



FALL 2020

Schedule Directions

Fall Dates:

16weeks~ 8/31/2020-12/19/2020

12weeks~9/28/2020-12/19/2020

8First~8/31/2020-10/25/2020

8Last~10/26/2020-12/19/2020

Fall 2020

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**School Calendar for Developing the
Fall 2020 Schedule of Classes**

Fall 2020	Activities
9/16/19 - 12/2/19	Schools receive 1 st Run 1) electronic class schedule spreadsheets, 2) printer proof and 3) schedule instructions.
Date Set by Deans	<u>Submit spreadsheet to School Dean, by the date your School Dean has asked for their return.</u>
11/8/19	Deadline to submit original worksheets to request refreshed worksheets.
12/2/19	School Deans to submit corrected spreadsheets to Academic Services, by the due date highlighted in yellow
12/2/18 - 1/25/20	Academic Services key in changes
Set by Bookstore	Bookstore to send Email reminder notice to faculty to start submitting Textbook Adoptions
1/29/20	School Deans and AAA's receives an Instructor spreadsheet to make name, assignment and enrollment limit changes only. Spreadsheets due back to Academic Services by date requested.
2/4/20	Printer Proof used for spotting errors only. For changes send Schedule Change forms only
TBD	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
TBD	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..
TBD	All open spaces in general lecture rooms are available to all departments.
	Notify ACIT Webmaster and A&R that the Schedule of Classes needs to be prepared for posting.
Set by HR	HR will send out instructions as to when load sheets for full-time and adjunct faculty are due.
Set by C&CA	C&CA Communications & College Advancement prepares (PDF) Registration Information Book
3/23/20	<u>Expected deadline for web-based Schedule of Classes to be available for students to view.</u>
4/27/20	Expected Priority Registration (subject to change by Admissions)

GENERAL GUIDELINES FOR FALL 2020

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. **Fall Dates and Session Codes:** See below for **Session Codes** and **Meeting Patterns**. **If you find a meeting pattern not on the list below, send an email to Academic Services.**

Sessions	Weeks	Begin and End Dates	Notes
1	18 weeks	Monday, 08/31/2020 – 12/19/2020	
8First	8First	Monday, 08/31/2020 – 10/25/2020	9/7-Mon,Holiday, 9/22-Tue, FlexDay
8Last	8Last	Monday, 10/26/2020 – 12/19/2020	11/11-Wed,11/26-Th,11/27-F Holidays
12weeks	12weeks	Monday, 9/28/2020 – 12/19/2020	11/11-Wed,11/26-Th,11/27-F Holidays
OE	18 weeks	Monday, 08/31/2020 – 12/19/2020	Open-Entry learning labs

For classes that meet 12 weeks, 8 weeks, or other timeframes that are not full-term, the start/end-time for the class meetings must be increased to accommodate the holiday, during which class instruction does not occur. What this means is that classes scheduled less than the full term (12-week, 8-week, etc.) might be longer on each meeting day than a full-term section of the class. This is because full-term classes don't need to schedule based on holidays, whereas classes meeting less-than-the-full-term must account for the full contact hours in the course outline of record. Frequently, classes meeting Thursday or Friday in the Fall, and Monday in the Spring will need to have longer class meetings to account for Thanksgiving or Presidents Day. Some holidays are floating, and can impact other days of the week.

Importantly, for Daily attendance classes (which are not full-term), the meeting pattern must be the same each scheduled meeting day. For example, a course can't meet for 1 hour on Mondays, and 2 hours on Tuesdays. This includes the Lecture & Lab components as a group, since they are part of the same course.

When scheduling a Daily attendance class around a holiday, each meeting should be adjusted, not just the meetings on the same of the week as the holiday. For example, if a class is going to meet Monday and Wednesday, and there is a holiday on a Monday, then the classes on Monday & Wednesday will need to be adjusted simultaneously to accommodate the hours missed on the Monday holiday.

Fall 2020 Session Codes																														
Session Code	M	T	W	R	F	Sa	Pat		Session Code	M	T	W	R	F	Sa	Pat		Session Code	M	T	W	R	F	Sa	Pat					
1	M	T	W	R	F	S	WEB, OTH, TBA		8FA	M								8LA	M											
12A	M								8FB		T							8LB		T										
12B		T							8FC			W						8LC			W									
12C			W						8FD				R					8LD				R								
12D				R					8FE					F				8LE					F							
12E					F				8FF						S			8LF						S						
12F						S			8FG	M		W						8LG	M		W									
12K	M		W						8FH	M		W		F				8LH	M		W		F							
12K		T		R					8FI	M	T	W	R					8LI	M	T	W	R								
12L		T	W	R					8FK		T		R					8LK		T		R								
12M		T		R	F				8FL		T	W	R					8LL		T	W	R								
12U				R	F				8FM		T		R	F				8LN	M	T										
12Z							WEB, OTH, TBA		8FN	M	T							8LO	M	T		R								
OE							WEB, OTH, TBA		8FO	M	T		R					8LP			W	R								
								8FP			W	R					8LQ	M			R									
								8FQ	M			R				8LR	M				F									
								8FR	M				F			8LT	M	T	W											
								8FT	M	T	W					8L1		T			F									
								8F1		T			F			8L2			W		F									
								8F2			W		F			8L3					R	F								
								8F3				R	F			8L4		T	W		F									
								8F4		T	W		F			8F6			W	R	F									
								8F6			W	R	F				8LZ							WEB, OTH, TBA						
								8FZ								WEB, OTH, TBA														

- Use the printers proof to change Header or Course notes.
- We have eliminated from the spreadsheets classes that were cancelled from previous term.
- Prerequisites, Co-requisites, course titles, units are not to be changed on printers proof unless approved by Curriculum and Fabiola Guerrero.
- Use **EMPLOYEE ID** number. Teachers must be scheduled to teach in a subject area that has been entered in PeopleSoft, by HR. If you find that an instructor is missing, you need to notify the appropriate HR Specialist, and they will 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 spreadsheets or instructor will be listed as staff.
- When scheduling classes with multiple instructor's, HIGHLIGHT in BLUE** the instructor's name you want printed in the schedule; **HIGHLIGHT in RED** the name of the authorized instructor who will be the APPROVER **Electronic Grading Online.**

8. 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. For example, if a course was inactivated last year, it will not be copied to the new term, even if it was Active in the previous term. Not all catalog fields get copied from the catalog, such as the unit value. For example, if the units on a course were revised, when class sections from the previous term are copied, the copied course will have the previous unit value on the class schedule, not the unit value from the course catalog. Therefore, it is important to review classes that had changes during the past academic year.
9. **Variable Units:** Courses with variable units must be scheduled for each unit value. For example, if a course has the option for 1-3 units, and the department wants a 2-unit and a 3-unit section of the class available to students, there must be two sections created, one based on 1 unit, and one based on 3 units. When variable unit classes are copied from a previous term, they will come over with the same unit value. When a new section is created, it will default to the default value in the course catalog, which may NOT be the unit value the departments plans to offer. **Therefore, please carefully review variable unit courses in the schedule of classes.**
10. The **class numbers are not permanent from year to year.** *When classes are copied from the previous term, they get new class numbers.* Therefore, if you use class numbers in class notes, you need to carefully review class notes to make sure they are referencing the correct class numbers. Academic Services does not review class notes for changes; this is the responsibility of the department.
11. *To meet state reporting requirements you will need to correctly reflect a LEC component and the LAB component contact hour values in the days and hours fields for each component.
12. **Scheduling passing time for courses with multiple components (LEC/LAB):** A course that is composed of both a Lecture and a Lab component, are considered a single course, not two courses. Therefore, when scheduling, the "course", both components must be considered to ensure the scheduled contact hours are accurate. For example, if a Lecture and Lab are scheduled back-to-back, there will likely need to be a 10-minute passing time scheduled in between the two components to ensure the class is meeting sufficient contact hours based on the Chancellors Office table. For example, if the LEC & LAB are scheduled back-to-back, with perhaps the Lab component starting immediately after the Lecture component ends, this may mean the course is scheduled within the 50-minute class hour, and short-changing the students sufficient contact hours, and passing/break time, which could cause an audit finding. Ten minute passing time, twice per week, over the full term, can mean the course is short by $10 \times 2 \times 16 = 320$ minutes, which is 6.4 contact hours.
13. *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 19.

Instructions for Electronic Worksheets

DO NOT RESORT Original Spreadsheet, DO NOT DELETE columns or rows. **Please send excel spreadsheet with your changes back in the format that it was sent to you.**

- Only the columns highlighted in **Yellow** maybe changed, for example you cannot change a class number, course, or section. See below the column that you absolutely are not to change.

Term 1545 C/D	Class Nbr	Course	Sect
	70079	ECON1	12
	70849	ECON1	20
	72745	ECON1H	1
	72746	ECON2	5
	71780	ECON2	6
	71318	ECON4	6

Class numbers, courses and sections are not interchangeable. For example you cannot type over ECON2 Class #72746 to a ECON2H. If you want to use the class information from #72746 ECON2, do a cut and paste adding it as a new ECON2H class and delete ECON2, #72746.

DO NOT DELETE Class Rows

How to Change, Delete or Insert Rows – In the excel spreadsheet you will find that lines repeat themselves.

- Type “D” when DELETING a class. Highlight the “D” and Class Row in **Yellow**.
- Type “I” to insert a New Row, for example when splitting assignments, or meeting pattern
- Type “C” for CHANGES, you would type over the what is in cell and highlight only the cells that you are changed in **Yellow**.
 - See example of classes with multiple meeting lines.

