

California State University, Long Beach
Request for Exception to Standard Daytime Class Time
FALL 2009 (Schedule Maintenance)
For Lecture and Seminar sections only

Mail or fax (57170) to Helen Batchelor, AS-124.

Please do not use this form to request an exception to 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) after online schedule building has ended. A form is required whether the class is scheduled in university or college/department-owned space. Requests should be submitted in a timely manner so classes can be made available for registration. Approval does not guarantee room availability.

Subject: _____ **Course #:** _____ **Section #:** _____

Lec or Sem _____ **Required contact hrs for lec/sem:** _____
 (circle)

Meeting Day(s): _____ **Requested Start & End Times:** _____

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

| | |
|---|--|
| List closest standard start time here: | |
| 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:** _____

Signed _____ **Date** _____

| |
|-------------------------------|
| Academic Support only: |
| By: _____ |
| Date: _____ |

**STANDARD SCHEDULING GRID – Fall 2009
(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 adding or changing classes in your schedule.
2. If you must schedule a class with non-standard start times, file a request for exception as soon as possible so classes can be made available 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 | 8:00 am | 8:00 am | 8:00 am | 8:00 am |
| 9:00 am | 9:30 am | 9:00 am | 9:30 am | 9:00 am |
| 10:00 am | 11:00 am | 10:00 am | 11:00 am | 10:00 am |
| 11:00 am | 12:30 pm | 11:00 am | 12:30 pm | 11:00 am |
| 12:00 pm | 2:00 pm | 12:00 pm | 2:00 pm | 12:00 pm |
| 1:00 pm | 3:30 pm | 1:00 pm | 3:30 pm | 1:00 pm |
| 2:00 pm | 4:00-6:45*** | 2:00 pm | 4:00-6:45*** | 2:00 pm |
| 3:00 pm | | 3:00 pm | | 3:00 pm |
| 4:00 pm | | 4:00 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.

**Large lecture classes (scheduled in rooms seating 88 or more) cannot use the MW schedule during the morning hours.

***Classes with 3 required contact hours only