	110.00	11.22	27.14%	90.00	9.18	55.24%	180.00	18.37	53.47%	380.00	12.93	CPSY
108	45	110	296.67	30.27	54.95%	236.67	24.15	52.10%	246.67	25.17	60.74%	780.01	26.53	CPSY
112	45	110	250.00	25.51	59.01%	250.00	25.51	53.83%	250.00	25.51	53.56%	750.00	25.51	CPSY
127	45	110	290.00	29.59	55.56%	300.00	30.61	50.30%	300.00	30.61	55.38%	890.00	30.27	CPSY
133	45	110	331.67	33.84	53.85%	320.00	32.65	56.85%	300.00	30.61	53.89%	951.67	32.37	CPSY
Averages			**188.33**	**19.22**	51.14%	**176.67**	**18.03**	43.98%	**188.10**	**19.19**	57.08%	**553.10**	**18.81**	

Building: Boettcher West

		Room Code	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		
			# Weeks:	9.80		# Weeks:	9.80		# Weeks:	9.80		# Weeks	29.40	
Room #	Capacity		Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Dept. Control
124	40	210	300.00	30.61	42.50%	300.00	30.61	50.45%	307.00	31.33	48.64%	907.00	30.85	NSM
125	12	210	160.00	16.33	98.33%	93.33	9.52	9.52%	120.00	12.24	17.49%	373.33	12.70	NSM
126	20	210	196.67	20.07	86.25%	210.00	21.43	21.43%	168.33	17.18	95.00%	575.00	19.56	NSM
15	20	210	360.00	36.73	89.58%	330.00	33.67	90.45%	330.00	33.67	81.82%	1020.00	34.69	NSM
16	25	210	200.00	20.41	81.60%	200.00	20.41	78.40%	220.00	22.45	72.00%	620.00	21.09	NSM
18	20	210	480.00	48.98	99.06%	480.00	48.98	91.56%	480.00	48.98	83.44%	1440.00	48.98	NSM
254	24	110	112.50	11.48	50.48%	226.83	23.15	60.90%	157.58	16.08	52.50%	496.91	16.90	Registrar
Averages			**258.45**	**26.37**	78.26%	**262.88**	**26.82**	57.53%	**254.70**	**25.99**	64.41%	**776.03**	**26.40**	

Building: Boettcher Auditorium

		Room Code	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		
			# Weeks:	9.80		# Weeks:	9.80		# Weeks:	9.80		# Weeks	29.40	
Room #	Capacity		Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Dept. Control
101	96	110	302.50	30.87	67.62%	290.83	29.68	67.40%	386.17	39.41	59.11%	979.50	33.32	Registrar
102	50	110	285.00	29.08	62.00%	396.67	40.48	59.17%	352.50	35.97	67.54%	1034.17	35.18	Registrar
103	50	110	331.67	33.84	55.23%	283.33	28.91	53.00%	175.00	17.86	65.11%	790.00	26.87	Registrar
Averages			**306.39**	**31.26**	61.62%	**323.61**	**33.02**	59.86%	**304.56**	**31.08**	63.92%	**934.56**	**31.79**	

Building: Chambers Center

		Room Code	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		
			# Weeks:	9.80		# Weeks:	9.80		# Weeks:	9.80		# Weeks	29.40	
Room #	Capacity		Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Dept. Control
150	34	110	201.17	20.53	52.00%	145.67	14.86	61.04%	153.83	15.70	55.75%	500.67	17.03	TWC
160	40	110	247.67	25.27	48.21%	121.50	12.40	83.75%	72.00	7.35	40.71%	441.17	15.01	TWC
250	25	210	128.33	13.09	61.00%	139.33	14.22	66.67%	32.17	3.28	61.33%	299.83	10.20	TWC
260	25	110	208.33	21.26	64.89%	131.33	13.40	73.33%	100.00	10.20	57.33%	439.66	14.95	TWC
290	30	210	24.83	2.53	46.67%	19.83	2.02	46.67%	58.50	5.97	59.44%	103.16	3.51	TWC
350	30	110	97.33	9.93	70.29%	95.75	9.77	42.00%	146.67	14.97	48.00%	339.75	11.56	TWC
360	30	110	80.33	8.20	50.00%	104.08	10.62	39.75%	61.50	6.28	37.33%	245.91	8.36	TWC
Averages			**141.14**	**14.40**	56.15%	**108.21**	**11.04**	59.03%	**89.24**	**9.11**	51.41%	**338.59**	**11.52**	

Building: Clarence M. Knudson Hall and Mettallurgy

Room #	Capacity	Room Code	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		Dept. Control
			# Weeks:	9.80		# Weeks:	9.80		# Weeks:	9.80		# Weeks	29.40	
			Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Dept. Control
100	20	110	286.83	29.27	58.08%	204.33	20.85	43.64%	201.17	20.53	52.08%	692.33	23.55	NSM
101	34	110	273.50	27.91	47.06%	276.67	28.23	58.61%	272.67	27.82	73.80%	822.84	27.99	Registrar
201	16	110	93.33	9.52	52.68%	54.17	5.53	52.27%	13.83	1.41	43.75%	161.33	5.49	NSM
207	34	110	199.83	20.39	60.29%	205.67	20.99	51.13%	119.50	12.19	42.25%	525.00	17.86	Registrar
211	16	110	181.33	18.50	48.21%	84.83	8.66	65.10%	168.00	17.14	52.78%	434.16	14.77	NSM
301	30	110	300.00	30.61	60.00%	312.33	31.87	65.00%	260.17	26.55	44.63%	872.50	29.68	Registrar
309	58	110	408.17	41.65	52.65%	285.83	29.17	54.23%	248.17	25.32	55.84%	942.17	32.05	Registrar
Averages			**249.00**	25.41	54.14%	**203.25**	20.74	55.71%	**180.39**	18.41	52.16%	**635.76**	21.62	

