

DIRECTION PACKAGE
SCHEDULE OF CLASSES
FALL 2011



**Prepared by the
Office of Academic Services**


*Please retain this package and place it into your Department Head
Handbook at the tab marked "Schedule"*

FALL 2011

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Department Heads/School Secretaries
Calendar for Developing the
FALL 2011 LBCC SCHEDULE OF CLASSES

DATE	ACTIVITY
Jan 14-Feb 2	Schools will receive the first run of class schedule worksheets, recommendations from Site Administrators, and instructions from the ASD's office.
Feb 2	School Deans submit corrected and updated first run worksheets to the ASD's office on flow basis, <u>NO LATER THAN February 2, 2011.</u>
Feb 2	ASD's office keys in changes, notes and updates to the first run worksheets.
Feb 17- Mar 9	Department Heads and School Deans review and edit second run worksheets and receive index for proofing.
Mar 9	School Deans and Department Heads must meet to resolve load problems by this date.
Mar 9	School Deans submit corrected and updated second run of schedule worksheets and index list to the ASD's office. Submit on a flow basis, <u>NO LATER THAN March 9, 2011.</u>
LAST DAY TO MAKE ADDITIONS OR CHANGES TO THE PRINTED SCHEDULE <u>AFTER THIS DATE</u> any change to the schedule <u>must</u> be made on a Schedule Change form.	
Mar 21	School Deans and Department Heads must meet to resolve load problems by this date.
Mar 21	Bookstore issues textbook request forms.
Apr 4, 5	<u>Final Printers Proof</u> in the ASD's office for Department Heads and School Deans to review. Minor changes only, NO added classes or notes.
Apr 11, 12	Department Heads and Academic Services <u>Check Galley Proof</u> from consultant for final review.
Contact HR	Human Resources (HR) are to send instructions for when full-time and adjunct loadsheets are due.
April 15	Textbook requests are due into the Bookstore Office.
May 9	Schedule of Classes becomes available online.

GENERAL GUIDELINES FOR FALL 2011

1. Please be as accurate and as complete as possible with the first run of the schedule changes. Please Read all directions carefully, and adhere to the deadlines listed on the schedule development calendar.
2. **SPRING SESSION DATES:** For **New Session Code** patterns go to <http://oas.lbcc.edu/scheduling>

Sessions	Weeks	Begin and End Dates	Notes
1	18 weeks	Monday, 08-15-2011 – 12-16-2011	
15W	15 weeks	Tuesday, 09-06-2011 – 12-16-2011	
9WF	1 st 9 weeks	Monday, 08-15-2011 – 10-16-2011	
9WL	2 nd 9 weeks	Tuesday, 10-17-2011 – 12-16-2011	
6WF	1 st 6 weeks	Monday, 08-15-2011 – 09-25-2011	
6WM	2 nd 6 weeks	Monday, 9-26-2011 – 11-06-2011	
6WL	3 rd 6 weeks	Monday, 11-07-2011 – 12-16-2011	
OE	18 weeks	Monday, 08-15-2011 – 12-16-2011	Open-Entry learning labs
O18	18 weeks	Monday, 08-15-2011 – 12-16-2011	Open-Entry credit classes

3. Use the report from the catalog in completing information for the courses and preparing loadsheets. You may only schedule courses as they are listed in this file.
4. For Fall use **WHITE** for loadsheets.
5. To prevent room conflicts, make out a room chart for your area while you are developing your loadsheets. A blank room chart is included in this packet. **Note: rooms not scheduled on the first run will become available for other departments as needed.**
6. **Please use a red pencil for all changes and updates on the schedule worksheets.** Line through information you wish to change, and note the replacement information just above the old data. To add classes use the blank worksheet pages provided for that purpose.
7. Header, course, and section notes have been edited from previous semesters. An effort has been made in Academic Services and Community Relations and Marketing to tailor those remarks for marketing purposes and to trim the schedule in light of increased distribution of the schedule.
8. We have eliminated from the worksheets any classes that were cancelled.
9. You must use **EMPLOYEE ID** number. Teachers can only be scheduled to teach in a subject area entered in PeopleSoft, refer to your Instructor table listing from HR. If you find that an instructor is missing, you need to notify the appropriate HR Specialist, and they'll verify and make the changes in the system. They are necessary for timecards, grade reports, automated reports, and essential to distinguish employees with common last names. They are also required on the schedule worksheets or instructor will be listed as staff.
10. **When scheduling classes with more than one instructor, HIGHLIGHT** the instructor's name you want printed in the schedule.
11. **ELECTRONIC GRADING**, please use a capital (**G**) after the name of the authorized teacher who will approve the grades online, when scheduling a class with more than one instructor.
12. PeopleSoft has a limited "refreshing" procedure in which data about courses you offered last year will be revised and made consistent with the last curriculum changes recorded in the catalog. This procedure should improve the accuracy of our information and make your task easier.
13. The **class numbers are not permanent from year to year**, therefore you need to check all class numbers referenced in the notes.

14. *To meet state reporting requirements you will need to correctly reflect the LEC component and the LAB component contact hour values in the days and hours fields for each component.
15. *Schedule classes to be weekly or daily census whenever possible; avoid positive attendance. See guidelines for Attendance Code Collection Rules in the reference material on page 18.
16. Any shaded field on the worksheets is **not available** to be edited.

ESSENTIAL DATA FIELDS

Schedule Worksheets

To add a course, use the blank pages provided with worksheets or Schedule Change Form and complete the following fields:

Subject/Catalog Nbr.	Start & End Time (HRS), include AM or PM
Date-Start (select a session)	Employee ID
Date-End (select a session)	Assignment-Type (Pay Code)
Room	% of Responsibility
Meeting Days	

If the section is part of a combined set:

You will be issued a combined class form at a later date for this purpose. Session dates and meeting pattern hours and room must match exactly.

If the course has TBA hours in addition to regularly scheduled hours:

Use the next meeting line of data and insert **TBA**, room, and the instructor.

If class (section) notes are desired or if existing notes are to be modified:

Create and add copy on the worksheet spaces provided for section notes which apply to one section. Be judicious and do not confuse these notes with course notes that apply to all sections!

If multiple instructors or multiple rooms are involved, supply the data in the following fields:

Additional data lines may require entries in these fields:

Employee ID (**MUST** be provided or instructor will appear as "Staff")
Meeting Days
Start and End Time, include AM or PM
Room
Assignment Type
Percentage of Responsibility for teachers

To delete a class: Mark a "D" in front of class number and line or X through the printed information.

To change a class: Line through the printed data and print **above or below the new information in any field as required except Class Number or Subject and Catalog Nbr.**

To create a double or triple size class: change the value in the Enrollment Capacity (Limit) field. Enrollment capacity (limits) rolls forward from the past like term in which the class was scheduled.

