NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

North Orange County Community College District

Course Scheduling Manual

REV August 2026

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16-Week Calendar: General Scheduling Principles and Practices

BACKGROUND

In order to comply with the Student Attendance Accounting Manual, to reduce the possibility of audit findings and to maximize FTES generation, it is crucial that courses are scheduled correctly and adhere to state attendance regulations. To assist faculty coordinators, deans and inputters in this task, a Course Scheduling Manual was developed in 2013 as the District moved to the 16-week condensed calendar. It outlined the conditions for a class to be scheduled and coded correctly in Banner. This is particularly important for classes scheduled in a non-traditional format, such as online classes with labs. This document is an updated version of that manual that provides clearer guidelines for scheduling these non-traditional courses, along with reiterating the importance of inputting correct information into the SSASECT screens during the schedule-building process. Some specific items:

- Total contact hours – not course units – as defined in the course catalog is the basis for all scheduling practices. Schedule ALL courses to meet (or exceed) the number of catalog hours regardless of method of instruction, term length etc.
- The attendance method must be verified as appropriate for the type of class being scheduled.
- Only one attendance method can be applied to each class.
- For short-term classes, the total number of class meetings must be verified using Attachment B.
- Classes must be scheduled in a permitted class hour configuration with respect to the number of days per week, contact hours per day and per week, and total contact hours.
- Classes must be scheduled to begin and end on five-minute increments. (Every five minutes is one-tenth (0.1) of a class hour.)
- Schedule a 10-min break with each full class hour. In Banner, if a class exceeds 60 minutes, check “Include Break Time” on the meeting record.
- Each class meeting must be scheduled **for at least 50 minutes** (or back-to-back meeting sessions total >=50 minutes if there is not a break and the meetings are taught consecutively in the same room). A class scheduled for less than fifty-minutes is not eligible for apportionment.

Attendance Accounting Methods

Attendance Method (Pre 2026-27)	Definition	NOCCCD Tips	FTES Formula
WEEKLY (W)	For **full-term** regularly scheduled classes (i.e., same number of hours each week it is scheduled to meet). **Use**: In-person learning or synchronous distance education (e.g., Zoom)	DO NOT USE IN SUMMER -Coterminous with the primary term, i.e., starts and ends on the 16-week start/end dates -Must be regularly scheduled (same number of meeting hours each week) -If TBA/ARN hours, have to be the same number of hrs per week, NOT per term -No open-entry	**Standardized Attendance Accounting** ((Lecture Units x 18) + (Lab Units x 54)) x Students / 525
DAILY (D)	For regularly scheduled classes (i.e., same number of hours each meeting day) that **are less than full-term** or scheduled in a summer or winter intersession **Use**: In-person learning or synchronous distance education (e.g., Zoom)	Must meet same hours each class meeting - Must meet 5 days or more - Cannot be Open Entry/Open Exit - Cannot be Indep Study/Wk Experience - If TBA/ARN hours, have to be the same number of hrs per day, NOT per week/term -If variable units, set up separate CRN for each unit value	**Standardized Attendance Accounting** ((Lecture Units x 18) + (Lab Units x 54)) x Students / 525
POSITIVE ATTENDANCE (P)	For course sections that are **open entry/open exit only**. Requires that the actual hours the student attends be tracked and reported. **Use**: Courses that allow students to enroll/drop at various times throughout the semester and complete them at varying paces, such as tutoring courses.	Use for these types of courses: - Open Entry/Open Exit (e.g., tutoring) - Open labs	(Total Student Contact Hours) / 525
INDEPENDENT WEEKLY (IW)	For classes that are **full-term** where instruction occurs outside the traditional classroom setting, such as work experience, online, and independent study. **Use**: A portion of the class is asynchronous distance education OR the class is Indep Study/Wk Exp	DO NOT USE IN SUMMER Use only for these full-term courses: Independent Study, Online, Hybrid, Internships/Work Study -Must be coterminous with the primary term, i.e., starts and ends on the 16-week start/end dates -Must be regularly scheduled (same number of meeting hours each week)	**Standardized Attendance Accounting** ((Lecture Units x 18) + (Lab Units x 54)) x Students / 525
INDEPENDENT DAILY (ID)	For classes that are **less than full-term** where instruction occurs outside the traditional classroom setting, such as work experience, online, and independent study. **Use**: A portion of the class is asynchronous distance education OR the class is Indep Study/Wk Exp	Use for these short-term courses: Independent Study, Online, Hybrid, Internships/Work Study -May use for full-term courses that are not scheduled for consecutive weeks (e.g., hybrid in-person meetings DO NOT meet on campus at the same day/time for consecutive weeks)	**Standardized Attendance Accounting** ((Lecture Units x 18) + (Lab Units x 54)) x Students / 525
OTHER (O)	For courses that cannot be claimed for apportionment funding	Open labs or funded through other sources: i.e., through an employer	NA – FTES not computed

Online vs Hybrid Classes

The following distinctions were created collaboratively between the Vice Presidents of Instruction at Cypress and Fullerton Colleges to help guide course scheduling in Banner.

FULLY ONLINE CLASS: A course offered fully online (asynchronous or synchronous) with **NO** in-person meetings on campus (e.g., orientations or exams). If any on-campus meetings are needed, the section becomes a Hybrid (see below). For scheduling purposes, fully online classes can be either:

a) fully asynchronous online,
b) fully synchronous/Zoom online, or
c) fully online with both synchronous/Zoom and asynchronous online sessions (no on-campus meetings)

HYBRID CLASS: A course offered online (asynchronous or synchronous) with **any** in-person meetings on campus. For scheduling purposes, hybrid classes can belong to one of these categories:

a) Asynchronous online with on-campus sessions (HYA),
b) Synchronous online/Zoom with on-campus sessions (HYS)
c) Asynchronous, synchronous/Zoom, and on-campus sessions (HYO)

SCHEDULING HYBRID SECTIONS: This applies to a course offered online (asynchronous or synchronous) with **any** in-person meetings on campus.

1. **Regularly scheduled on-campus meetings (class meets on campus at the same day/time for consecutive weeks)**: One session should be entered into Banner for the online portion (or one session each for online lecture/online lab). One session should be entered into Banner for the on-campus meeting (or one session each for lecture/lab). Contact hours should be split accordingly between sessions.
2. **Variable on-campus meetings (class DOES NOT meet on campus at the same day/time for consecutive weeks)**: One session should be entered into Banner for the online portion (or one session each for online lecture/online lab). One session should be entered into Banner for *each* on-campus meeting. However, contact hours do not need to be entered for on-campus meeting sessions, only the online sessions.
3. **Verifying contact hours:** If a course has more than one class meeting and any of them are asynchronous online, then the total contact hours (in-person + asynchronous combined) should match the hours listed in Attachment C. If all class meetings are in-person and/or synchronous online, then follow the contact hours listed in Attachment A.

NOTE: Zoom sessions that happen in real time with an instructor (i.e., synchronous, interactive, two-way online instruction) should be coded as synchronous online sessions (code 71) with the building/room location noted as ZOOM.

Entering Student Contact Hours in Banner

Different reports use different information from the contact hour fields within SSASECT. Therefore, *for each meeting record*, always ensure data are in all three contact hour fields: 1) Hours per day, 2) Hours per week, and 3) Total contact hours

General Calculations

Hours per Day: Compute based upon meeting times unless override box is checked.

Hours per Week: Compute based upon meeting hours x number of meeting days in each week.

Total Contact Hours: Compute based upon number of days x number of hours per day.

Override

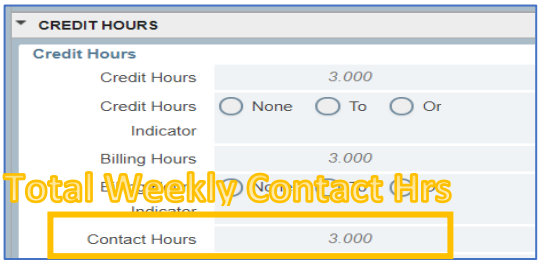
1) No Override (box unchecked): Break minutes, Hours per day, Hours per Week, and Total Contact hours are computed based upon meeting times.
2) Override (box checked): Hours per Day, Hours per week, and Total Contact hours manually entered.

How do the calculations relate to one another?

A. On-campus/Synchronous Classes

TOTAL CONTACT HOURS = Course catalog (SSASECT) weekly contact hours x 18
HOURS PER WEEK (Full term) = Total Contact Hours / 16.2 (NOCCCD term length multiplier)
HOURS PER WEEK (Less than full term) = Total Contact Hours/Number of weeks
HOURS PER DAY = Total Contact Hours / Number of Class Meetings

Example for a 3-unit full-term on-campus class meeting 2 times per week (rounded to 0.1 or 5-min interval).



TOTAL CONTACT HOURS =
3 contact hours x 18 = 54 (55.08 due to rounded up daily/weekly)

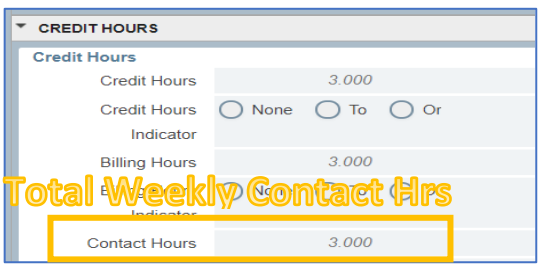
HOURS PER WEEK =
54 / 16.2 = 3.333 (round up to 3.4)

HOURS PER DAY =
3.333 / 2 = 1.667 (round up to 1.7)

B. Asynchronous Online/Hybrid Classes

TOTAL CONTACT HOURS = Course catalog (SSASECT) weekly contact hours x 18
HOURS PER WEEK (Full term) = Total Contact Hours / 18 (Standard term length multiplier)
HOURS PER WEEK (Less than full term) = Total Contact Hours/Number of weeks
HOURS PER DAY = Total Contact Hours / Number of Class Meetings

Example for a 3-unit full-term online class meeting 2 times per week (with no rounding).



TOTAL CONTACT HOURS =
3 contact hours x 18 = 54 (no rounding)

HOURS PER WEEK =
54 / 18 = 3

HOURS PER DAY =
3 / 2 = 1.5

Splitting Contact Hours and Credit Hours Between Meeting Sessions

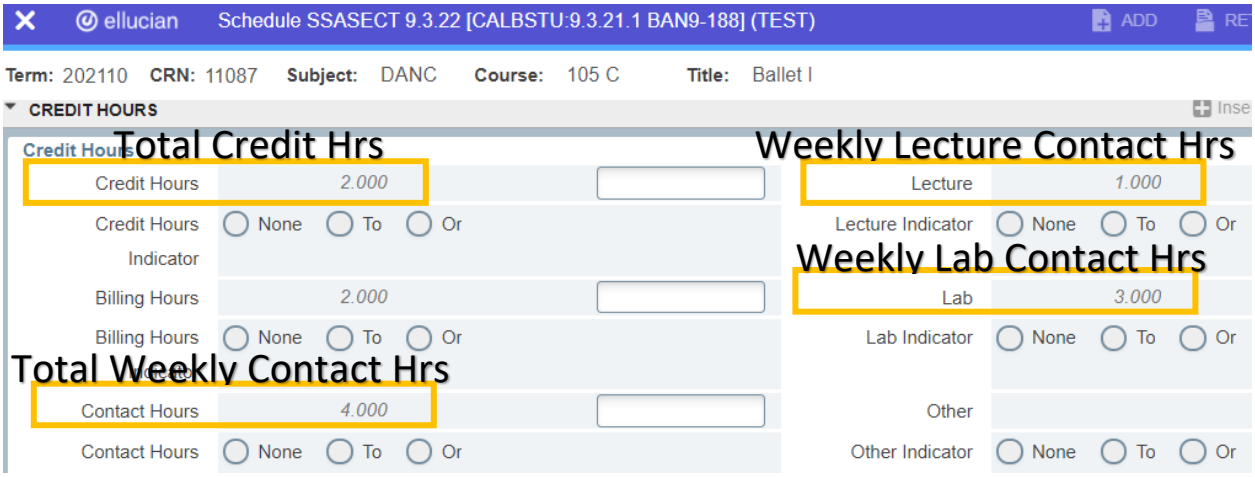
Each meeting session should have the appropriate contact hours allotted. This distinction is especially important for lecture vs lab sessions since there are differences in how this information is used for faculty pay, state reporting, etc. **See following pages for detailed examples.**

1. Review Weekly Contact Hours for each Session Type in "Lecture" or "Lab" fields of SSASECT (see below)
2. Determine meeting times for each session based on the weekly contact hours.
3. Compute daily, weekly, and total contact hours for each session using information on previous page. Split hours according to contact hours listed for each session type. Also split the session credit hours by lecture/lab.

Special Notes:

When splitting lecture and lab sessions, a session can be entered into Banner with < 50 minutes **IF** it meets the following criteria:

1. There is not a break between the lecture and lab sessions
2. The lecture and lab sessions are taught consecutively in the same room
3. The sum of the contact hours for the back-to-back meeting sessions is >= 50 minutes



Determining Session Credit Hours: Lecture/Lab:

1. Lecture Credit Hours = Hours shown in "Lecture" field of SSASECT
2. Lab Credit Hours = Total Course Credit Hours – Weekly Lecture Hours

Example: Course above has total credit hours = 2.0, lecture credit hour = 1, lab credit hour = 1 (lab credit hours = 2 total credit hrs – 1 lecture credit hrs = 1).

Note: Lecture credit hours in SSASECT are equal to the lecture contact hours (1 lecture credit hour=1 lecture contact hour). However, lab hours in SSASECT are contact hours that can range from 1-4 contact hours per 1 credit hour.

Splitting Contact Hours Example 1: Lecture/Lab (On-campus, Separate Rooms)

Full-term Automotive Technology course with 6 weekly contact hours (3=lecture, 3=lab) and a 10-minute break between lecture and lab sessions (students go to a different room for lab).

Term: 202020 **CRN:** 20771 **Subject:** AT **Course:** 105 C **Title:** Automotive Electrical I

Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences

Credit Hours

Credit Hours	4.000	Lecture	3.000
Credit Hours Indicator	None To Or	Lecture Indicator	None To Or
Billing Hours	4.000	Lab	3.000
Billing Hours Indicator	None To Or	Lab Indicator	None To Or
Contact Hours	6.000	Other	

1. Determine target total contact hours for the course: 6 contact hours x 18 weeks = 108
2. Determine target weekly **LECTURE** contact hours using NOCCCD term length multiplier of 16.2: (3 lecture contact hrs * 18 weeks)/16.2 = 3.33 (round to nearest tenth, 3.4)
3. Determine target weekly **LAB** contact hours using NOCCCD term length multiplier of 16.2: (3 lab contact hrs * 18 weeks)/16.2 = 3.33 (round to nearest tenth, 3.4)
4. Determine daily contact hours by dividing the weekly hours by number of meeting days: 3.4 weekly hours / 2 meeting days = 1.7 contact hours per day
5. Multiply daily contact hours by 50 minutes to determine instructional minutes: 1.7 contact hours per day times 50 minutes = 85 instructional minutes.
6. *Session 1 (Lecture):* Enter the meeting times for the lecture portion of the class (85 instructional minutes). The contact hours for the lecture portion should automatically compute.
7. *Session 2 (Lab)*: Enter the meeting times for the lab portion (85 instructional minutes) and the contact hours should automatically compute. **Start time of lab session should be 10 minutes after end time of lecture session (passing time).**
8. Check the weekly contact hours and total contact hours on the course section information tab to ensure they are close to your target contact hours.

Meeting Dates | Meeting Location and Credits

SCHEDULE

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time
SESSION 1 (Lecture)	☑	☐	☑	☐	☐	☐	☐	1200	1325
SESSION 2 (Lab)	☑	☐	☑	☐	☐	☐	☐	1335	1500

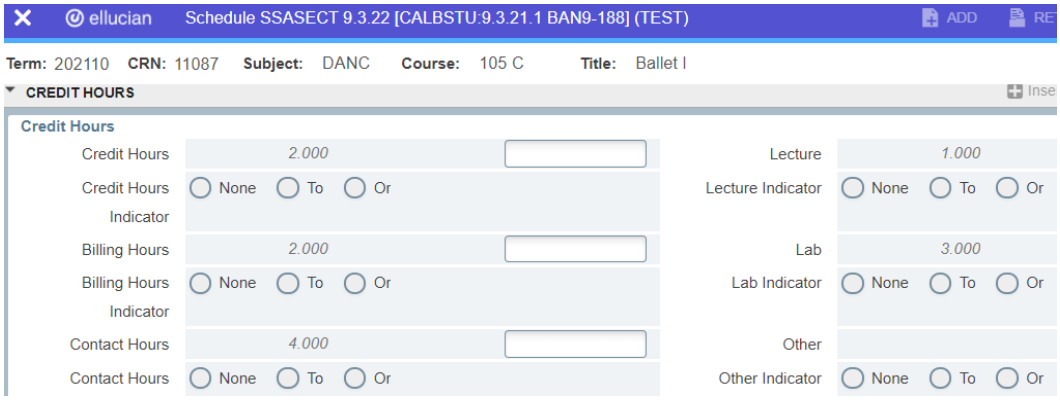
	Hours per Day	Hours per Week	Total Contact Hours	Session Credit Hours
SESSION 1 (Lecture)	1.70	3.40	55.08	3.000
SESSION 2 (Lab)	1.70	3.40	55.08	1.000

CLASS INDICATORS

Prerequisite Check Method	Basic or None CAPP DegreeWorks	Weekly Contact Hours	6.80
	CEU Indicator	Daily Contact Hours	
Link Identifier		Total Contact Hours	110.16
Reporting Year	2020 ... 2020-2021		Print
Attendance Method	W ... Weekly, (full-term section)		Gradable

Splitting Contact Hours Example 2: Lecture/Lab (On-campus, Continuous)

Full-term Dance class with 4 weekly contact hours (1=lecture, 3=lab) and no break between lecture and lab sessions, which are taught consecutively in the same room. Therefore, it meets the criteria on page 2 and can be split with no break between sessions as follows.



1. Determine target total contact hours for the course: 4 contact hours x 18 weeks = 72.
2. Check Attachment A for the target instructional minutes and break minutes for the class. Refer to the table that matches the Total Catalog Weekly Contact Hours for the course. In this example, total weekly contact hours = 4.0 and it meets twice per week.