Building: Craig Hall

Room #	Capacity	Room Code	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		Dept. Control
			# Weeks:	9.80		# Weeks:	9.80		# Weeks:	9.80		# Weeks	29.40	
			Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Dept. Control
284	30	110	402.17	41.04	48.22%	310.50	31.68	63.54%	491.00	50.10	50.78%	1203.67	40.94	GSSW
314	24	110	237.83	24.27	52.08%	282.83	28.86	48.11%	211.17	21.55	54.17%	731.83	24.89	GSSW
322	24	110	271.17	27.67	77.50%	375.33	38.30	61.20%	331.00	33.78	48.26%	977.50	33.25	GSSW
348	30	110	407.75	41.61	48.33%	350.00	35.71	48.89%	390.50	39.85	53.14%	1148.25	39.06	GSSW
384	20	110	440.00	44.90	89.33%	390.00	39.80	88.08%	305.33	31.16	84.62%	1135.33	38.62	GSSW
417	15	110	161.67	16.50	44.44%	85.67	8.74	81.67%	70.00	7.14	53.33%	317.34	10.79	GSSW
448	44	110	218.67	22.31	51.03%	287.25	29.31	53.48%	397.00	40.51	44.74%	902.92	30.71	GSSW
476	8	110	27.67	2.82	93.75%	153.17	15.63	83.33%	147.17	15.02	81.94%	328.01	11.16	GSSW
484	24	110	419.83	42.84	72.14%	338.50	34.54	79.76%	375.33	38.30	58.33%	1133.66	38.56	GSSW
Averages			**287.42**	29.33	64.09%	**285.92**	29.18	67.56%	**302.06**	30.82	58.81%	**875.39**	29.78	

Building: Daniels College of Business

Room #	Capacity	Room Code	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		Dept. Control
			# Weeks:	9.80		# Weeks:	9.80		# Weeks:	9.80		# Weeks	29.40	
			Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Dept. Control
100	60	110	346.17	35.32	53.33%	452.00	46.12	50.25%	408.83	41.72	48.28%	1207.00	41.05	DCB
105	100	110	352.83	36.00	28.76%	391.33	39.93	24.27%	431.67	44.05	33.24%	1175.83	39.99	DCB
110	34	110	457.33	46.67	61.21%	436.50	44.54	62.28%	460.67	47.01	65.36%	1354.50	46.07	DCB
120	28	110	311.67	31.80	80.06%	440.17	44.92	75.95%	320.67	32.72	63.10%	1072.51	36.48	DCB
125	150	110	134.83	13.76	39.08%	101.17	10.32	32.76%	101.33	10.34	30.03%	337.33	11.47	DCB
130	34	110	486.17	49.61	61.54%	379.00	38.67	53.68%	406.33	41.46	74.18%	1271.50	43.25	DCB
140	60	110	355.92	36.32	54.59%	413.17	42.16	53.56%	450.33	45.95	64.67%	1219.42	41.48	DCB
200	54	110	347.67	35.48	49.31%	397.17	40.53	55.23%	495.17	50.53	63.40%	1240.01	42.18	DCB
205	60	110	436.33	44.52	56.20%	461.00	47.04	45.14%	441.75	45.08	59.02%	1339.08	45.55	DCB
210	28	110	507.00	51.73	81.12%	370.67	37.82	83.93%	474.33	48.40	58.77%	1352.00	45.99	DCB
220	34	110	495.00	50.51	70.42%	379.83	38.76	61.97%	499.42	50.96	61.30%	1374.25	46.74	DCB
230	34	110	424.00	43.27	80.46%	374.33	38.20	70.59%	433.33	44.22	64.12%	1231.66	41.89	DCB
240	60	110	473.33	48.30	63.38%	431.42	44.02	53.68%	469.33	47.89	56.67%	1374.08	46.74	DCB
245	60	110	400.08	40.82	63.43%	509.08	51.95	54.32%	493.33	50.34	62.40%	1402.49	47.70	DCB
300	60	110	395.17	40.32	45.44%	480.25	49.01	46.50%	457.50	46.68	62.02%	1332.92	45.34	DCB
305	50	110	280.00	28.57	58.75%	263.17	26.85	36.47%	322.17	32.87	62.29%	865.34	29.43	DCB
310	34	110	366.67	37.42	66.91%	423.83	43.25	67.83%	332.00	33.88	56.37%	1122.50	38.18	DCB
320	34	110	321.33	32.79	64.22%	431.83	44.06	64.12%	331.50	33.83	65.51%	1084.66	36.89	DCB
330	34	110	379.17	38.69	63.33%	396.00	40.41	64.12%	331.33	33.81	72.73%	1106.50	37.64	DCB
340	60	110	460.00	46.94	47.38%	531.00	54.18	54.35%	472.67	48.23	64.25%	1463.67	49.78	DCB
345	50	110	500.17	51.04	51.93%	452.17	46.14	58.27%	456.00	46.53	64.00%	1408.34	47.90	DCB
Averages			**391.94**	39.99	59.09%	**405.48**	41.38	55.68%	**409.03**	41.74	59.39%	**1206.46**	41.04	

Building: Engineering & Computer Science

Room #	Capacity	Room Code	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		Dept. Control
			# Weeks: 9.80			# Weeks: 9.80			# Weeks: 9.80			# Weeks 29.40		
			Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	
134	20	210	0.00	0.00	0.00%	90	9.18	58.33%	0	0.00	0.00%	90.00	3.06	RSECS
158	20	210	0.00	0.00	0.00%	0.00	0.00	0.00%	71.67	7.31	10.45%	71.67	2.44	RSECS
160	6	210	80.00	8.16	8.16%	80.00	8.16	8.16%	99.00	10.10	14.43%	259.00	8.81	RSECS
200	32	110	368.25	37.58	47.88%	429.50	43.83	65.62%	416.33	42.48	40.62%	1214.08	41.30	Registrar
201	32	110	344.00	35.10	39.06%	350.17	35.73	60.00%	331.00	33.78	39.71%	1025.17	34.87	Registrar
226	13	210	200.00	20.41	20.41%	60.00	6.12	92.31%	206.67	21.09	92.31%	466.67	15.87	RSECS
242	20	210	80.00	8.16	82.50%	90.00	9.18	9.18%	40.00	4.08	25.00%	210.00	7.14	RSECS
246	20	210	30.00	3.06	10.00%	50.00	5.10	5.00%	0.00	0.00	0.00%	80.00	2.72	RSECS
257	15	110	251.33	25.65	54.81%	165.67	16.91	90.43%	188.92	19.28	59.53%	605.92	20.61	RSECS
300	44	110	370.83	37.84	55.68%	495.83	50.59	81.17%	339.33	34.63	48.74%	1205.99	41.02	Registrar
301	44	110	402.00	41.02	56.11%	438.75	44.77	76.64%	361.17	36.85	44.14%	1201.92	40.88	Registrar
334	20	210	120.00	12.24	85.00%	150.00	15.31	88.75%	220.00	22.45	86.43%	490.00	16.67	RSECS
344	20	210	70.00	7.14	43.33%	160.00	16.33	84.17%	150.00	15.31	97.50%	380.00	12.93	RSECS
357	15	110	162.08	16.54	57.01%	197.17	20.12	85.04%	158.67	16.19	63.77%	517.92	17.62	RSECS
358	20	210	150.83	15.39	69.00%	155.50	15.87	15.87%	95.33	9.73	78.75%	401.66	13.66	RSECS
400	32	110	306.17	31.24	49.88%	303.00	30.92	83.59%	362.00	36.94	52.60%	971.17	33.03	Registrar
401	32	110	329.25	33.60	36.69%	349.83	35.70	82.81%	337.50	34.44	47.59%	1016.58	34.58	Registrar
410	75	110	497.50	50.77	42.20%	415.33	42.38	59.03%	373.33	38.09	45.49%	1286.16	43.75	Registrar
Averages			**209.01**	21.33	42.10%	**221.15**	22.57	58.12%	**208.38**	21.26	47.06%	638.55	21.72	

