



Class Schedule Directions

Summer Intersession Dates

6~1stWeek - June 19, 2017 to July 27, 2017

8~Weeks - June 19, 2017 to Aug. 10, 2017

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School Calendar for Developing the Summer 2017 Schedule of Classes

Summer 2017	Activities
9/22/16-10/18/16	Schools receive 1 st Run 1) electronic class schedule spreadsheets, 2) printer proof and 3) schedule instructions.
10/18/16	School Deans to submit corrected spreadsheets to Academic Services, by October 18,2016 .
10/18/16-10/24/16	Academic Services key in changes
Set by Bookstore	Bookstore to send Email reminder notice to faculty to start submitting Textbook Adoptions
10/24/16-10/26/16	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
10/27/16-10/31/16	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.
10/31/16-11/3/16	AS enters room conflict changes
11/4/16	All open spaces in general lecture rooms are available to all departments. Send Schedule Change forms when changing a session/day/time/room and for the unplaced class listing sent by AS. SCF's will be processed in the order they are approved.
Set by Bookstore	Textbook Adoptions are due to the bookstore
11/7/16	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.
11/10/16-11/14/16	Final Printer Proof to be used for spotting errors only. For changes send Schedule Change forms only
Set by C&CA	C&CA Communications & College Advancement prepares (PDF) Registration Information Book
11/28/16	Deadline for web-based Schedule of Classes to be available online for students to view.
4/24/17	Priority Registration (subject to change by Admissions)

GENERAL GUIDELINES FOR SUMMER 2017

1. Please be as accurate and as complete as possible with your first run changes. Please Read all directions carefully, and adhere to the deadlines listed on the schedule development calendar.
2. **Summer 2017 Intersession Dates:** There will be two sessions of summer school; see chart below. This year July 4th, holiday is on a Tuesday. Summer hours are based on the number of days a class meets see the Class Time and TBA Calculation charts on page 10 and 11.
 - 6 weeks, June 19, 2017 to July 27, 2017
 - 8 weeks, June 19, 2017 to August 10, 2017

Session CODES for 6Week Classes	Start Date	End Date	M	T	W	R	F
6FJ	6/19/2017	7/27/2017	M		W		
6FO	6/19/2017	7/27/2017	M	T	W	R	
6FP	6/19/2017	7/27/2017	M	T	W		
6FQ	6/19/2017	7/27/2017		T		R	
6FS	6/19/2017	7/27/2017		T	W	R	
6FZ	6/19/2017	7/27/2017					
Session CODES for 8Week Classes	Start Date	End Date	M	T	W	R	F
8FG	6/19/2017	8/10/2017	M		W		
8FI	6/19/2017	8/10/2017	M	T	W	R	
8FK	6/19/2017	8/10/2017		T		R	
8FL	6/19/2017	8/10/2017		T	W	R	
8FO	6/19/2017	8/10/2017	M	T		R	
8FT	6/19/2017	8/10/2017	M	T	W		
8FZ	6/19/2017	8/10/2017					

3. Header, course, and section notes have been edited from previous semesters. An effort has been made in Academic Services and Communications & College Advancement to tailor those remarks for marketing purposes and to trim the schedule.
4. We have eliminated from the worksheets classes that were cancelled from previous term.
5. Prerequisites, Co-requisites, course titles, units are not be changed on worksheets or printers proof unless approved by Curriculum and Monique Fernandez.
6. Use **EMPLOYEE ID** number. Teachers can only be scheduled to teach in a subject area entered in PeopleSoft, refer to your Instructor table listing from HR. If you find that an instructor is missing, you need to notify the appropriate HR Specialist, and they'll verify and make the changes in the system. They are necessary for timecards, grade reports, automated reports, and essential to distinguish employees with common last names. They are also required on the schedule worksheets or instructor will be listed as staff.

7. **When scheduling classes with more than one instructor, HIGHLIGHT in BLUE** the instructor's name you want printed in the schedule and for **ELECTRONIC GRADING, HIGHLIGHT in RED** the name of the authorized teacher who will approve the grades 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.
9. The **class numbers are not permanent from year to year**, therefore you need to check all class numbers referenced in the notes.
10. *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.
11. *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 15.
12. Any shaded field on the worksheets is **not available** to be edited.