2018 C/D	Class Nbr	Course	Se ct	Sessi on	Start Date	End Date	Com p	ss Typ e	Cap Enrl	Locati on	Facil ID	Mtg Start	Mtg End	Day s	Arrg Hrs	#/ Assi gn	EmplID	Name	Assi gn Type	%Res p	Work Load	FTEF %	Comments	
	72102	ACCTG1A	01	1	8/27/2018	12/15/2018	LEC	E	40	ZZWEB	WEB			WEB	5.63	1.1	0003333	Issac Newton	LCP	100.00	5.63	33.31		
C	71634	ACCTG1A	12	1	8/27/2018	12/15/2018	LEC	E	40	ZZLAC	LAC-T2373	7:30 AM	10:00 AM	TR		1.1	0011111	Hunter Daniel	LCP	100.00	5.63	33.31		
C	73125	HIST10	52	8LG	10/22/2018	12/15/2018	LEC	E	40	ZZPCC	PCC-DD102	12:40 PM	4:00 PM	MW		1.1	0000154	Alice Winters	LCP	100.00	6.76	20.00		
I	73096	HIST11	18	8LZ	10/22/2018	12/15/2018	LEC	E	40	ZZWEB	WEB			WEB	6.75	1.1	0008888	Gary Smith	LCP	100.00	6.76	20.00		
D	71300	HUMAN7	02	1	8/24/2015	12/12/2015	LEC	E	40	ZZLAC	LAC-T1300	1:00 PM	2:25 PM	TR		1.1	0007778	John Doe	LCR	100.00	3.38	20.00		
	70187	CHEM1A	02	1	8/27/2018	12/15/2018	LEC	E	36	02A	ZZLAC	8:00 AM	10:05 AM	MW		1.1	0021210	Joan White	LCR	100.00	4.50	26.63		
	70188	CHEM1A	02A	1	8/27/2018	12/15/2018	LAB	E	36		ZZLAC	LAC-D301	10:15 AM	12:45 PM	MW		1.1	0021210	Joan White	LBS	88.13	4.85	21.56	
	70188	CHEM1A	02A	1	8/27/2018	12/15/2018	LAB	E	36		ZZLAC	LAC-D301	10:15 AM	12:45 PM	MW		1.2	0021210	Joan White	LBR	13.87	0.78	3.47	
C	72923	SOCIO13	01	1	8/27/2018	12/15/2018	LEC	E	40	ZZPCC	PCC-DD102	2:20 PM	3:45 PM	MW		1.1	0004007	Eric Sparks	LCP	100.00	3.38	20.00		
C	71952	SOCIO13	02	1	8/27/2018	12/15/2018	LEC	E	80	ZZLAC	LAC-T1300	10:25 AM	11:50 AM	TR		1.1	0006667	Karen Day	LCR	100.00	3.38	20.00	Chg Double	
I	71952	SOCIO13	02													1.2	0000667	Karen Day	LCO	50.00	1.69	10.00	Size	
	71222	SOCIO2	2	1	8/27/2018	12/15/2018	LEC	E	40	ZZLAC	LAC-T1318	1:00 PM	2:25 PM	TR		1.1	0022222	George Sands	LCR	100.00	3.38	20.00		
C	70810	SOCIO40	1	1	8/27/2018	12/15/2018	LEC	E	40	ZZLAC		11:10 AM	12:35 PM	M		1.1	0004007	Eric Sparks	LCP	100.00	3.38	20.00		
I	70811	SOCIO41	1	1	8/27/2018	12/15/2018	LEC	E	40		HYBRID				1.69	1.2	0004008	Eric Sparks	LCP	100.00	3.38	20.00		

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

Course/Nbr

Session – For session codes see the chart

On page 4

Start & End Dates (select a session)

Location

Start & End Times (HRS), include AM or PM

Days

TBA Hrs

Mtg Pat#

Empl-ID

Component – Refers to course type

LEC, LAB or IND, etc...

Mode – see page 6, #11 for the different types of Modes

Cap Enrl

Location

Facil-ID – Room

Instructor Name

Assignment-Type (Pay Code) – See page 7, #21

for the different assignment types

% Responsibility

W-Load Hours

FTE %

If a class has Arranged hours in addition to regularly scheduled hours: Insert a new 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, Course Notes – see the printers proof to add, delete or make changes to a header note or course note. Do not confuse the header and course notes with class notes that apply to a specific class.

Class Notes – Changing the class note electronically. Click on the class notes TAB to add, delete or make changes to an existing class note. Be judicious and do not confuse the class notes with course notes that apply to all sections.

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 class combos. Session dates and meeting pattern hours and room must match exactly to be a true combined.

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”)

Start and End Time, include AM or PM

Assignment Type

Meeting Days

Room

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 Fall 2018, 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 2018-19 Catalog. Please use the correct code. Be certain that you are using the correct letters designating repeatability (AB, AC, AD, etc.).
2. **Course Description:** Is descriptive title of the course. Do not edit, all changes must go through the curriculum process, therefore you need to contact the Curriculum Specialist, 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 of the catalog. Comments are subject to editing by Academic.
4. **Class Number Field:** 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 into PS. The class numbers you used last semester 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:** This field shows the component type of the course (LEC or LAB).
8. **Section Nbr (do not edit):** This field shows the component number of the course and is used for reference by Academic Services.
9. **Enr Capacity:** Class limits offered in Fall 2018 were copied over into Fall 2019, 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. **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 Lec, Lab, Web.
11. **Auto Enr Comp (do not edit):** This field is provided for reference and is used by Academic Services.
12. **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.
13. **Pat Nbr (do not edit):** This field indicates the number of the meeting pattern in relation to the component, it is provided for reference.
14. **Facility-ID:** Contact Ryan Moore in Academic Services for a Room Priority List. Please note: rooms not scheduled on the first run will become available for all other departments to use on an "as needed" basis.

15. **Days:** Use **M** for Monday, **T** for Monday, **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.
16. **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.
17. **Empl-ID:** Enter the faculty member's employee identification number.
18. **Instructor Name:** Enter the last and first name of the instructor. If only one instructor is teaching the course, fill in all the information on the first line. If multiple instructors are involved, insert a new line for instructor 2 or 3, etc... If no instructor is provided "STAFF" will be printed.
19. **A-Type:** Enter the three-character pay-type codes, see chart below.

Code	Description	Code	Description	Code	Description
LCR	Lecture Regular	LCP	Lecture Part-time	CLR	Clinical Lab Regular (Off-Site)
LBR	Lab Regular	LBP	Lab Part-time	CLS	Clinical Lab Saved (Off-Site)
LCO	Lecture Overtime	LCL	Lecture Long-Term	CLO	Clinical Lab Over (Off-Site)
LBO	Lab Overtime	LBL	Lab Long-Term		
LCS	Lecture Saved	LCT	Lecture Temp		
LBS	Lab Saved	LBT	Lab Temp Sub		

20. **Percent of Responsibility:** Enter the portion of the course hours for which the instructor is responsible in that assignment type. 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.
21. **Multiple Meetings:** A lab component class may meet in two or three different rooms, for instance on Tuesday class meets from 8-9 a.m. in room D333 and Tuesday 9-11 a.m. in room D301 and Thursday 8-11 a.m. in room D301, you would have a meeting line for each meeting pattern. Then supply the instructor employee ID, assignment type and percentage of responsibility
22. **W-Load Hrs (do not edit):** This field is automatically calculated based on the percent of responsibility values and the catalog.
23. **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).
24. **Class Notes (optional):** In the designated tab on the spreadsheet, type one or two short sentences. For classes less than 18 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 Communications and College Advancement. 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 08/31/2020, ends 10/25/2020
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.

Recommended 16-Week Student Centered Scheduling Grid for Fall and Spring

Standard	1	1	2	2	2	2
Total Hours	18 Total	18 Total	36 Total	36 Total	36 Total	36 Total
Meetings/Week	1 Meeting	1 Meeting	1 Meeting	1 Meeting	2 meetings	2 meetings
Note	12% less appt.	12% less appt.			12% less appt.	12% less appt.
Contact hours per meeting	1.1 hours or 55 mins ¹	1.1 hours or 55 mins ¹	2.3 hours or 2 hrs 5 mins	2.3 hours or 2 hrs 5 mins	1.1 hours or 55 mins ²	1.1 hours or 55 mins ²
Days	M, W, F or S	T, Th	M or W	T or Th	MW	TTh
Morning		6:45-7:40				6:45-7:40
	8:00-9:05	8:20-9:15	8:00-10:05	8:20-10:25	8:00-8:55	8:20-9:15
	9:35-10:40	9:55-10:50	10:25-12:30	10:35-12:40	9:05-10:00	9:55-10:50
	11:10-12:15	11:25-12:20			10:25-11:20	11:25-12:20
	12:45-1:50				11:30-12:25	
College Hour T/Th 1pm-2pm		1pm - 2pm		1pm - 2pm		1pm - 2pm
Afternoon	1:00-2:05		1:00-3:05		1:00-1:55	
	2:15-3:20	2:10-3:05		2:10-4:05	2:05-3:00	2:10-3:05
	3:30-4:35	or	3:15-5:20	3:15-5:20	3:15-4:10	or
		3:45-4:40	or	or	4:10-5:05	3:45-4:40
		or	4:10-6:15	4:10-6:15	5:15-6:10	or
		4:10-5:05	or	or		4:10-5:05
			5:00-7:05	5:00-7:05		
Evening	6:45-7:50	6:30-7:25	6:30-8:35	6:30-8:35	6:30-7:25	6:30-7:25
	8:15-9:20	8:15-9:10	or	or	or	or
			7:00-9:05	7:00-9:05	7:00-7:55	7:00-7:55
			or	or	or	or
			7:20-9:25	7:20-9:25	7:20-8:15	7:20-8:15

The listed times need to be reviewed for adherence to state and CCCCCO requirements, and may be adjusted for compliance.

This schedule was designed & recommended by the academic department chairs in the 2018-2019 academic year.

Implementation is planned for the 2020-2021 academic year with follow-up review, and possible revision.

The 10 minutes that follow each class (the passing time) is part of the class - students are still earning credit, and the instructor is still earning workload.

Always make sure to allow 10 minutes between classes when scheduling in a room and an instructor's schedule.

Exceptions to schedule are made for dual-enrollment classes at the HS.

