



Winter Dates
1/2/2018~2/3/2018

Winter 2018

TABLE OF CONTENTS

Production Calendar	3
General Information for Winter Intersession	4
Guideline for Electronic Spreadsheets	5

Reference Materials

Winter Calculated Class Time Hours	
5-Week Class Hours	9
Schedule Change Forms Online	10
Loadsheet Preparation Procedures	10
Blank Room Chart	11
College Calendar, 2017-2018	12
Attendance Code Rules	13

School Calendar for Developing the Winter 2018 Schedule of Classes

New Date	Activity
1/21/17-2/27/17	Schools will receive the electronic class schedule spreadsheet, the printer proof and schedule instructions. School Deans to submit corrected spreadsheets to Academic Services, no later than February 27, 2017
2/27/17	School Deans submit corrections to Academic Services office on a flow basis , no later than February 27, 2017
Set by Bookstore	Bookstore to send Email reminder notice to faculty to start submitting Textbook Adoptions
2/27/17-3/22/17	Academic Services key in changes
3/23/17-3/29/17	AS prepares room report 1) Updated Class Report 2) Room Conflict Report and 3) Room Availability Report. No Changes will be processed during these weeks
3/30/17-4/6/17	Time to resolve room conflicts within your departments First Run Priority rooms, send SCF's and they will be processed in the order they are approved.
4/7/17-4/11/17	AS enters room conflict changes
4/13/17	All open spaces in general lecture rooms are available to all departments.
Set by Bookstore	Textbook Adoptions are due in to the bookstore.
4/3/17	Notify ACIT Webmaster, C&CA and A&R that the Schedule of Classes needs to be prepared for posting online by June 1, 2017
4/12/17-4/14/17	Review Final Printers Proofs before classes go live online.
Set by HR	All full time load sheets are due to Human Resources. Please submit them earlier if possible. Instructions will follow from HR as to when load sheets for adjunct faculty are due.
Set by C&CA	C&CA Communications & College Advancement prepares (PDF) Registration Information Book
6/24/17	Deadline for web-based Winter Intercession 2016 Schedule of Classes to be available for students to view (http://schedule.lbcc.edu/).
10/2/17	Deans receive 1) Electronic Instructor class schedule spreadsheet 2) printer proof. <u>Send Schedule Change forms to make session/day/time/and room changes to resolve conflicts. SCF's will be processed in the order they are approved.</u>
10/27/17	School Deans to submit corrected instructor spreadsheets to Academic Services, by the dates highlighted in yellow for each semester. Academic Services keys instructor assignment and enrollment limit changes only.
11/14/17	Priority Registration (subject to change by Admissions)

GENERAL INFORMATION for Winter Intersession

1. Please be as accurate and as complete as possible with the schedule spreadsheet changes. Please Read all directions carefully, and adhere to the deadlines listed on the schedule development calendar.
2. **Winter 2018 Intersession Dates:** There will be one 5-week session, dates are Jan. 2 – Feb. 3, 2018 with **Holiday on Monday, Jan. 19, 2018.**
3. **5-week Meeting Patterns for Winter Intersession**

Meeting Pattern Letter Codes	Meeting Pattern	Session Code 5Weeks
G	M/W (2 days)	5WG
H	M/W/F (3 Days)	5WH
I	M/T/W/Th (4 days)	5WI
J	M/T/W/Th/F (5 days)	5WJ
K	T/Th (2 days)	5WK
L	T/W/Th (3 days)	5WL
T	M/T/W (3 days)	5WT
Z	TBA	5WZ
OE	Open Entry	OE

Notes:

O18 AND OE sessions - most of these classes are scheduled (TBA) (99%)

4. We have eliminated from the spreadsheets classes that were cancelled from the previous term.
5. 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 PeopleSoft. They are necessary for timecards, grade reports, automated reports, and essential to distinguish employees with common last names. STAFF will appear, if an instructor has not been entered into PeopleSoft by HR.
6. **When scheduling classes with more than one instructor, use the comments cell to indicate 1) the name you want printed and 2) the name of who will be authorized to approve the grades online.**
7. 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.
8. **Class numbers are not permanent from year to year**, therefore you need to check all class numbers referenced in the notes.
9. *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.
10. * Schedule classes weekly or daily census whenever possible; avoid positive attendance. See guidelines for Attendance Code Collection Rules in the reference material on page 13.

Instructions for Electronic Spreadsheets

In the Excel spreadsheet you will see that certain fields will repeat itself.