INSTRUCTIONS FOR THE SCHEDULE WORKSHEETS

Description of Data Element Fields

1. **Course Subject and Catalog Number Field:** For courses offered last Fall 2010, this field is preprinted and contains the letter course management abbreviation and number. For new sections you wish to offer, use the correct abbreviation and number found in the 2010-11 Catalog. Please use the correct code. Be certain that you are using the correct letters designating repeatability (AB, AC, AD, etc.).
2. **Course Description:** The descriptive title of the course. Do not edit, all changes must go through the curriculum process, therefore you need to contact the Curriculum Technician, Monique Fernandez.
3. **Course Notes (optional):** No more than a short sentence or two about the course, do not repeat concepts found in the course description. Comments are subject to editing by Academic Services and Community Relations and Marketing.
4. **Class Number Field:** For courses offered last Fall2010 this field contains a pre-printed five-digit class number. For new classes you add, the system will assign a class number to the course when it is entered in the computer. The class numbers you used last Fall have changed. We will not re-sequence the class numbers after we start building the schedule.
5. **Sessions:** Each term has several sessions with fixed start and end dates. Select a session from the list in this direction package on page 4.
6. **Start Date and End Date Fields (do not edit):** You will now be given a table with session dates to select from. Go to page 4 of this packet where a table for session dates has been setup for you to select from.
7. **Loc:** This code identifies the actual teaching location of the class. Refer to the Teaching Location Codes listing on page 15.
8. **Comp (do not edit):** This field shows the component type of the course (lecture or LAB).
9. **Comp Nbr (do not edit):** This field shows the component number of the course and is used for reference by Academic Services.
10. **Enr Capacity:** Class limits offered in fall 2010 rolls over into fall 2011, therefore if you increased, lowered or zeroed the enrollment capacity for a class you must remember to change it. You must increase the number for each double or triple size section you create.
11. **Attn:** The values in this field will roll forward from the prior like term. For classes being added the attendance field must be completed following the rules in this direction package on page 22. If you change the way the class is scheduled you may have to change this field. If the course has more than one component, all components must have the same attendance code.

12. **Instruct-Mode:** Select the correct code. These values were originally drawn from the catalog. You will need to make a change only if the class is offered via distance education, the WWW or work experience in the particular term you are scheduling. Note that the values in this field roll forward from the prior like term. The codes are Lec, Lab, WWW, TV and WkExp.
13. **Auto Enr Comp (do not edit):** This field is provided for reference and is used by Academic Services.
14. **Combined-ID (do not edit):** This field is provided for reference and is used by Academic Services.
15. **Print:** All sections will be printed in the schedule in order to meet the state's regulations on open access. In a **limited** set of circumstances you may use "do not print". Those cases will be reviewed in Academic Services. If we do not print a class we have an obligation to announce its availability to the public.
16. **Pat Nbr (do not edit):** This field indicates the number of the meeting pattern in relation to the component. It is provided for reference.
17. **Room:** For rooms, see the list at the end of the production packet. Please note: rooms not scheduled on the first run will become available for all other departments to use on an "as needed" basis.
18. **Days:** Use **M** for Monday, **T** for Tuesday, **W** for Wednesday, **R** for Thursday, **F** for Friday, **S** for Saturday, **SUN** for Sunday, and **Daily** if the class meets Monday through Friday. It is not possible to have a day listed without the time field filled in. If there is no time listed in the time fields, then **TBA** must be entered in the day's field.
19. **Start and End Time Fields:** Enter the starting time and the ending time for the class meeting. If the class is TBA, leave times fields blank and put **TBA** in days field.
20. **Empl-ID:** Enter the faculty member's employee identification number.
21. **Instructor Name:** Enter the last and first name of the instructor. If only one instructor is teaching the course, fill in all information on the first line. If multiple instructors are involved, use data lines 2, 3, etc. If no instructor is provided "STAFF" will be printed.
22. **A-Type:** Enter the three-character type. The codes are:

Code	Description	Code	Description
LCR	Lecture Regular	LCP	Lecture Part-time
LBR	Lab Regular	LBP	Lab Part-time
LCO	Lecture Overtime	LCL	Lecture Long-Term
LBO	Lab Overtime	LBL	Lab Long-Term
LCS	Lecture Saved		
LBS	Lab Saved		

23. **Percent of Responsibility:** Enter the portion of the course hours for which the instructor is responsible in that assignment type. See the examples in this direction package.
If you have more than one instructor teaching a component of a course, complete the instructor information (employee ID, assignment type and percentage of responsibility) on the second, third, etc., lines. If the instructor is teaching the class part contract and part hourly, complete the contract information on one line, the hourly on the other, repeating the complete name and Empl-ID of the instructor on the second line.
24. If the class component meets in two or three different rooms, has different meeting times on different days, or has a (lunch) break in time on one meeting pattern day, use meeting pattern two and complete the day, room and hours information on that pattern as necessary. Then supply the instructor employee ID, assignment type and percentage of responsibility
25. **W-Load Hrs (do not edit):** This field is automatically calculated from the percent of responsibility values and the catalog.
26. **FTE % (do not edit):** The data in this field is expressed as a percentage of full-time equivalent of a full-time teaching load (1 FTE).
27. **Class Notes (optional):** In the designated area on the worksheets, print one or two short sentences. Do not use symbols in the note (+, #, etc.). For classes less than 16 weeks the class number and dates will be automatically repeated in a class note. Please do not refer to class numbers in the body of a class note. Class notes will be edited in Academic Services and Community Relations and Marketing. Be judicious and do not create this note if the information applies to all classes -- use a course note instead.

Automatic Computer Generated Notes

In addition to the class notes, there are two computer-generated notes that will be printed in the printer's proof and schedule, but not on the worksheets.

1. Above class nbr. 70211 begins week of 09/05/2011, ends 12/16/2011
When the date-start or date-end field is other than eighteen weeks.
2. **** Note: \$5.00 material fee paid at registration ****
When the Board has authorized a materials fee.

TBA Hours

If your class has hours to be arranged in addition to the fixed regularly scheduled hours printed in the schedule, insert "TBA" on the second pattern number information. On the worksheets we have added three fields for you to indicate the total "TBA" hours a class meets. **See examples on page 20.** On the schedule change form you would continue to use the comments area to indicate "TBA" hours.



SCHEDULE CHANGE FORM

All Schedule Changes, Add or Deletes are to be done Online. Please do not send paper schedule change forms.

Please contact **Cheryl Glover at ext. #4388** for training on using the NEW Online Schedule Change form.



Go to the following website for the Online Schedule Change Form,
<http://oasmanage.lbcc.edu/Main.cfm>

REVISION OF LOADSHEET DUE TO CHANGE IN SCHEDULE

1. Contact Human Resources regarding changes for revised loadsheets.

Exception: for when you do not need to submit a copy of the revised loadsheet if the change is limited to one or more of the following:

1. Room changes
2. Class notes (other than those which affect load)
3. Maximum class size

All other cases contact Human Resources.