¹ 1 unit classes do not get full apportionment when meeting over a 16 week term. Only 16 contact hours out of 18 are counted. 320 rpt adjusts contact hours of 60 & 55 mins to 50.

² 2 unit classes do not get full apportionment when meeting twice per week. Only 32 contact hours out of 36 are counted. 320 rpt adjusts contact hours of 60 & 55 mins to 50. (~\$1,226/class).

Recommended 16-Week Student Centered Scheduling Grid for Fall and Spring

Units	3	3	3	3	3	4	4	4	4	4
Total Hours	54 Total Hours					72 Total Hours				
Meetings/Week	1 Meeting	1 Meeting	1 Meeting	2 Meetings	2 Meetings	1 Meeting	1 Meeting	1 Meeting	2 Meetings	2 Meetings
Contact hours per meeting	3.4 hours or 3 hrs 10 mins	3.4 hours or 3 hrs 10 mins	3.4 hours or 3 hrs 10 mins	1.7 hrs each or 1 hr 25 mins ea	1.7 hrs each or 1 hr 25 mins ea	4.5 hours or 4 hrs 15 mins	4.5 hours or 4 hrs 15 mins	4.5 hours or 4 hrs 15 mins	2.3 hrs each or 2 hrs 5 mins ea	2.3 hrs each or 2 hrs 5 mins ea
Days	M, W	T, Th	F or S	MW	TTh	M, W	T, Th	F or S	MW	TTh
Morning			8:00-11:10 11:20-2:30	8:00-9:25 9:35-11:00 11:10-12:35	6:45-8:10 8:20-9:45 9:55-11:15 11:25-12:50			8:00-12:15	8:00-10:05 10:25-12:30	8:30-10:35 10:45-12:50
College Hour T/TH 1pm-2pm		1pm - 2pm			1pm - 2pm		1pm - 2pm			1pm - 2pm
Afternoon	1:00-4:10 or 2:00-5:10 or 3:00-6:10	2:00-5:10 or 3:00-6:10 or 4:00-7:10	1:00-4:10 or 2:00-5:10 or 4:00-7:10	12:45-2:10 2:20-3:45 3:55-5:20 3:45-5:10 or 4:10-5:35	2:10-3:35 or 3:45-5:10 or 4:10-5:35	1:00-5:15 2:00-6:15	1:00-5:15 2:00-6:15	1:00-5:15	12:40-2:45 3:15-5:20 or 4:10-6:15 or 5:00-7:05	2:10-4:15 2:10-4:15 or 5:00-7:05 or 5:00-7:05
Evening	5:30-8:40 or 6:30-9:40 or 7:00-10:10	5:30-8:40 or 6:30-9:40 or 7:00-10:10	5:30-8:40 or 6:30-9:40 or 7:00-10:10	6:30-7:55 8:15-9:40	6:30-7:55 8:15-9:40	5:45-10:00 5:45-10:00	5:45-10:00 5:45-10:00	5:45-10:00	6:30-8:35 7:00-9:05 or 7:20-9:25	6:30-8:35 7:00-9:05 or 7:20-9:25

The listed times need to be reviewed for adherence to state and CCCC requirements, and may be adjusted for compliance. This schedule was designed & recommended by the academic department chairs in the 2018-2019 academic year. Implementation is planned for the 2020-2021 academic year with follow-up review, and possible revision.

The 10 minutes that follow each class (the passing time) is part of the class - students are still earning credit, and the instructor is still earning workload. Always make sure to allow 10 minutes between classes when scheduling in a room and an instructor's schedule.

Exceptions to schedule are made for dual-enrollment classes at the HS.

Fall and Spring 16-Week Meeting Length Calculations

Scheduled course time required for a 16-week course meeting X number of days per week.

Meetings per Week	1 Meeting per Week	2 Meetings per Week	3 Meetings per Week	4 Meetings per Week	5 Meetings per Week
Days of the Week	M,T,W,Th,F,or S	MW or TTh	MWF or TThF	MTWTh	MTWThF (Daily)
LEC% FTE LAB% FTE	Hrs:Min per Day	Hrs:Min per Day	Hrs:Min per Day	Hrs:Min per Day	Hrs:Min per Day
9 total hours .6 hrs/wk for 16 weeks 3.33% FTE 2.5%	XXXX Must be placed in 8-week session	***	***	***	
18 total hours 1.1 hrs/wk for 16 weeks 6.67% FTE 5% FTE	1:05 TBA hours = 1.13 hours per week	May be used in the 16-week session only if the class has a lecture and a lab component. If the 18-hour class has only one component, the class must be placed in the 8-week session.			
27 total hours 1.7 hrs/wk for 16 weeks 10% FTE 7.5% FTE	1:25 TBA hours = 1.69 hours per week	***	***	***	
36 total hours 2.3 hrs/wk for 16 weeks 13.33% FTE 10%	2:05 TBA hours = 2.25 hours per week	***	***		
45 total hours 2.8 hrs/wk for 16 weeks 16.67% FTE 12.5%	2:30 TBA hours = 2.81 hours per week	1:10 TBA hours per half = 1.41 hours per week	***		
54 total hours 3.4 hrs/wk for 16 weeks 20% FTE 15% FTE	3:10 TBA hours = 3.38 hours per week	1:25 TBA hours per half = 1.69 hours per week	***		
63 total hours 3.9 hrs/wk for 16 weeks 23.33% FTE 17.5% FTE	3:35 TBA hours = 3.94 hours per week	1:50 TBA hours per half = 1.97 hours per week	***		
72 total hours 4.5 hrs/wk for 16 weeks 26.67% FTE 20% FTE	4:15 TBA hours = 4.50 hours per week	2:05 TBA hours per half = 2.25 hours per week	1:15 TBA hours per third = 1.50 hours per week	***	
81 total hours 5.1 hrs/wk for 16 weeks 30% FTE 22.5% FTE	4:55 TBA hours = 5.06 hours per week	2:20 TBA hours per half = 2.53 hours per week	1:25 TBA hours per third = 1.69 hours per week	***	
90 total hours 5.6 hrs/wk for 16 weeks 33.33% FTE 25% FTE	5:20 TBA hours = 5.63 hours per week	2:30 TBA hours per half = 2.82 hours per week	1:35 TBA hours per third = 1.88 hours per week	1:10 TBA hours per fourth = 1.41 hours per week	
99 total hours 6.2 hrs/wk for 16 weeks 36.67% FTE 27.5% FTE	6:00 TBA hours = 6.19 hours per week	2:55 TBA hours per half = 3.10 hours per week	1:55 TBA hours per third = 2.06 hours per week	1:20 TBA hours per fourth = 1.55 hours per week	***
108 total hours 6.8 hrs/wk for 16 weeks 40% FTE 30% FTE	6:30 TBA hours = 6.75 hours per week	3:10 TBA hours per half = 3.38 hours per week	2:05 TBA hours per third = 2.25 hours per week	1:25 TBA hours per fourth = 1.69 hours per week	***
117 total hours 7.3 hrs/wk for 16 weeks 43.33% FTE 32.5% FTE	***	3:25 TBA hours per half = 3.66 hours per week	2:10 TBA hours per third = 2.44 hours per week	1:30 TBA hours per fourth = 1.83 hours per week	1:15 TBA hours per fifth = 1.46 hours per week
126 total hours 7.9 hrs/wk for 16 weeks 46.67% FTE 35% FTE	Remember: • If a class is 1 hour or more, but less than 2 hours long, the students must have 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.	3:50 TBA hours per half = 3.94 hours per week	2:20 TBA hours per third = 2.63 hours per week	1:50 TBA hours per fourth = 1.97 hours per week	1:20 TBA hours per fifth = 1.58 hours per week
135 total hours 8.4 hrs/wk for 16 weeks 50% FTE 37.5% FTE		4:00 TBA hours per half = 4.22 hours per week	2:30 TBA hours per third = 2.81 hours per week	1:55 TBA hours per fourth = 2.11 hours per week	1:25 TBA hours per fifth = 1.69 hours per week
144 total hours 9.0 hrs/wk for 16 weeks 53.33% FTE 40% FTE		4:15 TBA hours per half = 4.50 hours per week	2:50 TBA hours per third = 3.00 hours per week	2:05 TBA hours per fourth = 2.25 hours per week	1:30 TBA hours per fifth = 1.80 hours per week
153 total hours 9.6 hrs/wk for 16 weeks 56.67% FTE 42.5% FTE		4:30 TBA hours per half = 4.80 hours per week	3:00 TBA hours per third = 3.20 hours per week	2:10 TBA hours per fourth = 2.40 hours per week	1:35 TBA hours per fifth = 1.92 hours per week
162 total hours 10.1 hrs/wk for 16 weeks 60% FTE 45% FTE		4:55 TBA hours per half = 5.06 hours per week	3:10 TBA hours per third = 3.38 hours per week	2:15 TBA hours per fourth = 2.53 hours per week	1:50 TBA hours per fifth = 2.03 hours per week
171 total hours 10.7 hrs/wk for 16 weeks 63.33% FTE 47.5% FTE		5:10 TBA hours per half = 5.35 hours per week	3:20 TBA hours per third = 3.56 hours per week	2:25 TBA hours per fourth = 2.67 hours per week	1:55 TBA hours per fifth = 2.14 hours per week
180 total hours 11.3 hrs/wk for 16 weeks 66.67% FTE 50% FTE	***	5:20 TBA hours per half = 5.63 hours per week	3:30 TBA hours per third = 3.75 hours per week	2:30 TBA hours per fourth = 2.81 hours per week	2:05 TBA hours per fifth = 2.25 hours per week

Example:

The Catalog says an ENGL 1 course meets 4.5 lecture hours for 16 weeks. That means it has 72 total hours. We want to create an ENGL 1 class that meets twice a week.

Go down the left side to the "72 total hours" row, and then right until you come under the "2 Meetings per Week" column. The lecture must meet 2 hours and 5 minutes twice a week.

If there were a lab, you would do the same thing for the lab.

