CLASSROOM ALLOTMENT
Semester: ____________________

Department: _______________________________  Room Allotment: _________________

Registration and Records assigns departments their allotment number each Fall and Spring semester. This form is sent to each department before schedule development begins. It displays the department’s general classroom allotment per time block for the semester. The allotment is based on the department’s general classroom usage for the previous semester. (The allotment number does **not** include classes meeting in labs and departmental controlled rooms.)

**Class Time Rules and Regulations:**

1. Please **do not** exceed this allotment during any given hour of the day.

2. No more than **60%** of your classes that meet in general classrooms should be scheduled between **9:30 am and 2:30 pm**.

3. No fewer than **60%** of your classes that meet in general classrooms may be scheduled on **Monday, Wednesday and Friday**.

4. No more than **40%** of your classes that meet in general classrooms may be scheduled on **Tuesday and Thursday**.

5. All classes meeting in general classroom space should be scheduled within the official BGSU time grid.

6. Courses which exceed the departmental allotment or above time rules, **will not** be assigned to classrooms until all other departments have been accommodated and specific room requests for these classes will not necessarily be considered.

These rules apply only to **general classroom space**. It does not apply to classes held in labs, department conference rooms, or any department owned space.

Each College office will receive reports of your department’s allotment and class times to verify adherence to University policies concerning the class time rules.

**What does the Allotment number mean?**

- If your allotment is: 1 you may use any of the time slots in the official BGSU Time Grid once.
- If your allotment is: 2 you may use any time slot up to two times.
- If your allotment is: 3 you may use any time slot up to three times.
- If your allotment is: 4 you may use any time slot up to four times.
- If your allotment is: 5 you may use any time slot up to five times.
- And so on...
- For example, if a department’s allotment is 1 then they would not have more than one class meeting MWF at 9:30-10:20am.