PROCEDURES FOR THE PREPARATION OF SPRING OR FALL LOADSHEETS

1. In the case of instructors with split assignments, the School Dean in the area in which the instructor has the majority of his load is responsible for the preparation of the entire loadsheet. Please share the completed loadsheet with the other division offices.
2. Record the instructor's Empl ID number and name (last name and legal first name). Do not use nicknames. Check "New Employee" if the instructor is new.
3. Record the year in the space by the appropriate semester.
4. In the daytime matrix, type the classes assigned to the instructor. Full-time instructors must be assigned at least one class each day unless an assignment exception has been approved.
 - a. Record the course name (example: Engl. 1A) in the lower portion of the appropriate box; the room number (plus campus if other than LAC) in the upper right; the class number in the upper left. For the course name use the correct sub-department abbreviation from the Master Course File.
 - b. Show with an arrow the exact extent of the class. If the class does not begin and end on the hour or half hour, list the time of the class in the rectangle. If a class is part lecture, part lab, type "lab" in each box of the grid which is LAB.
 - c. List adjacent to the course name the total hours for the semester of (TBA) classes and work experience classes.
 - d. Indicate the dates and hours of short-term classes clearly in the space adjacent to the course name.
 - e. List the actual dates and total hours of field trips in classes in which there are field trips.
 - f. In the case of co-instructors for a particular course, indicate the period of time (dates, hours) that this instructor is actually teaching the class.
 - g. In the case of classes with multiple class numbers, list these numbers in the rectangle for that class. If this is not possible, list them in some other position on the loadsheet (such as Saturday).
 - h. If a regular or contract instructor has only one class and that class exceeds a 100% load, mark the hourly pay portion of the class by outlining the block of time in red. Outline just inside the black line (so that this will xerox clearly). If a class is part hourly and part contract, be certain that the division is clearly indicated. If there is any question, type the exact division of time in the rectangle.
 - i. Indicate double size classes with * by the room number, triple size classes with ** by the room number. Put the key on the loadsheet for the meaning of * and **.
5. For Full-Time Faculty

In the column labeled Full-Time Teaching Load, record the classes that comprise the instructor's contract assignment, the correct account numbers, and load percentages.

 - a. Record the course number (example: PSYCH 1).
 - b. For each course, record the teaching units. 1 lecture hour = 1 TU; 1 lab hour = .75 TU

See Collective Bargaining Agreement regarding the assignment of units for work experience and clinical practicum.

The teaching units for each course are shown in the Master Course File. These teaching units are computed on a weekly average spread over the entire semester and shown that way on the loadsheet. That is, if a course has 54 hours of lecture and 54 hours of LAB, taught in nine weeks, the TU's would be 5.25, not 10.5. The TU's on the loadsheet should equal the TU's in the Master Course File for this class. Should you have to compute TU's, carry your arithmetic to three decimals and round back to two places.

- c. A double-size class receives one and one-half times the lecture and lab values; a triple-size class receives double the lecture and lab values (see collective bargaining contract for minimum enrollment required for double and triple-size classes).
- d. Released time for non-classroom assignments is also to be shown in this column. Example: for 20% released time, multiply 20% or 1/5 times 15 = 3 TU's.
- e. Indicate any overload or underload carried over from the previous semester as "Overload (or underload) carried over from **Spring 2009** in the Course No. column and the TU's with a + or - in the TU column. This figure should be included in your total for that semester.
- f. A full-time assignment is 15 TU's. If a contract assignment exceeds 15 TU's, it must be handled in one of the following ways:
 1. The TU's in excess of 15 TU's may be carried forward and the compensatory reduction in load should occur the next semester (see 5.g.).
 2. The amount in excess of 15 TU's may be shown as hourly assignment for which the instructor will receive hourly pay. Do not include any TU's in the full-time teaching load column for which hourly pay is received. For example, if the class is 16.33 TU's and the instructor will receive 1.33 TU's of that as hourly pay, the TU's of the class in the full-time teaching load column should be entered as 15, not 16.33. 1.33 TU's will then be entered in the hourly assignment section.
- g. Total the full-time teaching load. If there is an overload or underload, and this is going to be carried over into the next semester, in the "Comments" section indicate the number of TU's to be carried over. For example, if the teaching load is 16 TU's, in "Comments" state:
1 unit overload to be carried forward to _____ semester. If the teaching load is 13.5 TU's, state that 1.5 units underload is to be carried forward to _____ semester.
- h. Place the correct account numbers and percentages in the account number column, including the account number for any released time. Account numbers of a course are shown in the Master Course File. Do not break down the percentage load by location. The percentage assignment for contract faculty cannot exceed or be less than 100% (unless the instructor is on a partial load). If an instructor is teaching a two-unit overload (17 TU's on contract pay), his percentage load should be recorded as 100% for his assignments (not 113%). In the comments section, indicate that the instructor has a two-unit overload to be carried forward to _____ semester. Next semester his 13 unit teaching load plus two TU's carried over should be recorded as 100%, not 87%). If the instructor has a 13 unit load in the spring, his load percentage is still 100% and the comment section reads, "2 unit underload to be carried forward to _____ semester." See the accounting data reference page for assistance in citing account numbers.

6. Adjunct (Part-Time) Faculty

- * Human Resources will have a meeting with all the schools regarding loadsheets.

7. Limitations on hourly assignments:
 - a. Full-time faculty: limited to a maximum of nine (9) hours per week.
 - b. Adjunct (part-time) faculty: are limited to 66.67% of a teaching load (9 lecture TU's maximum per week for 18 weeks); and forty percent of a teaching load (6 lecture TU's maximum per week for 18 weeks) for those with limited service credentials. Note that this is on a per week basis. Calculate short-term classes carefully for this determination of load.
8. Load Exceptions
 - a. Recommendations for teaching less than a five-day week are to be requested by means of load-exception sheet, signed by the Department Head and School Dean, stapled to the back of the loadsheet and turned in with the loadsheets to the Vice President, Academic Affairs.
 - b. Requests for load exceptions not included on the load exception sheet are to be requested in writing to the Vice President, Academic Affairs by the Department Head and School Dean. This request must be approved before completion of the loadsheet for submission to Human Resources.
9. In the space entitled "Effective Date", record the effective date of this assignment.
10. The full-time faculty member must record five office hours on the loadsheet. If the instructor has less than 100% time assigned as a teacher, his number of office hours may be reduced proportionally. (See of the contract.)
11. Each instructor (contract) with an overload assignment must sign the loadsheet.
12. If there are less than 12 hours between the end of the last regular contract assignment on one day and the beginning of the first regular contract assignment on the following day, the contract instructor must sign the statement on the front of the loadsheet.
13. The Department Head and the School Dean must sign and date the loadsheet in the space provided.
14. If requested, the School Dean must turn in the loadsheets to the Vice President, Academic Affairs by the due date on the calendar.
15. A copy of the loadsheet must be provided to the instructor.

**QUICK LOOK UP
ACCOUNTING DATA REFERENCE**

Complete information about accounting codes is contained in the Chart of Accounts document issued to activity managers (deans and department heads) by Fiscal Affairs. The following codes have been extracted from the document for your convenience in preparing loadsheets. The thirteen character account number is composed of four subfields which are read left to right as follows:

Account	Fund	Dept ID	Program
6 Characters	2 Characters	6 Characters	4 Characters

In the spaces below you may want to note the program and activity center numbers for your area. While the most common program code is 0010, vocational curricula and grant funded courses use other codes.