When you locate a room for the class, make sure there's an extra ten minutes after the class for the passing time. And if there's a class before yours, make sure you've left 10 minutes open for its passing time.

Use the hours and minutes when figuring start and end time for a meeting pattern.
Use the decimal figures to calculate the total weekly TBA hours for a meeting pattern.

*** Pattern does not give optimal apportionment.

*** A class this long is usually 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 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 what you see in print when scheduling classes in a room and in an instructor's schedule.

Fall and Spring 12-Week Daily Class Time and TBA Calculations

Scheduled class time required for a 12-week course meeting a total of X number of days/meetings.

Number of Meetings per Week 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			
	10 Meetings (2 holidays)	11 Meetings (1 holiday)	12 Meetings (no)	21 Meetings (3 holidays)	22 Meetings (2 holidays)	23 Meetings (1 holiday)	24 Meetings (no holidays)	33 Meetings (3 holidays)	34 Meetings (2 holidays)	35 Meetings (1 holiday)	36 Meetings (no)
Number of Meetings	M, T, W, Th, F, or S			MW or TTh				MTW or TWTh or MWF or TThF			
Total Hours of Course	Clock Hours			Clock Hours				Clock Hours			
LEC% FTE LAB%	Decimal Hours			Decimal Hours				Decimal Hours			
9 total hours 3.33%FTE 2.60%FTE 6 TU 3.76 TU	***	***	***	***	***	***	***	***	***	***	***
18 total hours 6.67%FTE 5.00%FTE 1.0 TU 1.76 TU	1:30	1:20	1:15	***	***	***	***	***	***	***	***
27 total hours 10.00%FTE 7.60%FTE 1.6 TU 1.126 TU	2:25	2:15	2:05	1:05	***	***	***	***	***	***	***
36 total hours 13.33%FTE 10.00%FTE 2.0 TU 1.6 TU	3:20	3:05	2:50	1:25	1:20	1:20	1:15	***	***	***	***
45 total hours 16.67%FTE 12.60%FTE 2.6 TU 1.876 TU	4:15	3:55	3:30	1:55	1:55	1:50	1:35	1:10	1:05	1:05	1:05
54 total hours 20.00%FTE 15.00%FTE 3.0 TU 2.26 TU	5:10	4:35	4:15	2:20	2:15	2:10	2:05	1:20	1:20	1:15	1:15
63 total hours 23.33%FTE 17.60%FTE 3.6 TU 2.626 TU	6:05	5:25	5:05	2:50	2:35	2:25	2:20	1:35	1:35	1:30	1:30
72 total hours 26.67%FTE 20.00%FTE 4.0 TU 3.0 TU	7:00	6:20	5:50	3:10	3:05	2:55	2:50	2:00	1:55	1:55	1:50
81 total hours 30.00%FTE 22.60%FTE 4.6 TU 3.376 TU	7:55	7:10	6:30	3:35	3:25	3:15	3:10	2:15	2:10	2:05	2:05
90 total hours 33.33%FTE 25.00%FTE 5.0 TU 3.76 TU	***	8:00	7:15	4:05	3:55	3:35	3:30	2:25	2:25	2:20	2:15
99 total hours 36.67%FTE 27.60%FTE 5.6 TU 4.126 TU	***	***	***	4:25	4:15	4:05	3:55	2:50	2:35	2:30	2:30
108 total hours 40.00%FTE 30.00%FTE 6.0 TU 4.6 TU	***	***	***	4:55	4:35	4:25	4:15	3:05	3:00	2:55	2:50
117 total hours 43.33%FTE 32.60%FTE 6.6 TU 4.876 TU	***	***	***	5:20	5:05	4:55	4:35	3:15	3:10	3:05	3:05
126 total hours 46.67%FTE 35.00%FTE 7.0 TU 5.26 TU	***	***	***	5:50	5:25	5:15	5:05	3:30	3:25	3:20	3:15
135 total hours 50.00%FTE 37.60%FTE 7.6 TU 5.626 TU	***	***	***	6:10	5:55	5:35	5:20	3:55	3:50	3:35	3:30
144 total hours 53.33%FTE 40.00%FTE 8.0 TU 6.0 TU	***	***	***	6:35	6:20	6:05	5:50	4:10	4:00	3:55	3:50
153 total hours 56.67%FTE 42.60%FTE 8.6 TU 6.376 TU	***	***	***	7:05	6:50	6:25	6:10	4:20	4:15	4:10	4:05
162 total hours 60.00%FTE 45.00%FTE 9.0 TU 6.76 TU	***	***	***	7:25	7:10	6:50	6:30	4:35	4:30	4:20	4:15
171 total hours 63.33%FTE 47.60%FTE 9.6 TU 7.126 TU	***	***	***	7:55	7:30	7:10	6:55	5:00	4:50	4:35	4:30
180 total hours 66.67%FTE 50.00%FTE 10.0 TU 7.60 TU	***	***	***	8:20	8:00	7:30	7:15	5:15	5:05	4:55	4:50
				8:18	7:53	7:30	7:15	5:45	5:29	5:14	5:00

*** Pattern does not give optimal apportionment.

*** A class this long is usually broken down into smaller meetings.
Look farther to your right or on the other side.

The Passing Time: In the example circled above, a 54-hour class meeting 22 times should meet 2 hours and 15 minutes or 2.45 hours a day. A Passing time of 10 minutes always follows beyond the clock hours shown so the students and instructor have enough time to get to the next class.

The decimal 2.45 is what would be used for daily calculations. This is the figure the obtained when using the formula for classes under 16 weeks. The decimal figure includes the passing time.

Use the clock hours when figuring the start and end times for a class or meeting pattern.

Use the bar in the middle for OTH/WEB/SLA hours per week for a class or meeting pattern.

Use the decimal equivalent of the clock hours for daily calculations.

Fall and Spring 12-Week Daily Class Time and TBA Calculations

Scheduled class time required for a 12-week course meeting a total of X number of days/meetings.