4.0	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE	4.000	LAB LHE	3.000
Number of	Total	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE			
Class Meetings per Week	Number of Classes	Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time	
1	16	4.5	4.5	72.90	225	30	255	4:15	3 @ 10	8:00 AM - 12:15 PM	
2	32	2.3	4.6	74.52	115	10	125	2:05	1 @ 10	8:00 AM - 10:05 AM	

3. Determine target weekly **LECTURE** contact hours using NOCCCD term length multiplier of 16.2: (1 lecture contact hrs * 18 weeks)/16.2 = 1.11 (round to nearest tenth, 1.2)
4. Determine target weekly **LAB** contact hours using NOCCCD term length multiplier of 16.2: (3 lab contact hrs * 18 weeks)/16.2 = 3.33 (round to nearest tenth, 3.4)
5. Determine daily contact hours by dividing the weekly hours by number of meeting days:
   - Lecture: 1.2 weekly hours / 2 meeting days = 0.6 contact hours per day
   - Lab: 3.4 weekly hours / 2 meeting days = 1.7 contact hours per day
6. Multiply daily contact hours by 50 minutes to determine instructional minutes:
   - Lecture: 0.6 contact hours per day x 50 minutes = 30 instructional minutes
   - Lab: 1.7 contact hours per day x 50 minutes = 85 instructional minutes
   - Break: If break minutes are listed in Attachment A, add them to either the lecture or lab session. In this example, we will add them to the lab session (+ 10 minutes)
7. *Session 1 (Lecture):* Enter the meeting times for the lecture portion of the class (30 instructional minutes): 8:00 to 8:30
8. *Session 2 (Lab)*: Enter the meeting times for the lab portion (85 instructional minutes) plus the break minutes (10 minutes) = 95 total minutes. Start time of lab session should be same as end time of lecture session (since class continuously meets in the same room). 8:30 to 10:05
9. Because one session is <50 minutes and break times do not get computed properly, **you will need to override the hours and enter the Hours per Day, Hours per Week, and Total Contact hours manually** to get the correct data for each session.

10. Manual Hour Calculations: Use the weekly contact hours and daily hours from steps 3-5 above to complete the fields in the Meeting Location and Credits tab. Adjust the Total Contact Hours for each session to account for any rounding in the Hours per Day and Hours per Week.
    - Lecture: 1.2 hours per week x 16.2 weeks = 19.44 Total Lec Contact Hours
    - Lab: 3.4 hours per week x 16.2 weeks = 55.08 Total Lab Contact Hours

SESSION 1 (Lecture)
SESSION 2 (Lab)

Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences
Times and Instructors | Scheduler Preferences
Meeting Dates | Meeting Location and Credits

SCHEDULE — Settings | Insert

Meeting Type	Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time
CLAS	01/25/2021	05/22/2021	☑	☐	☑	☐	☐	☐	☐	0800	0830
LAB	01/25/2021	05/22/2021	☑	☐	☑	☐	☐	☐	☐	0830	1005

SESSION 1 (Lecture)
SESSION 2 (Lab)

Settings | In

Override Hours	Hours per Day	Hours per Week	Total Contact Hours	Session Credit Hours
☑	0.60	1.20	19.44	1.000
☑	1.70	3.40	55.08	1.000

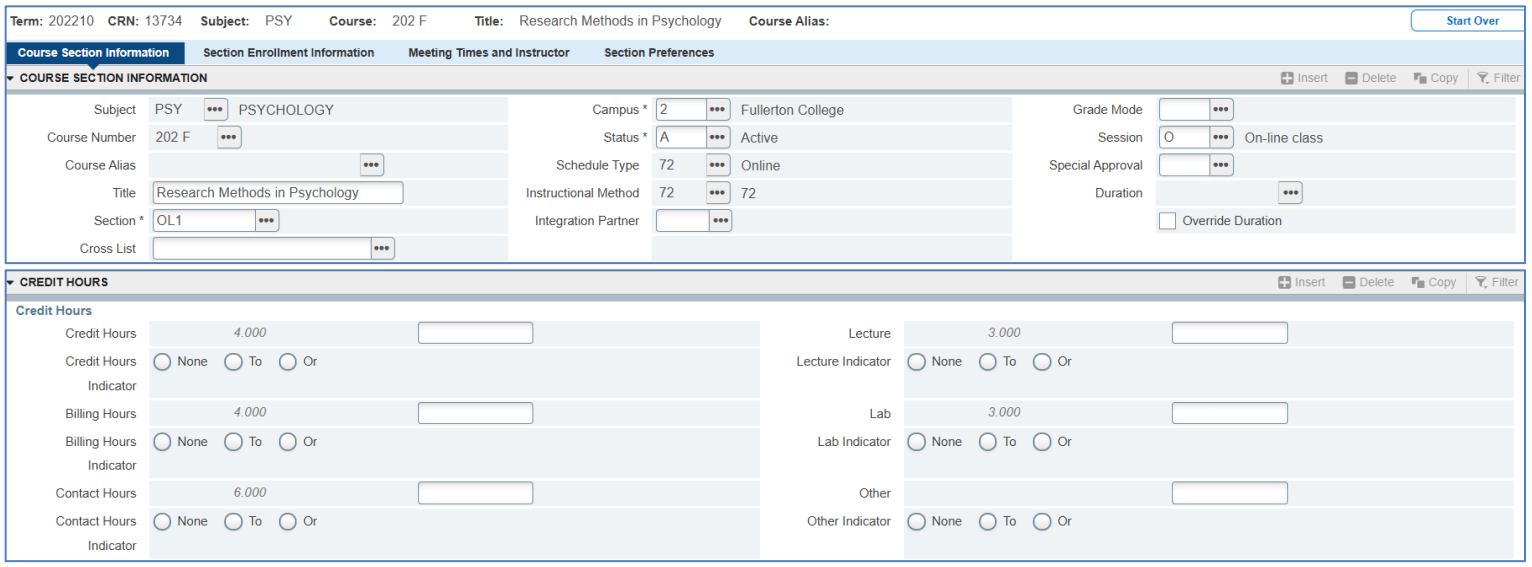
11. Check Attachment A to ensure daily, weekly, and total contact hours as well as total minutes (instructional minutes plus break minutes) for the course are correct.

CLASS INDICATORS

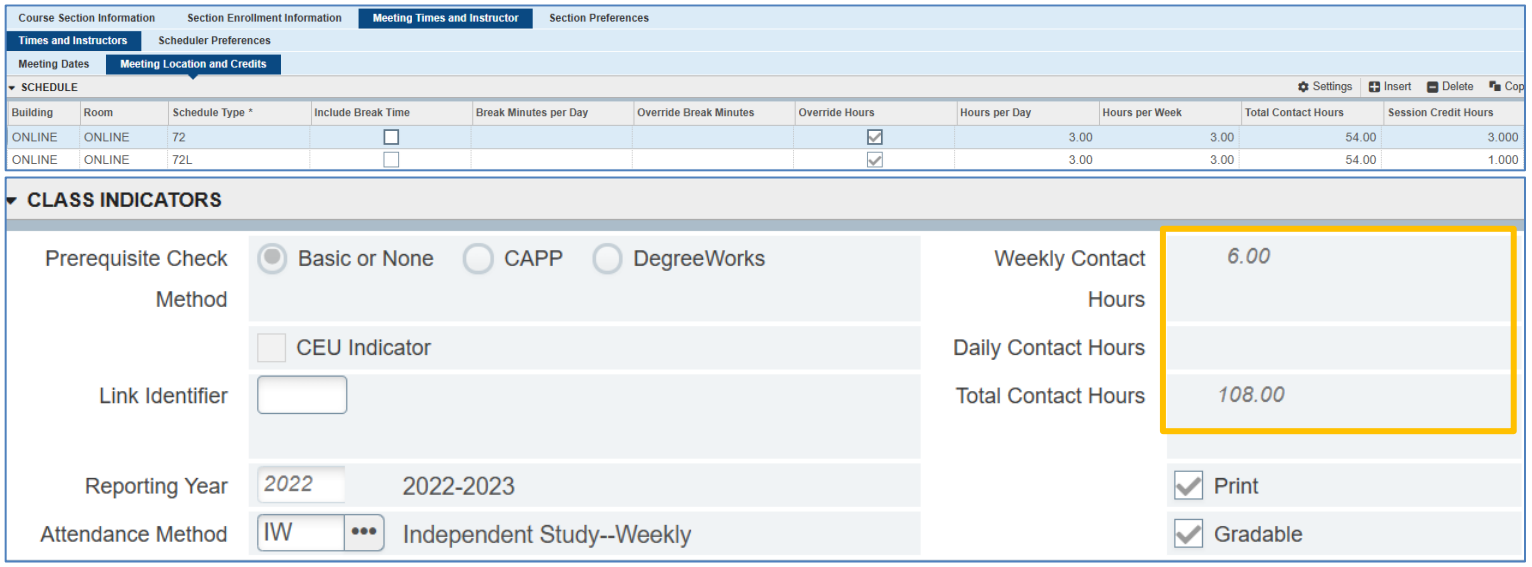
Prerequisite Check Method	◉ Basic or None ○ CAPP ○ DegreeWorks	Weekly Contact Hours	4.60
	☐ CEU Indicator	Daily Contact Hours	
Link Identifier		Total Contact Hours	74.52
Reporting Year	2020 ... 2020-2021		☑ Print
Attendance Method	W ... Weekly, (full-term section)		☑ Gradable

Splitting Contact Hours Example 3: Asynchronous Online Lecture/Lab

Full-term fully online Psychology course with 6 weekly contact hours (3=lecture, 3=lab).

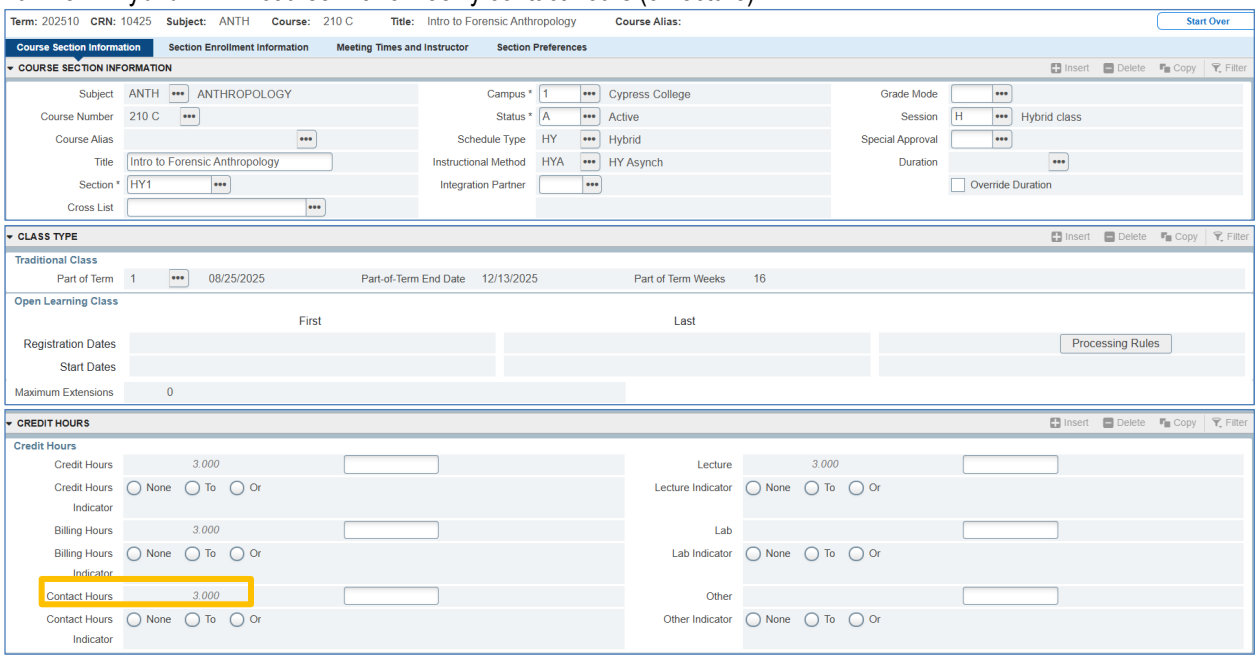


1. Determine target total contact hours for the course: 6 contact hours x 18 weeks = 108 (see Attachment C).
2. Determine target weekly **LECTURE** contact hours using exact SSASECT contact hours for Lecture = 3.0.
3. Determine target weekly **LAB** contact hours using exact SSASECT contact hours for Lab = 3.0.
4. Determine session credit hours:
   - Lecture Credit Hours = 3 (See hours shown in "Lecture" field of SSASECT)
   - Lab Credit Hours = 1 (4 Total Course Credit Hours – 3 Lecture Hours)
5. Determine Total Contact Hours for each session:
   - Lecture: 3 hours per week x 18 weeks = 54 Total Lec Contact Hours
   - Lab: 3 hours per week x 18 weeks = 54 Total Lab Contact Hours
6. Check Total Contact Hours against Attachment C for accuracy

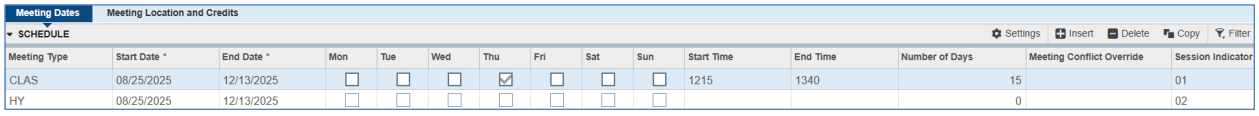


Splitting Contact Hours Example 4: Full-term Hybrid Class (on-campus lecture and asynchronous online lecture)

Full-Term Hybrid ANTH course with 3 weekly contact hours (3=lecture).

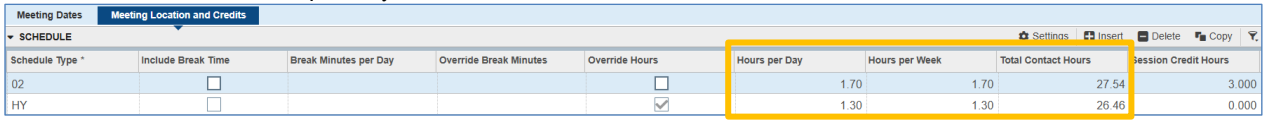


1. Determine target total contact hours for the course: 3 contact hours x 18 weeks = 54 (see Attachment C for Asynchronous Online Contact Hour Table).
2. On-campus Session:
   - Schedule on-campus meeting based on faculty preference. In this example, faculty requested that 85 minutes (1.7 Hours per Day) be on campus for 1 day per week.
   - Enter days/times on Meeting Dates tab and allow Banner to compute contact hours on Meeting Location and credits tab.
   - Enter session credit hours on this line (total lecture credit hours = 3)



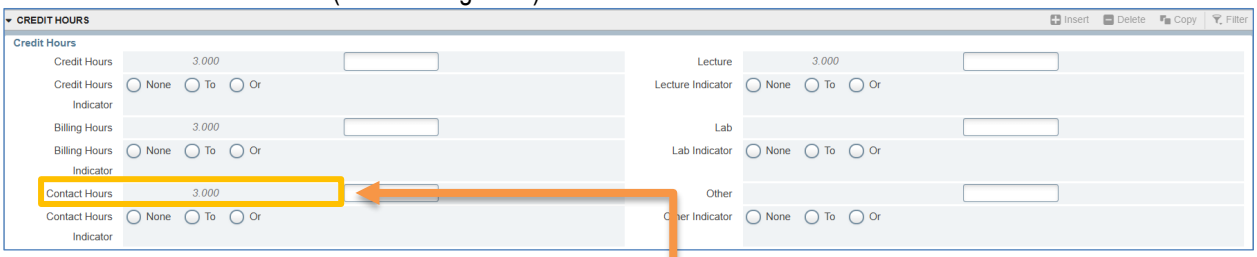
Meeting Type	Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Number of Days	Meeting Conflict Override	Session Indicator
CLAS	08/25/2025	12/13/2025	☐	☐	☐	☑	☐	☐	☐	1215	1340	15		01
HY	08/25/2025	12/13/2025	☐	☐	☐	☐	☐	☐	☐			0		02

3. Asynchronous Online (HY) Session:
   - Determine remaining contact hours for the course: 54 lecture contact hours – 27.54 on-campus lecture contact hours = 26.46 asynchronous (HY) lecture contact Hours
   - Determine hours per week by subtracting the on-campus lecture contact hours from the target weekly lecture hours from the first tab. 3 Target Weekly lecture hours – 1.7 on-campus hours = 1.3 Hours per Week. Enter the same number for Hours per Day.

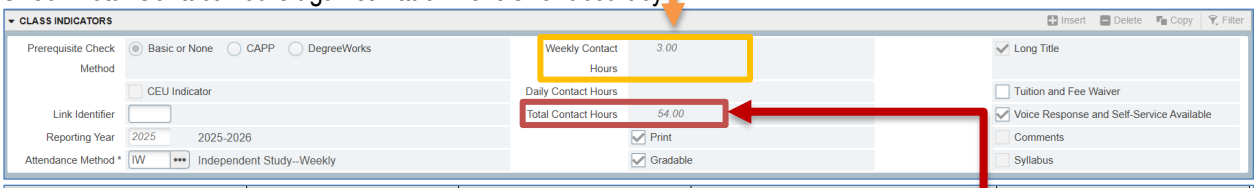


Schedule Type *	Include Break Time	Break Minutes per Day	Override Break Minutes	Override Hours	Hours per Day	Hours per Week	Total Contact Hours	Session Credit Hours
02	☐			☐	1.70	1.70	27.54	3.000
HY	☐			☑	1.30	1.30	26.46	0.000

4. Check Weekly Contact Hours in **Class Indicators** (sum of scheduled weekly contact hours) against Weekly Contact Hours in **Credit Hours** section (from catalog/COR)



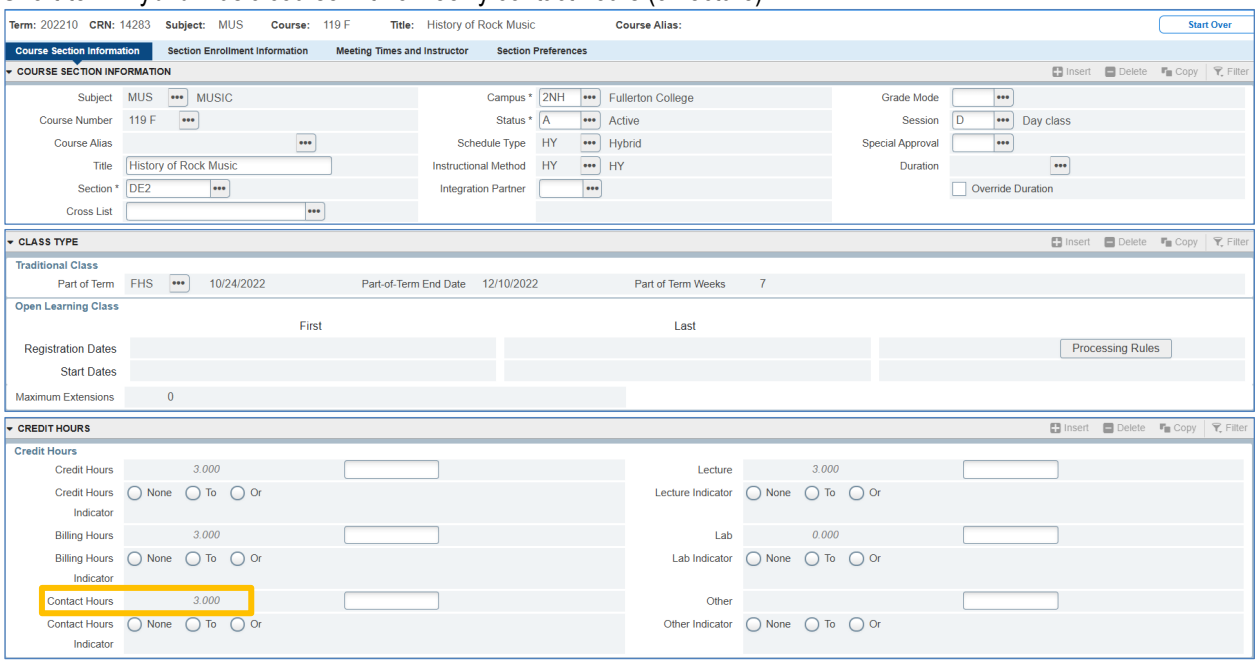
5. Check Total Contact Hours against Attachment C for accuracy.



