

California State University, Long Beach Request for Exception to Standard Daytime Class Time

For Lecture and Seminar sections only

Mail or fax (57170) to Helen Batchelor, AS-124, by February 24, 2012.

Please do not use this form to request an exception to the Noon Hour Class Scheduling. Complete and submit this form if you wish to request approval to schedule a day-time lecture or seminar section at a time not listed on the Standard Scheduling Grid (see reverse.) A form is required whether the class is scheduled in university or college/department-owned space. Requests submitted after the deadline may not be processed in time for registration.

Subject: _____ Course #: _____ Section #: _____

Lecture Seminar _____ Required contact hours for Lec/Sem: _____

Meeting Day(s): _____ Requested Start and End times: _____

Related lab/activity, if any (for information only): Section #: _____ Day(s): _____ Time: _____

List closest standard start time: _____

Why is a standard class meeting time not feasible?

List all class levels and majors, including majors from other departments, eligible to enroll.

What efforts would be made to mitigate any scheduling conflicts for students?

What efforts would be made to mitigate the impact on room utilization?

Department Chair's signature _____ Date _____

Dean's signature _____ Date _____

Vice Provost's Decision

Approved (does not guarantee room availability) _____

Approved - Contingent on: _____

Denied – Comment: _____

Vice Provost's Signature: _____ Date: _____

**STANDARD SCHEDULING GRID
(Lecture/Seminar Daytime Classes Only)**

Classes with non-standard start times can create class scheduling and final exam conflicts for students, affect students' ability to enroll in classes needed to graduate, and prevent one or more classes with standard start times from using a room.

1. Follow the standard scheduling times listed below when building your schedule.
2. Run CSLink report LBSR0689 – Class Meeting Times Compliance Report, by subject or college, selecting “lec” and “sem” course components, to determine which classes do not comply.
3. Reschedule non-compliant classes at standard start times or file a request for exception as soon as possible or **by February 24, 2012 at the latest**. Requests submitted after the deadline may not be processed in time for registration.

Class sections with 2 required contact hours

| M-W-F | M-W | T-TH |
|--|---|--|
| N/A – classes would only be scheduled for 35 minutes | 8:00 am - 8:50 am 9:00 am - 9:50 am 10:00 am - 10:50 am 11:00 am - 11:50 am 12:00 pm - 12:50 pm 1:00 pm - 1:50 pm 2:00 pm - 2:50 pm 3:00 pm - 3:50 pm 4:00 pm - 4:50 pm | 8:00 am - 8:50 am 9:30 am - 10:20 am 11:00 am - 11:50 am 12:30 pm - 1:20 pm 2:00 pm - 2:50 pm 3:30 pm - 4:20 pm |

Class sections with 3 required contact hours

| M-W-F | M-W | T-TH |
|--|---|--|
| 8:00 am - 8:50 am 9:00 am - 9:50 am 10:00 am - 10:50 am 11:00 am - 11:50 am 12:00 pm - 12:50 pm* 1:00 pm - 1:50 pm 2:00 pm - 2:50 pm 3:00 pm - 3:50 pm 4:00 pm - 4:50 pm | 8:00 am - 9:15 am 9:30 am - 10:45 am 11:00 am - 12:15 pm 12:30 pm - 1:45 pm* 2:00 pm - 3:15 pm 3:30 pm - 4:45 pm | 8:00 am - 9:15 am 9:30 am - 10:45 am 11:00 am - 12:15 pm 12:30 pm - 1:45 pm 2:00 pm - 3:15 pm 3:30 pm - 4:45 pm |

Class sections with 4 required contact hours

| M-W-F | M-W | T-TH |
|--|---|--|
| 8:00 am - 9:10 am 9:30 am - 10:40 am 11:00 am - 12:10 pm 12:30 pm - 1:40 pm 2:00 pm - 3:10 pm 3:30 pm - 4:40 pm | 8:00 am - 9:50 am 9:00 am - 10:50 am 10:00 am - 11:50 am 11:00 am - 12:50 pm 12:00 pm - 1:50 pm 1:00 pm - 2:50 pm 2:00 pm - 3:50 pm 3:00 pm - 4:50 pm 4:00 pm - 5:50 pm | Authorized exceptions will be granted for classes meeting: 8:00 am - 9:50 am 10:00 am - 11:50 am 12:00 pm - 1:50 pm 2:00 pm - 3:50 pm 4:00 pm - 5:50 pm A Request for Exception must be filed for any other meeting pattern. |

Start times for 1 Day a Week classes – all units/required contact hours

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|--|--|--|
| 8:00 am 9:00 am 10:00 am 11:00 am 12:00 pm 1:00 pm 2:00 pm 3:00 pm 4:00 pm | 8:00 am 9:30 am 11:00 am 12:30 pm 2:00 pm 3:30 pm 4:00-6:45*** | 8:00 am 9:00 am 10:00 am 11:00 am 12:00 pm 1:00 pm 2:00 pm 3:00 pm 4:00 pm | 8:00 am 9:30 am 11:00 am 12:30 pm 2:00 pm 3:30 pm 4:00-6:45*** | 8:00 am 9:00 am 10:00 am 11:00 am 12:00 pm 1:00 pm 2:00 pm 3:00 pm 4:00 pm |

* Courses scheduled MWF, 12:00-12:50 pm, or MW, 12:30-1:45, must have multiple sections, some of which are scheduled in daytime hours. Any requests for exception must be filed on a Request for Exception to Noon Hour Class Scheduling form. Note: Exceptions are rarely approved.

*** Classes with 3 required contact hours only