Building: Frontier Hall

Room #	Capacity	Room Code	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		Dept. Control
			# Weeks: 9.80			# Weeks: 9.80			# Weeks: 9.80			# Weeks 29.40		
			Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	
45	34	110	240.00	24.49	73.81%	180.00	18.37	66.67%	200.00	20.41	55.56%	620.00	21.09	PSYC
158	18	110	210.00	21.43	45.10%	240.00	24.49	42.86%	160.00	16.33	44.85%	610.00	20.75	PSYC
Averages			**225.00**	22.96	59.46%	**210.00**	21.43	54.77%	**180.00**	18.37	50.21%	615.00	**20.92**	

Building: Hotel, Restaurant, Tourism Management

Room #	Capacity	Room Code	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		Dept. Control
			# Weeks: 9.80			# Weeks: 9.80			# Weeks: 9.80			# Weeks 29.40		
			Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	
117	44	110	168.83	17.23	49.62%	219.17	22.36	38.07%	161.33	16.46	36.36%	549.33	18.68	HRTM
211	19	110	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	HRTM
229	65	110	132.17	13.49	26.35%	20.83	2.13	26.15%	0.00	0.00	0.00%	153.00	5.20	HRTM
231	44	110	82.00	8.37	34.85%	0.00	0.00	0.00%	0.00	0.00	0.00%	82.00	2.79	HRTM
308	25	110	177.67	18.13	54.50%	280.00	28.57	48.00%	200.00	20.41	48.00%	657.67	22.37	HRTM
Averages			**112.13**	11.44	33.06%	**104.00**	10.61	22.44%	**72.27**	7.37	16.87%	288.40	9.81	

Building: Katherine A. Ruffatto Hall

Room #	Capacity	Room	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		Dept. Control
			# Weeks: 9.80			# Weeks: 9.80			# Weeks: 9.80			# Weeks 29.40		
			Time Util.	Time Util.	Seat	Time Util.	Time Util.	Seat	Time Util.	Time Util.	Seat	Time Util.	Time Util.	
122	27	110	442.83	45.19	61.45%	284.17	29.00	50.10%	354.67	36.19	79.34%	1081.67	36.79	Registrar
202	40	110	399.58	40.77	51.92%	316.33	32.28	41.92%	317.42	32.39	44.66%	1033.33	35.15	Registrar
204	40	110	410.17	41.85	28.65%	302.83	30.90	47.37%	290.92	29.69	46.80%	1003.92	34.15	Registrar
302	35	110	254.17	25.94	48.04%	311.67	31.80	41.61%	339.50	34.64	50.48%	905.34	30.79	Registrar
304	25	110	387.75	39.57	52.33%	354.33	36.16	63.85%	328.17	33.49	68.75%	1070.25	36.40	Registrar
305	36	110	302.83	30.90	51.67%	275.67	28.13	35.71%	202.33	20.65	36.30%	780.83	26.56	Registrar
306	35	110	312.50	31.89	58.57%	380.92	38.87	40.18%	251.83	25.70	46.19%	945.25	32.15	Registrar
408	32	110	306.92	31.32	43.59%	375.17	38.28	42.10%	336.00	34.29	47.53%	1018.09	34.63	Registrar
409	32	110	340.33	34.73	47.12%	402.50	41.07	43.09%	249.00	25.41	54.31%	991.83	33.74	Registrar
Averages			**350.79**	35.79	49.26%	**333.73**	34.05	45.10%	**296.65**	30.27	52.71%	981.17	33.37	

Building: Margery Reed Hall

Room #	Capacity	Room Code	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		Dept. Control
			# Weeks: 9.80			# Weeks: 9.80			# Weeks: 9.80			# Weeks 29.40		
			Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	
6	30	110	231.67	23.64	57.92%	250.00	25.51	33.33%	271.83	27.74	56.00%	753.50	25.63	Registrar
11	30	110	230.17	23.49	40.74%	295.50	30.15	32.81%	281.00	28.67	46.04%	806.67	27.44	Registrar
19	30	110	177.83	18.15	58.06%	238.50	24.34	36.39%	215.83	22.02	68.52%	632.16	21.50	Registrar
20	40	110	447.17	45.63	40.90%	408.00	41.63	53.06%	387.33	39.52	59.11%	1242.50	42.26	Registrar
106	28	110	381.50	38.93	41.63%	246.00	25.10	43.84%	251.33	25.65	62.86%	878.83	29.89	Registrar
113	169	110	244.92	24.99	44.43%	166.08	16.95	39.19%	188.00	19.18	38.29%	599.00	20.37	Registrar
119	30	110	372.17	37.98	48.25%	302.67	30.88	53.03%	306.17	31.24	53.85%	981.01	33.37	Registrar
203	30	110	370.33	37.79	43.33%	228.50	23.32	48.61%	298.17	30.43	75.00%	897.00	30.51	Registrar
214	16	110	169.33	17.28	93.75%	382.17	39.00	94.32%	360.00	36.73	92.19%	911.50	31.00	Registrar
217	28	110	292.00	29.80	51.49%	226.67	23.13	51.05%	215.50	21.99	60.71%	734.17	24.97	Registrar
Averages			**291.71**	29.77	52.05%	**274.41**	28.00	48.56%	**277.52**	28.32	61.26%	843.63	28.70	

