

Office of Academic Services 16 Week Scheduling Guidelines

PREPARED BY:
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LONG BEACH CITY COLLEGE MARCH 10, 2011



Primary and Intersession Terms

- Fall 2012 Aug 27,2012 Dec 16, 2012
- Winter 2013 Jan 2, 2013 Feb 2, 2013
- **Spring 2013** Feb 5, 2013 June 5, 2013
- **Summer 2013** June 10, 2013 July 12, 2013 and July 15 Aug 16, 2013
- Fall and Spring (16 week and 8 week patterns)
- Winter Intersession (5 week pattern)
- Summer (Two 5 week sessions)

Definitions

- Class Hour the basic unit of attendance for computing full-time equivalent (FTES). It is 50 minutes of scheduled instruction.
- Clock Hour is a 60 minute time frame.
- Break Time 10 minutes break time for every 60 minutes (clock hour). This occurs for a 2 hour (or longer class). A two hour class will have one 10 minute break. A three hour class will have two 10 minute breaks, etc.
- Passing Time allows students time to move from one class to another (usually 10 minutes).

Scheduling Guidelines

- Follow guidelines in Title 5 and Student Accounting Manual.
- Utilize scheduling patterns that achieve optimum apportionment.
- Publish explicit start and stop times in Schedule of Classes.
- Provide appropriate passing time at the end of a class.

Converting Base Calendar (18 week - BC) to Compressed Calendar (16 week - CC)

• 1. Hrs per wk on BC x 18

• 2. Total hrs for BC/ 16

• 3. Total hrs for CC/ # of Sessions per Wk

• 4. # of Full Hrs – 1 (last hr) x 60 min

• 5. Last Full Hr + Any Remaining Fraction x 50 min

6. Sum Step 4 + Step 5

3 x 18=54 hours

54/16= 3.38

3.38/2 sessions = 1.7

 $1 - 1 = 0 \times 60 = 0$

 $1.7 \times 50 = 85 \min$

 $0 + 85 = 85 \min (1:25)$

- A 3 hour class can be scheduled over 2 days. Each session will be 85 minutes or 1 hour and 25 minutes.
- Let's try to schedule a 3 hour class over 3 days and see what happens.

Impermissible Scheduling Patterns

1. Hrs per wk on BC x 18

2. Total hrs for BC/ 16

3. Total hrs for CC/ # of Sessions per Wk

• 4. # of Full Hrs – 1 (last hr) x 60 min

5. Last Full Hr + Any Remaining Fraction x 50 min 1.1 x 50 = 55 min

• 6. Sum Step 4 + Step 5

3 x 18=54 hours

54/16= 3.38

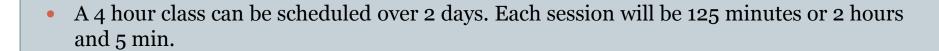
3.38/3 sessions = 1.1

 $1 - 1 = 0 \times 60 = 0$

 $0 + 55 = 55 \min$

- A 3 hour class **cannot** be scheduled over 3 days. Each session will be 55 minutes which means this is 55/50=1.1 hours.
- 1.1 hours x 3 days = 3.3, not 3.4 which is what is required when a 3 hour class is offered over 16 weeks.
- Do not schedule classes that have the same number of contact hours offered over the same number of days ie. 5 hours over 5 days, 4 hours over 4 days, 3 hours over 3 days, and 2 hours over 2 days, etc.
- A 1 hour class must be scheduled for a minimum of 1 hour and 5 minutes (65 min) for optimal apportionment. (65/50=1.3 hours).