Fall and Spring

Account	Fund	Dept ID	Program
111000	01	_____	_____ regular faculty, teaching
133000	01	_____	_____ hourly faculty, teaching*
133500	01	_____	_____ hourly faculty, teaching**
116000	01	_____	_____ long-term substitute
123000	01	_____	_____ department head release-time
123500	01	_____	_____ coordinator release-time 100%
129000	01	_____	_____ other release-time (non-instructional)

Summer

Account	Fund	Dept ID	Program
131000	131000	_____	0080 summer school hourly
132000	132000	_____	0080 summer school daily or contract

*CHI bargaining unit faculty

**Includes contract faculty teaching an hourly assignment

TEACHING LOCATION CODES

Location	Description	Abbrev-Code		Location	Description	Abbrev-Code
ARC	ARC	ARC		LKWDHI	Lkwd Hi	LEC
ASD	Arts&Services Disabled	ASD		LBPREP	LB Prep Academy	LBP
AVALONHI	AvalonHi - CAT IS	AEC		MILLIKAN	Millikan Hi	MEC
BELHTSME	BelHtsMethCh	BHM		PCC	PCC	PCC
BRETMANO	Breth Manor	BRE		POLYHS	Poly HS	PEC
CABRILLO	Cabrillo HS	CEC		QUEENMRY	Queen Mary	QMA
CALBOWL	Cal Bowl	CAL		SATELITE	Satellite	SAT
CDC	CDC	CDC		SKYLINK	Skylink Golf	SKY
DTSC	DefTTouchSocCtr	DTS		STANTHON	St Anthony's	STA
ELECTRNG	Electrical Traing Institute	ETI		STGREGCH	St Greg Ch	SGC
FIRETRNG	Fire Trng	FTG		TBA	TBA	TBA
HARTWEL	Hartwel Comm Ctr	HTC		WEINGART	Weingart Ctr	WEI
HARTWEL	Hartwel Golf	HTG		WILSONHI	Wilson Hi	WEC
HEARTWEL	Heartwell Pk	HTP		WINTER	Women in Non-Traditional Empl	WIN
HDSTRT	Headstart	HDS		WORKSITE	Work Exp - Job	WKE
HOOVERMD	Hoover Mdl	HEC				
INSTRUCT	Instructional TV	TEL				
INTERNET	Internet On-Line	WEB				
JORDANHS	Jordan HS	JEC				
LAC	LAC	LAC				
LBCNSRV	LB Conserv Corp	CCL				
LBCONVEN	LB Convention Ctr	LBC				
LBPOLAC	LB Pol Ac	LPA				
LBSRCTR	LB Sr Ctr	LSC				

Before you can schedule a class at an off campus site you must have a signed **PERMIT or CONTRACT** on file with the Office of Extended Instruction. Therefore, if you are using a site or want to add a location not on the list you must contact **Leah Flores** in the School of Learning Resources, Teaching and Technologies at **ext. # 4810**.

ROOM CHART FORM

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
7:00 AM							7:00 AM
8:00 AM							8:00 AM
9:00 AM							9:00 AM
10:00 AM							10:00 AM
11:00 AM							11:00 AM
12:00 PM							12:00 PM
1:00 PM							1:00 PM
2:00 PM							2:00 PM
3:00 PM							3:00 PM
4:00 PM							4:00 PM
5:00 PM							5:00 PM
6:00 PM							6:00 PM
7:00 PM							7:00 PM
8:00 PM							8:00 PM
9:00 PM							9:00 PM

COLLEGE CALENDAR 2011-2012

Click on the address website below for 2011-2012 Calendar.

<http://www.lbcc.edu/calendar.cfm>

ATTENDANCE CODE COLLECTION AND RULES

Weekly Attendance classes use code (W)

1. All regular 18 week classes, except TBA and non-credit classes as noted below.
2. Regular 18 week, Work Experience and Online classes.

Positive or Actual Hour Attendance classes use code (P)

1. All noncredit classes (numbered 600 to 699) are positive attendance.
2. All in-service classes for police and fire personnel (in-service code value I) are positive attendance.
3. All classes for apprentices (numbered 500 to 599) are positive attendance.
4. All classes that cross a semester dateline are positive attendance.
5. All classes that meet for less than five class meetings are positive attendance.

Open-Entry/Open-Exit classes use code (E)

1. All classes that are scheduled open-entry/open-exit are positive attendance.

No Attendance classes use code (O)

1. You must contact Joanne Breton at ext.# 4131 for contract education classes that are closed to the public, funded privately and offered under a contract between the college and an employer or community organization collects no attendance and claims no state reimbursement.

Daily Census Attendance classes use code (D)

1. A credit class that also meets these conditions.
2. Begin and start dates are within the dates for the full-term session and are therefore less than 18 weeks long.
3. Meets on a regular day pattern in which the contact hours for each meeting day are the same.
4. Census day is the meeting that represents 20% of all scheduled meetings for the class.
5. Work Experience and Online classes that meet less than 186 weeks long.

THE PATTERN OF MEETINGS

Below are examples, were you separate the information for the meeting pattern such as the (room, days and hours) and the information about the teacher or teachers assigned to provide instruction.

People Soft

HIST 10, U.S. History

Class Nbr 32303

Lec Component

Pat Nbr. 1 Room: M216

Days: T R

Hrs: 8:00 am – 9:30 am

Empl

ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%
0000123	Olson, D.	LCR	67.00	2.00	10.00
0000123	Olson, D.	LCO	33.00	1.00	5.00

People Soft

PEG 10AD, Badminton

Class Nbr 31303

Lab Component

Pat Nbr. 1 Room: R100

Days: M W F

Hrs: 10:00 am-11:00 am

Empl

ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%
0000126	Brown, G	LBR	50.00	1.50	7.50
0000129	Shaw, W.	LBR	50.00	1.50	7.50

HOW TO SCHEDULE A CLASS WITH LEC AND LAB

Below are examples, of how you need to separate the information about the pattern of instructional meetings (room, days and hours) and the information about the teacher or teachers assignment to provide instruction *based on the components of the course (lecture and lab)*. This entry would be made with two components because the course has both lecture (2 hours a week) and LAB (3 hours a week) using whole line numbers to identify a meeting pattern and an instructor assignment:

People Soft

18-week session

JOURN 1A, Introduction to Desktop Publication

Class Nbr 35303

Lecture Component

Pat Nbr. 1 Room: P111 Days: T Hrs: 8:00 am-10:00 am

Empl

ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%
0000123	Redmond, N.	LCR	100.00	2.00	13.33

JOURN 1A, Introduction to Desktop Publication

Class Nbr 35304

Lab Component

Pat Nbr. 2 Room: P126 Days: T R Hrs: 10:00 am-11:30 am

Empl

ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%
0000123	Redmond, N.	LBO	100.00	3.00	15.00

JOURN1A, Introduction to Desktop Publication

Class Nbr 35303

Lecture Component

Pat Nbr. 1 Room: P111 Days: T Hrs: 8:00 am-10:00 am

Empl

ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%
0000123	Redmond, N.	LCR	100.00	2.00	13.33

JOURN1A, Introduction to Desktop Publication

Class Nbr 35304

Lab Component

Pat Nbr. 2 Room: P126 Days: T R Hrs: 10:00 am-11:30 am

Empl

ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%
0000123	Redmond, N.	LBO	33.33	1.00	5.00
0000456	Truitt, J.	LBP	66.67	2.00	10.00

HOW TO SCHEDULE A CLASS WITH TBA HOURS

Three new fields have been added to the worksheets for **TBA Hours**. Therefore, you NEED to start scheduling the **total TBA hours and meeting days** a class meets in the fields provided.