1. **Only the columns highlighted in Yellow maybe changed**
2. **To delete a class:** Type “D” when DELETING a class. Highlight the “D” and Class Number in Yellow. You can insert a New Row but you cannot DELETE any of the Class Rows.
3. **To change a class:** Type “C” for CHANGES, highlight only the cells that you are changing in Yellow.

To Add a New Course or Class, click on the TAB **New ADDS** and complete the following fields:

Course/Nbr	Start & End Times (HRS), include AM or PM
Session – For session codes see the chart	Days
On page 4	TBA Hrs
Start & End Dates (select a session)	Mtg Pat#/Seq #
Location	Empl-ID
Component – Refers to course type	Instructor Name
LEC, LAB or IND	Assignment-Type (Pay Code) – See page 7, #21
Mode – see page 6, #11 for the different types of Modes	for the different assignment types.
Attendance Code	% Responsibility
Cap Enrl	W-Load Hours
Location	FTE %
Facil-ID – Room	Comments

If a class has Arranged hours in addition to regularly scheduled hours: Insert a row that includes room, instructor, and TBA hours. Use the TBA column to type in the total “TBA” weekly hours. On the schedule change form you would continue to use the comments area to indicate the “WEB/SLA/OTH or TBA” hours.

A class can have one or more components that require multiple meeting lines:

Each component requires a separate meeting line see examples.

1 component – HIST 10 (LEC) only or BAE 601A (LAB) only

2 components – CHEM 1A has (LEC/LAB) or ENGL 105 has (LEC/IND) (supplemental)

3 components – MATH 110A has (LEC/LAB/IND) (supplemental)

Header Note, Course Notes – see the printers proof to add, delete or make changes to a header note or course note.

Class Notes – A class note that applies to a given class number. Changing a class note electronically, click on the class notes TAB to add, delete or make changes to an existing note. Be judicious and do not confuse these notes with the course notes.

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.

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

SCHEDULE SPREADSHEETS

Description of Data Element Fields

1. **Course Subject and Catalog Number Field:** Are courses that were copied over from Winter 2016, 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 2016-17 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 Communications and College Advancement.
4. **Class Number Field:** Are courses that were copied over from Winter 2016 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 Winter have changed. We will not re-sequence the class numbers after we start building the schedule.
5. **Sessions:** Each term has a fixed start and end date. See page 4 for the dates.
6. **Start Date and End Date Fields:** Go to page 4 for session dates to select from.
7. **Comp:** Refers to the course type, such as if it's a LEC, LAB, or IND.
8. **Section Nbr (do not edit):** This field is used for reference by Academic Services.
9. **Enr Capacity:** Class limits offered in Winter 2017 were copied over into Winter 2018, 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.
10. **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 13. 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.
11. **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 Web 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 (02) Lec, (04) Lab, (05) IND, (72) Web.
12. **Auto Enr Comp (do not edit):** This field is provided for reference and used by Academic Services.
13. **Combined-ID (do not edit):** This field is provided for reference and used by Academic Services.

14. **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.
15. **Pat Nbr (do not edit):** This field indicates the number of the meeting pattern in relation to the component. It is provided for reference.
16. **Room:** For rooms, see the list at the end of this packet. Please note: rooms not scheduled on the first run will become available for all other departments to use on an "as needed" basis.
17. **Days:** Use **M** for Monday, **T** for Tuesday, **W** for Wednesday, **R** for Thursday, **F** for Friday and **S** for Saturday. 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 depending on how the class is being offered choose from one of the following – **SLA** for Supplemental Learning, **WEB** for Online, **OTH** for Positive attendance classes and **TBA** for true TBA classes.
18. **Start and End Time Fields:** Enter the starting time and the ending time for the class meeting. If the class is **TBA**, leave the times fields blank and put in the days field depending on how the class is being offered choose from one of the following – **SLA** for Supplemental Learning, **WEB** for Online, **OTH** for Positive attendance classes and **TBA** for true TBA classes.
19. **Empl-ID:** Enter the faculty member's employee identification number.
20. **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.
21. **A-Type:** Enter the three-character type. The codes are:

Code	Description	Code	Description	Code	Description
WLR	Winter-Lecture Regular	WCR	Winter-Clinical Regular	WLP	Winter-Lecture Part-time
WBR	Winter-Lab Regular	WCO	Winter-Clinical Overtime	WBP	Winter-Lab Part-time
WLO	Winter-Lecture Overtime	WCS	Winter-Clinical Saved		
WBO	Winter-Lab Overtime				
WLS	Winter-Lecture Saved	WLZ	Winter-Lecture Under Load Make-Up		
WBS	Winter-Lab Saved				

22. **Percent of Responsibility:** Enter the portion of the course hours for which the instructor is responsible in that assignment type. See the examples on the spreadsheet.
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.
23. If a class component meets in two or three different rooms, or has a different meeting times, days, or a (lunch) break requires a separate meeting line for each meeting pattern. Then supply the instructor employee ID, assignment type and percentage of responsibility
24. **W-Load Hrs (do not edit):** This field is automatically calculated based on the percent of responsibility values from the catalog or change submitted.