Instructions for Electronic Worksheets

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

1. Only the header columns highlighted in **Yellow** are to be 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 Insert a new row: Type "I" when INSERTING a new row. Highlight the entire newly inserted row in **Yellow**.
4. 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, etc...	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 new row that includes room, instructor, and TBA hours. Use the TBD column to type in the total "TBD" weekly hours. On the schedule change form you would continue to use the comments area to indicate the "WEB/SLA/OTH or TBD" 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")	Meeting Days
Start and End Time, include AM or PM	Room
Assignment Type	Percentage of Responsibility for teachers

SCHEDULE WORKSHEETS

Description of Data Element Fields

1. **Course Subject and Catalog Number Field:** All courses were copied over from Summer 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:** All courses that were copied over from Summer 2016 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 Summer 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 (do not edit):** Go to page 4 for session dates to select from.
7. **Comp (do not edit):** This field shows the component type of the course (lecture or LAB).
8. **Comp 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 Summer 2015 were copied over into Summer 2016, 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. 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 LEC, LAB, WEB.
12. **Auto Enr Comp (do not edit):** This field is provided for reference and is used by Academic Services.
13. **Combined-ID (do not edit):** This field is provided for reference and is 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 the 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
SLR	Lecture Regular	SLP	Lecture Part-time
SBR	Lab Regular	SBP	Lab Part-time
SLO	Lecture Overtime	SCR	Clinical Lab Regular (Off-Site)
SBO	Lab Overtime	SCS	Clinical Lab Saved (Off-Site)
SLS	Lecture Saved	SCO	Clinical Lab Over (Off-Site)
SBS	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 the class component meets in two or three different rooms, and has different meeting times, days, or has a (lunch) break in time on one meeting pattern day, use meeting pattern two and complete the day, room and hours information on that pattern as necessary. Then supply the instructor employee ID, assignment type and percentage of responsibility
24. **W-Load Hrs (do not edit):** This field is automatically calculated from the percent of responsibility values and the catalog.
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. For classes less than 16 weeks the class number and dates will be automatically repeated in a class note. Please do not refer to class numbers in the body of a class note. Class notes will be edited in Academic Services and 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. 50211 begins week of 06/19/2017, ends 08/10/2017
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.

6-Week Intersession Class Time and Time Card Calculations

Scheduled class time required for a 6-week course meeting a total of **X** number of days/meetings.