Converting Base Calendar (18 week - BC) to Compressed Calendar (16 week - CC)



- 1. Hrs per wk on BC x 18
- 2. Total hrs for BC/ 16
- 3. Total hrs for CC/ # of Sessions per Wk
- 4. # of Full Hrs 1 (last hr) x 60 min
- 5. Last Full Hr + Any Remaining Fraction x 50 min
- 6. Sum Step 4 + Step 5

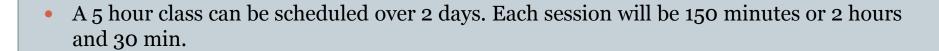
$$4.5/2$$
 sessions = 2.25, Rnd 2.3

$$2 - 1 = 1 \times 60 = 60$$

$$1.3 \times 50 = 65 \min$$

$$60 + 65 = 125 \min (2:05)$$

Converting Base Calendar (18 week - BC) to Compressed Calendar (16 week - CC)



- 1. Hrs per wk on BC x 18
- 2. Total hrs for BC/ 16
- 3. Total hrs for CC/ # of Sessions per Wk
- 4. # of Full Hrs 1 (last hr) x 60 min
- 5. Last Full Hr + Any Remaining Fraction x 50 min
- 6. Sum Step 4 + Step 5

$$5.6/2 \text{ sessions} = 2.8$$

$$2 - 1 = 1 \times 60 = 60$$

$$1.8 \times 50 = 90 \text{ min}$$

$$60 + 90 = 150 \min (2:30)$$

Scheduling 5 Week Classes

- The <u>same</u> formula used for Full-Term 16 week classes can be used for 5 week classes.
- A 3 hour class can be scheduled over 2 days. Each session will be 310 minutes or 5 hours and 10 min.

1. Hrs per wk on BC x 18

• 2. Total hrs for BC/ 16

• 3. Total hrs for CC/ # of Sessions per Wk

• 4. # of Full Hrs – 1 (last hr) x 60 min

• 5. Last Full Hr + Any Remaining Fraction x 50 min

• 6. Sum Step 4 + Step 5

3 x 18=54 hours

54/5= 10.8

10.8/2 sessions = 5.4

 $5 - 1 = 4 \times 60 = 240$

 $1.4 \times 50 = 70 \text{ min}$

 $240 + 70 = 310 \min (5:10)$

Class Lengths on 16 Week Calendar

Hours per Week on 18 Week Base Calendar	Hours per Week on 16 Week Calendar	1 Meeting Day per Week	2 Meeting Days per Week	3 Meeting Days per Week	4 Meeting Days per Week	5 Meeting Days per Week
		Hrs: Min per Day	Hrs:Min per Day	Hrs:Min per Day	Hrs: Min per Day	Hrs: Min per Day
1 hr (18 hrs)	1.3 hrs	1:05 M,T,W or Th (65 min)	*	*	*	*
2 hrs (36 hrs)	2.3 hrs	2:05 M,T,W or Th (125 min)	##	*	*	*
3 hrs (54 hrs)	3.4 hrs	3:10 M,T,W or Th (190 min)	1:25 MW or TTh (85 min)	**	*	*
4 hrs (72 hrs)	4.5 hrs	4:15 M,T,W or Th (255 min)	2:05 MW or TTh (125 min)	1:15 MWF (or TThF) (75	**	*
5 hrs (90 hrs)	5.6 hrs	***	2:30 MW or TTh (150 min)	1:35(MVF) or MV (80min) & F(130min) or MVF (95 min)	1:10 MTWTh (70 min)	##
6 hrs (108 hrs)	6.8 hrs	***	3:10 MW or TTh (190 min)	2:05 MWF (125 min)	1:25 MTWTh (85	*