25. **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).
26. **Class Notes (optional):** In the designated tab on the spreadsheet, type one or two short sentences. Please do not refer to class numbers in the body of a class note. Class notes will be edited in Academic Services and Communications and College Advancement.

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.

1. Above class nbr. 50211 begins week of 01/04/2018, ends 02/06/2018
When the date-start or date-end field is other than sixteen weeks.
2. **** Note: \$5.00 material fee paid at registration ****
When the Board has authorized a materials fee. See printer's proof for material fees.

Summer and Winter Intersession 5-Week Class Time Calculations

Number of Meetings per Week and Percent of Responsibility	1 Meeting per Week 100% Responsibility	2 Meetings per Week each at 50% Responsibility	3 Meetings per Week multiples of 33.33% Responsibility	4 Meetings per Week multiples of 25% Responsibility	5 Meetings per Week multiples of 20% Responsibility
Total Meetings	4 Meetings (1 holiday)	9 Meetings (1 holiday)	14 Meetings (1 holiday)	19 Meetings (1 holiday)	24 Meetings (1 holiday)
Days of the Week	M, T, W, Th, F, or S	MW or TTh	MTW or TWTh or MWf	MTWTh or TWThF	MTWThF
Hours and Minutes	Hrs : Mins per Day	Hrs : Mins per meeting	Hrs : Mins per meeting	Hrs : Mins per meeting	Hrs : Mins per meeting
9 total hours	TBA hours = 2:05	1:30	1:35	1:40	1:45
6 hrs/wk for 16 weeks	2:28 hrs/day	1:50	1:55	2:00	2:05
3.33% FTE	2:56 hrs/day	2:00	2:05	2:10	2:15
18 total hours	4:15	2:30	3:00	3:30	4:00
1.1 hrs/wk for 16 weeks	3:20	2:50	3:20	3:50	4:20
6.67% FTE	3:60 hrs/day	3:00	3:30	4:00	4:30
27 total hours	6:30	4:25	4:55	5:25	5:55
1.7 hrs/wk for 16 weeks	5:10	4:00	4:30	5:00	5:30
10% FTE	5:40 hrs/day	4:30	5:00	5:30	6:00
36 total hours	7:00	5:10	5:40	6:10	6:40
2.3 hrs/wk for 16 weeks	7:20 hrs/day	5:40	6:10	6:40	7:10
13.33% FTE	7:50 hrs/day	6:00	6:30	7:00	7:30
45 total hours	9:00	6:50	7:20	7:50	8:20
2.8 hrs/wk for 16 weeks	9:20 hrs/day	7:00	7:30	8:00	8:30
16.67% FTE	9:50 hrs/day	7:30	8:00	8:30	9:00
54 total hours	10:30	8:00	8:30	9:00	9:30
3.4 hrs/wk for 16 weeks	10:50 hrs/day	8:30	9:00	9:30	10:00
20% FTE	11:20 hrs/day	9:00	9:30	10:00	10:30
63 total hours	12:00	9:50	10:20	10:50	11:20
3.9 hrs/wk for 16 weeks	12:20 hrs/day	10:00	10:30	11:00	11:30
23.33% FTE	12:50 hrs/day	10:30	11:00	11:30	12:00
72 total hours	14:00	11:20	11:50	12:20	12:50
4.8 hrs/wk for 16 weeks	14:20 hrs/day	11:50	12:20	12:50	13:20
26.67% FTE	14:50 hrs/day	12:20	12:50	13:20	13:50
84 total hours	16:00	13:10	13:40	14:10	14:40
6.1 hrs/wk for 16 weeks	16:20 hrs/day	13:40	14:10	14:40	15:10
30% FTE	16:50 hrs/day	14:10	14:40	15:10	15:40
90 total hours	18:00	15:00	15:30	16:00	16:30
6.6 hrs/wk for 16 weeks	18:20 hrs/day	15:30	16:00	16:30	17:00
33.33% FTE	18:50 hrs/day	16:00	16:30	17:00	17:30
99 total hours	19:40	16:50	17:20	17:50	18:20
6.2 hrs/wk for 16 weeks	19:50 hrs/day	17:20	17:50	18:20	18:50
36.67% FTE	20:00 hrs/day	17:50	18:20	18:50	19:20
108 total hours	21:00	18:40	19:10	19:40	20:10
6.8 hrs/wk for 16 weeks	21:20 hrs/day	19:10	19:40	20:10	20:40
40% FTE	21:50 hrs/day	19:40	20:10	20:40	21:10
117 total hours	22:40	20:30	21:00	21:30	22:00
7.3 hrs/wk for 16 weeks	23:00 hrs/day	21:00	21:30	22:00	22:30
43.33% FTE	23:20 hrs/day	21:30	22:00	22:30	23:00
126 total hours	24:00	22:20	22:50	23:20	23:50
7.9 hrs/wk for 16 weeks	24:20 hrs/day	22:50	23:20	23:50	24:20
46.67% FTE	24:40 hrs/day	23:20	23:50	24:20	24:50