Number of Meetings	6 Meetings		11 Meetings (1 holiday)		12 Meetings		17 Meetings (1 holiday)		18 Meetings		23 Meetings (1 holiday)		24 Meetings	
	Days of the Week		M, T, W, or Th		MW or TTh		MTW or TWTh		MTWTh		MTWTh		MTWTh	
	Hrs : Mins / Meeting	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins
LEC% FTE	LAB% FTE	per Day		per Day		per Day		per Day		per Day		per Day		
9 total hours .9 hrs/wk for 10 weeks 3.33% FTE 2.6% FTE	1:15 TBA hours = 1.5 hours per week 1.50 hrs/day		***	***	***	***	***	***	***	***	***	***	***	
18 total hours 1.1 hrs/wk for 16 weeks 8.87% FTE 6% FTE	2:50 TBA hours = 3.0 hours per week 3.00 hrs/day		1:20 1.64 hrs/day	1:15 1.5 hrs/day	1:05 1.06 hrs/day	***	***	***	***	***	***	***	***	
27 total hours 1.7 hrs/wk for 16 weeks 10% FTE 7.6% FTE	4:15 TBA hours = 4.5 hours per week 4.50 hrs/day		2:15 2.45 hrs/day	2:05 2.25 hrs/day	1:20 1.59 hrs/day	1:15 1.50 hrs/day	***	***	***	***	***	***	***	
36 total hours 2.3 hrs/wk for 16 weeks 13.33% FTE 10% FTE	5:50 TBA hours = 6.0 hours per week 6.00 hrs/day		3:05 3.27 hrs/day	2:50 3.00 hrs/day	1:55 2.12 hrs/day	1:50 2.00 hrs/day	***	***	***	***	***	***	***	
45 total hours 2.8 hrs/wk for 16 weeks 18.87% FTE 12.6% FTE	*** ** ** TBA hours = 7.5 hours per week		3:55 4.09 hrs/day	3:30 3.75 hrs/day	2:20 2.65 hrs/day	2:15 2.50 hrs/day	***	***	***	***	***	***	***	
54 total hours 3.4 hrs/wk for 16 weeks 20% FTE 16% FTE	*** ** ** TBA hours = 9.0 hours per week		4:35 4.91 hrs/day	4:15 4.50 hrs/day	3:00 3.18 hrs/day	2:50 3.00 hrs/day	***	***	***	***	***	***	***	
63 total hours 3.9 hrs/wk for 16 weeks 23.33% FTE 17.6% FTE	*** ** ** TBA hours = 10.5 hours per week		5:25 5.73 hrs/day	5:05 5.25 hrs/day	3:25 3.71 hrs/day	3:15 3.50 hrs/day	***	***	***	***	***	***	***	
72 total hours 4.5 hrs/wk for 16 weeks 28.87% FTE 20% FTE	*** ** ** TBA hours = 12.0 hours per week		6:15 6.55 hrs/day	5:50 6.00 hrs/day	4:00 4.24 hrs/day	3:50 4.00 hrs/day	***	***	***	***	***	***	***	
81 total hours 5.1 hrs/wk for 16 weeks 30% FTE 22.6% FTE	*** ** ** TBA hours = 13.5 hours per week		7:10 7.36 hrs/day	6:30 6.75 hrs/day	4:30 4.76 hrs/day	4:15 4.50 hrs/day	***	***	***	***	***	***	***	
90 total hours 5.6 hrs/wk for 16 weeks 33.33% FTE 26% FTE	*** ** ** TBA hours = 15.0 hours per week		*** ** ** 7:50 hrs/day	7:15 7.50 hrs/day	5:05 5.29 hrs/day	4:50 5.00 hrs/day	***	***	***	***	***	***	***	
99 total hours 6.2 hrs/wk for 16 weeks 38.87% FTE 27.6% FTE	*** ** ** TBA hours = 16.5 hours per week		*** ** ** TBA hours per half = 8.25 hrs/wk	*** ** ** 7:50 hrs/day	*** ** ** 5:30 hrs/day	5:15 5.82 hrs/day	*** ** ** 5:50 hrs/day	*** ** ** 5:50 hrs/day	*** ** ** 5:50 hrs/day	*** ** ** 4:30 hrs/day	*** ** ** 4:13 hrs/day	*** ** ** 4:13 hrs/day	*** ** ** 4:13 hrs/day	
108 total hours 6.8 hrs/wk for 16 weeks 40% FTE 30% FTE	*** ** ** TBA hours = 18.0 hours per week		*** ** ** TBA hours per half = 9.00 hrs/wk	*** ** ** 7:50 hrs/day	*** ** ** 6:10 hrs/day	5:50 6.35 hrs/day	*** ** ** 6:00 hrs/day	*** ** ** 6:00 hrs/day	*** ** ** 6:00 hrs/day	*** ** ** 4:40 hrs/day	*** ** ** 4:50 hrs/day	*** ** ** 4:50 hrs/day	*** ** ** 4:50 hrs/day	