Number of Meetings per Week Percent of Responsibility		4 Meetings per Week multiples of 25% Responsibility					5 Meetings per Week multiples of 20% Responsibility				
Number of Meetings		44 Meetings (4 holidays)	45 Meetings (3 holidays)	46 Meetings (2 holidays)	47 Meetings (1 holiday)	48 Meetings (no holidays)	56 Meetings (4 holidays)	57 Meetings (3 holidays)	58 Meetings (2 holidays)	59 Meetings (1 holiday)	60 Meetings (no holidays)
Days of the Week		MTWTh or TWThF					MTWThF				
Total Hours of Course		Clock Hours					Clock Hours				
LEC% FTE	LAB%	Decimal Hours					Decimal Hours				
45 total hours 16.67% FTE 12.60% FTE 2.5 TU's 1.875 TU's		***	***	***	***	***	***	***	***	***	***
54 total hours 20.00% FTE 16.00% FTE 3.0 TU's 2.25 TU's		***	***	***	***	***	***	***	***	***	***
63 total hours 23.33% FTE 17.60% FTE 3.6 TU's 2.625 TU's		1:10	1:10	1:10	1:05	1:05	***	***	***	***	***
72 total hours 26.67% FTE 20.00% FTE 4.0 TU's 3.0 TU's		1:20	1:20	1:20	1:15	1:15	1:05	1:05	***	***	***
81 total hours 30.00% FTE 22.60% FTE 4.6 TU's 3.375 TU's		1:30	1:30	1:30	1:25	1:25	1:10	1:10	1:10	1:10	1:10
90 total hours 33.33% FTE 26.00% FTE 5.0 TU's 3.75 TU's		1:40	1:40	1:40	1:35	1:35	1:20	1:20	1:20	1:15	1:15
99 total hours 36.67% FTE 27.60% FTE 5.6 TU's 4.125 TU's		1:50	1:50	1:50	1:45	1:45	1:30	1:25	1:25	1:25	1:25
108 total hours 40.00% FTE 30.00% FTE 6.0 TU's 4.5 TU's		2:00	2:00	2:00	1:55	1:55	1:40	1:35	1:35	1:30	1:30
117 total hours 43.33% FTE 32.60% FTE 6.6 TU's 4.875 TU's		2:10	2:10	2:05	2:05	2:05	1:50	1:45	1:45	1:40	1:40
126 total hours 46.67% FTE 36.00% FTE 7.0 TU's 5.25 TU's		2:20	2:20	2:15	2:15	2:15	1:55	1:55	1:50	1:50	1:50
135 total hours 50.00% FTE 37.60% FTE 7.6 TU's 5.625 TU's		2:30	2:30	2:25	2:25	2:25	2:00	2:00	2:00	1:55	1:55
144 total hours 53.33% FTE 40.00% FTE 8.0 TU's 6.0 TU's		2:40	2:40	2:35	2:35	2:35	2:05	2:05	2:05	2:00	2:00
153 total hours 56.67% FTE 42.60% FTE 8.6 TU's 6.375 TU's		2:50	2:50	2:45	2:45	2:45	2:10	2:10	2:10	2:05	2:05
162 total hours 60.00% FTE 45.00% FTE 9.0 TU's 6.75 TU's		3:00	3:00	2:55	2:55	2:55	2:15	2:15	2:15	2:10	2:10
171 total hours 63.33% FTE 47.60% FTE 9.6 TU's 7.125 TU's		3:10	3:10	3:05	3:05	3:05	2:20	2:20	2:20	2:15	2:15
180 total hours 66.67% FTE 50.00% FTE 10.0 TU's 7.50 TU's		3:20	3:20	3:15	3:15	3:15	2:25	2:25	2:25	2:20	2:20
		3:30	3:30	3:25	3:25	3:25	2:30	2:30	2:30	2:25	2:25
		3:40	3:40	3:35	3:35	3:35	2:35	2:35	2:35	2:30	2:30
		3:50	3:50	3:45	3:45	3:45	2:40	2:40	2:40	2:35	2:35
		4:00	4:00	3:55	3:55	3:55	2:45	2:45	2:45	2:40	2:40
		4:10	4:10	4:05	4:05	4:05	2:50	2:50	2:50	2:45	2:45
		4:20	4:20	4:15	4:15	4:15	2:55	2:55	2:55	2:50	2:50
		4:30	4:30	4:25	4:25	4:25	3:00	3:00	3:00	2:55	2:55
		4:40	4:40	4:35	4:35	4:35	3:05	3:05	3:05	3:00	3:00
		4:50	4:50	4:45	4:45	4:45	3:10	3:10	3:10	3:05	3:05
		5:00	5:00	4:55	4:55	4:55	3:15	3:15	3:15	3:10	3:10
		5:10	5:10	5:05	5:05	5:05	3:20	3:20	3:20	3:15	3:15
		5:20	5:20	5:15	5:15	5:15	3:25	3:25	3:25	3:20	3:20
		5:30	5:30	5:25	5:25	5:25	3:30	3:30	3:30	3:25	3:25
		5:40	5:40	5:35	5:35	5:35	3:35	3:35	3:35	3:30	3:30
		5:50	5:50	5:45	5:45	5:45	3:40	3:40	3:40	3:35	3:35
		6:00	6:00	5:55	5:55	5:55	3:45	3:45	3:45	3:40	3:40
		6:10	6:10	6:05	6:05	6:05	3:50	3:50	3:50	3:45	3:45
		6:20	6:20	6:15	6:15	6:15	3:55	3:55	3:55	3:50	3:50
		6:30	6:30	6:25	6:25	6:25	4:00	4:00	4:00	3:55	3:55
		6:40	6:40	6:35	6:35	6:35	4:05	4:05	4:05	4:00	4:00
		6:50	6:50	6:45	6:45	6:45	4:10	4:10	4:10	4:05	4:05
		7:00	7:00	6:55	6:55	6:55	4:15	4:15	4:15	4:10	4:10
		7:10	7:10	7:05	7:05	7:05	4:20	4:20	4:20	4:15	4:15
		7:20	7:20	7:15	7:15	7:15	4:25	4:25	4:25	4:20	4:20
		7:30	7:30	7:25	7:25	7:25	4:30	4:30	4:30	4:25	4:25
		7:40	7:40	7:35	7:35	7:35	4:35	4:35	4:35	4:30	4:30
		7:50	7:50	7:45	7:45	7:45	4:40	4:40	4:40	4:35	4:35
		8:00	8:00	7:55	7:55	7:55	4:45	4:45	4:45	4:40	4:40
		8:10	8:10	8:05	8:05	8:05	4:50	4:50	4:50	4:45	4:45
		8:20	8:20	8:15	8:15	8:15	4:55	4:55	4:55	4:50	4:50
		8:30	8:30	8:25	8:25	8:25	5:00	5:00	5:00	4:55	4:55
		8:40	8:40	8:35	8:35	8:35	5:05	5:05	5:05	5:00	5:00
		8:50	8:50	8:45	8:45	8:45	5:10	5:10	5:10	5:05	5:05
		9:00	9:00	8:55	8:55	8:55	5:15	5:15	5:15	5:10	5:10
		9:10	9:10	9:05	9:05	9:05	5:20	5:20	5:20	5:15	5:15
		9:20	9:20	9:15	9:15	9:15	5:25	5:25	5:25	5:20	5:20
		9:30	9:30	9:25	9:25	9:25	5:30	5:30	5:30	5:25	5:25
		9:40	9:40	9:35	9:35	9:35	5:35	5:35	5:35	5:30	5:30
		9:50	9:50	9:45	9:45	9:45	5:40	5:40	5:40	5:35	5:35
		10:00	10:00	9:55	9:55	9:55	5:45	5:45	5:45	5:40	5:40
		10:10	10:10	10:05	10:05	10:05	5:50	5:50	5:50	5:45	5:45
		10:20	10:20	10:15	10:15	10:15	5:55	5:55	5:55	5:50	5:50
		10:30	10:30	10:25	10:25	10:25	6:00	6:00	6:00	5:55	5:55
		10:40	10:40	10:35	10:35	10:35	6:05	6:05	6:05	6:00	6:00
		10:50	10:50	10:45	10:45	10:45	6:10	6:10	6:10	6:05	6:05
		11:00	11:00	10:55	10:55	10:55	6:15	6:15	6:15	6:10	6:10
		11:10	11:10	11:05	11:05	11:05	6:20	6:20	6:20	6:15	6:15
		11:20	11:20	11:15	11:15	11:15	6:25	6:25	6:25	6:20	6:20
		11:30	11:30	11:25	11:25	11:25	6:30	6:30	6:30	6:25	6:25
		11:40	11:40	11:35	11:35	11:35	6:35	6:35	6:35	6:30	6:30
		11:50	11:50	11:45	11:45	11:45	6:40	6:40	6:40	6:35	6:35
		12:00	12:00	11:55	11:55	11:55	6:45	6:45	6:45	6:40	6:40
		12:10	12:10	12:05	12:05	12:05	6:50	6:50	6:50	6:45	6:45
		12:20	12:20	12:15	12:15	12:15	6:55	6:55	6:55	6:50	6:50
		12:30	12:30	12:25	12:25	12:25	7:00	7:00	7:00	6:55	6:55
		12:40	12:40	12:35	12:35	12:35	7:05	7:05	7:05	7:00	7:00
		12:50	12:50	12:45	12:45	12:45	7:10	7:10	7:10	7:05	7:05
		1:00	1:00	12:55	12:55	12:55	7:15	7:15	7:15	7:10	7:10
		1:10	1:10	1:05	1:05	1:05	7:20	7:20	7:20	7:15	7:15
		1:20	1:20	1:10	1:10	1:10	7:25	7:25	7:25	7:20	7:20
		1:30	1:30	1:15	1:15	1:15	7:30	7:30	7:30	7:25	7:25
		1:40	1:40	1:20	1:20	1:20	7:35	7:35	7:35	7:30	7:30
		1:50	1:50	1:25	1:25	1:25	7:40	7:40	7:40	7:35	7:35
		2:00	2:00	1:30	1:30	1:30	7:45	7:45	7:45	7:40	7:40
		2:10	2:10	1:35	1:35	1:35	7:50	7:50	7:50	7:45	7:45
		2:20	2:20	1:40	1:40	1:40	7:55	7:55	7:55	7:50	7:50
		2:30	2:30	1:45	1:45	1:45	8:00	8:00	8:00	7:55	7:55
		2:40	2:40	1:50	1:50	1:50	8:05	8:05	8:05	8:00	8:00
		2:50	2:50	1:55	1:55	1:55	8:10	8:10	8:10	8:05	8:05
		3:00	3:00	2:00	2:00	2:00	8:15	8:15	8:15	8:10	8:10
		3:10	3:10	2:05	2:05	2:05	8:20	8:20	8:20	8:15	8:15
		3:20	3:20	2:10	2:10	2:10	8:25	8:25	8:25	8:20	8:20
		3:30	3:30	2:15	2:15	2:15	8:30	8:30	8:30	8:25	8:25
		3:40	3:40	2:20	2:20	2:20	8:35	8:35	8:35	8:30	8:30
		3:50	3:50	2:25	2:25	2:25	8:40	8:40	8:40	8:35	8:35
		4:00	4:00	2:30	2:30	2:30	8:45	8:45	8:45	8:40	8:40
		4:10	4:10	2:35	2:35	2:35	8:50	8:50	8:50	8:45	8:45
		4:20	4:20	2:40	2:40	2:40	8:55	8:55	8:55	8:50	8:50
		4:30	4:30	2:45	2:45	2:45	9:00	9:00	9:00	8:55	8:55
		4:40	4:40	2:50	2:50	2:50	9:05	9:05	9:05	9:00	9:00
		4:50	4:50	2:55	2:55	2:55	9:10	9:10	9:10	9:05	9:05
		5:00	5:00	3:00	3:00	3:00	9:15	9:15	9:15	9:10	9:10
		5:10	5:10	3:05	3:05	3:05	9:20	9:20	9:20	9:15	9:15
		5:20	5:20	3:10	3:10	3:10	9:25	9:25	9:25	9:20	9:20
		5:30	5:30	3:15	3:15	3:15	9:30	9:30	9:30	9:25	9:25
		5:40	5:40	3:20	3:20	3:2					

Fall and Spring 8-Week Daily Class Time and TBA Calculations

Scheduled class time required for an 8-week course meeting a total of X number of days/meetings.