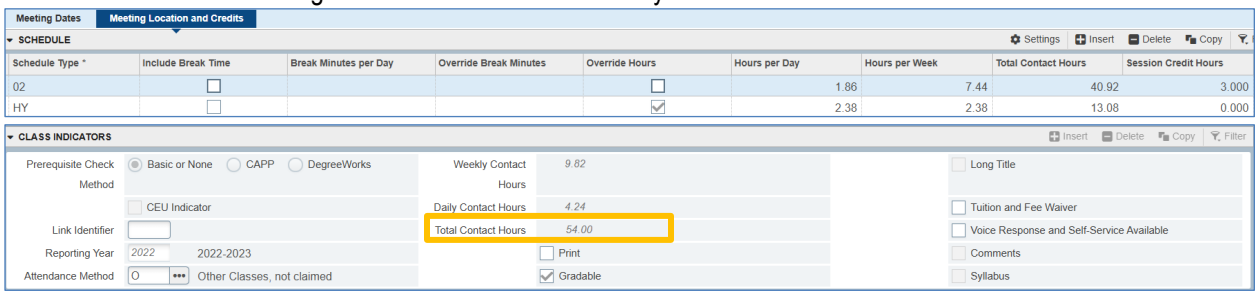
Catalog Contact Hours	Hours per Day (Full-term)	Hours per Week (Full-term)	Hours per Week/per Day (Less than Full-term)	Total Contact Hours
0.5	0.5	0.5	9 /# Weeks	9
1	1	1	18 /# Weeks	18
1.5	1.5	1.5	27 /# Weeks	27
2	2	2	36 /# Weeks	36
2.5	2.5	2.5	45 /# Weeks	45
3	3	3	54 /# Weeks	54

Splitting Contact Hours Example 5: Short-term Hybrid Class (on-campus lecture and asynchronous online lecture)

Short-term Hybrid Music course with 3 weekly contact hours (3=lecture).



1. Determine target total contact hours for the course: 3 contact hours x 18 weeks = 54 (see Attachment C).
2. On-campus Session:
   - Schedule on-campus meeting based on faculty preference. In this example, faculty requested that 93 minutes (1.86 Hours per Day) be on campus for 4 days per week.
   - Enter days/times on Meeting Dates tab and allow Banner to compute contact hours in Meeting Location and Credits tab.
   - Enter Session Credit Hours on this line (total lecture credit hours = 3)
3. Asynchronous Online (HY) session:
   - Determine remaining contact hours for the course: 54 Target Total Contact Hours – 40.92 on-campus contact hours = 13.08 HY contact hours
   - Determine # weeks by dividing the total contact hours from the on-campus meeting by Banner-computed Hours per Week for the on-campus session. In this example, 40.92 Total On-campus Hrs/7.44 Hrs per Week = 5.5 weeks.
   - Determine hours per week for HY session by dividing HY Total Contact Hrs/# Weeks: 13.08/5.5 weeks = 2.38 Hrs per Week. Enter the same number for Hrs per day.
4. Check Total Contact Hours against Attachment C for accuracy.



Scheduling Guide

ON-CAMPUS/IN-PERSON CLASSES

Type of Course (Description)	Section Level			Session Level						Comments
	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	
Lecture (On campus) **Regularly or Irregularly** Scheduled	Full Term: W Less than Full Term: D	02 (Lecture)	02	01	CLAS (Lecture)	02 (Lecture)	Banner computed lecture hrs	Banner computed lecture hrs	Banner computed lecture hrs	Check sum of scheduled contact hours for reasonableness (SSASECT Contact Hrs x 18)
Lecture/Lab Combination (On campus) **Regularly or Irregularly** scheduled	Full Term: W Less than Full Term: D	02 (Lecture)	02	01	CLAS (Lecture)	02 (Lecture)	Banner computed lecture hrs	Banner computed lecture hrs	Banner computed lecture hrs	Check sum of scheduled contact hours for reasonableness (SSASECT Contact Hrs x 18). **Ensure session credit hours split according to lec/lab units**
				02	LAB	04/04E (Lab)	Banner computed lab hrs	Banner computed lab hrs	Banner computed lab hrs	
Lecture with Arranged Hrs Lab (On campus) **Regularly** or **Irregularly** scheduled	Full Term: W	02 (Lecture)	02	01	CLAS (Lecture)	02 (Lecture)	Banner computed lecture hrs	Banner computed lecture hrs	Banner computed lecture hrs	Ensure session credit hours split according to lec/lab units
				02	ARN	04/04E (Lab)	Same value as weekly hrs	Lab contact hours/16.2	SSASECT Lab Contact Hours x 18	Leave all meeting days/times unchecked; **ensure weekly hours entered**
Field Experience (In person) **Regularly or Irregularly** scheduled	Less than Full Term: D	90	90	01	CLAS (Lecture)	90 (Fld Exp)	Banner computed lecture hrs	Banner computed lecture hrs	Banner computed lecture hrs	
Open Entry/Open Exit Class (On Campus)	P	02 (Lecture)	02	01	CLAS (Lecture)	02 (Lecture)	Banner computed lecture hrs	Banner computed lecture hrs	Banner computed lecture hrs	Assume class allows students to enroll/drop at various times throughout the semester (e.g., tuturing)

Important Notes (impacts 320 Attendance Accounting): 1) Record **weekly** student contact hours for all full-term sections (W or IW). 2) Zoom sessions that happen in real time with an instructor (i.e., synchronous, interactive, two-way online instruction) should be coded as synchronous online sessions (code 71) with the building/room location noted as ZOOM. 3) Split session credit hours (i.e., course units) between Lecture and Lab sessions.

NOTE 1: Schedule Type Code 04E is for courses that have been designated as Extensive Labs by the Extensive Lab Committee. Use 04E in place of 04 for approved on-campus extensive labs.

NOTE 2: As of summer 2026, the attendance accounting code of P, Positive Attendance, should only be used for Open Entry/Open Exit classes (Example: tutoring). These are courses that allow students to enroll/drop at various times throughout the semester and complete them at varying paces.

SYNCHRONOUS ONLINE (e.g., ZOOM) CLASSES (71)

Type of Course (Description)	Section Level			Session Level						Comments
	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	
Lecture (*Zoom/ Synchronous Online*) **Regularly** Scheduled	Full Term: W Less than Full Term: D	71 (Synch Lecture)	71	01	CLAS (Lecture)	71 (Synch Lecture)	Banner computed lecture hrs	Banner computed lecture hrs	Banner computed lecture hrs	Check sum of scheduled contact hours for reasonableness (SSASECT Contact Hrs x 18)
Lecture and/or Lab (*Zoom/Synchronous Online*) **Irregularly** scheduled	P	71 (Synch Lecture) 71L (Synch Lab)	71	01	CLAS (Lecture)	71 (Synch Lecture)	Banner computed lecture hrs	Banner computed lecture hrs	Banner computed lecture hrs	Assume this has meeting days/times entered. Check sum of scheduled contact hours for reasonableness (SSASECT Contact Hrs x 18) **Ensure session credit hours split according to lec/lab units**
				02	LAB	71L (Synch Lab)	Banner computed lab hrs	Banner computed lab hrs	Banner computed lab hrs	
Lecture/Lab Combination (*Zoom/Synchronous Online*) **Regularly** scheduled	Full Term: W Less than Full Term: D	71 (Synch Lecture)	71	01	CLAS (Lecture)	71 (Synch Lecture)	Banner computed lecture hrs	Banner computed lecture hrs	Banner computed lecture hrs	Check sum of scheduled contact hours for reasonableness (SSASECT Contact Hrs x 18). **Ensure session credit hours split according to lec/lab units**
				02	LAB	71L (Synch Lab)	Banner computed lab hrs	Banner computed lab hrs	Banner computed lab hrs	

SYNCHRONOUS ONLINE (e.g., ZOOM) + ASYNCHRONOUS ONLINE CLASSES (OLZ)

Type of Course (Description)	Section Level			Session Level						Comments
	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	
Lecture (Zoom and Asynchronous Online) **Regular** Zoom Meetings	Full Term: IW	71	OLZ	01	CLAS	71 (Zoom Lecture)	Banner computed hrs	Banner computed hrs	Banner computed hrs	Assume Zoom session meets at the same day/time for consecutive weeks. Enter all days/times for Zoom meetings and let Banner compute hours.
				02	ONL (Asynch online portion)	72 (Asynch Online Lecture)	Same value as weekly hrs	(SSASECT Lec Contact Hrs) – (Zoom Lec Contact Hrs)	(SSASECT Lec Contact Hrs x 18) – (Zoom Lec Total Contact Hrs)	Leave all meeting days/times unchecked; **ensure session credit hours entered on this meeting record.**

Important Notes (impacts 320 Attendance Accounting): 1) Record **weekly** student contact hours for all full-term sections (W or IW). 2) Zoom sessions that happen in real time with an instructor (i.e., synchronous, interactive, two-way online instruction) should be coded as synchronous online sessions (code 71) with the building/room location noted as ZOOM. 3) Split session credit hours (i.e., course units) between Lecture and Lab sessions. 4) Classes with any portion Asynchronous Online (i.e., NOT Zoom) should use the 18 multiplier and one of the alternative attendance accounting methods – ID or IW.

ASYNCHRONOUS ONLINE CLASSES (72)

Type of Course (Description)	Section Level			Session Level						Comments
	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	
Lecture (Asynchronous Online/Not Zoom)	Full Term: IW	72	72	01	ONL	72 (Online Lecture)	Same value as weekly hrs	SSASECT Lecture Contact Hours	SSASECT Contact hours x 18	Leave all meeting days/times unchecked; ensure session credit hours entered
Lecture (Asynchronous Online/Not Zoom)	Less than Full Term: ID	72	72	01	ONL	72 (Online Lecture)	Same value as weekly hrs	Total contact hours/ # Weeks	SSASECT Contact hours x 18	Leave all meeting days/times unchecked; ensure session credit hours entered
Lab (Asynchronous Online/Not Zoom)	Full Term: IW	72L	72L	01	ALT	72L (Online Lab)	Same value as weekly hrs	SSASECT Lab Contact Hours	SSASECT Contact hours x 18	Leave all meeting days/times unchecked; ensure session credit hours entered
Lab (Asynchronous Online/Not Zoom)	Less than Full Term: ID	72L	72L	01	ALT	72L (Online Lab)	Same value as weekly hrs	Total contact hours/ # Weeks	SSASECT Contact hours x 18	Leave all meeting days/times unchecked; ensure session credit hours entered
Lecture/Lab Combination (Asynchronous Online/ **Not** Zoom)	Full Term: IW	72	72	01	ONL	72 (Online Lecture)	Same value as weekly hrs	SSASECT Lecture Contact Hours	SSASECT LEC Contact hours x 18	Leave all meeting days/times unchecked for asynchronous online sessions. Ensure session credit hours split according to lec/lab units
				02	ALT	72L (Online Lab)	Same value as weekly hrs	SSASECT Lab Contact Hours	SSASECT LAB Contact hours x 18	
Lecture/Lab Combination (Asynchronous Online/ **Not** Zoom)	Less than Full Term: ID	72	72	01	ONL	72 (Online Lecture)	Same value as weekly hrs	Total Lecture contact hours/ # Weeks	SSASECT LEC Contact hours x 18	Leave all meeting days/times unchecked for asynchronous online portion. Ensure session credit hours split according to lec/lab units
				02	ALT	72L (Online Lab)	Same value as weekly hrs	Total Lab contact hours/ # Weeks	SSASECT LAB Contact hours x 18	

Important Notes (impacts 320 Attendance Accounting): 1) Record **weekly** student contact hours for all full-term sections (W or IW). 2) Zoom sessions that happen in real time with an instructor (i.e., synchronous, interactive, two-way online instruction) should be coded as synchronous online sessions (code 71) with the building/room location noted as ZOOM. 3) Split session credit hours (i.e., course units) between Lecture and Lab sessions. 4) Classes with any portion Asynchronous Online (i.e., NOT Zoom) should use the 18 multiplier and one of the alternative attendance accounting methods – ID or IW.

HYBRID ASYNCH CLASSES (HYA) – Asynchronous Online + On campus

Type of Course (Description)	Section Level			Session Level						Comments
	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	
Hybrid Lecture (Asynchronous Online with on-campus meetings) **Regular** On-campus Meetings	Full Term: IW	HY	HYA	01	CLAS	02 (On-campus Lecture)	Banner computed hrs	Banner computed hrs	Banner computed hrs	Assume on-campus session meets at the same day/time for consecutive weeks. Enter all days/times for meetings then let Banner compute hours.
				02	HY (online portion)	HY (Asynch Online Lecture)	Same value as weekly hrs	(SSASECT Lec Contact Hrs) – (On-campus Lec Contact Hrs)	(SSASECT Lec Contact Hrs x 18) – (On-campus Lec Total Contact Hrs)	Leave all meeting days/times unchecked; **ensure session credit hours entered on this meeting record.**
Hybrid Lecture (Asynchronous Online with on-campus meetings) **Regular** On-campus Meetings	Less than Full Term: ID	HY	HYA	01	CLAS	02 (On-campus lecture)	Banner computed hrs	Banner computed hrs	Banner computed hrs	Assume on-campus session meets the same number of hours each meeting day. Enter all days/times for on-campus meetings.
				02	HY (online portion)	HY (Asynch Online Lecture)	Same value as weekly hrs	Online contact hours/# weeks	(SSASECT Contact hrs x 18) – (On-campus Total Contact hrs)	Leave all meeting days/times unchecked; **ensure session credit hours entered on this meeting record**
Hybrid Lecture (Asynchronous Online with on-campus meetings) **Variable** On-campus Meetings	ID	HY	HYA	01	CLAS	02 (On-campus lecture)	Enter zero for hrs	Enter zero for hrs	Enter zero for hrs	Enter all days/times for on-campus meetings
				02	HY (online portion)	HY (Asynch Online Lecture)	Same value as weekly hrs	Total contact hours/# weeks	SSASECT Contact Hours x 18	Leave all meeting days/times unchecked; **ensure session credit hours entered on this meeting record**
Hybrid Lab (Asynchronous Online with on-campus meetings) **Regular** On-campus Meetings	Full Term: IW	HY	HYA	01	LAB	04/04E (On-campus Lab)	Banner computed hrs	Banner computed hrs	Banner computed hrs	Assume on-campus session meets at the same day/time for consecutive weeks. Enter all days/times for on-campus meetings then let Banner compute hours.
				02	ALT	HYL (Asynch Online Lab)	Same value as weekly hrs	(SSASECT Lab Contact Hrs) – (On-campus Lab Contact Hrs)	(SSASECT Lab Contact Hrs x 18) – (On-campus Lab Total Contact Hrs)	Leave all meeting days/times unchecked; **ensure session credit hours entered on this meeting record**

Important Notes (impacts 320 Attendance Accounting): 1) Record weekly student contact hours for all full-term sections (W or IW). 2) Split session credit hours (i.e., course units) between Lecture and Lab sessions.

HYBRID ASYNCH CLASSES (HYA) (Continued) – Asynchronous Online + On Campus

Type of Course (Description)	Section Level			Session Level						Comments
	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	
Hybrid Lecture/Lab Combination (Asynchronous Online with on-campus meetings) **Regular** On-campus Meetings	Full Term: IW	HY	HYA	01	LAB	04/04E (On-campus Lab)	Banner computed hrs	Banner computed hrs	Banner computed hrs	Enter all days/times for on-campus meetings then let Banner compute
				02	HY (online lecture)	HY (Asynch Online Lecture)	Same value as weekly hrs	SSASECT Lecture Contact Hours	SSASECT LEC Contact hours x 18	Leave all meeting days/times unchecked; **ensure session credit hours split between lecture/lab sessions**
Hybrid Lecture/Lab Combination (Asynchronous Online with on-campus meetings) **Regular** On-campus Meetings	Full Term: IW	HY	HYA	01	CLAS	02 (On-campus lecture)	Banner computed hrs	Banner computed hrs	Banner computed hrs	Assume on-campus session meets at the same day/time for consecutive weeks. Enter all days/times for on-campus meetings
				02	LAB	04/04E (On-campus Lab)	Banner computed hrs	Banner computed hrs	Banner computed hrs	
				03	HY (online lecture)	HY (Asynch Online Lecture)	Same value as weekly hrs	(SSASECT Lec Contact Hrs) – (On-campus Lec Contact Hrs)	(SSASECT Lec Contact Hrs x 18) – (On-campus Lec Total Contact Hrs)	Leave all meeting days/times unchecked. **Ensure all LECTURE session credit hours entered on this meeting record**
				04	ALT	HYL (Asynch Online Lab)	Same value as weekly hrs	(SSASECT Lab Contact Hrs) – (On-campus Lab Contact Hrs)	(SSASECT Lab Contact Hrs x 18) – (On-campus Lab Total Contact Hrs)	Leave all meeting days/times unchecked. **Ensure all LAB session credit hours entered on this meeting record**
Hybrid Lecture/Lab Combination (Asynchronous Online with On campus meetings) **Variable** On-campus Meetings	ID	HY	HYA	01	CLAS	02 (On-campus lecture)	Enter zero for hrs	Enter zero for hrs	Enter zero for hrs	Enter all days/times for on-campus meetings
				02	LAB	04/04E (On-campus Lab)	Enter zero for hrs	Enter zero for hrs	Enter zero for hrs	Enter all days/times for on-campus meetings
				03	HY (online lecture)	HY (Asynch Online Lecture)	Same value as weekly hrs	SSASECT Lecture Contact Hours	SSASECT Contact hours x 18	Leave all online meeting days/times unchecked; **Ensure all LECTURE session credit hours entered on this meeting record**
				04	ALT	HYL (Asynch Online Lab)	Same value as weekly hrs	SSASECT Lab Contact Hours	SSASECT Contact hours x 18	Leave all online meeting days/times unchecked. **Ensure all LAB session credit hours entered on this meeting record**

HYBRID SYNCH CLASSES (HYS) – Synchronous Online/Zoom + On Campus

Type of Course (Description)	Section Level			Session Level						Comments
	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	
Hybrid Lecture (Synchronous Online/Zoom with on-campus meetings) **Regular** On-campus Meetings	Full Term: W Short Term: D	HY	HYS	01	CLAS	02 (On-campus Lecture)	Banner computed hrs	Banner computed hrs	Banner computed hrs	Check sum of scheduled contact hours for reasonableness (SSASECT Contact Hrs x 18)
				02	CLAS	71 (Synch Lecture)	Banner computed hrs	Banner computed hrs	Banner computed hrs	
Hybrid Lecture/Lab Combination (*Zoom/Synchronous Online Lecture with on-campus labs*) Regularly scheduled	Full Term: W Less than Full Term: D	HY	HYS	01	CLAS (Lecture)	71 (Synch Lecture)	Banner computed lecture hrs	Banner computed lecture hrs	Banner computed lecture hrs	Check sum of scheduled contact hours for reasonableness (SSASECT Contact Hrs x 18). **Ensure session credit hours split according to lec/lab units**
				02	LAB	04/04E (On-campus Lab)	Banner computed lab hrs	Banner computed lab hrs	Banner computed lab hrs	