117 total hours 7.3 hrs/wk for 16 weeks 43.33% FTE 32.6% FTE	*** ** ** TBA hours = 19.5 hours per week		*** ** ** TBA hours each half = 9.75 hrs/wk	*** ** ** 7:50 hrs/day	*** ** ** 6:35 hrs/day	6:15 6.89 hrs/day	*** ** ** 6:50 hrs/day	*** ** ** 6:50 hrs/day	*** ** ** 6:50 hrs/day	*** ** ** 5:09 hrs/day	*** ** ** 4:88 hrs/day	*** ** ** 4:88 hrs/day	*** ** ** 4:88 hrs/day	
126 total hours 7.9 hrs/wk for 16 weeks 48.87% FTE 36% FTE	*** ** ** TBA hours = 21.0 hours per week		*** ** ** TBA hours each half = 10.50 hrs/wk	*** ** ** 7:50 hrs/day	*** ** ** 7:10 hrs/day	6:50 7.41 hrs/day	*** ** ** 7:00 hrs/day	*** ** ** 7:00 hrs/day	*** ** ** 7:00 hrs/day	*** ** ** 5:48 hrs/day	*** ** ** 5:25 hrs/day	*** ** ** 5:25 hrs/day	*** ** ** 5:25 hrs/day	
135 total hours 8.4 hrs/wk for 16 weeks 60% FTE 37.6% FTE	*** ** ** TBA hours = 22.5 hours per week		*** ** ** TBA hours each half = 11.25 hrs/wk	*** ** ** 7:50 hrs/day	*** ** ** 7:35 hrs/day	7:15 7.94 hrs/day	*** ** ** 7:50 hrs/day	*** ** ** 7:50 hrs/day	*** ** ** 7:50 hrs/day	*** ** ** 5:87 hrs/day	*** ** ** 5:63 hrs/day	*** ** ** 5:63 hrs/day	*** ** ** 5:63 hrs/day	
144 total hours 9.0 hrs/wk for 16 weeks 63.33% FTE 40% FTE	*** ** ** TBA hours = 24.0 hours per week		*** ** ** TBA hours each half = 12.00 hrs/wk	*** ** ** 7:50 hrs/day	*** ** ** 7:50 hrs/day	7:50 8.33 hrs/day	*** ** ** 8:00 hrs/day	*** ** ** 8:00 hrs/day	*** ** ** 8:00 hrs/day	*** ** ** 6:05 hrs/day	*** ** ** 6:00 hrs/day	*** ** ** 6:00 hrs/day	*** ** ** 6:00 hrs/day	
153 total hours 9.6 hrs/wk for 16 weeks 68.87% FTE 42.6% FTE	*** ** ** TBA hours = 25.5 hours per week		*** ** ** TBA hours each half = 12.75 hrs/wk	*** ** ** 7:50 hrs/day	*** ** ** 8:00 hrs/day	8:00 8.66 hrs/day	*** ** ** 8:00 hrs/day	*** ** ** 8:00 hrs/day	*** ** ** 8:00 hrs/day	*** ** ** 6:26 hrs/day	*** ** ** 6:00 hrs/day	*** ** ** 6:00 hrs/day	*** ** ** 6:00 hrs/day	
162 total hours 10.1 hrs/wk for 16 weeks 80% FTE 46% FTE	*** ** ** TBA hours = 27.0 hours per week		*** ** ** TBA hours each half = 13.50 hrs/wk	*** ** ** 7:50 hrs/day	*** ** ** 8:15 hrs/day	8:15 9.00 hrs/day	*** ** ** 8:15 hrs/day	*** ** ** 8:15 hrs/day	*** ** ** 8:15 hrs/day	*** ** ** 6:45 hrs/day	*** ** ** 6:38 hrs/day	*** ** ** 6:38 hrs/day	*** ** ** 6:38 hrs/day	
171 total hours 10.7 hrs/wk for 16 weeks 83.33% FTE 47.6% FTE	*** ** ** TBA hours = 28.5 hours per week		*** ** ** TBA hours each half = 14.25 hrs/wk	*** ** ** 7:50 hrs/day	*** ** ** 8:30 hrs/day	8:30 9.33 hrs/day	*** ** ** 8:30 hrs/day	*** ** ** 8:30 hrs/day	*** ** ** 8:30 hrs/day	*** ** ** 7:04 hrs/day	*** ** ** 6:50 hrs/day	*** ** ** 6:50 hrs/day	*** ** ** 6:50 hrs/day	
180 total hours 11.3 hrs/wk for 16 weeks 88.87% FTE 50% FTE	*** ** ** TBA hours = 30.0 hours per week		*** ** ** TBA hours each half = 15.00 hrs/wk	*** ** ** 7:50 hrs/day	*** ** ** 8:45 hrs/day	8:45 9.66 hrs/day	*** ** ** 8:45 hrs/day	*** ** ** 8:45 hrs/day	*** ** ** 8:45 hrs/day	*** ** ** 7:23 hrs/day	*** ** ** 7:50 hrs/day	*** ** ** 7:50 hrs/day	*** ** ** 7:50 hrs/day	