Matrix – 16, 8 and 5 Week Equivalents to 18 Week Standard

		200								cs in a				1			7.20	
Clas	18 ss Hrs week	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	Total Hrs
ı		1.1	1.1	1.2	1.3	1.4	1.5	1.6	1.8	2.0	2.3	2.6	3.0	3.6	4.5	6.0	9.0	18
	1.5	1.6	1.7	1.8	1.9	2.1	2.3	2.5	2.7	3.0	3.4	3.9	4.5	5.4	6.8	9.0	13.5	27
2	2.0	2.1	2.3	2.4	2.6	2.8	3.0	3.3	3.6	4.0	4.5	5.1	6.0	7.2	9.0	12.0	18.0	36
	2.5	2.7	2.8	3.0	3.2	3.5	3.8	4.1	4.5	5.0	5.6	6.4	7.5	9.0	11.3	15.0	22.5	45
3		3.2	3.4	3.6	3.9	4.2	4.5	4.9	5.4	6.0	6.8	7.7	9.0	10.8	13.5	18.0	27.0	54
	3.5	3.7	3.9	4.2	4.5	4.9	5.3	5.7	6.3	7.0	7.9	9.0	10.5	12.6	15.8	21.0	31.5	63
1	3.5	4.2	4.5	4.8	5.1	5.5	6.0	6.6	7.2	8.0	9.0	10.3	12.0	14.4	18.0	24.0	36.0	72
-	4.5	4.8	5.1	5.4	5.8	6.2	6.8	7.4	8.1	9.0	10.1	11.6	13.5	16.2	20.3	27.0	40.5	81
5		5.3	5.6	6.0	6.4	6.9	7.5	8.2	9.0	10.0	11.3	12.9	15.0	18.0	22.5	30.0	45.0	90
	5.5	5.8	6.2	6.6	7.1	7.6	8.3	9.0	9.9	11.0	12.4	14.1	16.5	19.8	24.8	33.0	49.5	99
5		6.4	6.8	7.2	7.7	8.3	9.0	9.8	10.8	12.0	13.5	15.4	18.0	21.6	27.0	36.0	54.0	108
	6.5	6.9	7.3	7.8	8.4	9.0	9.8	10.6	11.7	13.0	14.6	16.7	19.5	23.4	29.3	39.0	58.5	117
7	0.5	7.4	7.9	8.4	9.0	9.7	10.5	11.5	12.6	14.0	15.8	18.0	21.0	25.2	31.5	42.0	63.0	126
	7.5	7.9	8.4	9.0	9.6	10.4	11.3	12.3	13.5	15.0	16.9	19.3	22.5	27.0	33.8	45.0	67.5	135
3	7.5	8.5	9.0	9.6	10.3	11.1	12.0	13.1	14.4	16.0	18.0	20.6	24.0	28.8	36.0	48.0	72.0	144
-	8.5	9.0	9.6	10.2	10.9	11.8	12.8	13.9	15.3	17.0	19.1	21.9	25.5	30.6	38.3	51.0	76.5	153
9	0.0	9.5	10.1	10.8	11.6	12.5	13.5	14.7	16.2	18.0	20.3	23.1	27.0	32.4	40.5	54.0	81.0	162
	9.5	10.1	10.7	11.4	12.2	13.2	14.3	15.6	17.1	19.0	21.4	24.4	28.5	34.2	42.8	57.0	85.5	171
10	3.3	10.6	11.3	12.0	12.9	13.9	15.0	16.4	18.0	20.0	22.5	25.7	30.0	36.0	45.0	60.0	90.0	180
	10.5	11.1	11.8	12.6	13.5	14.5	15.8	17.2	18.9	21.0	23.6	27.0	31.5	37.8	47.3	63.0	94.5	189
11	10.5	11.7	12.4	13.2	14.1	15.2	16.5	18.0	19.8	22.0	24.8	28.3	33.0	39.6	49.5	66.0	99.0	198
	11.5	12.2	12.9	13.8	14.8	15.9	17.3	18.8	20.7	23.0	25.9	29.6	34.5	41.4	51.8	69.0	103.5	207
12	22.0	12.7	13.5	14.4	15.4	16.6	18.0	19.6	21.6	24.0	27.0	30.9	36.0	43.2	54.0	72.0	108.0	216
	12.5	13.2	14.1	15.0	16.1	17.3	18.8	20.5	22.5	25.0	28.1	32.1	37.5	45.0	56.3	75.0	112.5	225
13	12.5	13.8	14.6	15.6	16.7	18.0	19.5	21.3	23.4	26.0	29.3	33.4	39.0	46.8	58.5	78.0	117.0	234
-	13.5	14.3	15.2	16.2	17.4	18.7	20.3	22.1	24.3	27.0	30.4	34.7	40.5	48.6	60.8	81.0	121.5	243
14	20.0	14.8	15.8	16.8	18.0	19.4	21.0	22.9	25.2	28.0	31.5	36.0	42.0	50.4	63.0	84.0	126.0	252
	14.5	15.4	16.3	17.4	18.6	20.1	21.8	23.7	26.1	29.0	32.6	37.3	43.5	52.2	65.3	87.0	130.5	261
15	2113	15.9	16.9	18.0	19.3	20.8	22.5	24.6	27.0	30.0	33.8	38.6	45.0	54.0	67.5	90.0	135.0	270
	15.5	16.4	17.4	18.6	19.9	21.5	23.3	25.4	27.9	31.0	34.9	39.9	46.5	55.8	69.8	93.0	139.5	279
16	15.5	16.9	18.0	19.2	20.6	22.2	24.0	26.2	28.8	32.0	36.0	41.1	48.0	57.6	72.0	96.0	144.0	288
-	16.5	17.5	18.6	19.8	21.2	22.9	24.8	27.0	29.7	33.0	37.1	42.4	49.5	59.4	74.3	99.0	148.5	297
17	10.5	18.0	19.1	20.4	21.9	23.5	25.5	27.8	30.6	34.0	38.3	43.7	51.0	61.2	76.5	102.0	153.0	306
-	17.5	18.5	19.7	21.0	22.5	24.2	26.3	28.6	31.5	35.0	39.4	45.0	52.5	63.0	78.8	105.0	157.5	315
18	17.5	19.1	20.3	21.6	23.1	24.9	27.0	29.5	32.4	36.0	40.5	46.3	54.0	64.8	81.0	108.0	162.0	324

