Course Scheduling Requirements

Please provide information regarding your scheduling requirements below.

Name: _______________________  Date: ______________________

Circle times and/or days when you **absolutely cannot** give lecture (i.e. childcare issues):

- **M** 8-9  9-10  10-11  11-12  12-1  1-2  2-3  3-4  4-5  5-6  6-7
- **T** 8-9  9-10  10-11  11-12  12-1  1-2  2-3  3-4  4-5  5-6  6-7
- **W** 8-9  9-10  10-11  11-12  12-1  1-2  2-3  3-4  4-5  5-6  6-7
- **R** 8-9  9-10  10-11  11-12  12-1  1-2  2-3  3-4  4-5  5-6  6-7
- **F** 8-9  9-10  10-11  11-12  12-1  1-2  2-3  3-4  4-5  5-6  6-7

Circle all preferential teaching times (according to Registrar’s course times):

- **M W** 8:00-9:15  9:30-10:45  11:00-12:15  12:30-1:45  2:00-3:15  3:30-4:45  5:00-6:15
- **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  4-4:50  5-5:50  6-6:50
- **T R** 8:00-9:15  9:30-10:45  11:00-12:15  12:30-1:45  2:00-3:15  3:30-4:45  5:00-6:15

Circle all your necessary classroom requirements:

- Whiteboard Only
- Video/Data projector
- Other: ____________
- Chalkboard Only
- Overhead Projector

Further Scheduling requirements or comments:

Return to Jaima Dillard’s Mailbox

* While comments will be taken into consideration, scheduling is subject to room availability and overall curriculum schedule.*