Example:
Math 110 usually meets 5.63 hrs/wk for 16 weeks. Whatever the duration of the class, it must always meet 90 total hours.
We want to have the class meet 4 days a week for 6 weeks in the summer. Intersession classes are paid by the day, so we'd multiply 40x to get 24 meeting days. But since one day is a holiday, the class will meet 23 days.
Look down the left column to find 90 total hours and then to the right to find the 23 meetings (column). The chart tells us the class would meet 3 hours and 35 minutes each day.
He'll need the an estimate of the highest number of weekly contact hours. Multiply the number of days per week times the decimal equivalent shown in the column you're using. In this case 23 x 3.66 (Round up to be safe.)
You will get 84.78 on the calculator for each day the class meets.

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 total of TBA hours for a meeting pattern.

*** 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 beyond 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.

Remember:

- 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.



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		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
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	1:05 TBA hours = 1.13 hours per week 1.13 hrs/day	***	***	***	***	***	***
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	2:05 TBA hours = 2.25 hours per week 2.25 hrs/day	1:05 TBA hours each half = 1.13 hours per week 1.28 hrs/day	1:05 TBA hours each half = 1.13 hours per week 1.20 hrs/day	1:05 TBA hours each half = 1.13 hours per week 1.13 hrs/day	***	***	***
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	3:10 TBA hours = 3.38 hours per week 3.38 hrs/day	1:35 TBA hours each half = 1.69 hours per week 1.93 hrs/day	1:30 TBA hours each half = 1.69 hours per week 1.80 hrs/day	1:25 TBA hours each half = 1.69 hours per week 1.69 hrs/day	1:05 TBA hours each third = 1.13 hours per week 1.23 hrs/day	1:05 TBA hours each third = 1.13 hours per week 1.17 hrs/day	1:05 TBA hours each third = 1.13 hours per week 1.13 hrs/day
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	4:15 TBA hours = 4.50 hours per week 4.50 hrs/day	2:20 TBA hours each half = 2.25 hours per week 2.57 hrs/day	2:10 TBA hours each half = 2.25 hours per week 2.40 hrs/day	2:05 TBA hours each half = 2.25 hours per week 2.25 hrs/day	1:20 TBA hours each third = 1.50 hours per week 1.64 hrs/day	1:20 TBA hours each third = 1.50 hours per week 1.57 hrs/day	1:15 TBA hours each third = 1.50 hours per week 1.50 hrs/day
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	5:20 TBA hours = 5.63 hours per week 5.63 hrs/day	3:05 TBA hours each half = 2.81 hours per week 3.21 hrs/day	2:50 TBA hours each half = 2.81 hours per week 3.00 hrs/day	2:30 TBA hours each half = 2.81 hours per week 2.81 hrs/day	1:50 TBA hours each third = 1.88 hours per week 2.05 hrs/day	1:50 TBA hours each third = 1.88 hours per week 1.96 hrs/day	1:35 TBA hours each third = 1.88 hours per week 1.88 hrs/day
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	3:20 TBA hours each half = 3.38 hours per week 3.60 hrs/day	3:10 TBA hours each half = 3.38 hours per week 3.38 hrs/day	2:15 TBA hours each third = 2.25 hours per week 2.45 hrs/day	2:10 TBA hours each third = 2.25 hours per week 2.35 hrs/day	2:05 TBA hours each third = 2.25 hours per week 2.25 hrs/day
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	4:00 TBA hours each half = 3.94 hours per week 4.20 hrs/day	3:35 TBA hours each half = 3.94 hours per week 3.94 hrs/day	2:35 TBA hours each third = 2.63 hours per week 2.86 hrs/day	2:25 TBA hours each third = 2.63 hours per week 2.74 hrs/day	2:20 TBA hours each third = 2.63 hours per week 2.63 hrs/day
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	4:30 TBA hours each half = 4.50 hours per week 4.80 hrs/day	4:15 TBA hours each half = 4.50 hours per week 4.50 hrs/day	3:05 TBA hours each third = 3.00 hours per week 3.27 hrs/day	2:55 TBA hours each third = 3.00 hours per week 3.13 hrs/day	2:50 TBA hours each third = 3.00 hours per week 3.00 hrs/day
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	5:10 TBA hours each half = 5.06 hours per week 5.40 hrs/day	4:55 TBA hours each half = 5.06 hours per week 5.06 hrs/day	3:25 TBA hours each third = 3.38 hours per week 3.68 hrs/day	3:15 TBA hours each third = 3.38 hours per week 3.52 hrs/day	3:10 TBA hours each third = 3.38 hours per week 3.38 hrs/day