Building: Mary Reed Building

Room #	Capacity	Room Code	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			20212-23 Acad. Yr.		Dept. Control
			# Weeks: 9.80			# Weeks: 9.80			# Weeks: 9.80			# Weeks 29.40		
			Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	
1	25	110	115.33	11.77	50.22%	290.00	29.59	56.50%	163.67	16.70	45.60%	569.00	19.35	Registrar
Averages			115.33	11.77	50.22%	290.00	29.59	56.50%	163.67	16.70	45.60%	569.00	19.35	

Building: Mass Communications

Room #	Capacity	Room Code	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		Dept. Control
			# Weeks: 9.80			# Weeks: 9.80			# Weeks: 9.80			# Weeks 29.40		
			Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	
113	17	210	200.00	20.41	71.76%	160.00	16.33	70.59%	160.00	16.33	67.06%	520.00	17.69	MC
117	41	210	183.33	18.71	65.37%	260.00	26.53	24.74%	343.33	35.03	49.05%	786.66	26.76	MC
119	36	110	360.00	36.73	50.00%	240.00	24.49	58.80%	320.00	32.65	66.05%	920.00	31.29	MC
121	21	110	200.00	20.41	63.81%	200.00	20.41	61.90%	200.00	20.41	64.76%	600.00	20.41	MC
Averages			235.83	24.06	62.74%	215.00	21.94	54.01%	255.83	26.11	61.73%	706.67	24.04	

Building: Newman Center

Room #	Capacity	Room Code	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		Dept. Control
			# Weeks: 9.80			# Weeks: 9.80			# Weeks: 9.80			# Weeks 29.40		
			Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	
100	120	110	327.17	33.38	21.47%	346.67	35.37	10.61%	258.83	26.41	18.33%	932.67	31.72	Music
130	160	110	233.33	23.81	14.76%	216.67	22.11	16.48%	253.33	25.85	13.66%	703.33	23.92	Music
139	10	210	100.00	10.20	70.00%	100	10.20	80.00%	100.00	10.20	76.67%	300.00	10.20	Music
140	40	110	163.33	16.67	41.59%	295	30.10	27.03%	270.00	27.55	25.38%	728.33	24.77	Music
163	20	210	120.00	0.00	35.00%	120	12.24	50.00%	180.00	18.37	47.50%	420.00	14.29	Music
184	25	110	150.00	15.31	60.00%	120	12.24	44.00%	170.00	17.35	53.33%	440.00	14.97	Music
192	20	210	120.00	12.24	45.00%	120.00	12.24	45.00%	120.00	12.24	25.00%	360.00	12.24	Music
209	27	110	260.00	26.53	39.39%	190.00	19.39	34.81%	170.00	17.35	32.41%	620.00	21.09	Music
214	25	110	180.00	18.37	37.00%	160.00	16.33	25.71%	160.00	16.33	40.00%	500.00	17.01	Music
222	25	110	210.00	21.43	42.18%	180.00	18.37	42.67%	120.00	12.24	37.00%	510.00	17.35	Music
229	30	110	180.00	18.37	49.33%	150.00	15.31	41.85%	222.17	22.67	41.11%	552.17	18.78	Music
232	10	110	90.00	9.18	22.00%	100.00	10.20	26.00%	70.00	7.14	25.00%	260.00	8.84	Music
319	5	210	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	Music
437	20	210	220.00	22.45	39.38%	200.00	20.41	38.57%	200.00	20.41	37.86%	620.00	21.09	Music
Averages			168.13	17.16	36.94%	164.17	16.75	34.48%	163.88	16.72	33.80%	496.18	16.88	

Building: Olin Hall

Room #	Capacity	Room Code	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		Dept. Control
			# Weeks: 9.80			# Weeks: 9.80			# Weeks: 9.80			# Weeks 29.40		
			Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	
103	20	110	269.00	27.45	52.08%	318.00	32.45	51.07%	262.00	26.73	56.15%	849.00	28.88	Registrar
105	96	110	442.33	45.14	65.86%	366.50	37.40	49.29%	279.33	28.50	54.72%	1088.16	37.01	Registrar
122	17	210	0.00	0.00	0.00%	180.00	18.37	74.51%	150.00	15.31	87.06%	330.00	11.22	NSM
125	16	210	240.00	24.49	24.49%	240.00	24.49	24.49%	300.00	30.61	43.73%	780.00	26.53	NSM
132	22	210	360.00	36.73	70.45%	270.00	27.55	72.73%	150.00	15.31	47.09%	780.00	26.53	NSM
142	24	210	300.00	30.61	79.55%	300.00	30.61	81.44%	340.00	34.69	79.17%	940.00	31.97	NSM
145	20	210	80.00	8.16	56.67%	300.00	30.61	84.00%	300.00	30.61	76.00%	680.00	23.13	NSM
205	96	110	344.83	35.19	46.47%	349.00	35.61	35.10%	344.33	35.14	35.10%	1038.16	35.31	Registrar
222	20	210	253.33	25.85	83.75%	150.00	15.31	92.00%	210.00	21.43	82.86%	613.33	20.86	NSM
225	20	210	240.00	24.49	91.88%	180.00	18.37	76.67%	180.00	18.37	82.50%	600.00	20.41	NSM
232	20	210	293.33	29.93	84.38%	293.33	29.93	88.75%	256.67	26.19	76.43%	843.33	28.68	NSM
235	20	110	240.00	24.49	72.50%	150.00	15.31	94.00%	150.00	15.31	94.00%	540.00	18.37	NSM
Averages			255.24	26.04	60.67%	258.07	26.33	68.98%	243.53	24.85	68.07%	756.83	25.74	

Building: Physics Building

Room #	Capacity	Room Code	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		Dept. Control
			# Weeks: 9.80			# Weeks: 9.80			# Weeks: 9.80			# Weeks 29.40		
			Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	
118	16	210	173.33	17.69	71.09%	0.00	0.00	0.00%	40.00	4.08	37.50%	213.33	7.26	PHYS
220	21	210	240.00	24.49	63.49%	320.00	32.65	74.11%	340.00	34.69	69.19%	900.00	30.61	PHYS
223	10	210	30.00	3.06	50.00%	30.00	3.06	30.00%	30.00	3.06	4.37%	90.00	3.06	PHYS
224	20	210	100.00	10.20	90.00%	100.00	10.20	85.00%	100.00	10.20	74.00%	300.00	10.20	PHYS
326	16	110	60.00	0.00	21.88%	80.00	8.16	62.50%	90.00	9.18	35.42%	230.00	7.82	PHYS
Averages			120.67	12.31	59.29%	106.00	10.82	50.32%	120.00	12.24	44.10%	346.67	11.79	

Building: Residence Halls

These spaces are not reserved after 5pm to allow students living in the building to study in the room.