HYBRID OTHER CLASSES (HYO) – Synchronous Online/Zoom + Asynchronous Online + On Campus

Type of Course (Description)	Section Level			Session Level						Comments
	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	
Hybrid Lecture (Synchronous Online/Zoom + Asynchronous Online + on-campus meetings) **Regular** On-campus Meetings	Full Term: IW	HY	HYO	01	CLAS	02 (On-campus/ lecture)	Banner computed hrs	Banner computed hrs	Banner computed hrs	Assume on-campus/Zoom sessions meet at the same day/time for consecutive weeks. Enter all days/times for on-campus/Zoom meetings then override total contact hours manually to equal hrs/week times 18.
				02	CLAS	71 (Synch Lecture)	Banner computed hrs	Banner computed hrs	Banner computed hrs	
				03	HY (online lecture)	HY (Asynch Online Lecture)	Same value as weekly hrs	(SSASECT Lec Contact Hrs) – (On-campus Lec Contact Hrs)	(SSASECT Lec Contact Hrs x 18) – (On-campus Lec Total Contact Hrs)	Leave all meeting days/times unchecked. **Ensure all LECTURE session credit hours entered on this meeting record**

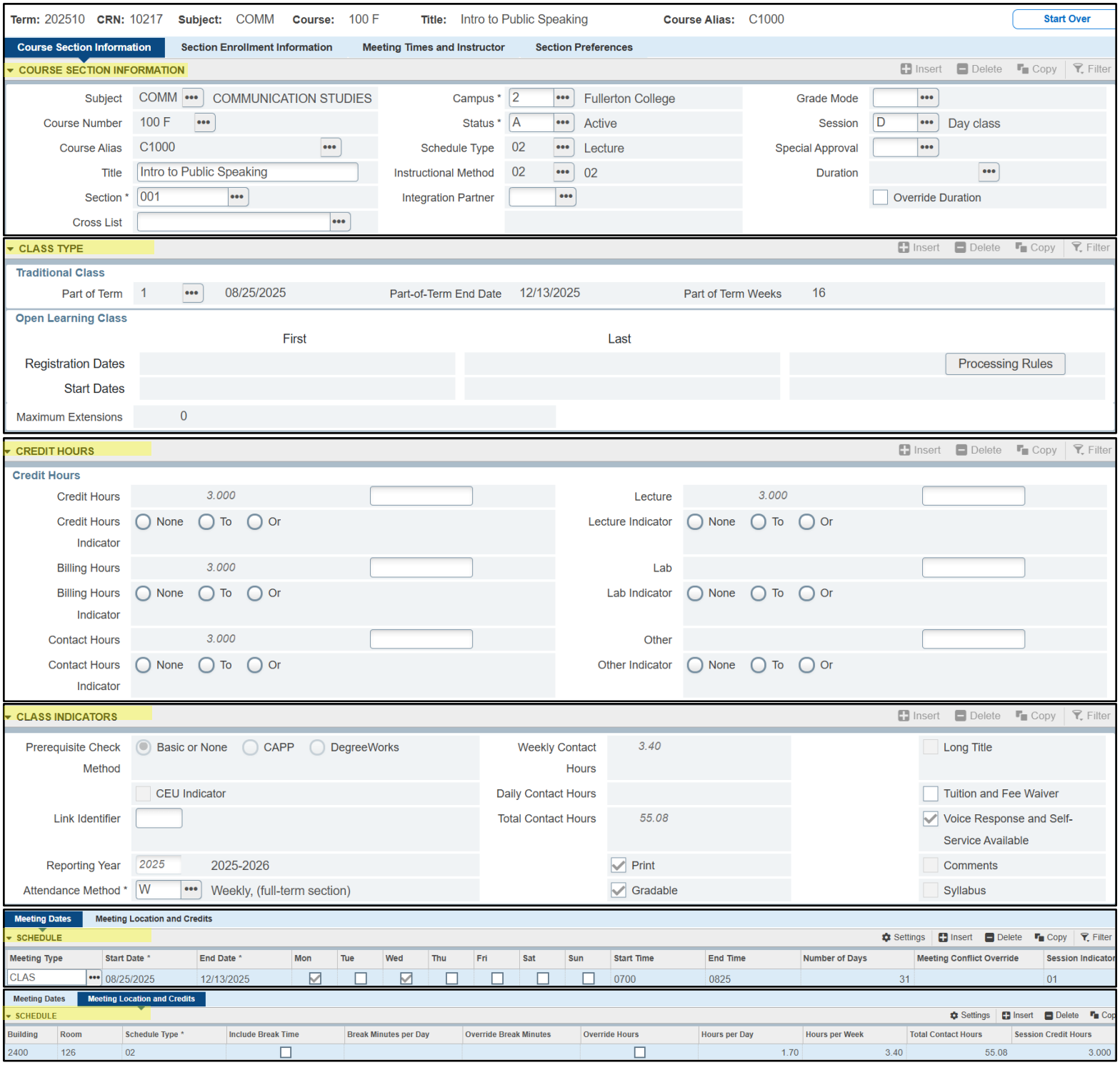
Important Notes (impacts 320 Attendance Accounting): 1) Record **weekly** student contact hours for all full-term sections (W or IW). 2) Zoom sessions that happen in real time with an instructor (i.e., synchronous, interactive, two-way online instruction) should be coded as synchronous online sessions (code 71) with the building/room location noted as ZOOM. 3) Split session credit hours (i.e., course units) between Lecture and Lab sessions.

INDEPENDENT STUDY/WORK EXPERIENCE CLASSES

Type of Course (Description)	Section Level			Session Level						Comments
	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	
Independent Study/Work Experience (Lecture Only)	Full Term: IW	20 40	20 40 (Same as CRN Schedule Type)	01	CLAS	02 (On-campus lecture)	Banner computed lecture hrs	Banner computed lecture hrs	Banner computed lecture hrs	Enter all days/times for on-campus meetings and let Banner compute hours.
				02	ARN	20 (Wk Exp) 40 (Ind Study)	Same value as weekly hrs	(SSASECT Contact Hrs) – (On-campus Contact Hrs)	(SSASECT Contact hrs x 18) – (On-campus Total Contact hrs)	Leave all meeting days/times unchecked; **ensure session credit hours entered**
Independent Study/Work Experience (Lecture Only)	Less than Full Term: ID	20 40	20 40 (Same as CRN Schedule Type)	01	CLAS	02 (On-campus lecture)	Banner computed hrs	Banner computed hrs	Banner computed hrs	Assume this has meeting days/times entered
				02	ARN	20 (Wk Exp) 40 (Ind Study)	Same value as weekly hrs	Total ARN contact hours/# Weeks	(SSASECT Contact hrs x 18) – (On-campus Total Contact hrs)	Leave all meeting days/times unchecked; **ensure session credit hours entered**
Independent Study/Work Experience with Lab Hours	Full Term: IW	20 40	20 40 (Same as CRN Schedule Type)	01	ALT	20L (Wk Exp) 40 (Ind Study)	Same value as weekly hrs	SSASECT Contact Hours	SSASECT Contact hours x 18	Leave all meeting days/times unchecked; **ensure session credit hours entered**
Independent Study/Work Experience with Lab Hours	Less than Full Term: ID	20 40	20 40 (Same as CRN Schedule Type)	01	ALT	20L (Wk Exp) 40 (Ind Study)	Same value as weekly hrs	Total Contact Hours/# Weeks	SSASECT Contact hours x 18	Leave all meeting days/times unchecked; **ensure session credit hours entered**

NOTE: The Scheduling Guide is not a comprehensive list of all possible scheduling configurations, but rather displays the most common scenarios.

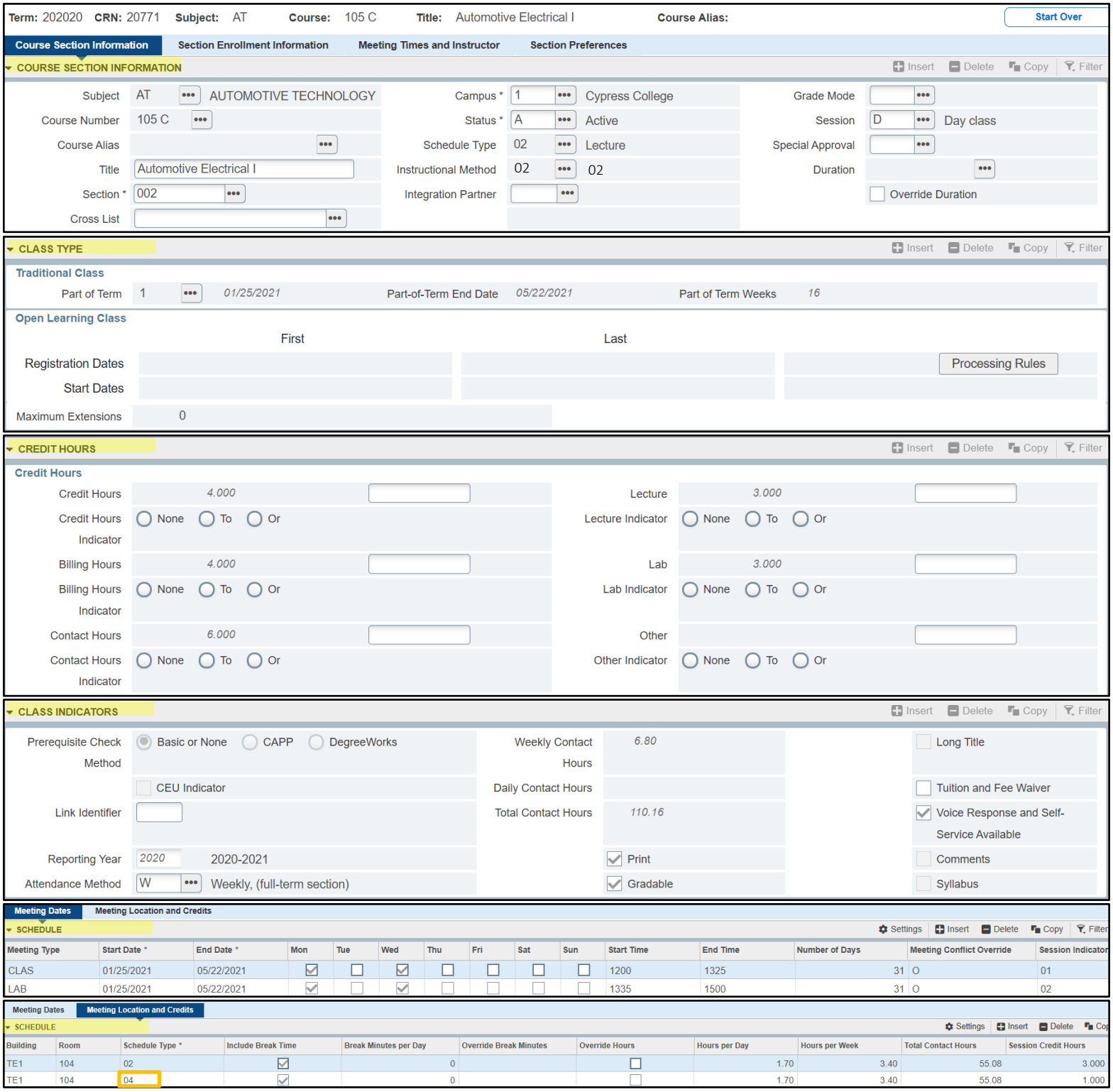
Example 1: On-campus Lecture



Important Note (impacts 320 Attendance Accounting): Ensure weekly student contact hours entered for all full-term sections (W or IW).

Example 2: On-campus Lecture/Lab

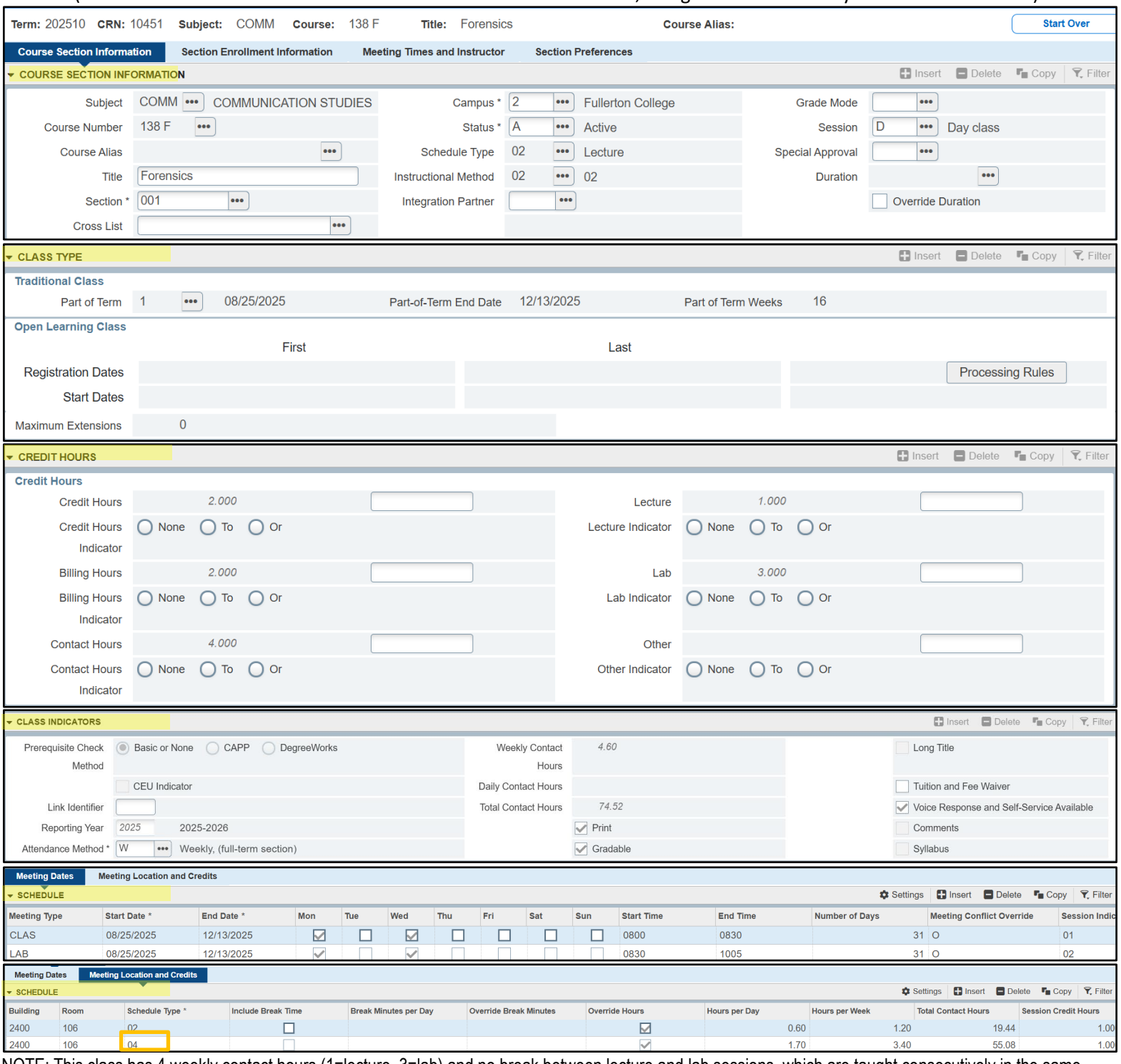
(Includes a 10-minute break between lecture and lab sessions)



Important Note (impacts 320 Attendance Accounting): Ensure weekly student contact hours entered for all full-term sections (W or IW).
*Schedule Type Code 04E is for courses that have been designated as Extensive Labs by the Extensive Lab Committee. Use 04E in place of 04 for approved on-campus extensive labs.

Example 3: On-Campus Lecture/Lab (Continuous)

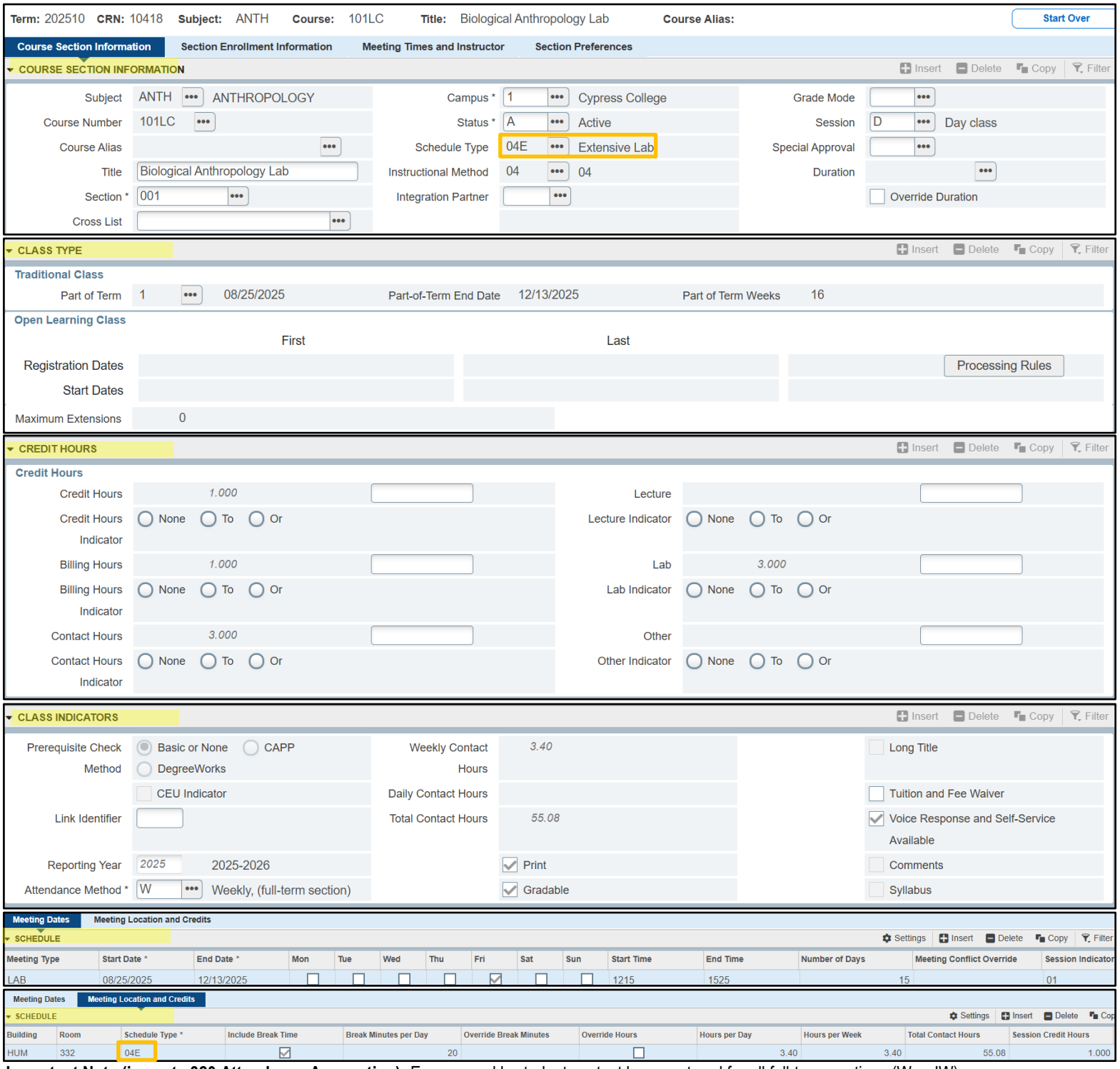
(Does not have a break between lecture and lab sessions, taught consecutively in the same room)



NOTE: This class has 4 weekly contact hours (1=lecture, 3=lab) and no break between lecture and lab sessions, which are taught consecutively in the same room. Therefore, the lecture session can be entered into Banner for < 50 minutes since it meets the criteria on page 8. Hours need to be overridden in Banner to compute correctly. Check Appendix A to ensure total contact hours for the course are correct.