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	5:50 TBA hours each half = 5.63 hours per week 6.00 hrs/day	5:20 TBA hours each half = 5.63 hours per week 5.63 hrs/day	3:55 TBA hours each third = 3.75 hours per week 4.09 hrs/day	3:35 TBA hours each third = 3.75 hours per week 3.91 hrs/day	3:30 TBA hours each third = 3.75 hours per week 3.75 hrs/day
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	4:05 TBA hours each third = 4.13 hours per week 4.30 hrs/day	3:55 TBA hours each third = 4.13 hours per week 4.13 hrs/day
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	4:25 TBA hours each third = 4.50 hours per week 4.70 hrs/day	4:15 TBA hours each third = 4.50 hours per week 4.50 hrs/day
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	4:55 TBA hours each third = 4.88 hours per week 5.09 hrs/day	4:35 TBA hours each third = 4.88 hours per week 4.88 hrs/day
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	5:15 TBA hours each third = 5.25 hours per week 5.48 hrs/day	5:05 TBA hours each third = 5.25 hours per week 5.25 hrs/day
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	5:35 TBA hours each third = 5.63 hours per week 5.87 hrs/day	5:20 TBA hours each third = 5.63 hours per week 5.63 hrs/day
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	6:05 TBA hours each third = 6.00 hours per week 6.26 hrs/day	5:50 TBA hours each third = 6.00 hours per week 6.00 hrs/day
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	6:25 TBA hours each third = 6.38 hours per week 6.65 hrs/day	6:10 TBA hours each third = 6.38 hours per week 6.38 hrs/day
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	6:50 TBA hours each third = 6.75 hours per week 7.04 hrs/day	6:30 TBA hours each third = 6.75 hours per week 6.75 hrs/day
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)
	MTWTh or TWThF			Daily - MTWThF		
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 TBA hours each fourth = 1.41 hours per week 1.50 hrs/day	1:15 TBA hours each fourth = 1.41 hours per week 1.45 hrs/day	1:10 TBA hours each fourth = 1.41 hours per week 1.41 hrs/day	***	***	***
54 total hours 3.4 hrs/wk for 16 weeks 20% FTE 15%	1:30 TBA hours each fourth = 1.69 hours per week 1.80 hrs/day	1:25 TBA hours each fourth = 1.69 hours per week 1.74 hrs/day	1:25 TBA hours each fourth = 1.69 hours per week 1.69 hrs/day	1:15 TBA hours each fifth = 1.35 hours per week 1.46 hrs/day	1:10 TBA hours each fifth = 1.35 hours per week 1.42 hrs/day	1:10 TBA hours each fifth = 1.35 hours per week 1.38 hrs/day
63 total hours 3.9 hrs/wk for 16 weeks 23.33% FTE 17.5%	1:55 TBA hours each fourth = 1.97 hours per week 2.10 hrs/day	1:50 TBA hours each fourth = 1.97 hours per week 2.03 hrs/day	1:50 TBA hours each fourth = 1.97 hours per week 1.97 hrs/day	1:30 TBA hours each fifth = 1.58 hours per week 1.70 hrs/day	1:25 TBA hours each fifth = 1.58 hours per week 1.66 hrs/day	1:20 TBA hours each fifth = 1.58 hours per week 1.62 hrs/day
72 total hours 4.5 hrs/wk for 16 weeks 26.67% FTE 20%	2:10 TBA hours each fourth = 2.25 hours per week 2.40 hrs/day	2:05 TBA hours each fourth = 2.25 hours per week 2.32 hrs/day	2:05 TBA hours each fourth = 2.25 hours per week 2.25 hrs/day	1:35 TBA hours each fifth = 1.80 hours per week 1.95 hrs/day	1:35 TBA hours each fifth = 1.80 hours per week 1.89 hrs/day	1:30 TBA hours each fifth = 1.80 hours per week 1.85 hrs/day
81 total hours 5.1 hrs/wk for 16 weeks 30% FTE 22.5%	2:25 TBA hours each fourth = 2.53 hours per week 2.70 hrs/day	2:20 TBA hours each fourth = 2.53 hours per week 2.61 hrs/day	2:15 TBA hours each fourth = 2.53 hours per week 2.53 hrs/day	2:00 TBA hours each fifth = 2.03 hours per week 2.19 hrs/day	1:55 TBA hours each fifth = 2.03 hours per week 2.13 hrs/day	1:55 TBA hours each fifth = 2.03 hours per week 2.08 hrs/day
90 total hours 5.6 hrs/wk for 16 weeks 33.33% FTE 25%	2:50 TBA hours each fourth = 2.81 hours per week 3.00 hrs/day	2:35 TBA hours each fourth = 2.81 hours per week 2.90 hrs/day	2:30 TBA hours each fourth = 2.81 hours per week 2.81 hrs/day	2:10 TBA hours each fifth = 2.25 hours per week 2.43 hrs/day	2:10 TBA hours each fifth = 2.25 hours per week 2.37 hrs/day	2:05 TBA hours each fifth = 2.25 hours per week 2.31 hrs/day