Room #	Capacity	Room Code	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		
			# Weeks: 9.80			# Weeks: 9.80			# Weeks: 9.80			# Weeks 29.40		
			Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Dept. Control
Halls Core	35	110	20.00	2.04	57.14%	70.00	7.14	47.14%	120.00	12.24	39.29%	210.00	7.14	Registrar
JMAC 106	35	110	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	Theatre
JMAC 107	34	110	240.00	24.49	52.94%	120.00	12.24	47.06%	100.00	10.20	38.24%	460.00	15.65	Theatre
JMAC 114	25	110	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	Theatre
JMAC 141	40	110	75.50	7.70	61.94%	138.67	14.15	64.58%	144.33	14.73	54.58%	358.50	12.19	Registrar
Nagel 102	30	110	141.83	14.47	80.00%	356.50	36.38	78.18%	289.67	29.56	71.00%	788.00	26.80	Registrar
Towers 131	20	110	4.17	0.43	4.30%	22.17	2.26	45.00%	28.00	2.86	75.00%	54.34	1.85	Registrar
Towers 140	18	110	4.17	0.43	0.04%	56.67	5.78	37.50%	28.00	2.86	75.00%	88.84	3.02	Registrar
Towers 161	18	110	40.00	0.00	4.08%	3.17	0.32	38.89%	0.00	0.00	0.00%	43.17	1.47	Registrar
Towers 162	16	110	1.17	0.12	83.33%	0.00	0.00	0.00%	0.00	0.00	0.00%	1.17	0.04	Registrar
Towers 164	20	110	200.00	20.41	93.00%	120.00	12.24	93.33%	240.00	24.49	93.33%	560.00	19.05	Registrar
Towers 165	20	110	200.00	20.41	85.00%	120.00	12.24	90.00%	0.00	0.00	0.00%	320.00	10.88	Registrar
Towers 166	16	110	0.00	0.00	0.00%	40.00	4.08	66.67%	0.00	0.00	0.00%	40.00	1.36	Registrar
Towers 168	16	110	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	Registrar
Averages			**66.20**	**6.76**	**37.27%**	**74.80**	**7.63**	**43.45%**	**67.86**	**6.92**	**31.89%**	**208.86**	**7.10**	

Building: Ricketson Law Building, Sturm College of Law

Room #	Capacity	Room Code	Fall Quarter 2022						Spring Semester 2023			2022-23 Acad. Yr.		
			# Weeks: 14.00						# Weeks: 14.00			# Weeks 28.00		
			Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)				Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Dept. Control
125	74	110	503.00	35.93	42.61%				358.83	25.63	55.22%	861.83	27.51	Law
145	20	110	185.17	13.23	91.54%				360.08	25.72	92.80%	545.25	17.40	Law
155	74	110	297.67	21.26	52.52%				422.75	30.20	53.73%	720.42	22.99	Law
165	120	110	196.17	14.01	60.61%				353.50	25.25	53.38%	549.67	17.54	Law
170	50	110	385.83	27.56	58.34%				487.25	34.80	43.37%	873.08	27.87	Law
180	90	110	394.25	28.16	57.09%				334.25	23.88	61.75%	728.50	23.25	Law
190	90	110	365.50	26.11	55.27%				421.00	30.07	61.28%	786.50	25.10	Law
255	75	110	448.08	32.01	48.15%				557.08	39.79	51.38%	1005.16	32.08	Law
259	32	110	403.67	28.83	65.10%				379.83	27.13	60.94%	783.50	25.01	Law
270	50	110	340.83	24.35	58.27%				550.00	39.29	46.62%	890.83	28.43	Law
280	75	110	343.92	24.57	40.76%				451.67	32.26	71.62%	795.59	25.39	Law
290	90	110	366.67	26.19	40.22%				500.58	35.76	61.77%	867.25	27.68	Law
299	25	110	11.50	0.82	26.00%				14.83	1.06	57.50%	26.33	0.84	Law
313	14	110	268.25	19.16	77.81%				467.75	33.41	35.93%	736.00	23.49	Law
355	29	110	218.83	15.63	57.56%				366.17	26.16	45.14%	585.00	18.67	Law
370	50	110	412.33	29.45	31.24%				542.67	38.76	43.07%	955.00	30.48	Law
410	12	110	190.83	13.63	15.49%				167.33	11.95	12.85%	358.16	11.43	Law
413	14	110	126.42	9.03	10.26%				122.92	8.78	9.44%	249.34	7.96	Law
450	16	110	152.00	10.86	12.34%				332.42	23.74	25.53%	484.42	15.46	Law
499	22	110	356.33	25.45	43.75%				443.58	31.68	74.38%	799.91	25.53	Law
Averages			**298.36**	**21.31**	**47.25%**				**381.72**	**27.27**	**50.89%**	**680.09**	**24.29**	

* The Forum is used solely for events.

