



Effective: Fall 2026

Scheduling Principles & Guidelines

➤ Facilitating Student Scheduling and Success

- Colleges must schedule classes so that students can build reasonable schedules. For example, scheduling four different required courses in consecutive MWF time blocks allows students to build a schedule easily.
- On-grid scheduling maximizes room utilization and reduces student scheduling conflicts.

➤ Optimizing Space

- Colleges must optimize classroom space utilization throughout the week. Classes scheduled for Saturday do not have to follow the scheduling grid.
- Sections scheduled as hybrids, technology-enhanced, or meeting once a week for 165 minutes must align to the scheduling grid and be matched with other sections to maximize room utilization throughout the week.

➤ Using Standard Time Slots

- Classes must be scheduled within the official start and end times of the schedule grid so students will not be blocked from scheduling consecutive classes and to ensure final exams can be scheduled without conflicts.
- Exceptions to schedule courses off-grid require justification and prior approval.

➤ Scheduling Efficiencies

- Two or more courses (e.g. hybrid and one-day-a-week) could be scheduled within a single room and time slot on separate day(s) of the week. Care should be taken in selecting the “matching” courses so that the same size and type of room is appropriate.
- The same strategy applies to two 7-week sections scheduled in the same time slots and in the same room during different 7-week sessions to optimize space.

➤ Distribution of Course Offerings

- Between 8:00 AM – 6:15 PM Monday through Friday, course offerings should be balanced across the days of the week and all standard class times. Course offerings should not be concentrated on select days and/or time periods.
- Additional guidance regarding day and time distributions for course scheduling will be issued at a later date.

➤ Distance Learning Courses – Final Exam Information

- Online and hybrid courses which require a face-to-face final exam will be scheduled by the instructors on a date and time during the Final Exam Conflict Periods as published (<http://registrar.kennesaw.edu/index.php#>)
- Reminder: Courses being offered in a hybrid and online modality should be reviewed following [the guidelines outlined within each college](#).



Using the Scheduling Grid

- First, find the appropriate section below based on the number of credit hours of the course.
 - Note:** If the course is a laboratory course or has a lab portion included in the course, use the laboratory courses grid below in conjunction with the grid for the corresponding lecture/credit hours.
 - Note:** If the course is in Part of Term 7A or 7B, skip to the 7-Week Term Section.
- Second, locate the appropriate credit hour section. The chart illustrates the time slots for 100% face-to-face instruction. Please see the section labeled Hybrid for more information on how to schedule all hybrid sections including 33%, 50% and 66%.
 - Note:** If the online component of a section includes an online synchronous meeting, the synchronous meeting time(s) must adhere to the schedule grid and match the meeting time of the face-to-face component(s) of the section.

Legend

M=Monday	T=Tuesday	W=Wednesday	R=Thursday	F=Friday	S=Saturday
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➤ Laboratory Courses

- Laboratory courses will have varying end times depending on the contact hours associated with the course.
- Laboratory courses that meet on M, W, or F should start on Block R or T times.
- Laboratory courses that meet on T or R should start on Block S or T times.
- Laboratory courses that are scheduled as a separate section from the lecture or incorporated must have at least a 15 min break in between classes due to 25-Live scheduling requirements.

14 week Semester Schedule (Labs)							
Block R: (M or W or F)		Block S: (T or R)		Block T: (M, T, W, R or F)			
1 days a week		1 days a week		1 days a week			
Start	End	Start	End	Start	End		
8:00AM	Will Vary	8:00AM	Will Vary	4:10PM	Will Vary		
9:10AM	Will Vary	9:35AM	Will Vary	5:45PM	Will Vary		
10:20AM	Will Vary	11:10AM	Will Vary	7:20PM	Will Vary		
11:30AM	Will Vary	12:45PM	Will Vary	8:55PM	Will Vary		
12:40PM	Will Vary	2:20PM	Will Vary				
1:50PM	Will Vary						
3:00PM	Will Vary						



➤ 1 Credit Hour Courses

- Because of final exam considerations, 1-credit courses that meet 55 minutes per week should be scheduled using Block O, P or Q start times and matched with other course offerings to use the space optimally. For example, offer one section on Tuesday at 11:10 AM and one section on Thursday at 11:10 AM, or offer one on Monday at 10:20 AM, one on Wednesday at 10:20 AM and one on Friday at 10:20 AM.

