

Passing Time and Class Scheduling 18 Week Calendar

Academic Services
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Definitions

- **Class Hour** - the basic unit of attendance for computing full-time equivalent student (FTES). It is 50 minutes of scheduled instruction.
- **Clock Hour** – is a 60 minute time frame.
- **Break time** – 10 minutes break time for every 60 minutes (clock hour)
- **Passing time** – allows students time to move from one class to another (usually 10 minutes).
- **Scheduled Time** – The time that the class is scheduled in the printed “Schedule of Classes”
- **Instructional Time** – is actual teaching time. Apportionment is based on instructional time.

Scheduling Guidelines

- Follow guidelines in Title 5 and Student Attendance Accounting Manual
- Utilize comparable student contact hours, regardless of course length (ie. 18 week, 15 week, 9 week)
- Utilize class-scheduling patterns that achieve optimum apportionment
- Publish explicit start and stop times in Schedule of Classes
- Provide appropriate passing time at the end of a class

State Regulations

- 1. A class hour (student contact hour) is 50 consecutive minutes.
- A 3 hour per week class (3 WCH x 18 = 54 hours) that is scheduled 3 days a week can be scheduled as 8:00-8:50 on MWF (not 8:00-9:00am)
- This same 3 hour per week class can be scheduled on day a week from 8:00-10:50 (not 8:00-11:00am)

Breaks

– Example (class scheduled 1 day a week). The scheduled time appears in the Schedule of Classes. (Instructional time is actual teaching time).

1 HR CLASS	2 HR CLASS	3 HR CLASS	4 HR CLASS	5 HR CLASS	6 HR CLASS
8:00-8:50	8:00-9:50	8:00-10:50	8:00-11:50	8:00-12:50	8:00-1:50
No break – just 10 minute passing time shown	1 10 minute break	2 10 minute breaks	3 10 minute breaks	4 10 minute breaks	5 10 minute breaks
Scheduled Time 50 min	Scheduled Time 110 min	Scheduled Time 170 min	Scheduled Time 230 min	Scheduled Time 290 min	Scheduled Time 350 min
Instructional Time 50 min	Instructional Time 100 min	Instructional Time 150 min	Instructional Time 200 min	Instructional Time 250 min	Instructional Time 300 min

Most Common Class Patterns in 18 Week Semester

Number of Meeting Days Per Week	1 HR Class (18 hours)	2 HR Class (36 hours)	3 HR Class (54 hours)	4 HR Class (72 hours)	5 HR Class (90 hours)	6 HR Class (108 hours)
1 Meeting Per Week	8:00-8:50	8:00-9:50 *	8:00-10:50 **	8:00-11:50 ***	8:00-12:50 ****	8:00-1:50 *****
Scheduled Time	50 min	110 min	170 min	230 min	290 min	350 min
Instructional Time (apportionment)	50 min	100 min	150 min	200 min	250 min	300 min
2 Meetings Per Week		8:00-8:50	8:00-9:15	8:00-9:50 *	8:00-10:15 *	8:00-10:50 **
Scheduled Time		50 min	75 min	110 min	135 min	170 min
Instructional Time (apportionment)		50 min	75 min	100 min	125 min	150 min
3 Meetings Per Week			8:00-8:50		8:00-9:20	8:00-9:50 *
Scheduled Time			50 min		80 min	110 min
Instructional Time (apportionment)			50 min		80 min	100 min
4 Meetings Per Week				8:00-8:50		8:00-9:20
Scheduled Time				50 min		80 min
Instructional Time (apportionment)				50 min		80 min
5 Meetings Per Week					8:00-8:50	
Scheduled Time					50 min	
Instructional Time (apportionment)					50 min	
6 Meetings Per Week						
Scheduled Time						
Instructional Time (apportionment)						
WCH	1	2	3	4	5	6

Contact Hour

- There can only be one student contact hour in each clock hour.
- A 6 hour per week class scheduled 2 days a week on an 18 week calendar is:

9:00-9:50 = 50 min = 1 class hour = 1.0 SCH/day

(break 10 min)

10:00-10:50 = 50 min = 1 class hour = 1.0 SCH/day

(break 10 min)

11:00-11:50 = 50 min = 1 class hour = 1.0 SCH/day

Total: 3.0 SCH/day

Class Meeting Time: Tues/Thurs 9:00-11:50am (with 2 10 min breaks).

Contact Hour (exception – last hour of a multiple hour class)

- A 5 hour per week class scheduled 2 days a week on an 18 week calendar is:

8:00-8:50 = 50 min = 1 class hour = 1.0 SCH/day
(break 10 min)

9:00-9:50 = 50 min = 1 class hour = 1.0 SCH/day
(no break)

9:50-10:15 = 25 min = 0.5 class hour = 0.5 SCH/day

Total: 2.5 SCH/day

Class Meeting Time: Tues/Thurs 8:00-10:15am (with 1 10 min break).

Passing Time Calculator

- Go to <http://oas.lbcc.edu/scheduling/index.cfm>
- Click on the red Calculator button on the right
- Click on “passing time”

Hours to T.U.'s to FTE%	FTE « » TU	Non-Classroom Assignments	Summer Calculations	Weekly Census FTES	Daily Census FTES	Positive Attendance FTES	Independent Study FTES	FTES per Headcount
Passing Time	WSCH Matrix for Scheduling							

Passing Time

Course Weekly Contact Hours (in catalog)

Term Contact Hours (18 x WCH)

Term Length

Clock hours per week (based on term length)

Meeting days per week (1-7 days meeting days per week)

Clock hours per meeting day

Passing and Breaks