Number of Meetings	7 Meetings (1 holiday)	8 Meetings	14 Meetings (2 holidays)	15 Meetings (1 holiday)	16 Meetings	22 Meetings (2 holidays)	23 Meetings (1 holiday)	24 Meetings
Days of the Week	M, T, W, Th, F, or S		MW or TTh			MTW or TWTh		
Hrs : Mins / Meeting	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day
9 total hours .6 hrs/wk for 16 weeks 3.33% FTE 2.5%	1:05 TBA hours = 1.13 hours per week 1.29 hrs/day 1.13 hrs/day	1:05	***	***	***	***	***	***
18 total hours 1.1 hrs/wk for 16 weeks 6.67% FTE 5%	2:20 TBA hours = 2.25 hours per week 2.57 hrs/day 2.25 hrs/day	2:05	1:05 TBA hours each half = 1.13 hours per week 1.28 hrs/day 1.20 hrs/day 1.13 hrs/day	1:05	1:05	***	***	***
27 total hours 1.7 hrs/wk for 16 weeks 10% FTE 7.5%	3:35 TBA hours = 3.38 hours per week 3.86 hrs/day 3.38 hrs/day	3:10	1:35 TBA hours each half = 1.69 hours per week 1.93 hrs/day 1.80 hrs/day 1.69 hrs/day	1:30	1:25	1:05 TBA hours each third = 1.13 hours per week 1.23 hrs/day 1.17 hrs/day 1.13 hrs/day	1:05	1:05
36 total hours 2.3 hrs/wk for 16 weeks 13.33% FTE 10%	4:55 TBA hours = 4.50 hours per week 5.14 hrs/day 4.50 hrs/day	4:15	2:20 TBA hours each half = 2.25 hours per week 2.57 hrs/day 2.40 hrs/day 2.25 hrs/day	2:10	2:05	1:20 TBA hours each third = 1.50 hours per week 1.64 hrs/day 1.57 hrs/day 1.50 hrs/day	1:20	1:15
45 total hours 2.8 hrs/wk for 16 weeks 16.67% FTE 12.5%	6:10 TBA hours = 5.63 hours per week 6.43 hrs/day 5.63 hrs/day	5:20	3:05 TBA hours each half = 2.81 hours per week 3.21 hrs/day 3.00 hrs/day 2.81 hrs/day	2:50	2:30	1:50 TBA hours each third = 1.88 hours per week 2.05 hrs/day 1.96 hrs/day 1.88 hrs/day	1:50	1:35
54 total hours 3.4 hrs/wk for 16 weeks 20% FTE 15%	***	***	3:35 TBA hours each half = 3.38 hours per week 3.86 hrs/day 3.60 hrs/day 3.38 hrs/day	3:20	3:10	2:15 TBA hours each third = 2.25 hours per week 2.45 hrs/day 2.35 hrs/day 2.25 hrs/day	2:10	2:05
63 total hours 3.9 hrs/wk for 16 weeks 23.33% FTE 17.5%	***	***	4:15 TBA hours each half = 3.94 hours per week 4.50 hrs/day 4.20 hrs/day 3.94 hrs/day	4:00	3:35	2:35 TBA hours each third = 2.63 hours per week 2.86 hrs/day 2.74 hrs/day 2.63 hrs/day	2:25	2:20
72 total hours 4.5 hrs/wk for 16 weeks 26.67% FTE 20%	***	***	4:55 TBA hours each half = 4.50 hours per week 5.14 hrs/day 4.80 hrs/day 4.50 hrs/day	4:30	4:15	3:05 TBA hours each third = 3.00 hours per week 3.27 hrs/day 3.13 hrs/day 3.00 hrs/day	2:55	2:50
81 total hours 5.1 hrs/wk for 16 weeks 30% FTE 22.5%	***	***	5:30 TBA hours each half = 5.06 hours per week 5.79 hrs/day 5.40 hrs/day 5.06 hrs/day	5:10	4:55	3:25 TBA hours each third = 3.38 hours per week 3.68 hrs/day 3.52 hrs/day 3.38 hrs/day	3:15	3:10
90 total hours 5.6 hrs/wk for 16 weeks 33.33% FTE 25%	***	***	6:10 TBA hours each half = 5.63 hours per week 6.43 hrs/day 6.00 hrs/day 5.63 hrs/day	5:50	5:20	3:55 TBA hours each third = 3.75 hours per week 4.09 hrs/day 3.91 hrs/day 3.75 hrs/day	3:35	3:30
99 total hours 6.2 hrs/wk for 16 weeks 36.67% FTE 27.5%	***	***	***	***	***	4:15 TBA hours each third = 4.13 hours per week 4.50 hrs/day 4.30 hrs/day 4.13 hrs/day	4:05	3:55
108 total hours 6.8 hrs/wk for 16 weeks 40% FTE 30%	***	***	***	***	***	4:35 TBA hours each third = 4.50 hours per week 4.91 hrs/day 4.70 hrs/day 4.50 hrs/day	4:25	4:15
117 total hours 7.3 hrs/wk for 16 weeks 43.33% FTE 32.5%	***	***	***	***	***	5:05 TBA hours each third = 4.88 hours per week 5.32 hrs/day 5.09 hrs/day 4.88 hrs/day	4:55	4:35
126 total hours 7.9 hrs/wk for 16 weeks 46.67% FTE 35%	***	***	***	***	***	5:25 TBA hours each third = 5.25 hours per week 5.73 hrs/day 5.48 hrs/day 5.25 hrs/day	5:15	5:05
135 total hours 8.4 hrs/wk for 16 weeks 50% FTE 37.5%	***	***	***	***	***	5:55 TBA hours each third = 5.63 hours per week 6.14 hrs/day 5.87 hrs/day 5.63 hrs/day	5:35	5:20
144 total hours 9.0 hrs/wk for 16 weeks 53.33% FTE 40%	***	***	***	***	***	6:15 TBA hours each third = 6.00 hours per week 6.55 hrs/day 6.26 hrs/day 6.00 hrs/day	6:05	5:50
153 total hours 9.6 hrs/wk for 16 weeks 56.67% FTE 42.5%	***	***	***	***	***	6:50 TBA hours each third = 6.38 hours per week 6.95 hrs/day 6.65 hrs/day 6.38 hrs/day	6:25	6:10
162 total hours 10.1 hrs/wk for 16 weeks 60% FTE 45%	***	***	***	***	***	7:10 TBA hours each third = 6.75 hours per week 7.36 hrs/day 7.04 hrs/day 6.75 hrs/day	6:50	6:30
171 total hours 10.7 hrs/wk for 16 weeks 63.33% FTE 47.5%	***	***	***	***	***	***	***	***
180 total hours 11.3 hrs/wk for 16 weeks 66.67% FTE 50% FTE	***	***	***	***	***	***	***	***

*** Pattern does not give optimal apportionment.

**** A class this long is usually broken down into smaller meetings. Look farther to your right or on other side.

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 you see in print when scheduling in a room and in an instructor's schedule.

Fall and Spring 8-Week Daily Class Time and TBA Calculations

Scheduled class time required for an 8-week course meeting a total of X number of days/meetings.

Number of Meetings	30 Meetings (2 holidays)	31 Meetings (1 holiday)	32 Meetings	37 Meetings (3 holidays)	38 Meetings (2 holidays)	39 Meetings (1 holiday)
Days of the Week	MTWTh or TWThF			Daily - MTWThF		
Hrs : Mins / Meeting	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day	Hrs : Mins per Day
LEC% FTE LAB% FTE						
9 total hours .6 hrs/wk for 16 weeks 3.33% FTE 2.5%						
18 total hours 1.1 hrs/wk for 16 weeks 6.67% FTE 5%						
27 total hours 1.7 hrs/wk for 16 weeks 10% FTE 7.5%						
36 total hours 2.3 hrs/wk for 16 weeks 13.33% FTE 10%						
45 total hours 2.8 hrs/wk for 16 weeks 16.67% FTE 12.5%	1:15	1:15	1:10			
	TBA hours each fourth = 1.41 hours per week					
	1.50 hrs/day	1.45 hrs/day	1.41 hrs/day			
54 total hours 3.4 hrs/wk for 16 weeks 20% FTE 15%	1:30	1:25	1:25	1:15	1:10	1:10
	TBA hours each fourth = 1.69 hours per week			TBA hours each fifth = 1.35 hours per week		
	1.80 hrs/day	1.74 hrs/day	1.69 hrs/day	1.46 hrs/day	1.42 hrs/day	1.38 hrs/day
63 total hours 3.9 hrs/wk for 16 weeks 23.33% FTE 17.5%	1:55	1:50	1:50	1:30	1:25	1:20
	TBA hours each fourth = 1.97 hours per week			TBA hours each fifth = 1.58 hours per week		
	2.10 hrs/day	2.03 hrs/day	1.97 hrs/day	1.70 hrs/day	1.66 hrs/day	1.62 hrs/day
72 total hours 4.5 hrs/wk for 16 weeks 26.67% FTE 20%	2:10	2:05	2:05	1:35	1:35	1:30
	TBA hours each fourth = 2.25 hours per week			TBA hours each fifth = 1.80 hours per week		
	2.40 hrs/day	2.32 hrs/day	2.25 hrs/day	1.95 hrs/day	1.89 hrs/day	1.85 hrs/day
81 total hours 5.1 hrs/wk for 16 weeks 30% FTE 22.5%	2:25	2:20	2:15	2:00	1:55	1:55
	TBA hours each fourth = 2.53 hours per week			TBA hours each fifth = 2.03 hours per week		
	2.70 hrs/day	2.61 hrs/day	2.53 hrs/day	2.19 hrs/day	2.13 hrs/day	2.08 hrs/day
90 total hours 5.6 hrs/wk for 16 weeks 33.33% FTE 25%	2:50	2:35	2:30	2:10	2:10	2:05
	TBA hours each fourth = 2.81 hours per week			TBA hours each fifth = 2.25 hours per week		
	3.00 hrs/day	2.90 hrs/day	2.81 hrs/day	2.43 hrs/day	2.37 hrs/day	2.31 hrs/day
99 total hours 6.2 hrs/wk for 16 weeks 36.67% FTE 27.5%	3:05	3:00	2:55	2:25	2:20	2:15
	TBA hours each fourth = 3.09 hours per week			TBA hours each fifth = 2.48 hours per week		
	3.30 hrs/day	3.19 hrs/day	3.09 hrs/day	2.68 hrs/day	2.61 hrs/day	2.54 hrs/day
108 total hours 6.8 hrs/wk for 16 weeks 40% FTE 30%	3:20	3:15	3:10	2:35	2:30	2:30
	TBA hours each fourth = 3.38 hours per week			TBA hours each fifth = 2.70 hours per week		
	3.60 hrs/day	3.48 hrs/day	3.38 hrs/day	2.92 hrs/day	2.84 hrs/day	2.77 hrs/day
117 total hours 7.3 hrs/wk for 16 weeks 43.33% FTE 32.5%	3:35	3:30	3:25	3:00	2:55	2:50
	TBA hours each fourth = 3.66 hours per week			TBA hours each fifth = 2.93 hours per week		
	3.90 hrs/day	3.77 hrs/day	3.66 hrs/day	3.16 hrs/day	3.08 hrs/day	3.00 hrs/day
126 total hours 7.9 hrs/wk for 16 weeks 46.67% FTE 35%	4:05	3:55	3:35	3:10	3:05	3:05
	TBA hours each fourth = 3.94 hours per week			TBA hours each fifth = 3.15 hours per week		
	4.20 hrs/day	4.06 hrs/day	3.94 hrs/day	3.41 hrs/day	3.32 hrs/day	3.23 hrs/day
135 total hours 8.4 hrs/wk for 16 weeks 50% FTE 37.5%	4:15	4:10	4:00	3:20	3:20	3:15
	TBA hours each fourth = 4.22 hours per week			TBA hours each fifth = 3.38 hours per week		
	4.50 hrs/day	4.35 hrs/day	4.22 hrs/day	3.65 hrs/day	3.55 hrs/day	3.46 hrs/day
144 total hours 9.0 hrs/wk for 16 weeks 53.33% FTE 40%	4:30	4:20	4:15	3:35	3:30	3:25
	TBA hours each fourth = 4.50 hours per week			TBA hours each fifth = 3.60 hours per week		
	4.80 hrs/day	4.65 hrs/day	4.50 hrs/day	3.89 hrs/day	3.79 hrs/day	3.69 hrs/day
153 total hours 9.6 hrs/wk for 16 weeks 56.67% FTE 42.5%	4:55	4:35	4:30	3:55	3:50	3:35
	TBA hours each fourth = 4.78 hours per week			TBA hours each fifth = 3.83 hours per week		
	5.10 hrs/day	4.94 hrs/day	4.78 hrs/day	4.13 hrs/day	4.03 hrs/day	3.93 hrs/day
162 total hours 10.1 hrs/wk for 16 weeks 60% FTE 45%	5:10	5:05	4:55	4:10	4:05	4:00
	TBA hours each fourth = 5.06 hours per week			TBA hours each fifth = 4.05 hours per week		
	5.40 hrs/day	5.23 hrs/day	5.06 hrs/day	4.38 hrs/day	4.26 hrs/day	4.16 hrs/day
171 total hours 10.7 hrs/wk for 16 weeks 63.33% FTE 47.5%	5:25	5:15	5:10	4:20	4:15	4:10
	TBA hours each fourth = 5.34 hours per week			TBA hours each fifth = 4.28 hours per week		
	5.70 hrs/day	5.52 hrs/day	5.34 hrs/day	4.62 hrs/day	4.50 hrs/day	4.38 hrs/day
180 total hours 11.3 hrs/wk for 16 weeks 66.67% FTE 50%	5:50	5:30	5:20	4:35	4:25	4:20
	TBA hours each fourth = 5.63 hours per week			TBA hours each fifth = 4.50 hours per week		
	6.00 hrs/day	5.81 hrs/day	5.63 hrs/day	4.86 hrs/day	4.73 hrs/day	4.62 hrs/day

