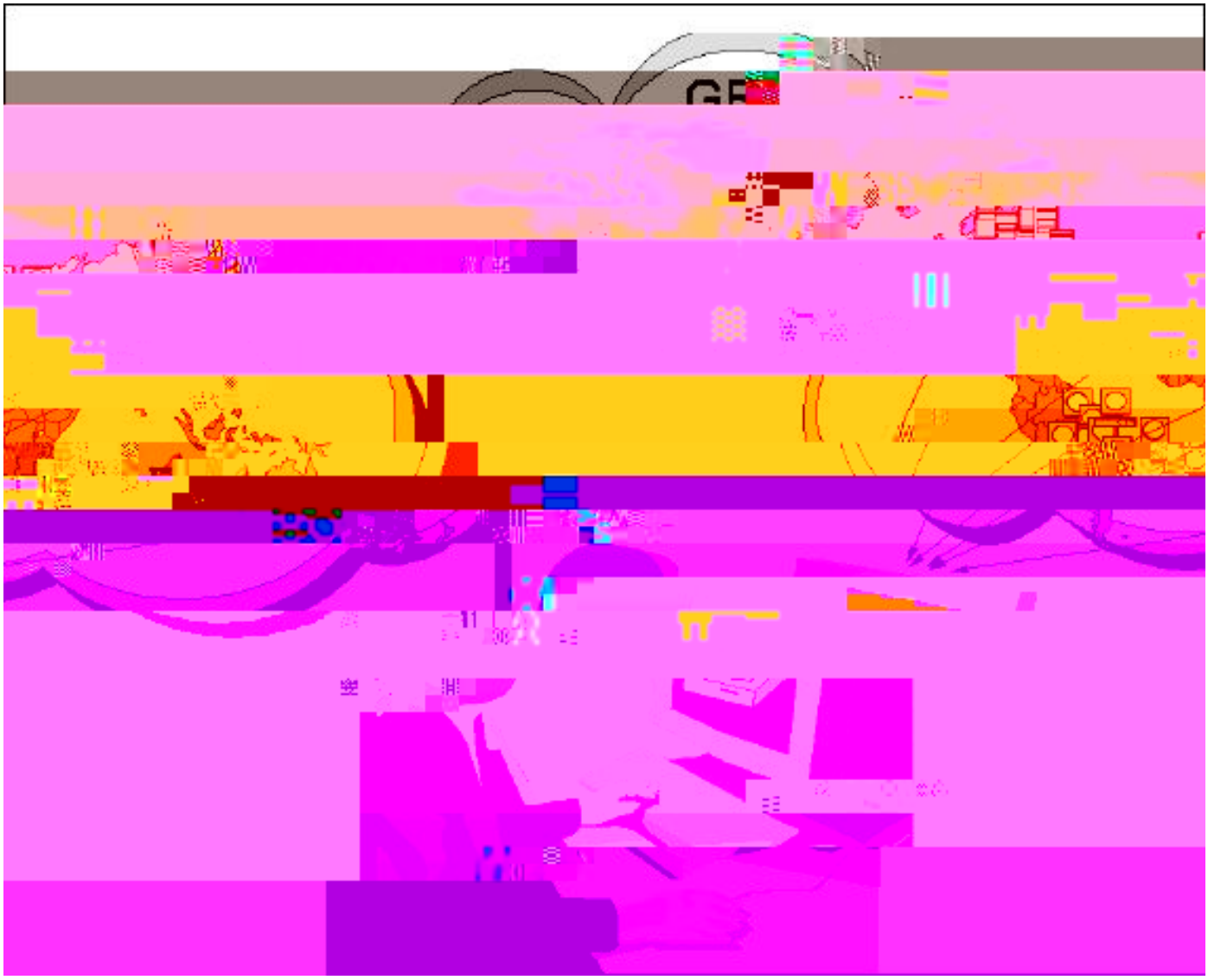
SCHEDULING GRID GUIDELINES



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54 Catalog Hours 3
72 Catalog Hours .....