1. Use **Weekly Hrs.** only when scheduling an 18-week class with TBA hours. (See example below).
2. Use **Daily Hrs. and Daily Mtgs.** when scheduling TBA classes that are less than the 18-week session, such as a 15-weeks, 9-weeks, 6-weeks, etc. (See example below).

1. Weekly Hrs 18-WEEK CLASS

MUSIC49AD, Viking Show Band

Class Nbr 35303

Lec Component

Pat Nbr.	Facility:	Days:	Hrs:	Daily Hrs: and Daily Mtgs:	or Weekly Hrs:	C-Total Hrs:
Empl-ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%	
1	G118	T	7-9PM			36.0
0000123	Kim, P.	LCP	100.00	2.00	20.00	

MUSIC49AD, Viking Show Band

Class Nbr 35304

Lab Component

Pat Nbr.	Facility:	Days:	Hrs:	Daily Hrs: and Daily Mtgs:	or Weekly Hrs:	C-Total Hrs:
Empl-ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%	
1	G118	T	9-10PM			72.0
0000123	Kim, P.	LBP	25.00	1.00	5.00	

Pat Nbr.	Facility:	Days:	Hrs:	Daily Hrs: and Daily Mtgs:	or Weekly Hrs:	C-Total Hrs:
Empl-ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%	
2	G118	TBA			3	72.0
0000123	Kim, P.	LBP	75.00	3.00	15.00	

2. Daily Hrs and Daily Mtgs 9-WEEK CLASS

MUSIC94, Beginning Recording Techniques

Class Nbr 35299

Lec Component

Pat Nbr.	Facility:	Days:	Hrs:	Daily Hrs: and Daily Mtgs:	or Weekly Hrs:	C-Total Hrs:
Empl-ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%	
1	G118	S	2-6PM			36.0
0000678	Allen, N.	LCR	100.00	4.00	13.33	

MUSIC94, Beginning Recording Techniques

Class Nbr 35300

Lab Component

Pat Nbr.	Facility:	Days:	Hrs:	Daily Hrs: and Daily Mtgs:	or Weekly Hrs:	C-Total Hrs:
Empl-ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%	
2	G118	TBA		Daily Hrs: 2 and Daily Mtgs: 18		36.0
0000678	Allen, N.	LBR	100.00	4.00	10.00	

ROOM LISTS

LAC ROOM CHARTS..... Pages 23 - 27

PCC ROOM CHARTS..... Pages 28 - 30

Facility		Furniture	Facility	Academic	Assignments		Short
ID	Capacity	Type	Type	Organization	Evening	Comments	Description
LAC-A115	15	OT	LAB	DSPTS/COUNSELING	DSPTS/Counseling		A115
LAC-B101	39	DP	LAB	ELECT	Electricity		B101
LAC-B103A	0		INACTIVE	INACTIVE	INACTIVE		B103A
LAC-B105	54	LP	LAB	ELECT	Electricity		B105
LAC-B201	25	LP	LEC	ELECT	Electricity		B201
LAC-B203	70	DP	LEC	ELECT	Electricity		B203
LAC-B204	50	DP	LAB	LEARN	Electricity		B204
LAC-B211	40	DP	LAB	LEARN	Electricity		B211
LAC-B213	24	OT	LAB	ELECT	Electricity	Robotics Lab	B213
LAC-B300	33	OT	LAB	DRAFT	Drafting	Computers	B300
LAC-B301A	40	DM	LEC	ENGL	English		B301A
LAC-B301B	40	OT	LAB	Nursing	Nursing		B301B
LAC-B302	42	DP	LAB	ARCHT	Drafting		B302
LAC-B303B	40	OT	LAB	Drafting	Drafting	Computer Lab	B303B
LAC-B303C	40	TM	LEC	Reading	Reading		B303C
LAC-B308	6	TM	LAB	ARCHT	Drafting		B308
LAC-C101	146	TP	LEC	ADN/CART	Hist/SocialSci, CreativeArts		C101
LAC-C102	51	TM	LEC	ADN/HTECH	Hist/SocialSci, Nursing		C102
LAC-C200	12	OT	OTHER	ADN/VOCN	Nursing		C200
LAC-C201	50	LM	LAB	ADN/VOCN	Nursing	Learning Center	C201
LAC-C204	30	LM	LAB	ADN/VOCN	Nursing	Learning Center	C204
LAC-C206	36	LM	LAB	AH	Allied Health		C206
LAC-C208	51	TM	LEC	ADN/VOCN	Nursing		C208
LAC-C300	43	OT	LAB	AH	Allied Health		C300
LAC-C302	39	LM	LAB	AH	Allied Health		C302
LAC-C303	39	LM	LAB	ADN/VOCN	Nursing		C303
LAC-C305	20	TM	LAB	ADN/VOCN	Nursing		C305
LAC-C306	39	LM	LAB	ADN/VOCN	Nursing		C306
CDC-CD100	10	OT	LAB	CDECE	Child Development	Clark Ave.	CD120
CDC-CD101	40	TM	LEC	CDECE	Child Development	Clark Ave.	CS101
CDC-CD111	17	OT	LAB	CDECE	Child Development	Clark Ave.	CS111
CDC-CD115	14	OT	LAB	CDECE	Child Development	Clark Ave.	CS115
CDC-CD116	14	OT	LAB	CDECE	Child Development	Clark Ave.	CS116
LAC-D101	80	TM	LEC	MATH	Math		D101
LAC-D102	39	TM	LEC	MATH	Math		D102
LAC-D112	39	TM	LEC	MATH	Math		D112
LAC-D113	39	TM	LEC	MATH	Math		D113
LAC-D114	36	TM	LEC	MATH	Math		D114
LAC-D115	36	TM	LEC	MATH	Math		D115
LAC-D116	36	TM	LEC	MATH	Math		D116
LAC-D117	40	OT	LAB	MATH	Math	Computers Lab	D117
LAC-D118	40	OT	LAB	MATH	Math	Computers Lab	D118
LAC-D119	77	TM	LEC	MATH	Math		D119

