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Date: Wed, 1 Sep 2004 11:14:47 -0500  
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From: Kim Echols <kime@tulane.edu>  
Subject: CLASS TIMES for Spring 2004

**To all departments that use General Pool classrooms:**

As you know, we are trying to fit more and more classes into a limited amount of space. This has become a very serious issue. Certain times are very popular and there tend to be many more classes scheduled at those times than we have classrooms.

**Following are the "normal" class periods for 3 credit courses.**

**For M/W/F**

8-8:50  
9-9:50  
10-10:50  
11-11:50  
12-12:50  
1-1:50  
2-2:50  
3-3:50

**For T/R**

8-9:15  
9:30-10:45  
11-12:15  
12:30-1:45  
2-3:15  
3:30-4:45

**ALTERNATE 2 day:**

**for M/W (or W/F or M/F)**

3-4:15  
4:30-5:45

**\*\*\*\*IMPORTANT\*\*\*\* You must use ALL of these time periods, EXCEPT the M/W time periods, before offering two courses at the same time. For example: you cannot offer two T/R 9:30-10:45 courses until you offer courses in all the other time periods.**

For SEMINARS HELD ON ONE DAY - It would be very helpful if you could schedule these on M, W or F afternoons 2 p.m. and after.

Thank you very much for your cooperation.

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