Guidelines for Scheduling:

- Do not schedule census classes for less than 50 min, so 30 min, 35 min are not acceptable.
- Do not schedule census classes where sessions times are not a multiple of 5. Example 52, 53, 61….are all not acceptable.
- Do not schedule DSCH classes for less than 5 days.
- Do not schedule weekly or Independent census weekly classes in summer or winter term.
- DSCH cannot have different contact hours on different days or sessions
- Do not schedule DSCH or Daily census classes on a holiday.
- All Labs that are not TBA must follow the scheduling grid for census classes.
- All Labs associated with the Weekly census classes that are not TBA must be scheduled as per the grid.
- All TBA labs associated with WSCH must have regular weekly hours recorded for 16 weeks. If at census we have zero hours for the student, we need to zero out hours for the labs for apportionment.
- All TBA labs associated with DSCH must have regular Daily hours recorded for the number of sessions. If at census we have zero hours for the student, we need to zero out hours for the labs for apportionment.
- The class must be approved as "Distance Education" through the curriculum and must have at least one meeting on line that completely replaces face to face instruction to have the option of using "Alternate accounting Methods for "Weekly" an(l)-16(y)1 gB zero hou(e)-6(e)4.iabyed

Full Term Classes -Weekly Census– Fall & Spring only
72 hours lecture

Lecture Units	4
Days/Week	1
Minutes Scheduled Use this block to schedule	255
Days of the Week	Any Day
Break Time included	30

Suggested Time Blocks

DAY	EVENING
8:10-12:25	4:30-8:45
12:35-4:50	

FTES:

Number of students	FTES	WSCH	*Efficiency
20	2.79	89.86	336.94
25	3.49	112.41	421.48
30	4.19	134.95	506.01
35	4.89	157.50	590.55
40	5.59	180.05	675.09

Note: * Efficiency is based on a normal load of 0.2667 FTE for a 4 unit lectur

Full Term Classes - Weekly Census – Fall & Spring only
90 hours Lecture

Lecture Units	5
Days/Week	4
Minutes Scheduled (Use this block to schedule)	70

Full Term Classes -Weekly Census– Fall & Spring only
90 hours Lecture

Lecture Units	5
Days/Week	2
Minutes Scheduled	150
Use this block to schedule	
Days of the Week	MW OR TUTH

Full Term Classes -Weekly Census– Fall & Spring only
90 hours Lecture

Lecture Units	5
Days/Week	3
Minutes Scheduled Use this block to schedule	95

Full Term Classes -Weekly Census– Fall & Spring only
108 Hours Lecture or Lab

Lecture Units	6
Lab Units	2
Days/Week	3
Minutes Scheduled (Use this block to schedule)	125
Days of the Week	MWF or MTW
Break Time included	10

Suggested Time Blocks

DAY	EVENING
8:00-10:05	5:00-7:05
10:15-12:20	7:15-9:20
12:30-2:35	Alt
2:45-4:50	6:00-8:05

FTES:
Number
of

Full Term Classes -Weekly Census– Fall & Spring only
108 Hours Lecture or Lab

Lecture Units	6
Lab Units	2
Days/Week	4
Minutes Scheduled (Use this block to schedule)	85
Days of the Week	MTWTH
Break Time included	0

Suggested Time Blocks

DAY	EVENING

Full Term Classes -

Full Term Classes -Weekly Census– Fall & Spring only
18 hours Lecture or Lab

Units	1
Days/Week	1
Minutes Scheduled Use this block for scheduling	50
Days of the Week	One day a week
Break Time	0

Suggested Time Blocks

DAY	EVENING
8:00-8:50	6:00-6:50
9:00-9:50	7:00-7:50
10:00-10:50	8:00-8:50
11:00-11:50	9:00-9:50
12:00-12:50	
1:00-1:50	
2:00-2:50	
3:00-3:50	
4:00-4:50	

Full Term Classes -Weekly Census– Fall & Spring only

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Units	Use only in combination with 50 minutes or other blocks
Days/Week	1

Full Term Classes -Weekly Census– Fall & Spring only
36 Hours Lecture or Lab

Units	2
Days/Week	1
Days of the Week	2 units 1 day/week
Minutes including break time. (Use this block to schedule)	125
Break Time included	10

Suggested Time Blocks

DAY	EVENING
8:00-10:05	5:00-7:05
10:15-12:20	7:15-9:20
12:30-2:35	Alt
2:45-4:50	6:00-8:05
Alt TU/TH	
12:50-1:50 (college hour)	
2:00-4:05	

FTES:

Number of students	FTES	WSCH	*Efficiency
20	1.43	46.06	345.52
25	1.79	57.65	432.51
30	2.14	68.93	517.08
35	2.5	80.52	604.06
40	2.86	92.12	691.05

Note: * Efficiency is based on a normal load of 0.1333 FTE for a 1 unit lectur

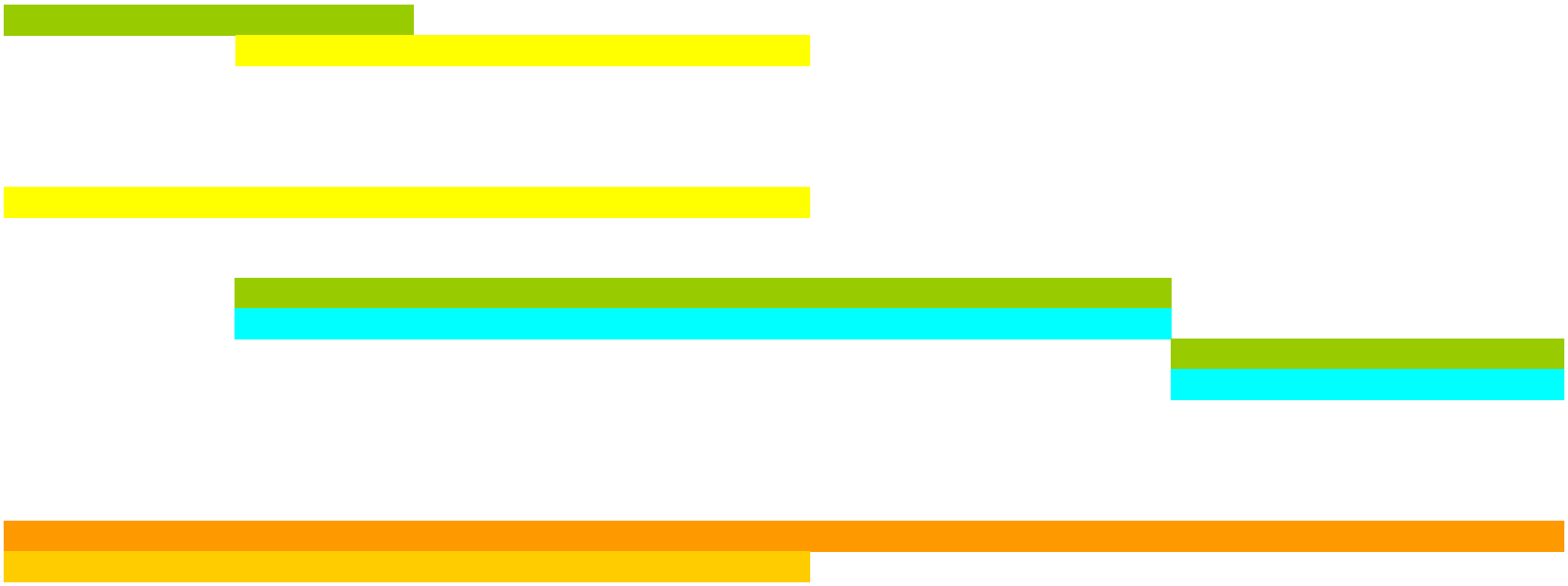
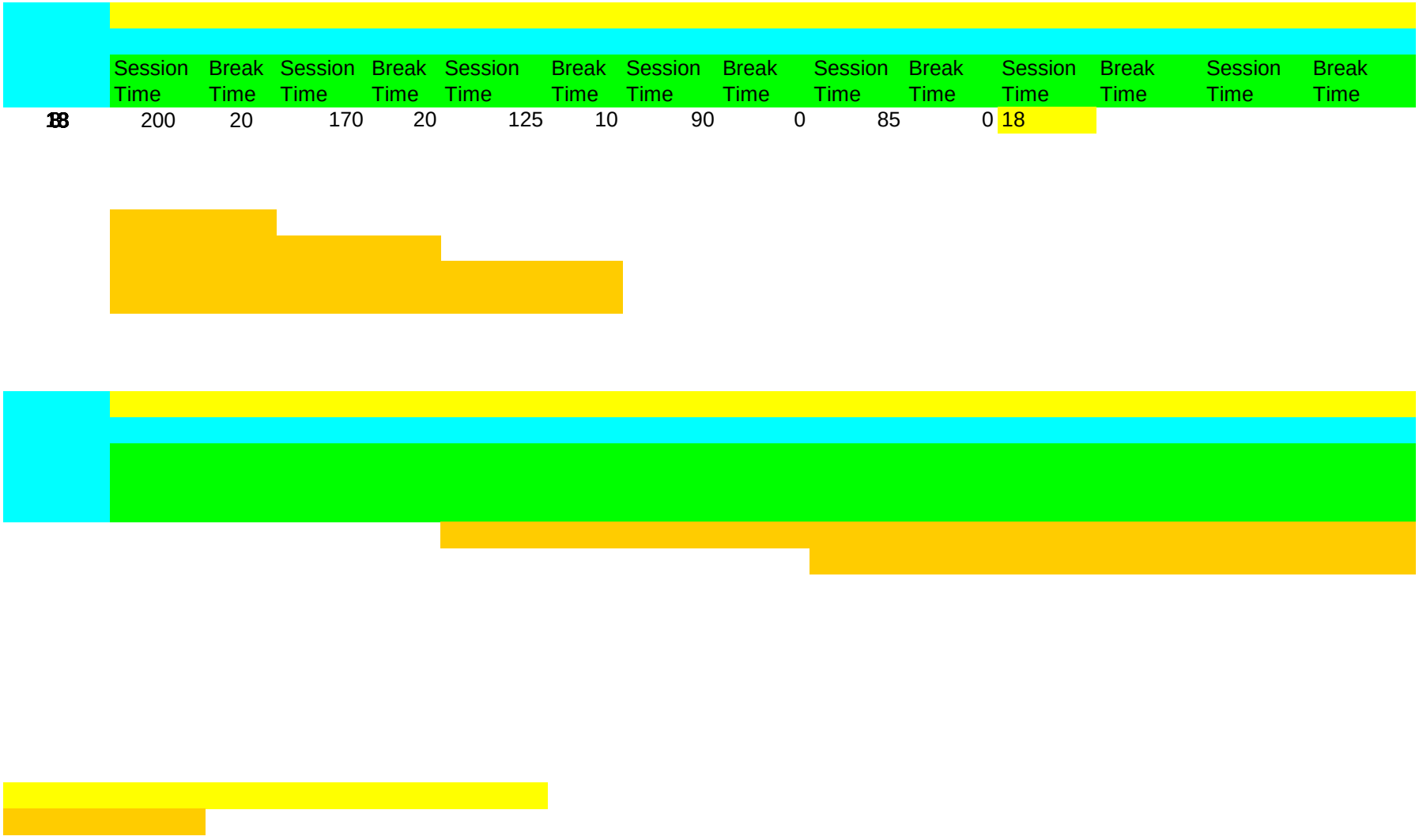
Catalog Hours Lecture or Lab	Primary Term:Sessions must be scheduled regularly for 16 weeks Fall/Spring							
	1/week		2/week		3/week		4/week	
	Session Time	Break Time	Session Time	Break Time	Session Time	Break Time	Session Time	Break Time
9	NA							
18	50	0	NA					
27	85	0	NA					
36	125	10	*50,65	0	NA			
45	150	10	70	0	NA			
54	190	20	85	0	*50,50,70	0	NA	
72	255	30	125	10	75	0	NA	
81	290	40	135	10	85	0	65	0
90	320	40	150	10	95	0	70	0
108	385	50	190	20	125	10	85	0
126	450	60	215	20	140	10	110	0
144	515	70	255	30	170	20	125	10
162	590	80	290	40	190	20	135	10
180	650	90	320	40	205	20	150	10

NA: Not Available

***Multiple Sessions with different time blocks**

Catalog Hours	Lecture_Units	24 4 Day or Eve	12 2 Evenings	18 3 Evenings
18	1	**NA**	70 or 75	50
27	1.5	65	125	70
36	2	75	170	110
54	3	125	255	170
72	4	170	**NA**	230
81	4.5	190	**NA**	255

Session Time	Break Times included in Minutes
70 or 75	0
90	0
110	10
125	10
170	20
190	20
210	20
230	30
255	30



	Session Time	Break Time	Session Time	Break Time	Session Time	Break Time	Session Time	Break Time	Session Time	Break Time	Session Time	Break Time	Session Time	Break Time
18	200	20	170	20	125	10	90	0	85	0	18