Use the hours and minutes when figuring the start and end times for a daily meeting pattern.

Use the decimal figure from the bar in the center for the weekly calculation of TBA hours for the meeting pattern.

Example:

An 8-week, 90-hour MATH class that meets four days a week (MTWTh) with two holidays would meet 30 times.

Go down the column at the left until you reach the 90 total hours row and then to the right until you come under the 30 Meetings column. This class would meet 2 hours and 50 minutes each day.

Make sure there is an extra 10 minutes available in the classroom in which you plan to place this class for the passing time that will follow your class.

If there is a class before yours, make sure there is 10 minutes left open for that class's passing time.

Remember:

- If a class is 1 hour or more 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.



*** Pattern does not give optimal apportionment.

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 you see in print when scheduling in a room and in an instructor's schedule.

Calculating Class Hours (Student Contact Hours)

1. Definitions

- Class Hour:** The "class hour" is the basic unit of attendance for computing full-time equivalent student(FTES). It is a period of not less than 50 minutes of scheduled instruction and/or examination. There can be only one "class hour" in each "clock hour," except as provided for multiple class-hour classes. A class scheduled for less than a single 50-minute period is not eligible for apportionment. For purposes of computing full-time equivalent student (FTES), a class hour is commonly referred to as a "contact hour" or "Student Contact Hour" (SCH).
- Clock Hour:** A "clock hour" is a 60-minute time frame, which may begin at any time, for example, 8:00 to 9:00, 8:10 to 9:10, 8:20 to 9:20.
- Passing Time/Break:** Each clock hour is composed of one 50-minute class hour segment and a 10-minute segment referred to as "passing time," "break," etc.. No additional attendance may be claimed for this 10-minute segment, except as provided for a "multiple hour class." (See e. below) Note: The 10-minute break time permitted in each clock hour may not be accumulated during a multiple hour class to be taken at the end of the class and be counted for FTES apportionment.
- Partial Class Hour:** A "partial class hour" is that fractional part of a class hour in a class scheduled for more than one clock hour, starting from and including the 51st minute of the last full clock hour. For example, continuous instruction from 8:00 - 9:35 would have a 45-minute partial class hour (8:51-9:35). 45 minutes is the longest possible partial class hour. Instruction after a 45-minute partial class period hour would require a 10-minute break in the previous clock hour.
- Multiple Hour Class:**
 - A multiple hour class is any period of instruction scheduled continuously for more than one clock hour.
 - In multiple hour class scheduling, each 50 minutes exclusive of breaks (formal or informal) is a class/contact hour. However, the fractional part of a class hour beyond the last full clock hour may be counted for apportionment, starting from and including the 51st minute of the last full clock hour.
 - The divisor for this fractional part of a class shall be 50.
 - There shall be no class break in the last full clock hour or the partial class hour.
 - The sum of class hours cannot exceed the total number of elapsed clock hours for which the class is scheduled. For this rule, "clock hours" is interpreted to mean the total whole number (an integer) of clock hours, each being a 60-minute time frame. For example, if you have a class scheduled from 8:00 to 11:25, the resulting class hours (contact hours) would be 3.7 (see example 2.d below) and are within the maximum number of class hours for the 4 "clock hour" period of 8:00 to 12:00.

2. Examples for Calculating Student Contact Hours (SCH)

a. Single Hour Class Meeting		
Class scheduled from 8:00 to 8:50 (no break)		
8:00 - 8:50	1.0 SCH	1 class hour in 1 clock hour = 1 SCH
Total	1.0 SCH	

b. Multiple Hour Class Meeting		
Class scheduled from 8:00 to 9:15 (no break)		
8:00 - 8:50	1.0 SCH	50 Instructional Minutes = 1 SCH
8:50 - 9:15	0.5 SCH	25 Instructional Minutes / 50 = .5 SCH
Total	1.5 SCH	

c. Multiple Hour Class Meeting		
Class scheduled from 8:00 to 10:05 (one 10 minute break)		
8:00 - 9:00	1.0 SCH	50 Instructional Minutes plus 10 min break = 1.0 SCH
9:00 - 9:50	1.0 SCH	50 Instructional Minutes = 1.0 SCH
9:50 - 10:05	0.3 SCH	15 Instructional Minutes / 50 = 0.3 SCH
Total	2.3 SCH	

d. Multiple Hour Class Meeting		
Class scheduled from 8:00 to 11:25 (two 10 minute breaks)		
8:00 - 9:00	1.0 SCH	50 Instructional Minutes plus 10 min break = 1.0 SCH
9:00 - 10:00	1.0 SCH	50 Instructional Minutes plus 10 min break = 1.0 SCH
10:00 - 10:50	1.0 SCH	50 Instructional Minutes = 1.0 SCH
10:50 - 11:25	0.7 SCH	35 Instructional Minutes / 50 = 0.7 SCH
Total	3.7 SCH	

3. Contact Hours Computation Table

Class Meeting Time	Clock Time Hrs : Mins	Example Start/End Time	Contact Hours	# of 10 Min. Breaks	Comments
50 Minutes	00:50	8:00 - 8:50	1.0	NA	1 CH
65 Minutes	01:05	8:00 - 9:05	1.3	NA	1 CH + 15-minute PCH
70 Minutes	01:10	8:00 - 9:10	1.4	NA	1 CH + 20-minute PCH
75 Minutes	01:15	8:00 - 9:15	1.5	NA	1 CH + 25-minute PCH
80 Minutes	01:20	8:00 - 9:20	1.6	NA	1 CH + 30-minute PCH
85 Minutes	01:25	8:00 - 9:25	1.7	NA	1 CH + 35-minute PCH
90 Minutes	01:30	8:00 - 9:30	1.8	NA	1 CH + 40-minute PCH
95 Minutes	01:35	8:00 - 9:35*	1.9	NA	1 CH + 45-minute PCH
110 Minutes	01:50	8:00 - 9:50	2.0	1	2 full CH
125 Minutes	02:05	8:00 - 10:05	2.3	1	2 CH + 15-minute PCH
130 Minutes	02:10	8:00 - 10:10	2.4	1	2 CH + 20-minute PCH
135 Minutes	02:15	8:00 - 10:15	2.5	1	2 CH + 25-minute PCH
140 Minutes	02:20	8:00 - 10:20	2.6	1	2 CH + 30-minute PCH
145 Minutes	02:25	8:00 - 10:25	2.7	1	2 CH + 35-minute PCH
150 Minutes	02:30	8:00 - 10:30	2.8	1	2 CH + 40-minute PCH
155 Minutes	02:35	8:00 - 10:35*	2.9	1	2 CH + 45-minute PCH
170 Minutes	02:50	8:00 - 10:50	3.0	2	3 full CH
185 Minutes	03:05	8:00 - 11:05	3.3	2	3 CH + 15-minute PCH
190 Minutes	03:10	8:00 - 11:10	3.4	2	3 CH + 20-minute PCH
195 Minutes	03:15	8:00 - 11:15	3.5	2	3 CH + 25-minute PCH
200 Minutes	03:20	8:00 - 11:20	3.6	2	3 CH + 30-minute PCH
205 Minutes	03:25	8:00 - 11:25	3.7	2	3 CH + 35-minute PCH
210 Minutes	03:30	8:00 - 11:30	3.8	2	3 CH + 40-minute PCH
215 Minutes	03:35	8:00 - 11:35*	3.9	2	3 CH + 45-minute PCH

