STANDARD MEETING PATTERNS

All Yale College courses are expected to meet during standard meeting times, based on the type of course: lecture, seminar, studio, or lab. There are also set meeting times for discussion sections and there are standard start and end times for film screenings. See FAS Standard Meeting Patterns for a list of acceptable meeting times.

Standard meeting patterns were set specifically to maximize classroom usage and minimize course overlap for students. For lecture courses, the most popular start times are 11:35 a.m. and 1:00 p.m. For seminars, the most popular start times are 1:00 and 1:30 p.m. Whenever possible, courses required for your major should not be offered on the same day and at the same time.

Faculty may request for their course to meet during a nonstandard meeting time by emailing courseleaf@yale.edu with pedagogical justification for the request.

A helpful tool as you offer your courses for a particular term, is the "heatmap" in WEN. It provides a visual of how the department's courses are scheduled.

1. Log into WEN and click on your department.
2. Click *Visualize* in the red toolbar at the top of the page.

Classroom Assignments

Once course offerings are established for each term (in WEN), the Registrar's Office assigns classrooms to courses that do not have rooms preassigned by their departments. See Guidelines.

Pedagogical requests should be made at least six weeks prior to the beginning of each term. Only requests submitted through the Pedagogical Needs Request Form will be accepted.

Because student attendance during add/drop can fluctuate, it is the general policy that room changes cannot take place until after the add/drop period has ended unless a reasonable case is made for an immediate change. Requests to change a room after assignments have been posted should be made using the Room Assignment Change Request Form.

See classrooms@yale.edu for more information.