14 week Semester Schedule (1 credit hours - non-lab)							
Block O: (M or W or F)		Block P: (T or R)		Block Q: (M or T or W or R)			
1 day a week		1 day a week		1 day a week			
Start	End	Start	End	Start	End		
8:00AM	8:55AM	8:00AM	8:55AM	4:10PM	5:05PM		
9:10AM	10:05AM	9:35AM	10:30AM	5:45PM	6:40PM		
10:20AM	11:15AM	11:10AM	12:05PM	7:20PM	8:15PM		
11:30AM	12:25PM	12:45PM	1:40PM	8:55PM	9:50PM		
12:40PM	1:35PM	2:20PM	3:15PM				
1:50PM	2:45PM						
3:00PM	3:55PM						

➤ 2 Credit Hour Courses

- 2 credit hour courses should be scheduled using Block I, J or K start times.

14 week Semester Schedule (2 credit hours)					
Block I: (MW or WF or MF)		Block J: (TR)		Block K: (MW/WF/MF/TR)	
2 days a week		2 days a week		2 days a week	
Start	End	Start	End	Start	End
8:00AM	8:55AM	8:00AM	8:55AM	4:10PM	5:05PM
9:10AM	10:05AM	9:35AM	10:30AM	5:45PM	6:40PM
10:20AM	11:15AM	11:10AM	12:05PM	7:20PM	8:15PM
11:30AM	12:25PM	12:45PM	1:40PM	8:55PM	9:50PM
12:40PM	1:35PM	2:20PM	3:15PM		
1:50PM	2:45PM				
3:00PM	3:55PM				



➤ 3 Credit Hour Courses (Face-to-Face)

- One-day-per-week classes are strongly discouraged during weekdays except evenings and Friday afternoons, as such classes create scheduling conflicts for students who need to take other classes during the week.
- 3 credit hour courses should be scheduled using Block A, B, C, D, or E start times.

14 week Semester Schedule (3 credit hours)									
Block A: (MWF)		Block B: (TR)		Block C: (MW or TR)		Block D: (M, W, or F)		Block E: (T or R)	
3 days/wk		2 days a week		2 days a week		1 day a week		1 day a week	
Start	End	Start	End	Start	End	Start	End	Start	End
8:00AM	8:55AM	8:00AM	9:20AM	4:10PM	5:30PM	9:10AM	11:55AM	8:00AM	10:45AM
9:10AM	10:05AM	9:35AM	10:55AM	5:45PM	7:05PM	12:40PM	3:25PM	11:10AM	1:55PM
10:20AM	11:15AM	11:10AM	12:30PM	7:20PM	8:40PM	4:10PM	6:55PM	2:20PM	5:05PM
11:30AM	12:25PM	12:45PM	2:05PM	8:55PM	10:15PM	7:20PM	10:05PM	5:45PM	8:30PM
12:40PM	1:35PM	2:20PM	3:40PM						
1:50PM	2:45PM								
3:00PM	3:55PM								

➤ Hybrid Courses

- Use Block A, B or C grid patterns to schedule Hybrid courses, along with the chart below.
- Example 1, a H6 or hybrid 66% section could be scheduled on Monday (chart below) from 12:40PM – 1:35PM (chart above).
- Example 2, a H or Hybrid 50% section could be scheduled on Tuesday (chart below) from 9:35AM -10:55AM (chart above).
- Example 3, a H or Hybrid 50% section could be scheduled on Wednesday only after 3:55pm. The section could be scheduled at 4:10PM – 5:30PM or 7:20PM – 8:40PM.