Class Meeting Time	Clock Time Hrs : Mins	Example Start/End Time	Contact Hours	# of 10 Min. Breaks	Comments
230 Minutes	03:50	8:00 - 11:50	4.0	3	4 full class hours
245 Minutes	04:05	8:00 - 12:05	4.3	3	4 CH + 15-minute PCH
250 Minutes	04:10	8:00 - 12:10	4.4	3	4 CH + 20-minute PCH
255 Minutes	04:15	8:00 - 12:15	4.5	3	4 CH + 25-minute PCH
260 Minutes	04:20	8:00 - 12:20	4.6	3	4 CH + 30-minute PCH
265 Minutes	04:25	8:00 - 12:25	4.7	3	4 CH + 35-minute PCH
270 Minutes	04:30	8:00 - 12:30	4.8	3	4 CH + 40-minute PCH
275 Minutes	04:35	8:00 - 12:35*	4.9	3	4 CH + 45-minute PCH
290 Minutes	04:50	8:00 - 12:50	5.0	4	5 full CH
305 Minutes	05:05	8:00 - 1:05	5.3	4	5 CH + 15-minute PCH
310 Minutes	05:10	8:00 - 1:10	5.4	4	5 CH + 20-minute PCH
315 Minutes	05:15	8:00 - 1:15	5.5	4	5 CH + 25-minute PCH
320 Minutes	05:20	8:00 - 1:20	5.6	4	5 CH + 30-minute PCH
325 Minutes	05:25	8:00 - 1:25	5.7	4	5 CH + 35-minute PCH
330 Minutes	05:30	8:00 - 1:30	5.8	4	5 CH + 40-minute PCH
335 Minutes	05:35	8:00 - 1:35*	5.9	4	5 CH + 45-minute PCH
350 Minutes	05:50	8:00 - 1:50	6.0	5	6 full CH
365 Minutes	06:05	8:00 - 2:05	6.3	5	6 CH + 15-minute PCH
370 Minutes	06:10	8:00 - 2:10	6.4	5	6 CH + 20-minute PCH
375 Minutes	06:15	8:00 - 2:15	6.5	5	6 CH + 25-minute PCH
380 Minutes	06:20	8:00 - 2:20	6.6	5	6 CH + 30-minute PCH
385 Minutes	06:25	8:00 - 2:25	6.7	5	6 CH + 35-minute PCH
390 Minutes	06:30	8:00 - 2:30	6.8	5	6 CH + 40-minute PCH
395 Minutes	06:35	8:00 - 2:35*	6.9	5	6 CH + 45-minute PCH

CH = *Class Hour*. PCH = *Partial Class Hour*. See Definitions.

Note: Individual class schedules must be based on five-minute increments for starting and ending times (e.g., 8:00 a.m. to 9:25 a.m. or 8:00 a.m. to 11:10 a.m.)

* A partial class hour cannot exceed 45 minutes. Instruction after a 45-minute partial class hour period would require a 10-minute break in the previous clock hour
As a result, classes should be scheduled only for the time lengths listed in the table (or extension). See definitions o *Passing Time/Break* and *Partial Class Hour*.

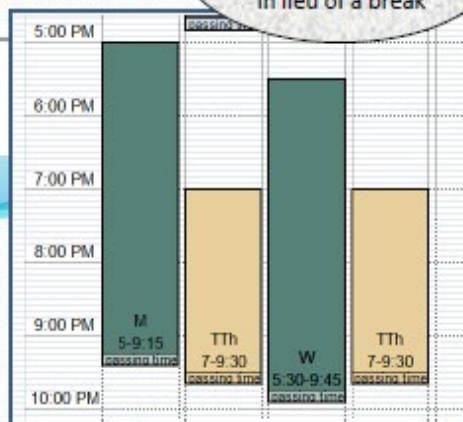
Examples of the Method of 16-Week Calendar Class-Length Calculation

A 4-Hour Class that Meets Once a Week for 16 Weeks

- Multiply the standard Catalog weekly hours by 18
 - Divide the total hours by 16 for weekly hours for a 16-wk class
 - Divide new weekly hours by the number of meetings per week
 - Subtract 1 hour (the last hour) from the number of full hours in the meeting pattern
 - Multiply the (last full hour plus the remaining decimal) by 50
 - Add the resulting hours and minutes
- $4 \times 18 = 72$ total hours
 - $72 / 16 = 4.5$ hours per week
 - $4.5 / 1 \text{ meeting} = 4.5$
4.5 hours in each meeting pattern
 - $4 - 1 = 3$ hours
 - $1.5 \times 50 = 75$ minutes
 - $3 \text{ hours} + 75 \text{ minutes} =$
4 hours and 15 minutes

Three
10-minute
breaks

10-minute passing
time at the end
in lieu of a break



A 5-Hour Class that Meets Twice a Week for 16 Weeks

- Multiply the standard Catalog weekly hours by 18
 - Divide the total hours by 16 for weekly hours for a 16-wk class
 - Divide new weekly hours by the number of meetings per week
 - Subtract 1 hour (the last hour) from the number of full hours in the meeting pattern
 - Multiply the (last full hour plus the remaining decimal) by 50
 - Add the resulting hours and minutes
- $5 \times 18 = 90$ total hours
 - $90 / 16 = 5.63$ hours per week
 - $5.63 / 2 \text{ meetings} = 2.815$, Round to 2.8
2.8 hours in each meeting pattern
 - $2 - 1 = 1$ hour
 - $1.8 \times 50 = 90$ minutes
 - $1 \text{ hours} + 90 \text{ minutes} =$
2 hours and 30 minutes

Examples of the Method of 16-Week Calendar Class-Length Calculation

A 3-Hour Class that Meets Twice a Week for 16 Weeks

- Multiply the standard Catalog weekly hours by 18
- Divide the total hours by 16 for weekly hours for a 16-wk class
- Divide new weekly hours by the number of meetings per week
- Subtract 1 hour (the last hour) from the number of full hours in the meeting pattern
- Multiply the (last full hour plus the remaining decimal) by 50
- Add the resulting hours and minutes
- $3 \times 18 = 54$ total hours
- $54 / 16 = 3.38$ hours per week
- $3.38 / 2$ meetings = 1.69, Round to 1.7 **1.7 hours in each meeting pattern**
- $1 - 1 = 0$ hours
- $1.7 \times 50 = 85$ minutes
- $0 \text{ hours} + 85 \text{ minutes} =$ **1 hour and 25 minutes**

Always make sure there's enough time in the classroom for the 10 minutes passing time for the class you're working on and for the one before yours (if there is one).

8:00 AM				
9:00 AM		TTh		
10:00 AM	MW	8-10:05		
11:00 AM				
12 noon	MW	10:15-12:20		
1:00 PM	MW	12:30-1:55	College Hour	College Hour

A 4-Hour Class that Meets Twice a Week for 16 Weeks

- Multiply the standard Catalog weekly hours by 18
- Divide the total hours by 16 for weekly hours for a 16-wk class
- Divide new weekly hours by the number of meetings per week
- Subtract 1 hour (the last hour) from the number of full hours in the meeting pattern
- Multiply the (last full hour plus the remaining decimal) by 50
- Add the resulting hours and minutes
- $4 \times 18 = 72$ total hours
- $72 / 16 = 4.5$ hours per week
- $4.5 / 2$ meetings = 2.25, Round to 2.3 **2.3 hours in each meeting pattern**
- $2 - 1 = 1$ hour
- $1.3 \times 50 = 65$ minutes
- $1 \text{ hours} + 65 \text{ minutes} =$ **2 hours and 5 minutes**

SCHEDULE CHANGE FORM

All Schedule Changes, Add or Deletes are to be done Online. Please do not send paper schedule change forms. Contact **Academic Services #4388 or 4738** 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 a new or revised loadsheet.**

a. Contract Instructor – Gloria Gonzalez-Wilson ext. #4813

b. Adjunct Instructor – Kim Slany ext. #4827

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.

Spring and Fall

Account	Fund	Dept ID	Program
111000	01	_____	_____ regular faculty, teaching
133000	01	_____	_____ hourly faculty, teaching*
133500	01	_____	_____ hourly faculty, teaching**
118000	01	_____	_____ long-term substitute
123000	01	_____	_____ department head release-time
123500	01	_____	_____ coordinator release-time 100%
129000	01	_____	_____ other release-time (non-instructional)

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					
LBCONSRV	LB Conserv Corp	CCL					
LBCONVEN	LB Convention Ctr	LBC					
LBPOLAC	LB Pol Academy	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 Academic Services at #4131 or 4738.

Long Beach Community College District 2020 – 2021
16-Week Academic Calendar
 Approved June 26, 2019

2020-2021 Academic CALENDAR

<div><div>August 2020</div><table><tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22//</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>£28</td><td>29</td></tr><tr><td>30</td><td>\\31</td><td></td><td></td><td></td><td></td><td></td></tr></table></div>	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						<div><div>September 2020</div><table><tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>£7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>Δ22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr></table></div>	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	Δ22	23	24	25	26	27	28	29	30				<div><div>October 2020</div><table><tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>Δ24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table></div>	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	Δ24	25	26	27	28	29	30	31	<div><div>November 2020</div><table><tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>£11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>£26</td><td>£27</td><td>£28</td></tr><tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr></table></div>	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						<div><div>December 2020</div><table><tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19//</td></tr><tr><td>20</td><td>£21</td><td>£22</td><td>£23</td><td>£24</td><td>£25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table></div>	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									
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* There is no separate final exam week. Finals will take place on the last day of class.

ATTENDANCE CODE COLLECTION AND RULES

Weekly Attendance classes use code (W)

1. All regular 16-week classes, except TBA and non-credit classes as noted below.
2. Regular 16-week, Work Experience, Online and Hybrid classes.

Daily Census Attendance classes use code (D)

1. Begin and start dates are within the dates for the full-term session, but less than 16 weeks long.
2. Meets on a regular day pattern in which the contact hours for each meeting day are the same.
3. Census day is the meeting that represents 20% of all scheduled meetings for the class.
4. 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 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.