*Schedule Type Code 04E is for courses that have been designated as Extensive Labs by the Extensive Lab Committee. Use 04E in place of 04 for approved on-campus extensive labs.

Example 4: On-campus Extensive Lab

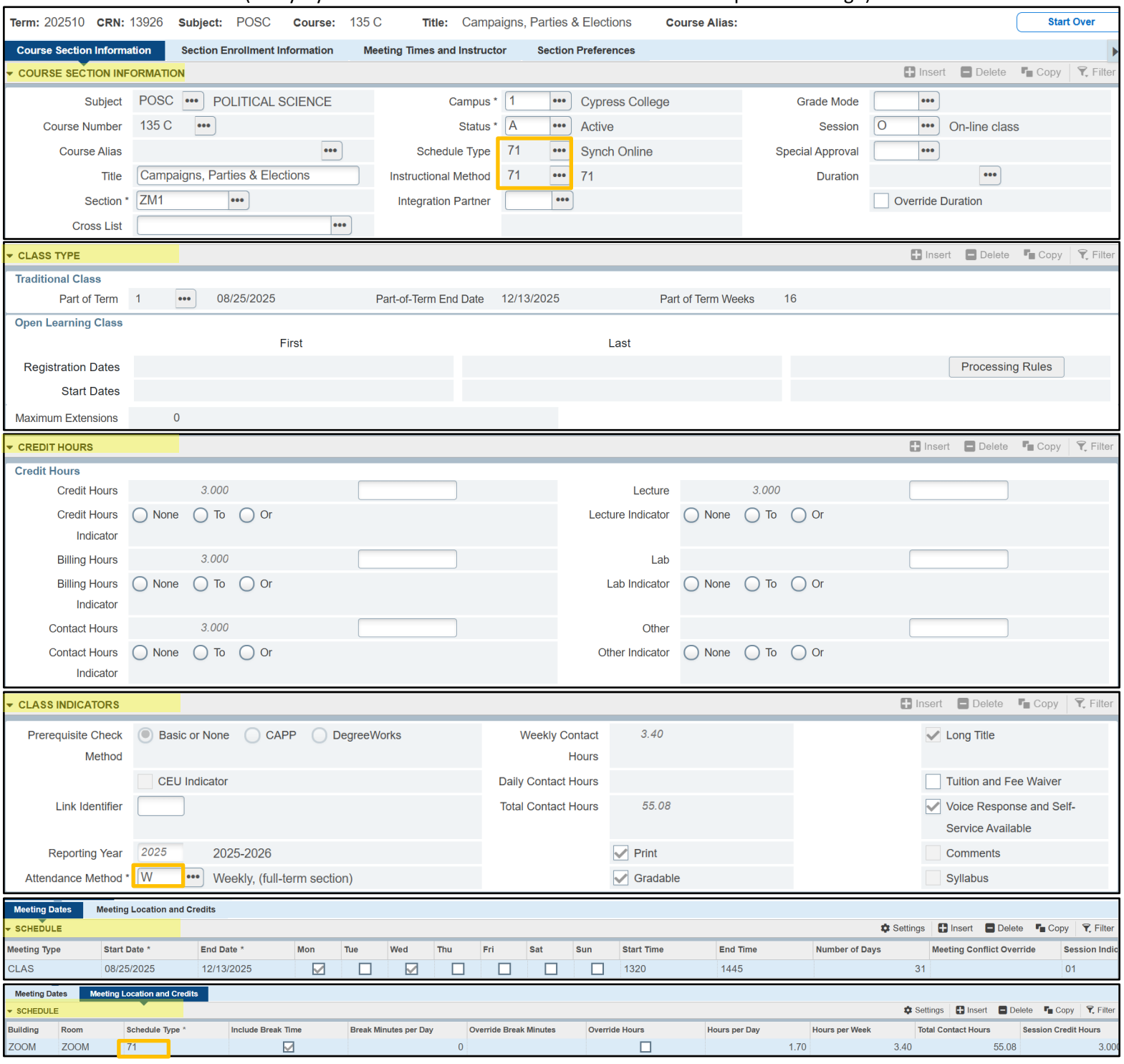


Important Note (impacts 320 Attendance Accounting): Ensure weekly student contact hours entered for all full-term sections (W or IW).

*Schedule Type Code 04E is for courses that have been designated as Extensive Labs by the Extensive Lab Committee. Use 04E in place of 04 for approved on-campus extensive labs.

Example 5: Synchronous Online (e.g., Zoom) Lecture

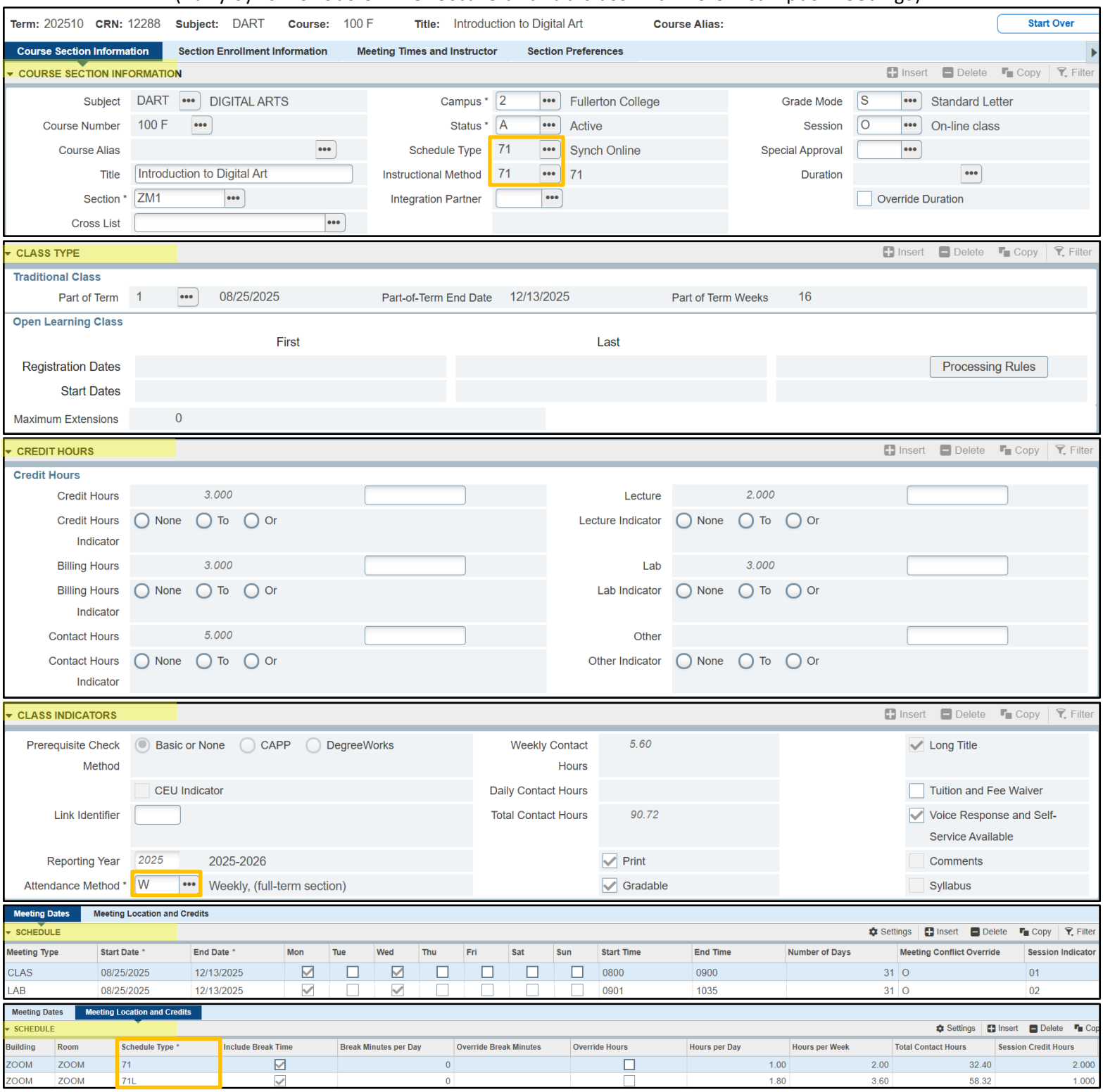
(Fully synchronous online lecture with no on-campus meetings)



Important Note (impacts 320 Attendance Accounting): Zoom sessions that happen in real time with an instructor (i.e., synchronous, interactive, two-way online instruction) should be coded as synchronous online sessions (code 71) with the building/room location noted as ZOOM and use one of the following attendance accounting methods: W, D, or P.

Example 6: Synchronous Online (e.g., Zoom) Lecture/Lab

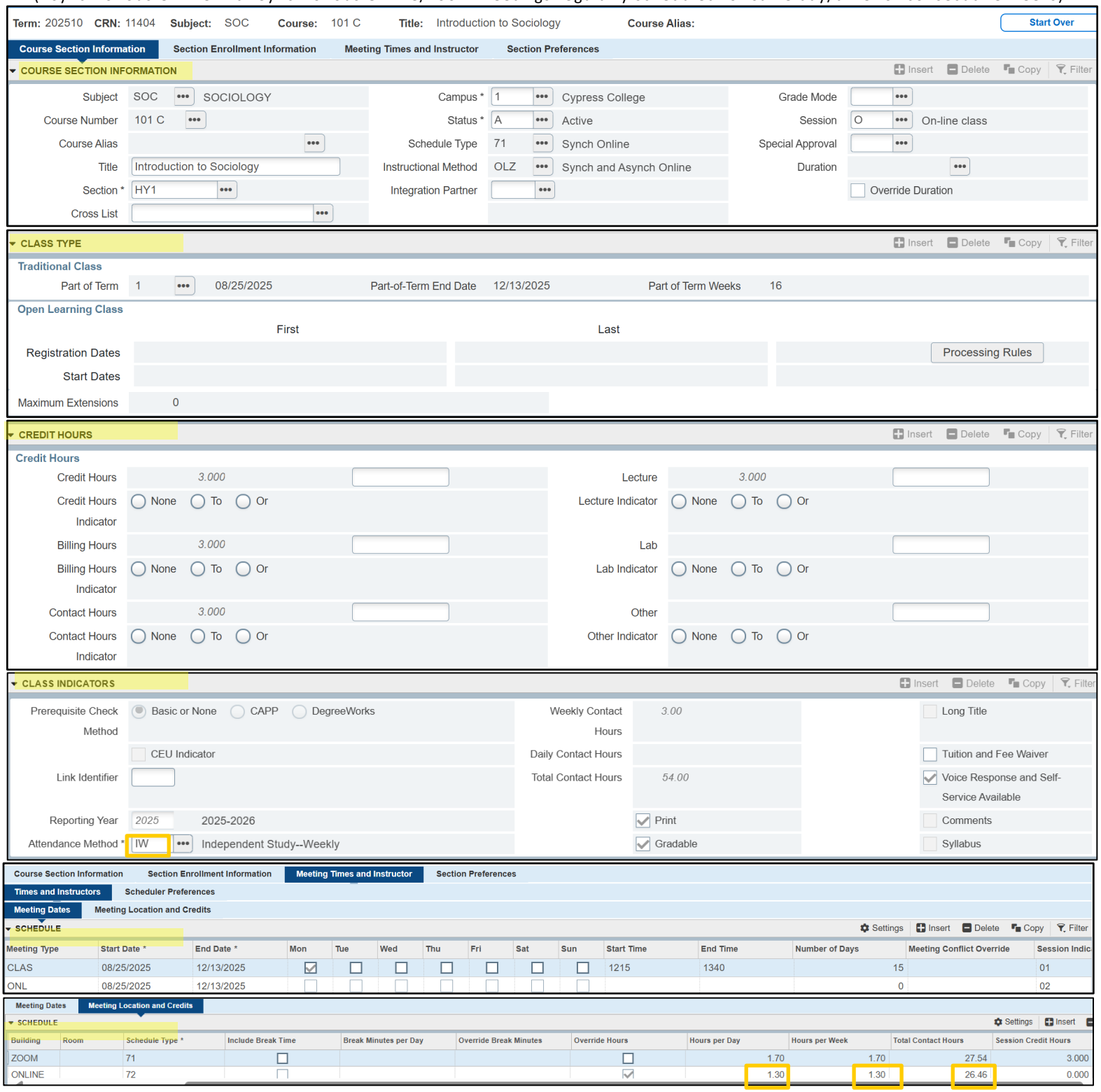
(Fully synchronous online lecture and lab class with no on-campus meetings)



Important Note (impacts 320 Attendance Accounting): Zoom sessions that happen in real time with an instructor (i.e., synchronous, interactive, two-way online instruction) should be coded as synchronous online sessions (code 71) with the building/room location noted as ZOOM and use one of the following attendance accounting methods: W, D, or P. Split session credit hours (i.e., course units) between Lecture and Lab sessions.

Example 7: Synchronous/Asynchronous Online (OLZ)

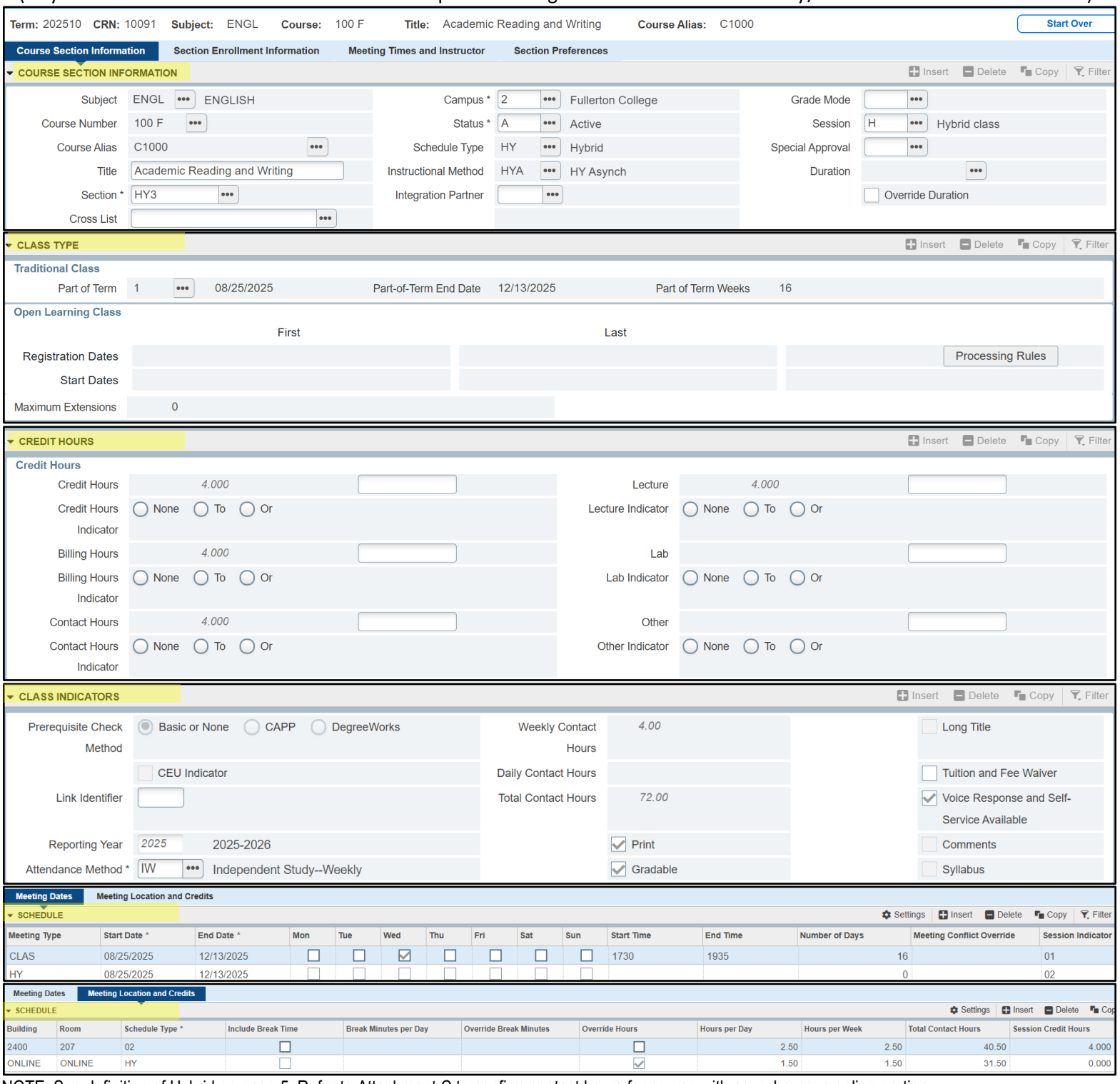
(Asynchronous Online with Synchronous Online/Zoom meetings regularly scheduled for same day/time for consecutive weeks)



NOTE: See definition of Hybrid on page 5. Refer to Attachment C to confirm 18 multiplier contact hours for course with asynchronous online portion.
Important Note (impacts reporting): 1) Ensure attendance accounting method = IW for full-term CRNs with any portion asynchronous online (i.e., not ZOOM). 2) Use an 18 multiplier for Total Contact Hours if the course has any portion asynchronous online (i.e., not ZOOM). 3) Ensure weekly student contact hours entered for all full-term sections (W or IW).

