

Fall/Spring Matrix Main Campus

Semester Contact Minutes Total = 1500				Semester Contact Minutes Total = 2250						Semester Contact Minutes Total = 3000			
2 Cr Hrs (100 contact minutes)				3 Cr Hrs (150 contact minutes)						4 Cr Hrs (200 contact minutes)			
1 mtgs/wk M T W R F		2 mtgs/wk TR MW MF		1 mtgs/wk M T W R F		2 mtgs/wk TR MW WF		3 mtgs/wk MWF		2 mtgs/wk TR MW MF		4 mtgs/wk MTWR or MTRF	
8:00	9:40	8:00	8:50	14:00	16:30	8:00	9:15	8:00	8:50	8:00	9:40	8:00	8:50
10:00	11:40	9:00	9:50	15:00	17:30	9:30	10:45	9:00	9:50	10:00	11:40	9:00	9:50
12:00	13:40	10:00	10:50	16:00	18:30	11:00	12:15	10:00	10:50	12:00	13:40	10:00	10:50
14:00	15:40	11:00	11:50	17:30	20:00	12:30	13:45	11:00	11:50	14:00	15:40	11:00	11:50
16:00	17:40	12:00	12:50	18:00	20:30	14:00	15:15	12:00	12:50	16:00	17:40	12:00	12:50
17:00	18:40	13:00	13:50	18:30	21:00	15:30	16:45	13:00	13:50	17:00	18:40	13:00	13:50
18:00	19:40	14:00	14:50	19:00	21:30	17:00	18:15	14:00	14:50	18:00	19:40	14:00	14:50
		15:00	15:50			18:30	19:45	15:00	15:50	4-contact hour course meeting once per week: 18:30 - 21:50		15:00	15:50
		16:00	16:50					16:00	16:50		16:00	16:50	
		17:00	17:50					17:00	17:50		17:00	17:50	
		18:00	18:50					18:00	18:50		18:00	18:50	
		19:00	19:50					19:00	19:50			19:00	19:50

Note: Courses must begin on the hour or half-hour.

Courses which may be scheduled on Saturdays are outside this matrix and are not restricted to these times.

Hybrid class meetings should follow the matrix when they meet face-to-face. Both sections of a HyFlex course should follow the matrix when meeting face-to-face and synchronously.

Requests for exceptions to the scheduling parameters must be submitted in writing with sufficient rationale for consideration, first to the College Dean. After College approval, requests will go to the Registrar for final approval.

If you have questions about the scheduling matrix, please email:

Academic Room Schedulers - regi-roomscheduling@wmich.edu

Classes where the lecture and laboratory sections meet separately (two CRNs) should follow the begin times based on the contact time for each portion. For example, a four-credit hour course with the lecture meeting 3 hours per week and the laboratory meeting 1 hour per week, the lecture begin time should be based on the approved class meeting times for a 3-contact hour course, and the laboratory should begin on an approved begin time for the day on which the laboratory is being offered.

To determine MTE (meeting time equivalent): Take the number of actual minutes for which the section is scheduled to meet. Multiply that number by the time per week the section meets. Divide that number by 50 and then round to the nearest integer. A class meeting 90 minutes two times per week, the calculation would be:

$90 * 2 = 180$. $180/50 = 3.6$. 3.6 rounds to 4 MTE. Therefore the contact hours on the section should be 4 and it would need to be scheduled according to the 4-cr-hr matrix. If you want to use 3 contact hours and schedule by the 3 contact hour matrix, you have to shorten the meeting time so that it calculates to no more than 3.4 (preferably closer to 3.0).