Building: Seeley G. Mudd

Room #	Capacity	Room Code	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		
			# Weeks: 9.80			# Weeks: 9.80			# Weeks: 9.80			# Weeks 29.40		
			Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Dept. Control
209	16	210	80.00	8.16	50.00%	160.00	16.33	59.38%	120.00	12.24	90.62%	360.00	12.24	NSM
323	22	210	40.00	4.08	43.18%	53.33	5.44	71.21%	20.00	2.04	95.45%	113.33	3.85	NSM
Averages			**60.00**	**6.12**	**46.59%**	**106.67**	**10.88**	**65.30%**	**70.00**	**7.14**	**93.04%**	**236.67**	**8.05**	

Building: Shwayder Art Building and Nagel Art Studios

Room #	Capacity	Room Code	Fall Quarter 2022			Winter Quarter 2023			Spring Quarter 2023			2022-23 Acad. Yr.		
			# Weeks: 9.80			# Weeks: 9.80			# Weeks: 9.80			# Weeks 29.40		
			Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Dept. Control
SAB 025	15	210	60.00	6.12	6.12%	120.00	12.24	80.00%	120.00	12.24	90.00%	300.00	10.20	Art
SAB 118	20	110	223.83	22.84	67.22%	245.83	25.08	84.09%	107.50	10.97	83.12%	577.16	19.63	Registrar
SAB 119	45	110	342.50	34.95	60.74%	214.33	21.87	76.85%	261.00	26.63	66.17%	817.83	27.82	Registrar
SAB 142	20	110	90.00	9.18	12.50%	0.00	0.00	0.00%	0.00	0.00	0.00%	90.00	3.06	Registrar
SAB 216	20	210	160.00	16.33	78.33%	120.00	12.24	95.00%	180.00	18.37	88.33%	460.00	15.65	Art
SAB 220	20	210	280.00	28.57	50.71%	280.00	28.57	63.75%	280.00	28.57	48.12%	840.00	28.57	Art
SAB 226	15	110	60.00	6.12	93.33%	60.00	6.12	6.12%	60.00	6.12	73.33%	180.00	6.12	Art
1487	15	210	100.00	10.20	96.67%	150.00	15.31	48.89%	60.00	6.12	8.75%	310.00	10.54	Art
1492	15	210	60.00	6.12	66.67%	71.67	7.31	80.00%	120.00	12.24	76.67%	251.67	8.56	Art
1493	15	210	120.00	12.24	93.33%	180.00	18.37	62.22%	120.00	12.24	76.67%	420.00	14.29	Art
1495	15	210	180.00	18.37	91.11%	180.00	18.37	84.44%	240.00	24.49	84.00%	600.00	20.41	Art
Average			**152.39**	**15.55**	**65.16%**	**147.44**	**15.04**	**61.94%**	**140.77**	**14.36**	**63.20%**	**440.61**	**14.99**	

Building: Sie Complex

Room #	Capacity	Room Code	Fall Quarter 2022 # Weeks: 9.80			Winter Quarter 2023 # Weeks: 9.80			Spring Quarter 2023 # Weeks: 9.80			2022-23 Acad. Yr. # Weeks 29.40		Dept. Control
			Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	
1150	30	110	279.17	28.49	71.29%	250.08	25.52	54.55%	374.67	38.23	63.97%	903.92	30.75	Registrar
2015	30	110	363.00	37.04	56.00%	287.83	29.37	55.56%	373.83	38.15	53.81%	1024.66	34.85	Registrar
2110	45	110	202.17	20.63	57.59%	395.33	40.34	53.16%	364.50	37.19	53.63%	962.00	32.72	Registrar
2115	35	110	180.17	18.38	65.00%	302.17	30.83	48.05%	317.83	32.43	67.71%	800.17	27.22	Registrar
2121	30	110	116.83	11.92	60.83%	320	32.65	59.26%	300.33	30.65	65.64%	737.16	25.07	Registrar
3015	30	110	317.00	32.35	54.40%	331	33.78	41.78%	267.42	27.29	60.48%	915.42	31.14	Registrar
3110	22	110	235.67	24.05	72.73%	250.17	25.53	62.40%	214.00	21.84	74.62%	699.84	23.80	Registrar
3120	25	110	334.83	34.17	74.55%	299.17	30.53	66.55%	313.50	31.99	80.00%	947.50	32.23	Registrar
3130	20	110	166.33	16.97	61.88%	203.83	20.80	70.71%	261.50	26.68	85.00%	631.66	21.49	Registrar
Average			**243.91**	**24.89**	**63.81%**	**293.28667**	**29.93**	**56.89%**	**309.73**	**31.61**	**67.21%**	**846.93**	**28.81**	