99 total hours 6.2 hrs/wk for 16 weeks 36.67% FTE 27.5%	3:05 TBA hours each fourth = 3.09 hours per week 3.30 hrs/day	3:00 TBA hours each fourth = 3.09 hours per week 3.19 hrs/day	3:00 TBA hours each fourth = 3.09 hours per week 3.09 hrs/day	2:25 TBA hours each fifth = 2.48 hours per week 2.68 hrs/day	2:20 TBA hours each fifth = 2.48 hours per week 2.61 hrs/day	2:15 TBA hours each fifth = 2.48 hours per week 2.54 hrs/day
108 total hours 6.8 hrs/wk for 16 weeks 40% FTE 30%	3:20 TBA hours each fourth = 3.38 hours per week 3.60 hrs/day	3:15 TBA hours each fourth = 3.38 hours per week 3.48 hrs/day	3:10 TBA hours each fourth = 3.38 hours per week 3.38 hrs/day	2:35 TBA hours each fifth = 2.70 hours per week 2.92 hrs/day	2:30 TBA hours each fifth = 2.70 hours per week 2.84 hrs/day	2:30 TBA hours each fifth = 2.70 hours per week 2.77 hrs/day
117 total hours 7.3 hrs/wk for 16 weeks 43.33% FTE 32.5%	3:35 TBA hours each fourth = 3.66 hours per week 3.90 hrs/day	3:30 TBA hours each fourth = 3.66 hours per week 3.77 hrs/day	3:25 TBA hours each fourth = 3.66 hours per week 3.66 hrs/day	3:00 TBA hours each fifth = 2.93 hours per week 3.16 hrs/day	2:55 TBA hours each fifth = 2.93 hours per week 3.08 hrs/day	2:50 TBA hours each fifth = 2.93 hours per week 3.00 hrs/day
126 total hours 7.9 hrs/wk for 16 weeks 46.67% FTE 35%	4:05 TBA hours each fourth = 3.94 hours per week 4.20 hrs/day	3:55 TBA hours each fourth = 3.94 hours per week 4.06 hrs/day	3:55 TBA hours each fourth = 3.94 hours per week 3.94 hrs/day	3:10 TBA hours each fifth = 3.15 hours per week 3.41 hrs/day	3:05 TBA hours each fifth = 3.15 hours per week 3.32 hrs/day	3:05 TBA hours each fifth = 3.15 hours per week 3.23 hrs/day
135 total hours 8.4 hrs/wk for 16 weeks 50% FTE 37.5%	4:15 TBA hours each fourth = 4.22 hours per week 4.50 hrs/day	4:10 TBA hours each fourth = 4.22 hours per week 4.35 hrs/day	4:00 TBA hours each fourth = 4.22 hours per week 4.22 hrs/day	3:20 TBA hours each fifth = 3.38 hours per week 3.65 hrs/day	3:20 TBA hours each fifth = 3.38 hours per week 3.55 hrs/day	3:15 TBA hours each fifth = 3.38 hours per week 3.46 hrs/day
144 total hours 9.0 hrs/wk for 16 weeks 53.33% FTE 40%	4:30 TBA hours each fourth = 4.50 hours per week 4.80 hrs/day	4:20 TBA hours each fourth = 4.50 hours per week 4.65 hrs/day	4:15 TBA hours each fourth = 4.50 hours per week 4.50 hrs/day	3:35 TBA hours each fifth = 3.60 hours per week 3.89 hrs/day	3:30 TBA hours each fifth = 3.60 hours per week 3.79 hrs/day	3:25 TBA hours each fifth = 3.60 hours per week 3.69 hrs/day
153 total hours 9.6 hrs/wk for 16 weeks 56.67% FTE 42.5%	4:55 TBA hours each fourth = 4.78 hours per week 5.10 hrs/day	4:35 TBA hours each fourth = 4.78 hours per week 4.94 hrs/day	4:30 TBA hours each fourth = 4.78 hours per week 4.78 hrs/day	3:55 TBA hours each fifth = 3.83 hours per week 4.13 hrs/day	3:50 TBA hours each fifth = 3.83 hours per week 4.03 hrs/day	3:35 TBA hours each fifth = 3.83 hours per week 3.93 hrs/day
162 total hours 10.1 hrs/wk for 16 weeks 60% FTE 45%	5:10 TBA hours each fourth = 5.06 hours per week 5.40 hrs/day	5:05 TBA hours each fourth = 5.06 hours per week 5.23 hrs/day	4:55 TBA hours each fourth = 5.06 hours per week 5.06 hrs/day	4:10 TBA hours each fifth = 4.05 hours per week 4.38 hrs/day	4:05 TBA hours each fifth = 4.05 hours per week 4.26 hrs/day	4:00 TBA hours each fifth = 4.05 hours per week 4.16 hrs/day
171 total hours 10.7 hrs/wk for 16 weeks 63.33% FTE 47.5%	5:25 TBA hours each fourth = 5.34 hours per week 5.70 hrs/day	5:15 TBA hours each fourth = 5.34 hours per week 5.52 hrs/day	5:10 TBA hours each fourth = 5.34 hours per week 5.34 hrs/day	4:20 TBA hours each fifth = 4.28 hours per week 4.62 hrs/day	4:15 TBA hours each fifth = 4.28 hours per week 4.50 hrs/day	4:10 TBA hours each fifth = 4.28 hours per week 4.38 hrs/day
180 total hours 11.3 hrs/wk for 16 weeks 66.67% FTE 50% FTE	5:50 TBA hours each fourth = 5.63 hours per week 6.00 hrs/day	5:30 TBA hours each fourth = 5.63 hours per week 5.81 hrs/day	5:20 TBA hours each fourth = 5.63 hours per week 5.63 hrs/day	4:35 TBA hours each fifth = 4.50 hours per week 4.86 hrs/day	4:25 TBA hours each fifth = 4.50 hours per week 4.73 hrs/day	4:20 TBA hours each fifth = 4.50 hours per week 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.

