(1) Preparation: make a table (rows: time; columns: classroom)

-Prime time ratio:

-Prime Times: MWF 9:05AM-3:20PM

-Prime Times Tue/Th: TH 9:30AM-3:15PM

\*Need to keep track of the prime time ratio and avoid scheduling too many classes in prime times (see formula in the form).

-Times to block:

-Colloquium times: MWF 3:35PM-4:25PM (no classes scheduled during this time). Try to avoid 4:40PM-5:30PM as it is right after colloquium.

-Probability seminar time (Th): 3:30PM-4:45PM.

(2) Scheduling:

Lower level courses:

-Assign the courses in big classrooms (with capacity 100) first.

-Courses like 113, 151 and 155 will have extra sections taught by graduate students. In principle their sections will have capacity 50 and will be assigned to the smaller rooms.

-Remember to schedule labs for 120,320,520 in the end.

-Labs should have sections on both MWF and TTH

-Labs need to be in HN107 (for movable seats). If no space in HN107, leave the classroom blank.

Example: 120.01 has 4 tutorial sessions (L1-L4). One tutorial session per week (which means L1,L2 together take one block in the chart).

Upper level courses:

-Conflicts: basically use common sense to decide.

-500,600,700,800 courses could be conflicting (students may take these courses in the same semester)

-Try not to schedule 600 level courses in the same time

-If can’t avoid conflict, it is relatively okay to have a 600 course clash with a 800 course in the same field, as students usually take 600 course in the first year and 800 courses later.

(3) Fill in the form

-Send the first draft to Christine

-Send the first draft to Nilay, Vladas, Shankar to see if there are conflicts.

\*In Spring 2023 the probability courses 634(ZH) and 800(SBa) clash. Next time try to avoid conflicts between probability courses.