Class and Lab Review Checklist:

As you review your class and lab proofs, please pay particular attention to:

- Instructor names

- Class hours, days, and location. Please ensure that you have scheduled courses in your department evenly across the standard MWF and TTh class periods, according to the Scheduling Guidelines. **We ask that you make every effort to utilize the 8:00 a.m. time periods more fully. Classrooms are at a premium, and there are many wonderful classrooms available at that time.**

- With the exception of lab and discussion sections, classes may not extend beyond regular class day parameters without permission (for example, on MWF, classes may not be scheduled to extend past 3:00 p.m.).

- Check to make sure no instructor is scheduled to teach two courses at the same time, or to teach when s/he is scheduled to be on sabbatical leave! If a faculty member teaches in more than one department/program, you will need to check the additional department/program listings as well.

- A course that has been taught during Interim may not be offered as a semester course unless it has been approved by the faculty as a semester course.

- **GEs, especially WRI and ORC.**

- **There are three time slots for Interim courses.** Courses may not be scheduled to meet during Chapel (10:00 – 10:30 a.m. daily). Rooms cannot be assigned for those courses that have no time period(s) specified. **The time periods are: 1) 8:00 – 10:00 a.m., 2) 10:40 a.m. – 12:40 p.m., and 3) 1:00 – 3:00 p.m.** Please make every effort to spread courses within your department across all three Interim time periods so that we have sufficient, appropriate space for all courses in all departments. If you choose the 10:40 time period, also indicate a second choice.

- Be sure to include any courses that are currently in the new course proposal process.