Hybrid Sections: 3 credit hours				
Meeting Type	Day(s) of Week	Meeting Pattern	Online Component	Use Block:
H3 – Hybrid 33%	MW, MF, or WF	Two F2F 55-min meetings	Yes	A
H6 – Hybrid 66%	M, W, or F	One F2F 55-min meeting	Yes (2)	A
H – Hybrid 50%	T or R	One F2F 80-min meeting	Yes	B or C
H – Hybrid 50% (beginning at 4:10PM)	M, W, or F	One F2F 80-min meeting	Yes	C



➤ **4 Credit Hour Courses**

- Courses of 4 credits with no online components will occupy more than one 3 credit block.
- Start times should be chosen so that the course does not overlap with more than 2 standard 3 credit blocks and must allow students adequate time to move between courses.

14 week Semester Schedule (4 credit hours)					
Block F: (MWF)		Block G: (TR)		Block H: (MW or TR)	
3 days a week		2 days a week		2 days a week	
Start	End	Start	End	Start	End
8:00AM	9:10AM	8:00AM	9:45AM	4:10PM	5:55PM
9:20AM	10:30AM	10:00AM	11:45AM	6:10PM	7:55PM
10:40AM	11:50AM	12:00PM	1:45PM	8:10PM	9:55PM
12:00PM	1:10PM	2:00PM	3:45PM		
1:20PM	2:30PM				

➤ **7 Week (7A/7B) Part of Term/Session**

- 3 credit-hour courses in a 7-week term will meet 1 or 2 days per week.
- **Note:** 1 day a week courses can only meet on Friday due to the extended time period. In a 7-week term, there are only 6 class days on Friday.

7 week Semester Schedule (3 credit hours)					
Block L: (MW)		Block M: (TR)		Block N: (Friday only)	
2 days a week		2 days a week		1 day a week	
Start	End	Start	End	Start	End
9:10AM	11:55AM	8:00AM	10:45AM	8:00AM	1:55PM
12:40PM	3:25PM	11:10AM	1:55PM	2:10PM	8:05PM
4:10PM	6:55PM	2:20PM	5:05PM		
7:20PM	10:05PM	5:45PM	8:30PM		

**FOR ADDITIONAL INFORMATION OR QUESTIONS, PLEASE CONTACT
THE REGISTRAR'S OFFICE AT: schedulebuilder@kennesaw.edu**

Off-Grid Exception Review

Purpose: With the continued growth of KSU, it is more important than ever that we monitor and assess scheduling practices that can affect student registration, course availability, and room utilization.

Procedure: All classes must be scheduled according to the designated start and end times of the appropriate grid pattern. Should a department need to schedule a course outside of an approved schedule grid, a request for an exception must be submitted and approved. Considering the potential adverse effects on students' ability to enroll in other courses and the availability of space, requests for exceptions to teach outside the established schedule will be granted only under exceptional circumstances and solely when justified by compelling pedagogical necessity.

Process: Departments that need to schedule courses off-grid will need to submit their requests for review and approval. There are two types of approvals, including a standing exception request and a one-time exception request. The Director of Academic Course Scheduling and the Registrar's Office will maintain records of off-grid exceptions.

Standing Exception: A standing exception allows the department to schedule approved off-grid courses with no determined end to the exception. A standing exception is not permanent and may be reviewed periodically to determine if the standing exception will stand or be withdrawn. Standing Exception Request Forms will be available on the Scheduling Resources website.

One-Time Exception: A one-time exception allows the department to schedule approved off-grid courses for a period of one semester. If a department should need the exception for another semester, the form must be submitted for approval again. One-Time Exception Request Forms will be available on the Scheduling Resources website.

Timeline: Starting November 1st, departments can submit requests for off-grid exceptions for Fall 2026 term and beyond.

Questions: If you have additional questions, please contact schedulebuilder@kennesaw.edu



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