Facility		Furniture	Facility	Academic	Assignments		Short
ID	Capacity	Type	Type	Organization	Evening	Comments	Description
LAC-D135	140	TP	LEC	MATH	Math		D135
LAC-D143	43	TM	LEC	MATH	Math		D143
LAC-D144	42	TM	LEC	MATH	Math		D144
LAC-D201	36	OT	LAB	LIFE SCI	Life Science	Bio/Computers Lab	D201
LAC-D208	37	OT	LAB	LIFE SCI	Life Science	Micro Lab	D208
LAC-D211	40	OT	LAB	LIFE SCI	Life Science	Anatomy Lab	D211
LAC-D215	47	OT	LAB	LIFE SCI	Life Science	Marine Bio	D215
LAC-D217	40	OT	LAB	LIFE SCI	Life Science	Botany Lab	D217
LAC-D226	40	OT	LAB	LIFE SCI	Life Science	Physio Lab	D226
LAC-D228	38	TP	LEC	LIFE SCI	Life Science		D228
LAC-D235	40	TM	LEC	LIFE SCI	Life Science		D235
LAC-D237	72	TM	LEC	LIFE SCI	Life Science		D237
LAC-D301	35	OT	LAB	PHYS SCI	Physical Science	Chem Lab	D301
LAC-D304	40	OT	LAB	PHYS SCI	Physical Science	Chem Lab	D304
LAC-D312	40	OT	LAB	PHYS SCI	Physical Science	Geology Lab	D312
LAC-D314	36	OT	LAB	PHYS SCI	Physical Science	Physics Lab	D314
LAC-D318	36	OT	LAB	PHYS SCI	Physical Science	Physics Lab	D318
LAC-D319	24	OT	LAB	PHYS SCI	Physical Science	Chem Lab	D319
LAC-D326	80	OT	LAB	PHYS SCI	Physical Science	Astronomy	D326
LAC-D333	40	TM	LEC	PHYS SCI	Physical Science		D333
LAC-D334	74	TM	LEC	PHYS SCI	Physical Science		D334
LAC-E09L		OT	LAB	Success Center	Success Center	Success Center	E09L
LAC-E131	13	OT	LEC/LAB	FACS/THRT	FACS/Tourism	Cafeteria	E131
LAC-E134	13	OT	LAB	THRT	Tourism	Cafeteria	E134
LAC-F101	51	OT	LEC	FACS/CDECE	FACS/Child Development		F101
LAC-F103	15	OT	LAB	FACS/CDECE	FACS/Child Development	Computers Lab	F103
LAC-F109	30	OT	LAB	FACS	FACS	Food Lab	F109
LAC-F110	120	TP	LEC	FACS/CDECE	FACS/Child Development		F110
LAC-F112	53	LM	LEC/LAB	FACS/CDECE	FACS/Child Development		F112
LAC-F117	30	OT	LAB	FACS	FACS	Interior Design Lab	F117
LAC-F126	30	OT	LAB	FACS	FACS	Sewing Lab	F126
LAC-G109	0	OT	LAB	MUSIC	Music		G109
LAC-G113	0	OT	LAB	MUSIC	Music	Studio "A"	G113
LAC-G115	0	OT	LAB	MUSIC	Music		G115
LAC-G117	0	OT	LAB	MUSIC	Music		G117
LAC-G118	65	TP	LAB	MUSIC	Music		G118
LAC-G119	0	OT	LAB	MUSIC	Music		G119
LAC-G120	12	TP	LAB	MUSIC	Music	Piano	G120
LAC-G122	70	OT	LAB	MUSIC	Music	Studio "C"	G122
LAC-G123	15	OT	LAB	MUSIC	Music	Studio "B"	G123
LAC-G126	70	OT	LAB	MUSIC	Music	Studio "B"	G126
LAC-G126B	6	OT	LAB	MUSIC	Music		G126B
LAC-G132	20	OT	LAB	MUSIC	Music	Piano	G132
LAC-G136	2	OT	LAB	MUSIC	Music		G136
LAC-G137	2	OT	LAB	MUSIC	Music		G137

Facility		Furniture	Facility	Academic	Assignments		Short
ID	Capacity	Type	Type	Organization	Evening	Comments	Description
LAC-G138	2	OT	LAB	MUSIC	Music		G138
LAC-G139	3	OT	LAB	MUSIC	Music		G139
LAC-G144	21	OT	LAB	MUSIC	Music	Studio Video	G144
LAC-H100	33	OT	LAB	TART	Theatre Arts		H100
LAC-H103	99	TP	LAB	TART	Theatre Arts		H103
LAC-J20	35	OT	LAB	TART	Theatre Arts		J20
LAC-J21	15	OT	LAB	TART	Theatre Arts		J21
LAC-J140	1077	OT	AUD	Reservation	Reservation	Auditorium	J140
LAC-J 141	40	TP	LAB	TART	Creative Arts	Auditorium	J 141
LAC-K102	98	TP	LEC	ART	Art		K102
LAC-K111	24	OT	LAB	ART	Art	Metalsmithing	K111
LAC-K112	35	OT	LAB	ART	Art	Power Tools	K112
LAC-K113	28	OT	LAB	ART	Art	Sculpture	K113
LAC-K115	45	LM	LAB	ART	Art	Ceramics	K115
LAC-K119	24	OT	LAB	ART	Art	Photo/Dark Room	K119
LAC-K120	15	OT	LAB	ART	Art	LAB	K120
LAC-K127	25	OT	LAB	ART	Art	Computers	K127
LAC-K130	24	OT	LAB	ART	Art	Printmaking	K130
LAC-K135	24	OT	LAB	ART	Art	Graphic Design	K135
LAC-K136	35	OT	LAB	ART	Art	Fiber Art	K136
LAC-K137	30	OT	LAB	ART	Art	Drawing	K137
LAC-K143	27	OT	LAB	ART	Art	Illustration	K143
LAC-K144	22	OT	LAB	ART	Art	Painting	K144
LAC-L161	24	TM	LEC	HONORS	HONORS	Honors Classroom	L161
LAC-L167	30	TM	LEC	READ	READ	Reading Classroom	L167
LAC-L175	35	TM	LEC	READ	READ	Reading Classroom	L175
LAC-L249	42	TM	LEC	LAR	LAR	MM Classroom	L249
LAC-L250	42	TM	LEC	LAR	LAR	MM Classroom	L250
LAC-L254	30	TM	LAB	LAR Only	LAR Only	MAC'S MM/Computer	L254
LAC-L255	30	TM	LEC	Library	Library	PC'S MM/Computer	L255
LAC-M101	45	TM	LEC	Foreign Language	Foreign Language		M101
LAC-M103	35	OT	LAB	Foreign Language	Foreign Language		M103
LAC-M107	30	OT	LAB	Office Tech	Office Tech	Computers	M107
LAC-M109	25	OT	LAB	Office Tech	Office Tech	Computers	M109
LAC-M112	36	OT	LAB	Office Tech	Office Tech	Computers	M112
LAC-M114	40	LM	LEC	COMIS	COMIS	Omni Lock	M114
LAC-M115	38	OT	LAB	CBIS	CBIS	Computers	M115
LAC-M116	40	OT	LEC	CAOT/CBIS	CAOT/CBIS	Omni Lock	M116
LAC-M117	37	OT	LEC	CBIS	CBIS	Computers	M117
LAC-M119	40	OT	LEC	Read	Read		M119
LAC-M201	49	TM	LEC	Foreign Language	Foreign Language		M201
LAC-M203	49	TM	LEC	Foreign Language	Foreign Language		M203
LAC-M204	40	TM	LEC	Foreign Language	Foreign Language		M204