Strikethrough: Pattern does not give optimal apportionment.

Underline: If scheduled as a single block, does not give optimal apportionmen

16 Week Class Times

16-Week Class Times for Fall and Spring

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

Standard Course Hours	1 Meeting Day per Week	2 Meeting Days per Week	3 Meeting Days per Week	4 Meeting Days per Week	5 Meeting Days per Week
1 hr (18 hrs)	Hrs: Min per Day 1:05 M,T,W or Th	Hrs:Min per Day	Hrs:Min per Day *	Hrs: Min per Day	Hrs: Min per Day
2 hrs (36 hrs)	2:05 M,T,W or Th	**	*	*	
3 hrs (54 hrs)	3:10 M,T,W or Th	1:25 MW or TTh	**	*	*
4 hrs (72 hrs)	4:15 M,T,W or Th	2:05 MW or TTh	1:15 MWF (or TThF)	**	
5 hrs (90 hrs)	***	2:30 MW or TTh	1:35(MWF) (or TThF) OR MW (or TTh) (80) & F(130)	1:10 MTWTh	**
6 hrs (108 hrs)	***	3:10 MW or TTh	2:05 MWF (or TThF)	1:25 MTWTh	

Less than one hour
** Pattern does not give optimal apportionment
*** This schedule would require more than 5 hours per session or day.

Recommended Time Blocks Lecture and Lab sessions need to be scheduled as separate time blocks.

DAY	1-Hour Classes	2-Hour Classes	3-Hour Classes	4-Hour Classes	5-Hour Classes	6-Hour Classes
MW	8:00-9:05 M,T,W, or Th	8:00-10:05 M.T.W or Th	8:00-9:25 MW	8:00-10:05 MW	8:00-10:30 MW	8:00-10:05 MWF
	9:35-10:40 M,T,W, or Th	10:20-12:25 M,T,W or Th	9:35-11:00 MW	10:20-12:25 MW	10:40-1:10 MW	10:20-12:25 MWF
	11:10-12:15 M,T,W or Th		11:10-12:35 MW			
	12:45-1:50 M,T,W or Th	12:45-2:50 M,T,W or Th	12:45-2:10 MW	12:45-2:50 MW		12:45-2:50 MWF
	2:00-3:05 M,T,W or Th				1:20-3:50 MW	