Example 8: Asynch Hybrid Lecture (HYA), Regular Meetings

(Asynchronous online session with on-campus meetings scheduled for same day/time for consecutive weeks)

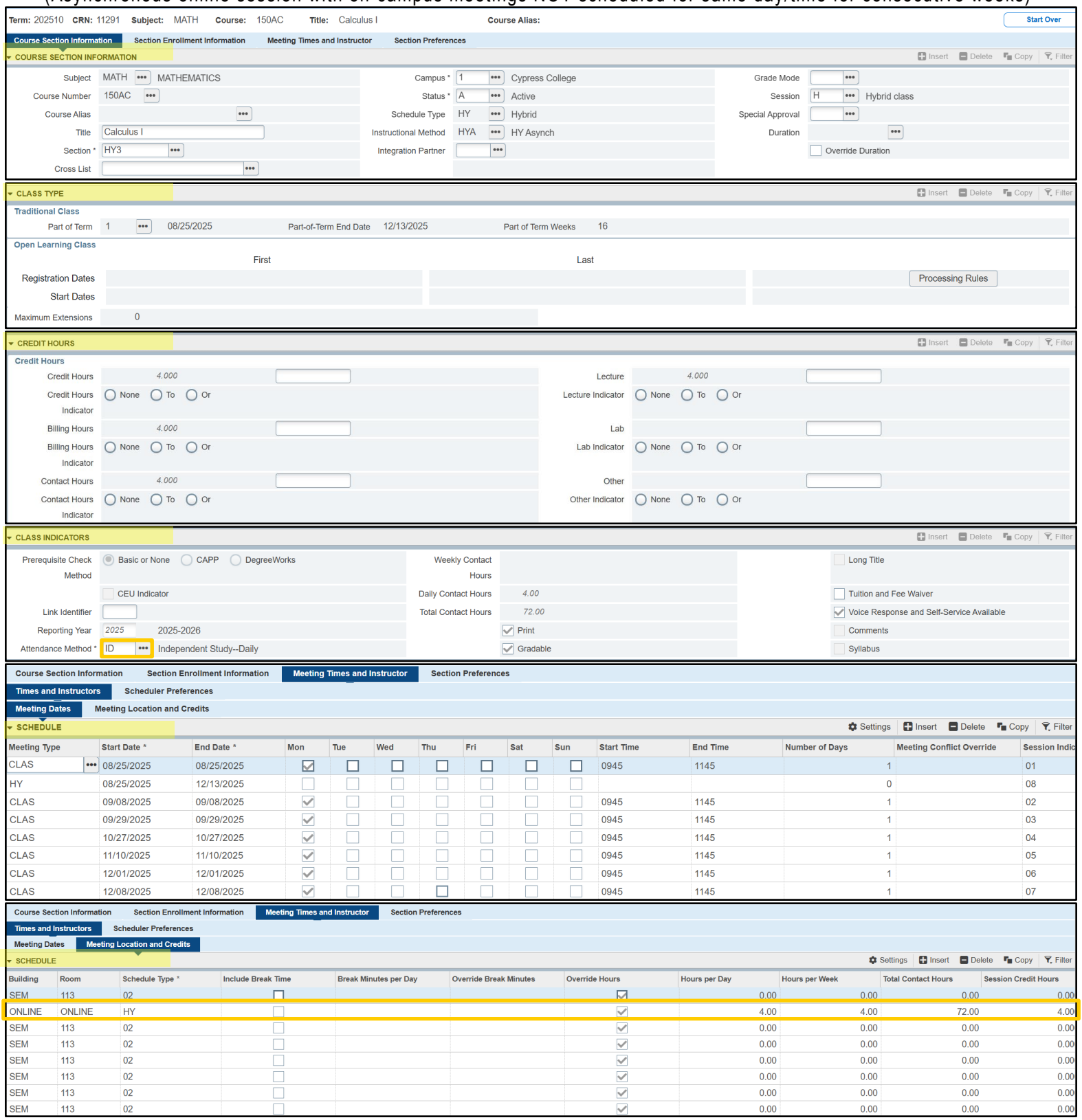


NOTE: See definition of Hybrid on page 5. Refer to Attachment C to confirm contact hours for course with asynchronous online portion.

Important Note (impacts 320 Attendance Accounting): Ensure weekly student contact hours entered for all full-term sections (W or IW).

Example 9: Asynch Hybrid Lecture (HYA), Variable Meetings

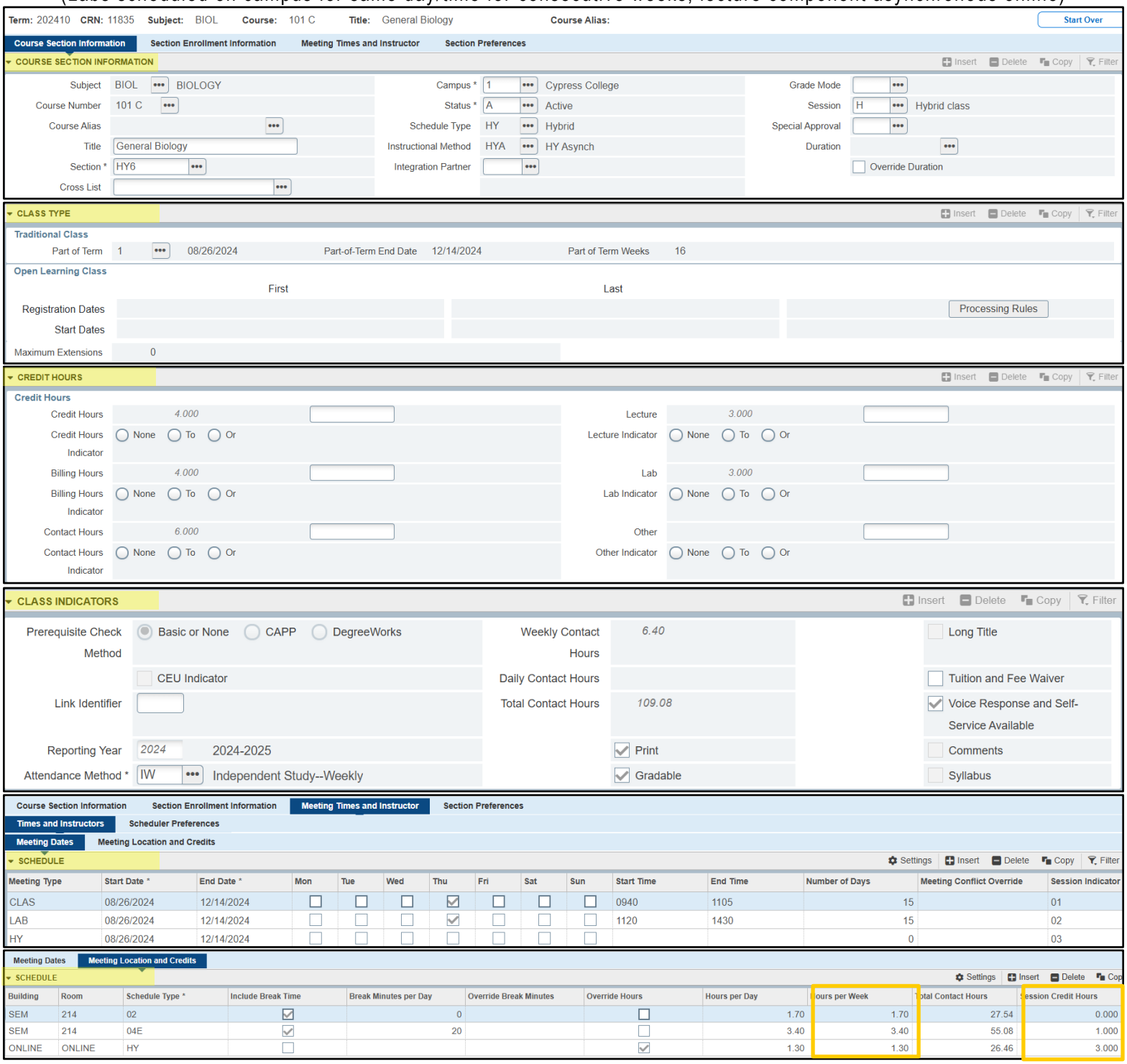
(Asynchronous online session with on-campus meetings NOT scheduled for same day/time for consecutive weeks)



NOTES: See definition of Hybrid on page 5. Refer to Attachment C to confirm contact hours for asynchronous online course.

Example 10: Asynch Hybrid Lecture/Lab (HYA), Regularly Scheduled

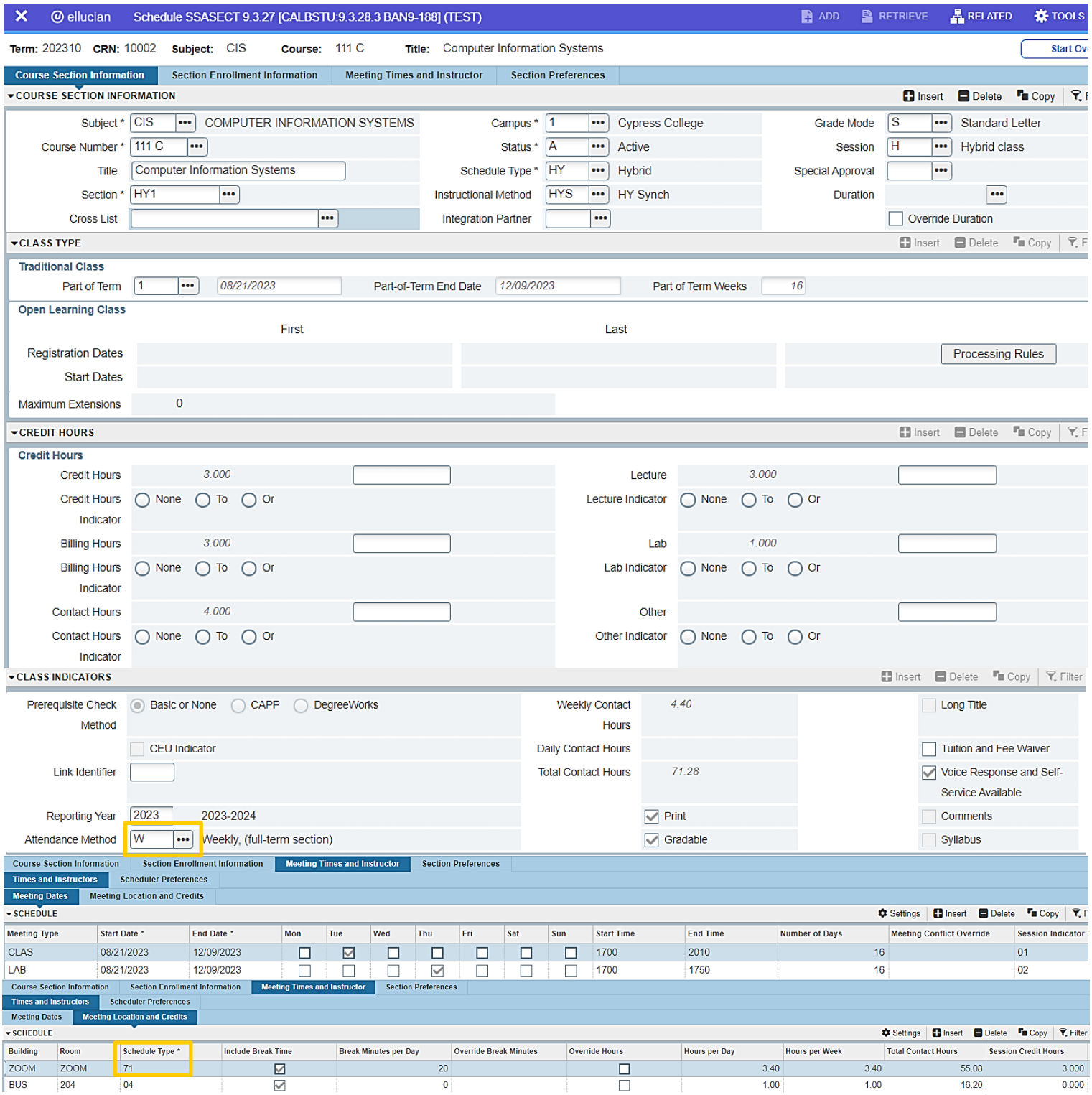
(Labs scheduled on campus for same day/time for consecutive weeks, lecture component asynchronous online)



Important Notes (impacts 320 Attendance Accounting): 1) Use an 18-week multiplier for Total Contact Hours if the course has *any portion asynchronous online* (i.e., not ZOOM). Refer to Attachment C to confirm contact hours for asynchronous online course. 2) Ensure **weekly** student contact hours entered for all full-term sections (W or IW). 3) Split session credit hours (i.e., course units) between Lecture and Lab sessions.

Example 11: Synch Hybrid Lecture/Lab (HYS), Regularly Scheduled

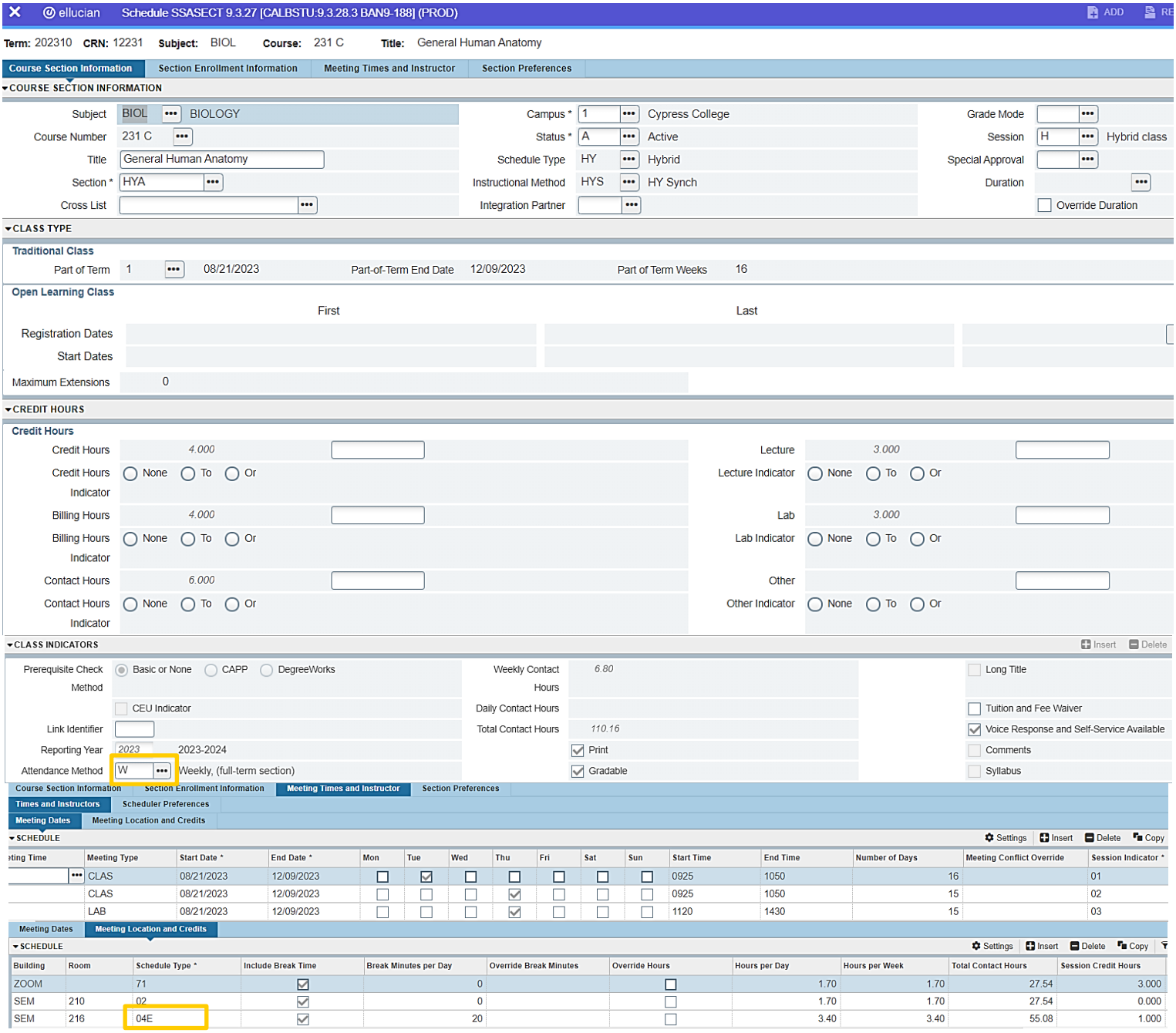
(Synchronous online lecture with on-campus lab scheduled for same day/time for consecutive weeks)



Important Notes (impacts 320 Attendance Accounting): 1) Use Weekly (W) attendance accounting method since NO *asynchronous* online portion. 2) Ensure **weekly** student contact hours entered for all full-term sections (W or IW). 3) Split session credit hours (i.e., course units) between Lecture and Lab sessions.

Example 12: Synch Hybrid Lecture/Extensive Lab (HYS)

(Synchronous online lecture with on-campus **extensive** lab scheduled for same day/time for consecutive weeks)

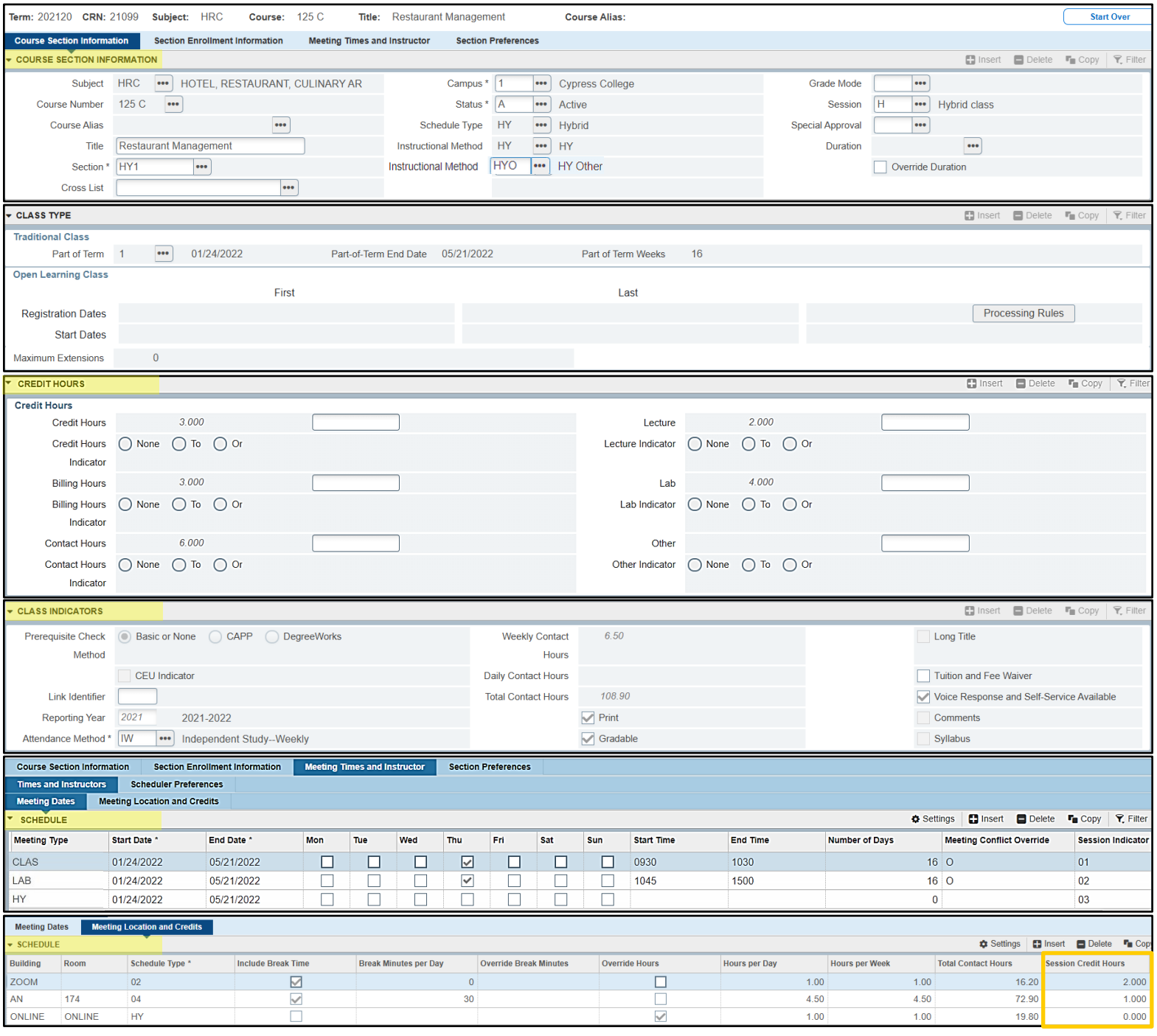


Important Notes (impacts 320 Attendance Accounting): 1) Use Weekly (W) attendance accounting method since NO *asynchronous* online portion. 2) Ensure **weekly** student contact hours entered for all full-term sections (W or IW). 3) Split session credit hours (i.e., course units) between Lecture and Lab sessions.