Building: Sturm Hall

Room #	Capacity	Room Code	Fall Quarter 2022 # Weeks: 9.80			Winter Quarter 2023 # Weeks: 9.80			Spring Quarter 2023 # Weeks: 9.80			2022-23 Acad. Yr. # Weeks 29.40		Dept. Control
			Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	
124	30	110	507.00	51.73	35.00%	373.50	38.11	44.88%	357.80	36.51	35.24%	1238.30	42.12	Registrar
134	80	110	257.17	26.24	54.44%	374.83	38.25	64.41%	346.17	35.32	47.61%	978.17	33.27	Registrar
151	140	110	205.83	21.00	37.79%	212.67	21.70	30.32%	82.17	8.38	29.45%	500.67	17.03	Registrar
154	30	110	240.00	24.49	59.05%	160.00	16.33	57.33%	240.00	24.49	53.33%	640.00	21.77	Registrar
175	18	110	156.92	16.01	45.37%	262.83	26.82	67.78%	210.17	21.45	65.00%	629.92	21.43	Registrar
186	42	110	464.83	47.43	65.87%	442.67	45.17	43.32%	369.67	37.72	49.33%	1277.17	43.44	Registrar
187	42	110	325.33	33.20	69.44%	244.00	24.90	37.78%	335.33	34.22	37.02%	904.66	30.77	Registrar
210	25	110	303.60	30.98	30.99%	223.00	22.76	60.00%	218.33	22.28	54.57%	744.93	25.34	Registrar
233	30	110	432.17	44.10	69.04%	412.00	42.04	44.33%	436.17	44.51	47.02%	1280.34	43.55	Registrar
234	30	110	373.92	38.16	49.81%	301.92	30.81	32.00%	381.67	38.95	62.22%	1057.51	35.97	Registrar
235	22	110	240.50	24.54	55.91%	212.83	21.72	43.80%	334.17	34.10	49.55%	787.50	26.79	Registrar
248	448	110	110.50	11.28	47.93%	94.50	9.64	34.92%	158.33	16.16	34.76%	363.33	12.36	Registrar
251	139	110	300.17	30.63	50.43%	216.50	22.09	31.46%	212.50	21.68	45.59%	729.17	24.80	Registrar
253	70	110	257.67	26.29	62.36%	309.57	31.59	55.86%	218.48	22.29	68.45%	785.72	26.73	Registrar
254	74	110	173.67	17.72	58.56%	261.65	26.70	54.68%	209.50	21.38	58.26%	644.82	21.93	Registrar
258	22	110	327.67	33.44	76.03%	361.67	36.91	60.23%	266.33	27.18	69.19%	955.67	32.51	Registrar
275	40	110	407.33	41.56	58.04%	334.67	34.15	31.96%	430.00	43.88	29.48%	1172.00	39.86	Registrar
281	185	110	175.17	17.87	37.34%	135.67	13.84	42.26%	222.25	22.68	41.25%	533.09	18.13	Registrar
287	45	110	369.83	37.74	75.82%	471.08	48.07	59.86%	317.17	32.36	65.56%	1158.08	39.39	Registrar
310	30	110	353.83	36.11	53.49%	408.33	41.67	62.00%	395.33	40.34	43.33%	1157.49	39.37	Registrar
311	30	110	426.75	43.55	62.04%	284.67	29.05	39.31%	419.17	42.77	34.44%	1130.59	38.46	Registrar
312	30	110	422.67	43.13	43.10%	318.17	32.47	55.33%	333.67	34.05	30.70%	1074.51	36.55	Registrar
324	22	110	362.17	36.96	81.82%	400.00	40.82	83.64%	386.68	39.46	60.00%	1148.85	39.08	Registrar
333	30	110	462.00	47.14	51.67%	408.17	41.65	67.41%	375.83	38.35	53.67%	1246.00	42.38	Registrar
334	30	110	263.50	26.89	50.26%	298.25	30.43	51.48%	363.17	37.06	32.15%	924.92	31.46	Registrar
335	30	110	389.33	39.73	66.90%	315.00	32.14	66.11%	338.33	34.52	51.96%	1042.66	35.46	Registrar
354	30	210	221.83	22.64	40.61%	202.83	20.70	64.29%	246.00	25.10	60.00%	670.66	22.81	Registrar
358	22	110	242.17	24.71	51.82%	288.67	29.46	73.14%	204.50	20.87	38.02%	735.34	25.01	Registrar
376	25	110	192.00	19.59	54.18%	291.33	29.73	60.73%	256.50	26.17	57.18%	739.83	25.16	Registrar
379	50	110	268.17	27.36	54.93%	362.17	36.96	42.17%	290.83	29.68	46.00%	921.17	31.33	Registrar
380	36	110	335.33	34.22	64.68%	370.42	37.80	55.38%	252.17	25.73	50.62%	957.92	32.58	Registrar
410	30	110	291.67	29.76	56.25%	255.17	26.04	68.33%	417.17	42.57	62.29%	964.01	32.79	Registrar
411	22	110	345.67	35.27	72.31%	349.33	35.65	69.55%	236.67	24.15	77.27%	931.67	31.69	Registrar
412	24	110	371.00	37.86	56.82%	345.25	35.23	54.92%	313.17	31.96	63.26%	1029.42	35.01	Registrar
424	30	110	335.83	34.27	40.00%	244.00	24.90	63.33%	317.17	32.36	57.69%	897.00	30.51	Registrar
433	16	110	248.83	25.39	72.30%	200.00	20.41	37.11%	174.08	17.76	47.40%	622.91	21.19	Registrar
435	30	110	322.00	32.86	59.26%	320.00	32.65	45.83%	170.67	17.42	45.64%	812.67	27.64	Registrar
451	138	110	236.67	24.15	54.35%	240.00	24.49	60.51%	340.50	34.74	52.58%	817.17	27.79	Registrar
453	76	110	279.00	28.47	68.66%	160.33	16.36	52.26%	174.50	17.81	46.64%	613.83	20.88	Registrar
454	70	110	196.67	20.07	73.12%	219.17	22.36	59.29%	170.67	17.42	55.87%	586.51	19.95	Registrar
476	20	110	331.92	33.87	66.25%	342.67	34.97	77.73%	340.50	34.74	51.43%	1015.09	34.53	Registrar
479	50	110	383.83	39.17	46.46%	327.33	33.40	49.09%	261.67	26.70	52.22%	972.83	33.09	Registrar
480	36	110	297.33	30.34	86.67%	357.50	36.48	61.32%	368.67	37.62	62.48%	1023.50	34.81	Registrar
490	30	110	313.33	31.97	52.78%	362.17	36.96	54.44%	313.83	32.02	41.82%	989.33	33.65	Registrar
491	30	110	358.33	36.56	49.63%	321.00	32.76	55.33%	299.83	30.59	49.33%	979.16	33.30	Registrar
492	30	110	275.00	28.06	65.83%	280.00	28.57	54.76%	308.33	31.46	40.71%	863.33	29.36	Registrar
496	20	110	250.67	25.58	72.50%	292.83	29.88	69.00%	320.00	32.65	89.38%	863.50	29.37	Registrar
Averages			**306.53**	**31.28**	**57.62%**	**297.24**	**30.33**	**54.28%**	**292.25**	**29.82**	**50.57%**	**896.02**	**30.48**	

Building: University Hall

Room #	Capacity	Room Code	Fall Quarter 2022 # Weeks: 9.80			Winter Quarter 2023 # Weeks: 9.80			Spring Quarter 2023 # Weeks: 9.80			2022-23 Acad. Yr. # Weeks 29.40		Dept. Control
			Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	Seat Util. (%)	Time Util. (Hrs/Term)	Time Util. (Hrs/Wk)	
304	20	110	69.00	7.04	29.00%	15.83	1.62	70.00%	20.33	2.07	11.25%	105.16	3.58	Ucol
306	40	110	15.83	1.62	10.00%	31.67	3.23	13.12%	31.67	3.23	16.25%	79.17	2.69	Ucol
Averages			**42.42**	**4.33**	**13.00%**	**23.75**	**2.42**	**27.71%**	**26.00**	**2.65**	**9.17%**	**92.17**	**3.13**	