	1-Hour Classes	2-Hour Classes	3-Hour Classes	4-Hour Classes	5-Hour Classes	6-Hour Classes
TTh	8:00-9:05 M,T,W, or Th	7:30-9:35 M,T,W or Th	7:20-8:45 TTh	7:30-9:35 TTh	6:40-9:10 TThF OR	7:30-9:35 TThF OR
	9:15-10:20 M,T,W or Th		8:50-10:15 TTh		7:25-8:45 TTh and 7:25-9:35 on F	7:25-8:45 TTh and 7:25-9:35 on F
	10:45-11:50 M,T,W or Th	9:45-11:50 M,T,W or Th	10:25-11:50 TTh	9:45-11:50 TTh	9:20-11:50 TTh	9:45-11:50 TThF
	College Hour 12:00-1:00	College Hour 12:00-1:00				
	1:00-2:05 M,T,W or Th	1:00-3:05 M,T,W or Th	1:00-2:25 TTh	1:00-3:05pm TTh	1:00-3:30 TTh	1:00-3:05 TThF OR 1:00-4:10 TTh

	1-Hour Classes	2-Hour Classes	3-Hour Classes	4-Hour Classes	5-Hour Classes	6-Hour Classes
EVENING	3:30-4:35 M. T. W. or Th	3:30-5:35 M. T. W. or Th	3:30-6:40 M. T. W or Th			

8 Week Class Times

8-Week Class Times

Scheduled course time required per session for a 8-week course meeting X number of days/sessions per week.

Standard Course Hours	1 Meeting * Day per Week	2 Meeting Days per Week	3 Meeting Days per Week	4 Meeting Days per Week	5 Meeting Days per Week
	Hrs: Min per Day	Hrs:Min per Day	Hrs:Min per Day	Hrs: Min per Day	Hrs: Min per Day
1 hr (18 hrs)	2:05 M, T, or W	1:05 MW or TTh	*	*	*
2 hrs (36 hrs)	4:15 M, T or W	2:05 MW or TTh	1:15 MWF or TThF	:55 MTWTh	*
3 hrs (54 hrs)	6:30 M,T or W	3:10 MW or TTh	2:05 MWF or TThF	1:25 MTWTh	*
4 hrs (72 hrs)	***	4:15 MW or TTh	2:50 MWF or TThF	2:05 MTWTh	1:30 Daily
5 hrs (90 hrs)	***	5:25 MW or TTh	3:30 MWF or TThF	2:30 MTWTh	2:05 Daily
6 hrs (108 hrs)	***	6:30 MW or TTh	4:15 MWF or TThF	3:10 MTWTh	2:25 Daily

^{*} Less than one hour

Recommended Time Blocks Lecture and Lab sessions need to be scheduled as separate time blocks.

Recommended Time Blocks Lecture and Lab sessions need to be scheduled as separate time blocks.

DAY	1-Hour Classes	2-Hour Classes	3-Hour Classes	4-Hour Classes	5-Hour Classes
MW	8:00-10:05 M,T,W or Th	8:00-10:05 MW	8:00-10:05 MWF	7:30-9:35 MTWTh	7:30-9:35 Daily
	10:20-12:25 M,T,W or Th	10:20-12:25 MW	10:20-12:25 MWF	9:45-11:50 MTWTh	9:45-11:50 Daily
	12:45-2:50 M,T,W or Th	12:45-2:50 MW	12:45-2:50 MWF	1:00-3:05pm MTWTh	1:00-3:05pm Daily

	1-Hour Classes	2-Hour Classes	3-Hour Classes	4-Hour Classes	5-Hour Classes
TTh	7:30-9:35 M,T,W or Th	7:30-9:35 TTh	5:20-8:30 TTh	7:30-9:35 MTWTh	7:30-9:35 Daily
	9:45-11:50 M,T,W or Th	9:45-11:50 TTh	8:40-11:50 TTh	9:45-11:50 MTWTh	9:45-11:50 Daily
	College Hour 12:00-1:00	College Hour 12:00-1:00	College Hour 12:00-1:00	College Hour 12:00-1:00	College Hour 12:00-1:00
,	1:00-3:05 M,T,W or Th	1:00-3:05pm TTh	1:00-4:10 TTh OR 1:00-3:05 TThF	1:00-3:05pm MTWTh	1:00-3:05pm Daily

^{***} This schedule would require more than 8 hours per session or day.