*Schedule Type Code 04E is for courses that have been designated as Extensive Labs by the Extensive Lab Committee. Use 04E in place of 04 for approved on-campus extensive labs.

Example 13: Hybrid Lecture/Lab/Synch/Asynch (HYO), Regularly Scheduled

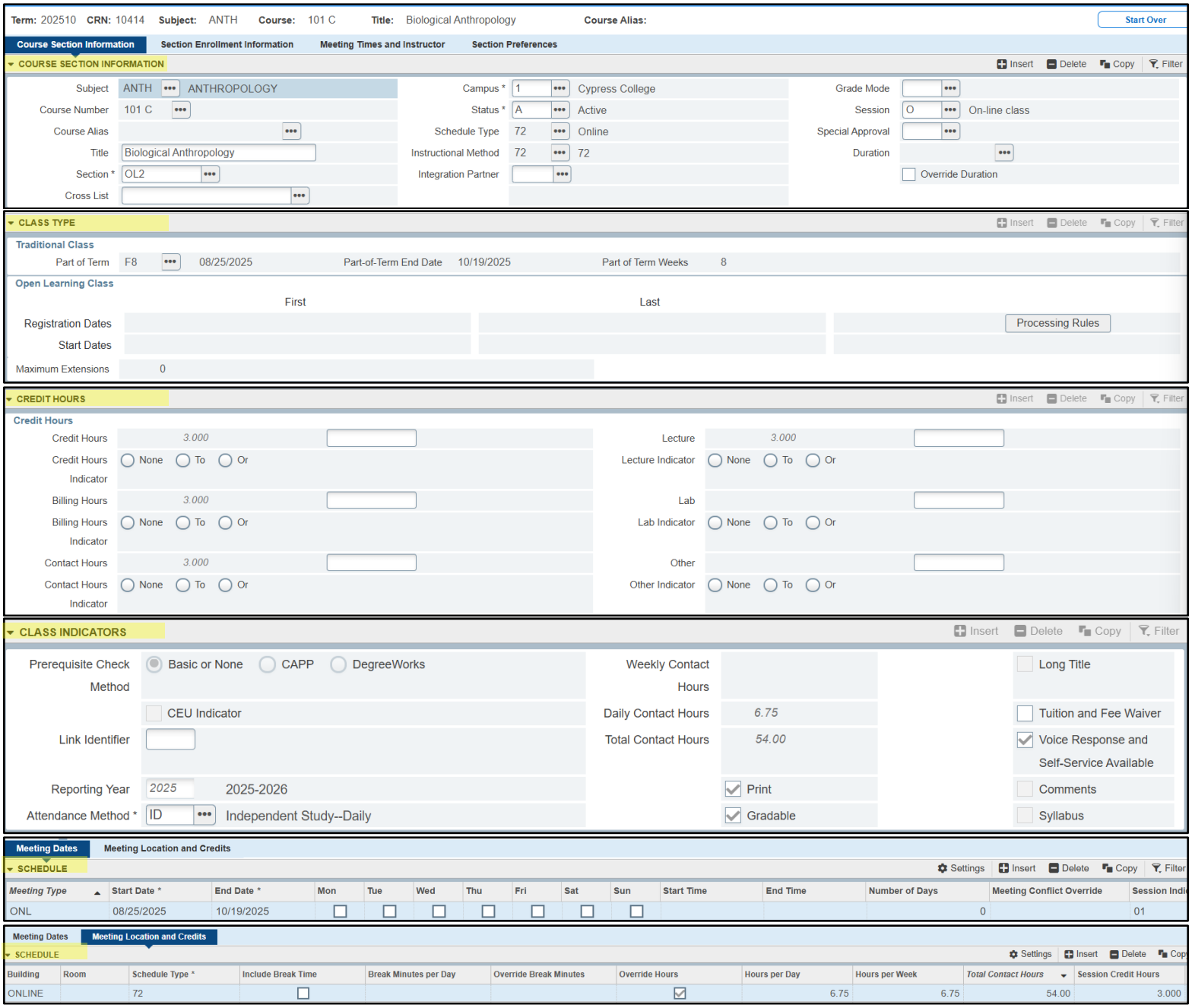
(Labs scheduled on campus for same day/time for consecutive weeks, lecture components Synchronous Online/Zoom and Asynchronous Online)



Important Notes (impacts 320 Attendance Accounting): 1) Use **exact weekly contact hours** for Hours per Week and use a 18 multiplier for Total Contact Hours if the course has *any portion asynchronous online* (i.e., not ZOOM). Refer to Attachment C to confirm contact hours for asynchronous online course. 2) Ensure **weekly** student contact hours entered for all full-term sections (W or IW). 3) Split session credit hours (i.e., course units) between Lecture and Lab sessions. Enter all lecture credit hours on first lecture line and all lab credit hours on first lab line.

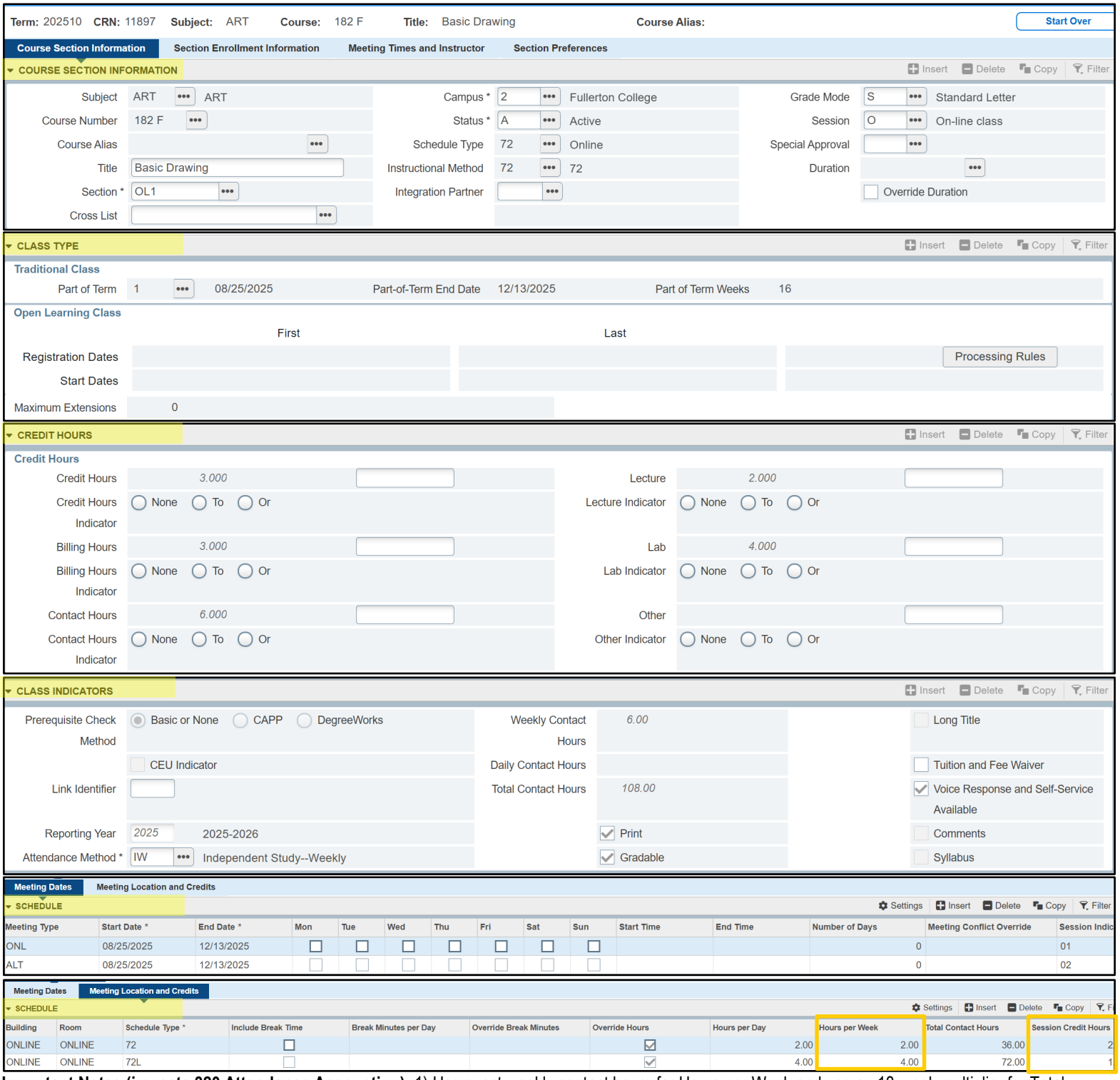
Example 14: Asynchronous Online Lecture

(Less than full-term class)



NOTE: See definition of Online class on page 5. Refer to Attachment C to confirm total contact hours for asynchronous online course using 18 multiplier.

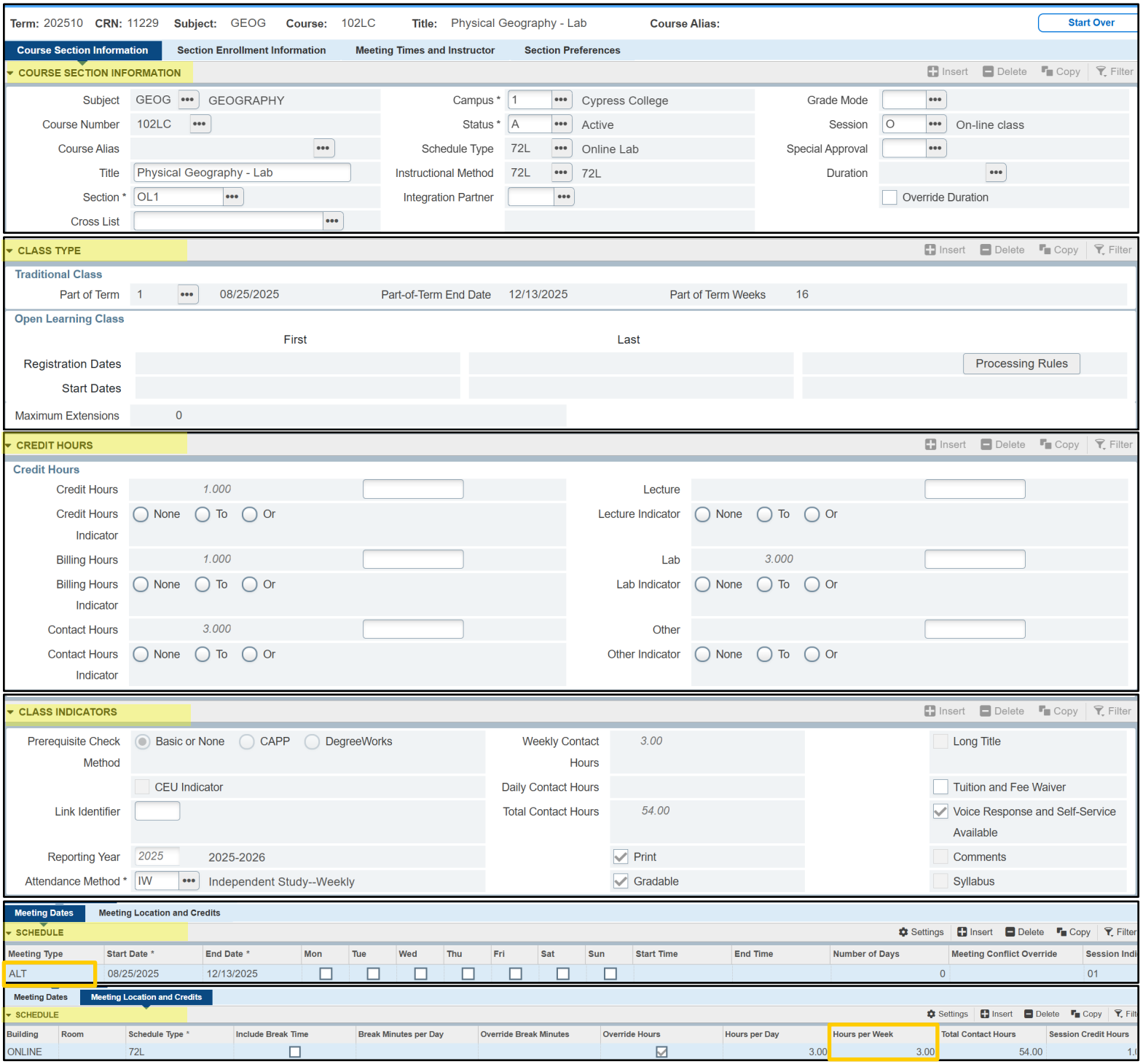
Example 15: Asynchronous Online Lecture/Lab



Important Notes (impacts 320 Attendance Accounting): 1) Use exact weekly contact hours for Hours per Week and use an 18-week multiplier for Total Contact Hours if the course has any portion asynchronous online (i.e., not ZOOM). Refer to Attachment C to confirm contact hours for asynchronous online course. 2) Ensure weekly student contact hours entered for all full-term sections (W or IW). 3) Split session credit hours (i.e., course units) between Lecture and Lab sessions.

NOTE: See definition of Online class on page 5.

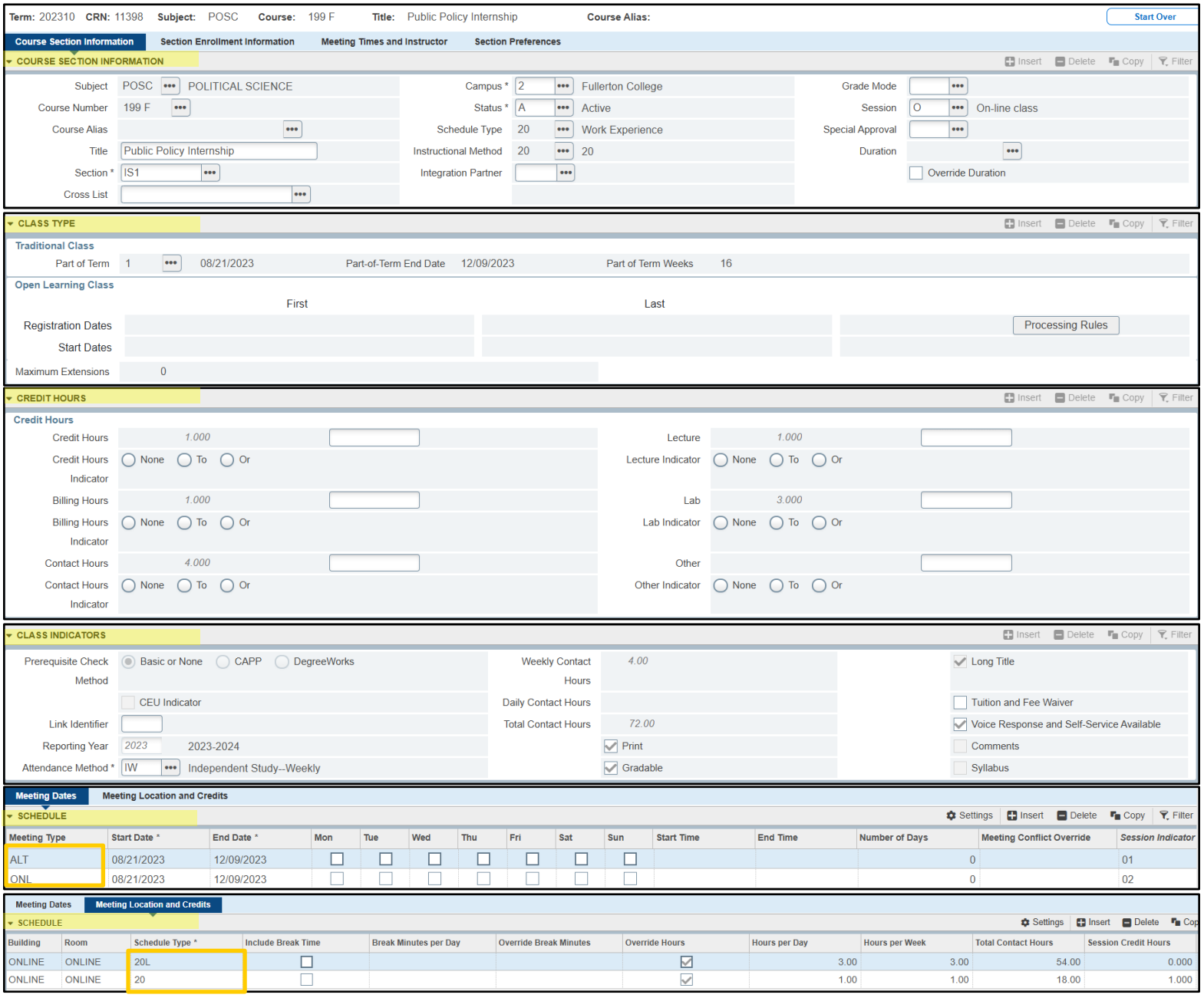
Example 16: Asynchronous Online Lab



Important Notes (impacts 320 Attendance Accounting): 1) Use exact weekly contact hours for Hours per Week and use an 18-week multiplier for Total Contact Hours if the course has any portion asynchronous online (i.e., not ZOOM). Refer to Attachment C to confirm contact hours for asynchronous online course. 2) Ensure weekly student contact hours entered for all full-term sections (W or IW).

NOTE: See definition of Online class on page 5.