Appendix 2 – NCES Facilities Codes

100 Classroom Facilities
    110 Classroom Facilities
    115 Classroom Service
200 Laboratories
    210 Class Laboratory
    215 Class Laboratory Service
    220 Open Laboratory
    225 Open Laboratory Service
    250 Research/non-class Laboratory
    255 Research/non-class Laboratory Service
300 Office Facilities
    310 Office
    315 Office Service
    350 Conference Room
    355 Conference Room Service
400 Study Facilities
    410 Study Room
    420 Stack
    430 Open-Stack Study Room
    440 Processing Room
    455 Study Service
500 Special Use Facilities
    510 Armory
    515 Armory Service
    520 Athletic or Physical Education
    523 Athletic Facilities Spectator Seating
    525 Athletic or Physical Education Service
    530 Media Production
    535 Media Production Service
    540 Clinic
    545 Clinic Service
    550 Demonstration
    555 Demonstration Service
    560 Field Building
    570 Animal Facilities
    575 Animal Facilities Service
    580 Greenhouse
    585 Greenhouse Service
    590 Other (All Purpose)
600 General Use Facilities
    610 Assembly
    615 Assembly Service
    620 Exhibition
    625 Exhibition Service
    630 Food Facility
    635 Food Facility Service
    640 Day Care
    645 Day Care Service
    650 Lounge
    655 Lounge Service

660 Merchandising
    665 Merchandising Service
    680 Meeting Room
    685 Meeting Room Service
700 Support Facilities
    710 Central Computer or Telecommunications
715 Central Computer or Telecommunications Service
    720 Shop
    725 Shop Service
    730 Central Storage
    735 Central Storage Service
    740 Vehicle Storage
    745 Vehicle Storage Service
    760 Hazardous Materials Storage
    770 Hazardous Waste Storage
    775 Hazardous Waste Service
    780 Unit Storage
800 Health Care Facilities
    810 Patient Bedroom
    815 Patient Bedroom Service
    820 Patient Bath
    830 Nurse Station
    835 Nurse Station Service
    840 Surgery
    845 Surgery Service
    850 Treatment/Examination Clinic
    855 Treatment/Examination Clinic Service
    860 Diagnostic Service Laboratory
    865 Diagnostic Service Laboratory Service
    870 Central Supplies
    880 Public Waiting
    890 Staff on-Call Facility
    895 Staff on-Call Facility Service
900 Residential Facilities
    910 Sleep/Study Without Toilet or Bath
    919 Toilet or Bath
    920 Sleep/Study With Toilet or Bath
    935 Sleep/Study Service
    950 Apartment
    955 Apartment Service
    970 House
000 Unclassified Facilities
    050 Inactive Area
    060 Alteration or Conversion Area
      070 Unfinished Area

Appendix 3 – Class Scheduling and Classroom Assignment Policy

Overview

Effective class scheduling is critical to the academic mission of the University. It enables students to take the classes they need and create viable schedules, assures faculty availability to teach, and contributes to efficient space utilization and good stewardship of our valuable institutional resources. This policy applies to all quarter-system courses that utilize University classrooms. Courses meeting on weekends or in specialized facilities such as labs, studios and performance spaces are excluded from standard class times/days and distribution.

Authority for Assignment of Space:

Classrooms are scheduled by the Office of the Registrar, unless authority is delegated. Academic units with delegated scheduling authority for a classroom will have first priority for that space, providing that the requested classrooms are included in the Schedule of Courses submitted to the Registrar by the required due date. These units must assign seminars and classes with small enrollments to departmental spaces whenever possible.

The Office of the Registrar will publish a scheduling timeline with annual deadlines and dates. Departments that submit both scheduling and classroom information accurately, on-time and within the standard scheduling grid will receive a higher priority for scheduling times and classroom preferences. Schedules that are submitted past the deadline or meeting on non-standard meeting patterns will receive the lowest priority when classrooms are assigned.

Standard Class Times and Days:

Standard meeting patterns are necessary in order optimize classroom utilization and for students and faculty to be able to create workable schedules. Classes that utilize standard patterns receive scheduling priority in centrally-controlled classrooms. The standard meeting patterns are:

- Classes meeting for two hours, two days a week on MW, TR, TF or WF. Classes meeting in this pattern must begin on even number hours, i.e. 8:00, 10:00, 12:00, 2:00 or 4:00.
- Classes meeting for one hour, three or more days per week on MWF, MTRF, TWRF, MTWR, MWRF, MTWRF. These courses should be distributed evenly over the two-hour blocks. For every course meeting on an even hour, another should meet on the subsequent odd hour.

- Classes meeting for three to four hours one day a week. Four-hour courses should begin at 8:00, 12:00 and 4:00. Three hour sections should begin at 9:00, 12:00, 3:00 and 6:00.
- Classes meeting two days a week for three-hours on MW, TR, WF and TF. These sections should begin at 9:00, 1:00 and 5:00.

Standard Distribution of Classes Across Days and Times:

The most popular time for scheduling classes has traditionally been between 10:00-4:00, Monday through Thursday. Too many sections scheduled during these times creates scheduling conflicts for students and results in not having enough general purpose classrooms to meet the high demand during the peak time slots. As such, divisions are expected to follow the following distribution guidelines when assembling their schedules.

Divisions must schedule courses evenly throughout the day. At least 10% of a department's sections must begin before 10:00 a.m., and at least 10% must begin at 4:00 p.m. or later. Approximately equal numbers of sections should be scheduled between 10 a.m. and 4 p.m. The number of sections meeting in two hour blocks on MW/WF should roughly equal the number offered on TR/TF. Divisions that offer one day a week courses are expected to distribute their classes throughout the week.

Undergraduate classes meeting for two hours, twice a week between 8 a.m. and 2 p.m. must be scheduled to include Friday meetings in accordance with the following formula:

Monday/Wednesday	30% to 40% (of total scheduled 2x2 seats per time slot)
Tuesday/Thursday	30% to 40% (of total scheduled 2x2 seats per time slot)
Tuesday/Friday	10% to 30% (of total scheduled 2x2 seats per time slot)
Wednesday/Friday	10% to 30% (of total scheduled 2x2 seats per time slot)

The purpose of this distribution is to make sure that there are approximately the same number of undergraduates in class every day of the week before 2 p.m.

Divisions that do not adhere to these scheduling guidelines may be asked to revise their schedules before classrooms are assigned.

General Classroom Assignments:

General assignment classrooms are scheduled with utilization in mind, but divisions are able to request specific general assignment rooms when schedules are submitted. Schedules that meet the guidelines and are submitted on time will be given first consideration for these spaces. Room requests that meet that criteria are assigned on a first come, first serve basis. Faculty with health issues or disabilities will be given top consideration for room requests, but divisions must be sure to identify these sections before room assignments begin to ensure that these sections are placed in an appropriate classroom.