^{*} Less than one hour ** Pattern does not give optimal apportionment

^{***} This schedule would require more than 5 hours per session or day.

5 Week Class Times

Scheduled course time required per session for a 5-week course meeting X number of days/sessions per week.

Standard Course Hours	1 Meeting Day per Week	2 Meeting Days per Week	3 Meeting Days per Week	4 Meeting Days per Week	5 Meeting Days per Week
	Hrs: Min per Day	Hrs:Min per Day	Hrs:Min per Day	Hrs: Min per Day	Hrs: Min per Day
1 hr (18 hrs)	3:20 M, T, W or Th	1:30 MW or TTh	1:05 TWTh	Less than one hour	Less than one hour
2 hrs (36 hrs)	••	3:20 MW or TTh	2:10 TWTh	1:30 MTWTh	1:10 Daily
3 hrs (54 hrs)	••	5:10 MW or TTh	3:20 TWTh	2:25 MTWTh	2:05 Daily
4 hrs (72 hrs)	••		4:30 TWTh	3:20 MTWTh	2:35 Daily
5 hrs (90 hrs)	••	••	5:50 TWTh	4:15 MTWTh	3:20 Daily
6 hrs (108 hrs)	**	**		5:10 MTWTh	4:05 Daily

^{**} This schedule would require more than 6 hours per session or day.

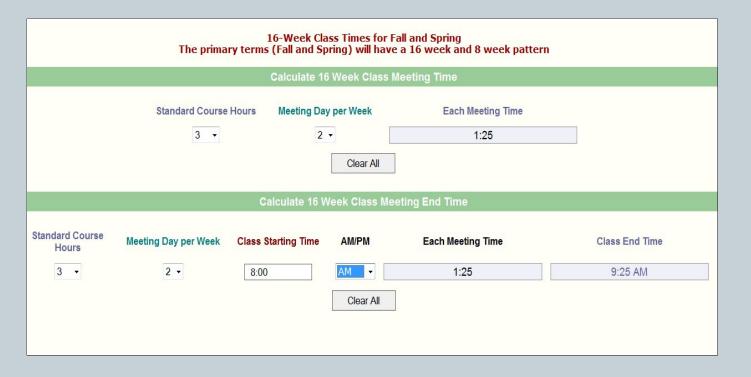
Recommend	ded Time Blocks		Lecture and Lab sessions need to be scheduled as separate time blocks.				
	1-Hour Classes	2-Hour Classes	3-Hour Classes	4-Hour Classes	5-Hour Classes		
DAY	8:00-9:30 MW or TTh	8:00- 9:30 MTWTh	8:00-10:25 MTWTh	8:00-11:20 MTWTh	8:00-12:15 MTWTh		
	10:35-12:05 MW or TTh 1:10- 2:40 MW or TTh	10:35-12:05 MTWTh 1:10-2:40 MTWTh	10:35- 1:00 MTWTh 1:10- 3:35 MTWTh	1:10- 4:30 MTWTh	1:10-5:25 MTWTh		
	2:50- 4:20 MW or TTh or	2:50-4:20 MTWTh or		or			
	8:00-11:20 M (any day*) 1:10-4:30 M (any day*)	8:00-11:20 MW or TTh 1:10-4:30 MW or TTh		7:00-10:20 MTWTh 10:35-1:55 MTWTh			
EVENING	4:50-6:20 MW or TTh	4:50-6:20 MTWTh	4:50-7:15 MTWTh	4:50-8:10 MTWTh	4:50-9:05 MTWTh		

^{*} Except Friday. Friday class meetings only permitted for classes that need to meet 5 days per week (Daily).

Online Calculators

The Office of Academic Services has prepared online calculators to assist you with scheduling.

http://www.lbcc.edu/apps/oas/calculator/16WeekCalendar.html



16 Week Calendar Website

 Additional information on the compressed calendar can be found at http://www.lbcc.edu/16-week/