*** Pattern does not give optimal appointment.
 *** A meeting this long is either not meant for the 5-week session or should be broken down into smaller meetings.

The 10-minute passing time that follows each class is already reflected in the time shown in each square above. The passing time is part of the class. The students are still earning credit, and the instructor is still earning pay while they are making their way to their next class. Make sure those 10 minutes are present between classes when scheduling in a room and in an instructor's schedule.

Use the hours and minutes when figuring start and end times for a meeting pattern. Use the decimal equivalents for the weekly total of TBA hours for a meeting pattern.

Example:

Psych 1 usually meets 3.98 hrs/wk for 16 weeks for a total of 64 hours.

We want to have the class meet 3 days a week for 5 weeks. Since the class is fewer than 16 weeks long, we must count the meeting days. It's to be a MWTF class, and there will be one M holiday, so the class will meet 14 times.

$(3 \times 5) - 1 = 14$
 Look down the left column to find the 14-meeting row and then to the right to find the 14-meeting column. The chart tells us the class would meet 3 hours and 55 minutes each day.

HR will need an estimate of the highest number of weekly contact hours. Multiply the highest number of meetings per week times the decimal equivalent shown in the call under the one where you found clock hours. In this case, we'd multiply $3 \times 3.86 = 11.58$. Round up to 12 to be safe.

You'd enter 3.86 on the timescard for each day the class meets.

Breaks and Passing Times:

- If a class is 1 or more hour, but less than 2 hours long, the students should get 10 minutes passing time after the class ends, in lieu of a break.
- If a class is 2 hours or more, but less than 3 hours long, the students should get one 10-minute break during class and 10 minutes passing time after the class ends.
- If a class is 3 hours or more, but less than 4 hours long, the students should get two 10-minute breaks during class and 10 minutes passing time after the class ends.
- etc.



SCHEDULE CHANGE FORM

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

Please contact **Thelma Mendoza(LTE) at ext. #4388** for training on using the Online Schedule Change form.



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

LOADSHEETS

1. **Contact Human Resource Specialist, for loadsheets.**

a. Contract Instructor – Cindi Nguyen ext. #4813

b. Adjunct Instructor – Kim Slany ext. #4827

ROOM CHART FORM

	MONDAY	MONDAY	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

**Long Beach Community College District 2017 – 2018
16-Week Academic Calendar
Approved May 10, 2016**

January 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	21	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

College Day	£ August 25	Christmas Holiday	£ December 25	Washington's Day	£ February 19
Fall Semester	\\ August 28 - December 16 //	Board-Declared Holidays	£ December 26-29	Spring Day	£ March 15
Labor Day	£ September 4	New Year's Day Holiday	£ January 1	Flex Day	April 2-7
Flex Day	£ September 21	Winter Intercession	\\ January 2 - February 3 //	Spring Recess	£ May 28
Veterans Day	£ November 10	King's Day	£ January 15	Memorial Day	£ June 7
Thanksgiving	£ November 23	Flex Day	£ December 16	Graduation Day	£ June 11 - July 17 //
Board-Declared Holiday	£ November 24	Spring Semester	\\ February 5 - June 6 //	Summer	(Summer Session Lengths May Vary)
Winter Recess	December 18 - February 3	Lincoln's Day	£ February 16	Independence Day	£ July 4

Approved: Board of Trustees, May 10, 2016
Revised: Board of Trustees, June 28, 2016

ATTENDANCE CODE COLLECTION AND RULES

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 16 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, Online and Hybrid classes that meet less than 16 weeks long.

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 or Cheryl Glover at ext.#4388 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.