Facility		Furniture	Facility	Academic	Assignments		Short
ID	Capacity	Type	Type	Organization	Evening	Comments	Description
LAC-M206	54	TM	LEC	Foreign Language	Foreign Language		M206
LAC-M207	40	TM	LEC	Read	Read		M207
LAC-M215	42	OT	LEC	English	English		M215
LAC-N115	29	OT	LAB	CBIS	CBIS	Computers	N115
LAC-P101	34	TM	LEC	English	English		P101
LAC-P104	33	OT	LAB	English	English		P104
LAC-P105	37	OT	LEC	English	English		P105
LAC-P109	31	OT	LEC	English	English		P109
LAC-P111	30	DP	LAB	English	English	Computers	P111
LAC-P120	31	OT	LEC	English	English		P120
LAC-P121	34	OT	LEC	English	English		P121
LAC-P123	28	TM	LEC	English	English		P123
LAC-P125	10	DM	LAB	English	English		P125
LAC-P126	30	TM	LEC	English/Jornalism	English/Jornalism	Computers	P126
LAC-P127	32	TM	LEC	English	English		P127
LAC-Q106	28	TM	LEC	PhysicalEd/ForeignLan	Business Admn		Q106
LAC-Q110	100	OT	GYM	PhysicalEd/Theatre Arts	PhysicalEd/Theatre Arts		Q110
LAC-Q113	100	OT	GYM	PhysicalEd/Theatre Arts	PhysicalEd/Theatre Arts		Q113
LAC-Q117	100	OT	GYM	Physical Education	Physical Education	Women's Gym	Q117
LAC-BB FLD	100	OT	LAB	Physical Education	Physical Education	Baseball Field	BB FLD
LAC-FB FLD	100	OT	LAB	Physical Education	Physical Education	Football Field	FB FLD
LAC-FLD	100	OT	LAB	Physical Education	Physical Education	PE, Athletic Field	FLD
LAC-POOL	100	OT	LAB	Physical Education	Physical Education	(Olympic Swim Pool)	POOL
LAC-SB FLD	100	OT	LAB	Physical Education	Physical Education	Softball Field	SB FLD
LAC-SOCFLD	100	OT	LAB	Physical Education	Physical Education	Soccer Field	SOCFLD
LAC-T CTS	100	OT	LAB	Physical Education	Physical Education	Tennis Courts	T CTS
LAC-TRACK	100	OT	LAB	Physical Education	Physical Education	Track and Field	TRACK
LAC-R100	100	OT	GYM	Physical Education	Physical Education	Men's Gym	R100
LAC-R107	100	OT	GYM	Physical Education	Physical Education	Weight Room	R107
LAC-R107C	50	TM	LEC	Physical Education	Physical Education		R107C
LAC-R200	100	OT	GYM	Physical Education	Physical Education	Men's Gymnastics	R200
LAC-R203	100	OT	GYM	Physical Education	Physical Education	Mat Room	R203
LAC-R211	100	OT	GYM	Physical Education	Physical Education	Women's Gymnastics	R211
LAC-S111	100	OT	LAB	Physical Education	Physical Education	Weight Room	S111
LAC-S112	44	OT	520	Physical Education	Physical Education	North Room	S112
LAC-S113	33	OT	520	Physical Education	Physical Education	South Room	S113
LAC-S114	100	OT	520	Adaptive Physical Ed	Adaptive Physical Ed	Adaptive Equip.	S114
LAC-TBA	0	OT	LAB	General	General		TBA
LAC-T1300	75	LM	Large LEC	Social Science	Social Science		T1300
LAC-T1309	49	LM	LEC	Social Science	Social Science		T1309

FACILITY	Capacity and	Type of Room	Assignment	Assignment	Carpet	FAN/AC	Comments	Short
ID	Furniture Type		Day	Evenings				Description
PCC-AA202	64 stations	CAOT Lab	Office Occup.		Yes	AC		AA202
PCC-AA205	45 stations	CAOT Lab	Office Occup.		Yes	AC		AA205
PCC-AA206	56 stations	CAOT Lab	Office Occup.		Yes	AC	Word Processing	AA206
PCC-AA207	45 T & C	LEC	Bus. Adm.	Bus. Adm.	Yes	Fan	Long Tables	AA207
PCC-BB129	75 T & C	LEC	Math	Math	No	Fan		BB129
PCC-BB130	40 T & C	LEC	ESL	ESL	Yes	Fan		BB130
PCC-BB131	30 Chairs	LAB	ESL	ESL	No	Fan	Long Tables	BB131
PCC-BB222	40 T/A chairs	LEC	ESL	ESL	Yes	Fan		BB222
PCC-BB223	36 stations	ESL Lab.	ESL	ESL	Yes	AC	Carrels	BB223
PCC-BB224	34 T/A chairs	LEC	ESL	ESL	Yes	Fan		BB224
PCC-BB227	34 T/A chairs	LEC	ESL	ESL	Yes	Fan		BB227
PCC-BB228	41 T/A chairs	LEC	ESL	ESL	Yes	Fan		BB228
PCC-BB229	30 T/A chairs	LEC	ESL	ESL	Yes	Fan		BB229
PCC-BB230	35 T/A chairs	LEC	ESL	ESL	Yes	Fan		BB230
PCC-BB231	29 computers	Study Lab	ESL	ESL	Yes	AC		BB231
PCC-BB233	36 computers	Study Lab	ESL	ESL	Yes	AC		BB233
PCC-BB235	45 T & C	LEC	ESL	ESL	Yes	AC		BB235
PCC-FF101	74 chairs	Test Room	CSA		Yes	Fans	Max. Cap. 80	FF101
PCC-FF104	46 T/A chairs	LEC	Social Science	Social Science	Yes	Fans		FF104
PCC-FF105	48 T & C	LEC	Counseling/LAR	Counseling/LAR	Yes	AC	Testing Center	FF105
PCC-FF107	Auditorium 166 w/tablets		Provost	Provost	No	Fans		FF107
PCC-GG129		LAB	Physical Education	Physical Education	Yes	AC	HPL, Aerobics, etc.	GG129
PCC-HH103	Other Type	LAB	CD LAB					HH103
PCC-HH121	Other Type	LAB	CD LAB					HH121
PCC-HH123	Other Type	LAB	CD LAB					HH123
PCC-HH131	Other Type	LAB	CD LAB					HH131
PCC-HH133	Other Type	LAB	CD LAB					HH133
PCC-HH141	Other Type	LAB	CD LAB					HH141
PCC-HH143	Other Type	LAB	CD LAB					HH143
PCC-HH144	Other Type	LAB	CD LAB					HH144
PCC-II101	34	LAB	T&I/Welding	T&I/Welding				II101
PCC-II102	20	LAB	T&I/Welding	T&I/Welding				II102
PCC-II104	40	LEC	T&I/Welding	T&I/Welding			Lec/Demo	II104
PCC-II106	40	LEC	T&I/Welding	T&I/Welding			Lec/Demo	II106
PCC-JJ110	42 Other	LAB	AVMNT					JJ110
PCC-JJ111	69	LEC	AVMNT					JJ111
PCC-JJ114	69	LEC	AVMNT					JJ114
PCC-JJ120	45 Other	LAB	AVMNT					JJ120
PCC-JJ121	72	LEC	AVMNT					JJ121
PCC-JJ124	75	LEC	AVMNT					JJ124
PCC-LL206	40 Other Type	LAB	PCC Success Center	PCC Success Center	Yes	AC	PCC Success Center	LL206