SCHEDULE CHANGE FORM

All Schedule Changes, Add or Deletes are to be done Online. Please do not send paper schedule change forms. Contact **Cheryl Glover 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 deadlines, new and revised loadsheets.**

a. Contract Instructor – Cindi Nguyen 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**
116000	01	_____	_____ long-term substitute
123000	01	_____	_____ department head release-time
123500	01	_____	_____ coordinator release-time 100%
129000	01	_____	_____ other release-time (non-instructional)

Long Beach Community College District 2016 – 2017
16-Week Academic Calendar
 Approved January 27, 2015

August 2016							September 2016							October 2016							November 2016							December 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3							1			1	2	3	4	5								
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31

January 2017							February 2017							March 2017							April 2017							May 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4														
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
29	30	31					26	27	28					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				

June 2017							July 2017							August 2017							September 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	4	5	6	7	8	9																					
11	12	13	14	15	16	17	2	3	4	5	6	7	8	6	7	8	9	10	11	12	13	14	15	16	17	18	19
18	19	20	21	22	23	24	9	10	11	12	13	14	15	13	14	15	16	17	18	19	20	21	22	23	24	25	26
25	26	27	28	29	30		16	17	18	19	20	21	22	20	21	22	23	24	25	26	27	28	29	30	31		
							23	24	25	26	27	28	29	27	28	29	30	31									

College Day	August 26	Winter Recess	December 19 – January 2
Fall Semester	\\ August 29 – December 17 //	Christmas Holiday	December 26
Labor Day	Σ September 5	Board-Declared Holidays	December 27-30
Flex Day	Δ September 20	New Year's Day Holiday	Σ January 2
Veterans Day	Σ November 11	Winter Intersession	\\ January 3 – February 3 //
Thanksgiving	Σ November 24	King's Day	Σ January 16
Board-Declared Holiday	Δ November 25	Spring Semester	\\ February 6 – June 7 //
Flex Day	Δ December 17	Lincoln's Day	Σ February 17
		Washington's Day	Σ February 20

* There is no separate final exam week. Finals will take place on the last day of class.

First Reading: Board of Trustees, December 9, 2014
 Approved: Board of Trustees, January 27, 2015
 Revised: Board of Trustees, October 27, 2015

Symbol	Description
\\	Fall / Spring Term Start Date
Σ	Fall / Spring Term End Date
Δ	Winter Intersession / Summer School
Σ	Winter / Summer Term Start Date
Σ	Winter / Summer Term End Date
Δ	Board-Declared Holidays
Σ	Flex Days
Δ	Contract Faculty Duty Day: College Day
Σ	Contract Faculty Duty Day: Graduation
Σ	Non-Instructional Days

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 186 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.