

Simplified Meeting Calculation Formula for Classes Meeting fewer than 16 Weeks

Example: A 90-hour class that will meet 23 times

Step 1. Divide the total number of hours by the number of meetings.
(Do not include holidays in your count.)

$$90 / 23 = 3.9130434\dots$$

Step 2. Round to nearest tenth

Step 3. Divide this result into two parts:

1.9 the last hour plus any partial hour

AND **2** full hours



This number needs to be equal or greater than 1 but less than 2.

Why 50? Because the last hour has no break. Instead of a break, there is a passing time of 10 minutes after the class.
You don't need to calculate any further for the passing time - it's being done here.

For each full hour there is a 10-minute break

Step 4. Take **1.9 X 50** to find out the minutes to add on to the whole hours.
 $1.9 \times 50 = 95$ minutes. 95 minutes = 1 hour and 35 minutes.

1 hour and 35 minutes

2 full hours

Step 5. Add these two back together.

Each meeting will be **3 hours & 35 minutes.**



If the Catalog says a course meets this many hours per week, then the total number of hours is...

0.6	1.1	1.7	2.3	2.8	3.4	3.9	4.5	5.1	5.6	6.2	6.8	7.3	7.9	8.4	9.0	9.6	10.1	10.7	11.3
9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144	153	162	171	180