FACILITY	Capacity and	Type of Room	Assignment	Assignment	Carpet	FAN/AC	Comments	Short
ID	Furniture Type		Day	Evenings				Description
PCC-LL211	40 Other Type	LAB	LAR Only	LAR Only	Yes	AC		LL211
PCC-LL212	40 Other Type	LEC	LAR Only	LAR Only	Yes	AC		LL212
PCC-LL216	58 Other Type	LAB	Open Access Lab	Open Access Lab	Yes	AC	Computing Center	LL216
PCC-MD101	44 T & C	LEC	ESL	ESL	Yes	AC		MD101
PCC-MD102	34 T & C	LEC	ESL	ESL	Yes	AC	9 T/A	MD102
PCC-MD103	60 T & C	LEC	Math	Math	Yes	AC		MD103
PCC-MD104	45 T & C	LEC	Speech	Speech	Yes	AC		MD104
PCC-MD105	50 T & C	LEC	Hist/Pol Sci	Hist/Pol Sci	Yes	AC		MD105
PCC-MD106	54 T & C	LEC	Hist/Pol Sci	Hist/Pol Sci	Yes	AC		MD106
PCC-MD107	73 T & C	LEC	Social Science	Social Science	Yes	AC		MD107
PCC-MD108	53 T/A chairs	LEC	Language Arts	Language Arts	Yes	Fan		MD108
PCC-MD109	34 T/A chairs	LEC	ESL	ESL	Yes	AC		MD109
PCC-MD110	34 T/A chairs	LEC	ESL	ESL	Yes	AC		MD110
PCC-MD111	39 T/A chairs	LEC	Read	Read	Yes	AC		MD111
PCC-MD112	34 T/A chairs	LEC	ART	ART	Yes	AC		MD112
PCC-MD113	27 T & C	LEC	ESL	ESL	Yes	AC		MD113
PCC-MD114	34 T/A chairs	LEC	ESL	ESL	Yes	AC		MD114
PCC-MD117	24 chairs art desk	Art, Photo Lab	Art/Photography		Yes	Fans	15 T/A	MD117
PCC-MD118	29 stations	Computer Lab.	Computer Science		Yes	AC		MD118
PCC-MD119	22 stations	Computer Lab.	Computer Science		Yes	AC		MD119
PCC-MD120	20 T/A chairs	LEC	Computer Science	CSA	Yes	Fans		MD120
PCC-MD129	20 T/A chairs	LEC	Computer Science	CSA	Yes	Fans		MD129
PCC-MD130	45 T/A chairs	LEC	Public Services	Fire Science	No	Fan		MD145
PCC-MD131	45 T/A chairs	LEC	English	English	No	Fan		MD146
PCC-MD132	37 T & C	LEC	ESL	ESL	Yes	Fan		MD240
PCC-MD133	30 T & C	LEC	English	English	Yes	Fan		MD242
PCC-MD134	30 T & C	Foreign Lang. Lab	Foreign Lang. Lab.	Foreign Lang. Lab	Yes	Fan		MD243
PCC-MD135	41 T/A	LEC	CDECE	CDECE	Yes	AC		MD244
PCC-MD136	30 T & C	LEC	ESL	ESL	Yes	AC		MD265
PCC-MM101	46 T/A chairs	LEC	VN Nursing	VN Nursing	No	AC		MM101
PCC-MM105	25 T & C	LAB	T&I/CSA		No	AC		MM105
PCC-MM107	30 T & C	LAB	VN Nursing	VN Nursing	No	AC		MM107
PCC-MM110	35 T/A chairs	LAB	T&I/CSA		No	AC		MM110
PCC-MM117	30 stations	SHMET Shop	T&I-ShMDt Metal	T&I-ShMDt Metal	No	Fans	Drafting tables	MM117
PCC-MM118	27 stations	CABMK Shop	T&I-Const. Trades	T&I-Const. Trades	No	Fans		MM118
PCC-MM119	20 stations	AC/R Shop	T&I-AC/Refrig.	T&I-AC/Refrig.	No	Fans	Classroom w/in shop area	MM119
PCC-MM120	24 stations	CARP Shop	T&I-Const. Trades	T&I-Const. Trades	No	Fans		MM120
PCC-MM121	36 stations	CNC Lab.	T&I-Mach. Tech.	T&I-Mach. Tech.	No	AC		MM121
PCC-MM122	24 T/A chairs	LAB	T&I/CSA	T&I/CSA	No	Fans		MM122
PCC-MM123	41 T/A chairs	LEC	T&I/CSA	T&I/CSA	Yes	AC		MM123
PCC-MM124	20 T/A chairs	LAB	T&I/CSA	T&I/CSA	No	Fans		MM124
PCC-MM126A	43 T/A chairs	LEC	T&I/CSA	T&I/CSA	Yes	AC		MM126A
PCC-MM126B	47 T/A chairs	LEC	T&I/CSA	T&I/CSA	Yes	AC		MM126B
PCC-MM128A	47 T & C	LEC	T&I/Auto	T&I/Auto	Yes	AC	Computers/Automotive	MM128A
PCC-MM128B	40 T & C	LEC	T&I/CSA	T&I/CSA	Yes	AC		MM128B
PCC-MM130	25 T/A chairs	LAB	T&I/CSA	T&I/CSA	No	Fan	Old Masonry classroom/shop	MM130
PCC-MM130X	8 T/A chairs	LAB	T&I/CSA	T&I/CSA	No	Fan		MM130X

FACILITY	Capacity and	Type of Room	Assignment	Assignment	Carpet	FAN/AC	Comments	Short
ID	Furniture Type		Day	Evenings				Description
PCC-NN100	12 Plants & TrMDs	GrMDnhouse	T&/Horticulture	T&/Horticulture	Grass	Fans		NN100
PCC-OO2	32T/A chairs	LEC	Math	Math	Yes	Fan		OO2
PCC-OO3	32T/A chairs	LEC	Math	Math	Yes	Fan		OO3
PCC-PH1	26 Other	LAB	Photo	Photo	Yes	AC		PCC-PH1
PCC-PP103	35 sT & C	CDC	Child Dev.	Child Dev.	Yes	AC	Small children's furniture	PP103
PCC-QQ131	22 T/A chairs	ABODY LAB	T&/Auto Body	T&/Auto Body	No	Fan	Classroom and shop	QQ131
PCC-QQ131J	57 T/A chairs	ABODY LEC	T&/Auto Body	T&/Auto Body	No	Fan	Classroom and shop	QQ131J
PCC-RR141	30 Equipment	Diesel Shop	T&/Diesel	T&/Diesel	No	Fans		RR141