Example 17: Work Experience Class with Lab

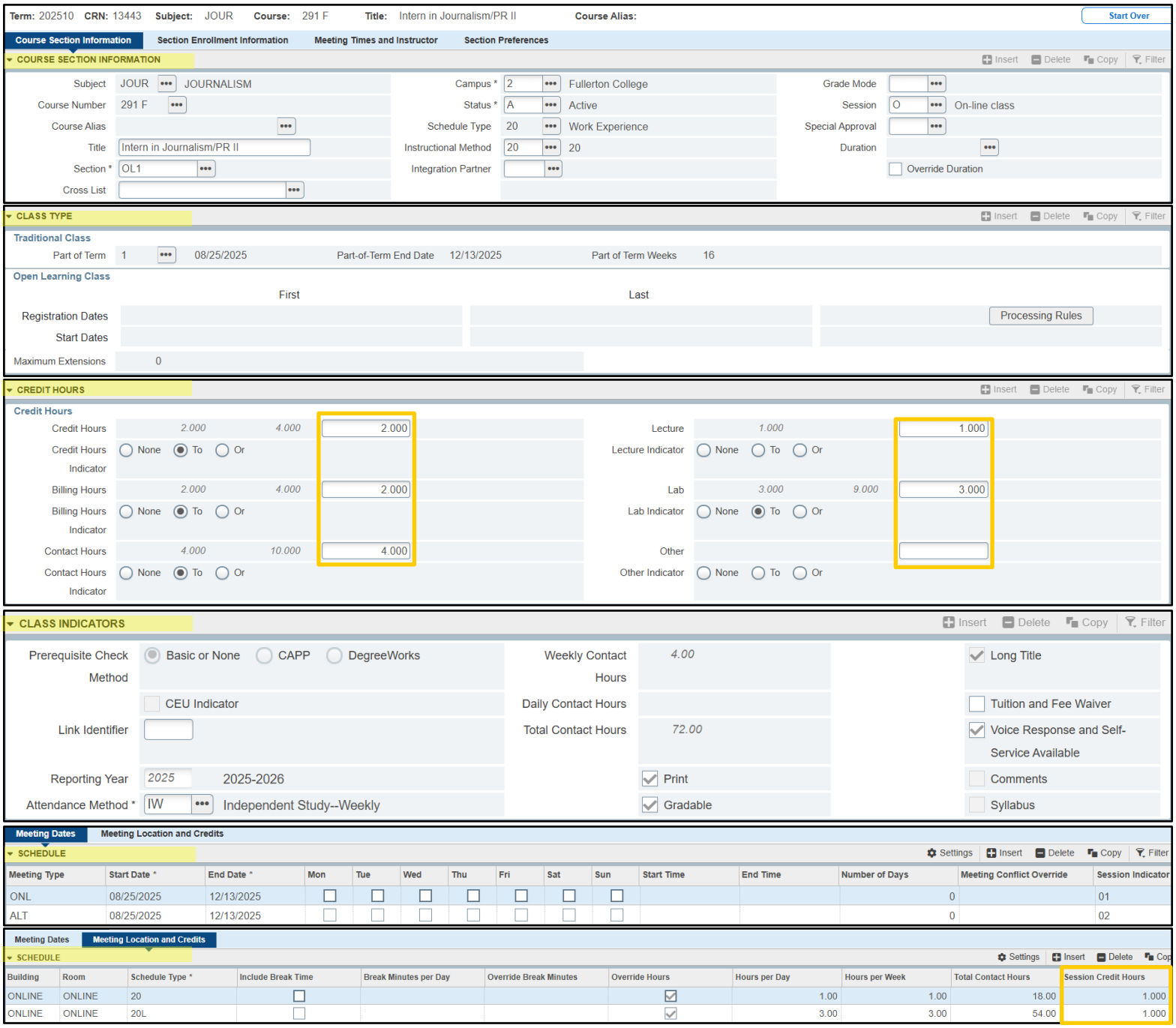


Important Notes (impacts 320 Attendance Accounting): 1) Use exact weekly contact hours for Hours per Week and use a 18 multiplier for Total Contact Hours for Work Experience courses. Refer to Attachment C to confirm contact hours. 2) Use the ALT code for work experience lab session. 3) Split session credit hours (i.e., course units) between Lecture and Lab sessions.

Example 18: Variable Unit Class

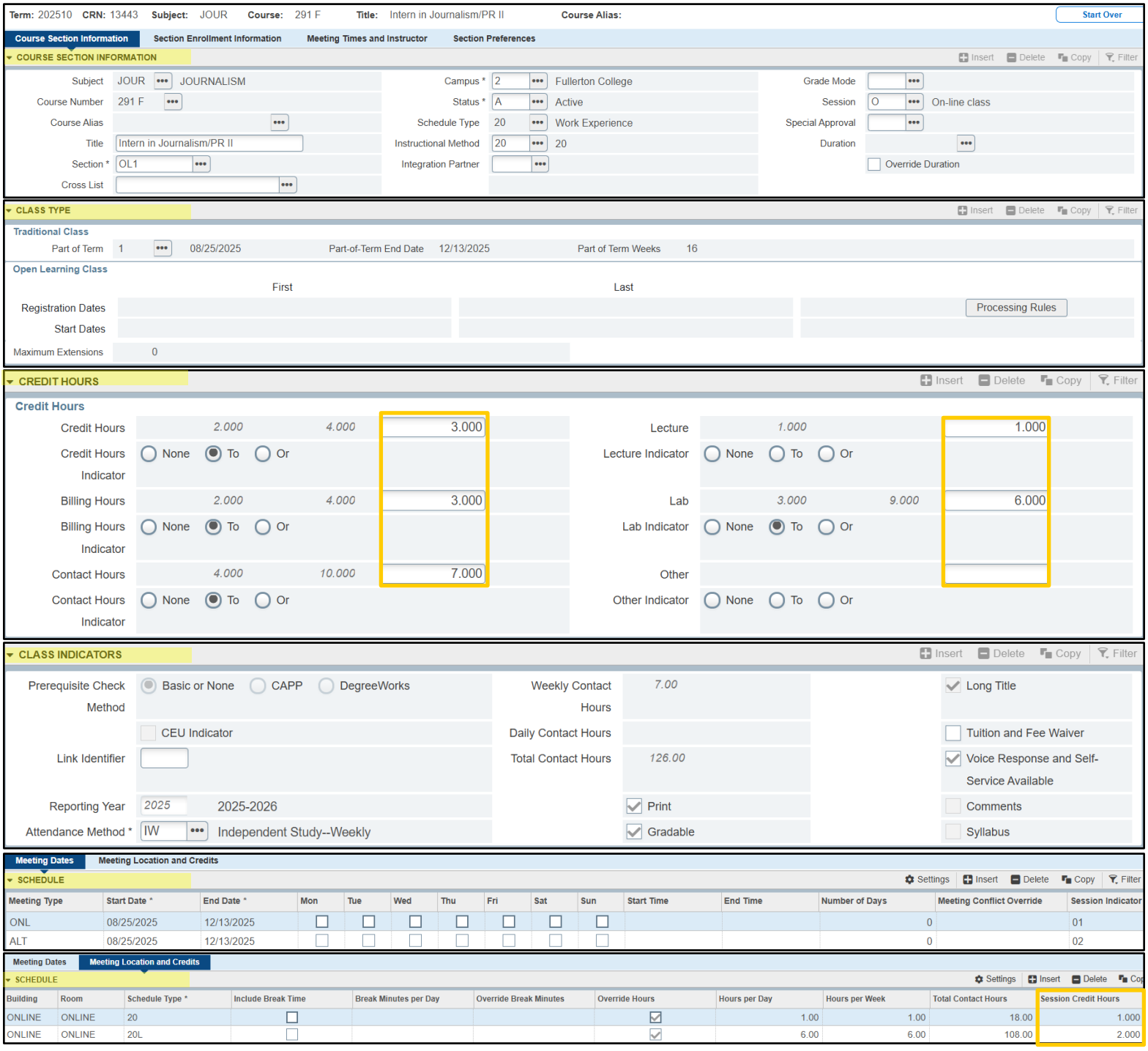
NOTE: Variable unit classes should have a separate CRN for each unit value needed per term. Enter the appropriate unit and contact hour values in the boxes provided in the *Credit Hours* section on SSASECT.
This does not apply to variable unit open entry/open exit classes. For those classes, schedule with an attendance accounting method of P (positive attendance) and the maximum contact hours for the course all in the same CRN.

EXAMPLE: 2-Unit section of variable unit class



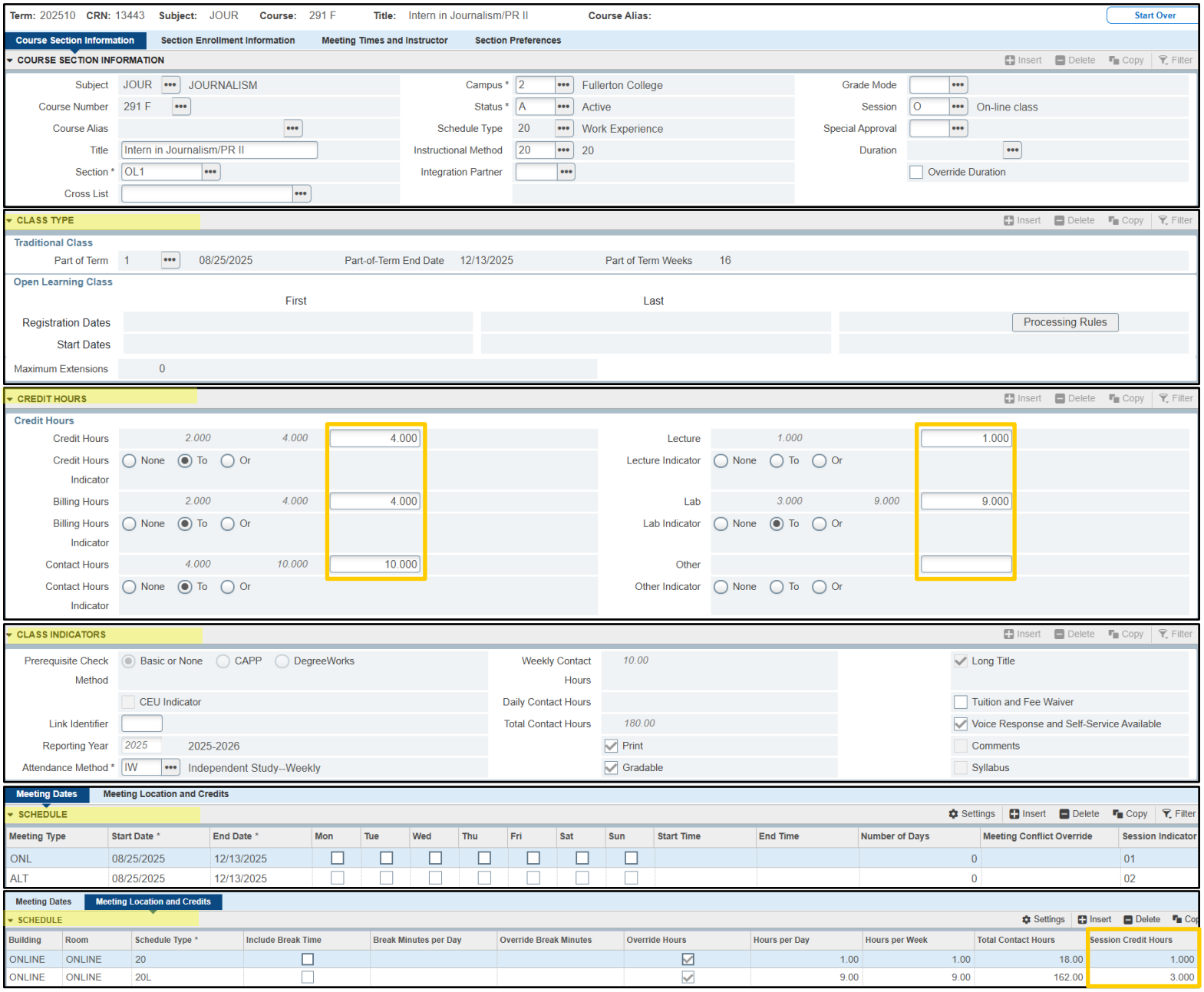
Important Notes (impacts 320 Attendance Accounting): 1) Use exact weekly contact hours for Hours per Week and use an 18-week multiplier for Total Contact Hours if the course has any portion asynchronous online (i.e., not ZOOM). Refer to Attachment C to confirm contact hours for asynchronous online course. 2) Ensure weekly student contact hours entered for all full-term sections (W or IW). 3) Split session credit hours (i.e., course units) between Lecture and Lab sessions.

EXAMPLE 19: 3-Unit section of variable unit class



Important Notes (impacts 320 Attendance Accounting): 1) Use exact weekly contact hours for Hours per Week and use a 18 multiplier for Total Contact Hours if the course has any portion asynchronous online (i.e., not ZOOM). Refer to Attachment C to confirm contact hours for asynchronous online course. 2) Ensure weekly student contact hours entered for all full-term sections (W or IW). 3) Split session credit hours (i.e., course units) between Lecture and Lab sessions.

EXAMPLE 20: 4-Unit section of variable unit class



Important Notes (impacts 320 Attendance Accounting): 1) Use exact weekly contact hours for Hours per Week and use an 18-week multiplier for Total Contact Hours if the course has any portion asynchronous online (i.e., not ZOOM). Refer to Attachment C to confirm contact hours for asynchronous online course. 2) Ensure weekly student contact hours entered for all full-term sections (W or IW). 3) Split session credit hours (i.e., course units) between Lecture and Lab sessions.

Banner Input Cheat Sheet

Course Section Information

SECTION

This numbering helps sort sections internally.

Cypress and Fullerton Courses

001 – 099 Day courses (before 4pm)
100 – 199 Evening Courses (after 4pm)
200 – 250 Short Term: 1st Session (not Summer)
300 – 350 Short Term: 2nd Session (not Summer)
600 – 699 Off-Campus
800 – 899 Weekends (Friday after 4pm), Sat, Sun
AN (1, 2..) Anaheim (not Summer)
DE (1, 2..) Dual Enrollment
HY (1, 2..) Hybrid Courses
OL (1, 2..) Online Courses
OE (1, 2..) Open Entry/Open Exit
ZM (1, 2..) Fully synchronous online/Zoom class
WI (1, 2..) Winter Intersession Courses (Spring only)

Fullerton Courses Only

AP (1, 2..) Apple Courses (Teacher Prep)
DP (1, 2..) Direct Placement
EI (1, 2..) Enhanced Instruction - Pathways
EO (1, 2..) EOPS Courses
ES (1, 2..) ESP (Entering Scholars Program)
IS (1, 2..) Independent Study Courses
HN (1, 2..) Honors Courses
LC (1, 2..) Learning Communities
LS (1, 2..) Late Start Courses (not Summer)
P (1, 2..) Puente Courses
SA (1, 2..) Study Abroad Courses
SS (1, 2..) Summer Success Courses
ST (1, 2..) STEM Courses
T (1, 2..) TAP Courses
TW (1, 2..) TeleWeb Courses
ZM (1, 2..) Fully synchronous online/Zoom class
UM (1, 2..) Umoja Courses

CAMPUS

1- Cypress - All class types, **2 - Fullerton -** All class types
1NH - (Dual Enrollment/HS/Courses under 4 wks long)
2NH - (Dual Enrollment/HS/Courses under 4 wks long)

Cypress Crosslist Codes

AA-A9 Business
BA-BR Counseling
BS-B9 Library
CA-C9 Fine Arts
DA-D9 Fine Arts
EA-E9 Health Science
FA-F9 Health Science
GA-G9 Language Arts
HA-H9 Kinesiology
IA-19 Science/Eng/Math
JA-J9 Social Sciences
KA-K9 CTE
LA-L9 Instruction Office
MA-M9 Instruction Office

Fullerton Crosslist Codes

NA-NZ Business/CIS
OA-OZ Fine Arts
PA-PZ Humanities
QA-QZ Library
RA-RZ Math/Comp Science
SA-SZ Natural Sciences
TA-TZ PE
UA-UZ Counseling
VA-VZ Social Sciences
WA-WZ Tech & Eng
YA-YZ Instruction Off
ZA-ZZ Instruction Off

NOTE: Use three-digit codes, beginning with the letter A once the two-digit codes in your division are exhausted. For example, NAA, NAB, etc.

STATUS

A - Active – Only code for inputting (if a course is canceled, A&R will change the field to "C")

GRADE MODE

S – Standard Letter. Note: Leave blank if students have the option to choose Pass/No Pass

SCHEDULE TYPE (Course Section Information tab)

02 On-campus Lecture (or primarily lecture if lec/lab)
04 On-campus Lab
04E Extensive Lab (on-campus)
20 Work Experience
40 Independent Study
71 Synchronous Online
72 Asynchronous Online
90 Field Experience
HY Hybrid (On campus and online)

INSTRUCTIONAL METHOD (Course Section Information tab)

02 On-campus Lecture (or primarily lecture if lec/lab)
04 On-campus Lab
20 Work Experience
40 Independent Study
71 Synchronous Online
72 Asynchronous Online
90 Field Experience
HYA Asynch Hybrid (On campus and Asynch Online)
HYS Synch Hybrid (On campus and Synch Online)
HYO Other Hybrid (On campus and Synch and Asynch Online)
OLZ Synchronous and Asynchronous Online (NO On Campus)

SESSION: (types of courses)

NOTE: A Distance Ed course "trumps" any other code
D - Daytime
E - Evening (4pm or later)
H - Hybrid
O - Online
S - Saturday (only)
U - Sunday
W - Weekend (Friday after 4pm, Saturday and/or Sunday)

SPECIAL APPROVAL

Used to restrict enrollment. **NOTE:** All codes in this field will be replaced with an "SA" (Special Approval) code after course start.

CLASS TYPE

PART OF TERM (POT)

Length of time a course is offered. See section below for detailed instructions on data entry.

1 Full Term (16 Weeks)
F8 First Eight Weeks
S8 Second Eight Weeks
NF Not Full Term
OE Open Entry
SU Summer Session
WI Winter Intersession

Dual Enrollment Parts of Term

AUD Anaheim Union (AUHSD)
BOU Brea Olinda (BOUSD)
BPH Buena Park (BPSD)
FHS Fullerton (FUHSD)
FUL Fullerton SD (FSDO)
GGU Garden Grove (GGUSD)
OXA Oxford Academy (OASD)
PYU Placentia USD (PYLUSD)

CLASS INDICATORS

ATTENDANCE METHOD See details on p.4

PRINT Checked: CRN shows on printed schedule/internal reports. **Unchecked:** CRN does not print on printed schedule/internal reports, but will appear on the searchable web schedule.

GRADABLE Leave box checked if you want instructor to issue a grade for the class. Unclick box if class is to be gradable.

Voice Response/Self-Service Checked: CRN is available for registration and add/drop purposes. **Unchecked**: CRN is not shown on the searchable schedule and will not allow a student to register in self-service. USE FOR DUAL ENROLLMENT CLASSES.

Credit/CEU Indicator Skip this unless you have variable unit class you wish to limit units on for that term; you must fill in the appropriate value in the open box under these fields

Billing – Lecture – Lab Skip this unless above situation occurs. Follow the same procedures as above.

SECTION ENROLLMENT INFORMATION

Max Enrollment

You must fill in the maximum seat count AND waitlist for students to register for this class.

Waitlist

Waitlists are mandatory **EXCEPT FOR CROSS-LISTED COURSES** (no exceptions to this rule)

MEETING TIMES AND INSTRUCTOR

For each meeting record, always ensure data are in all three contact hour fields: 1) Hours per day, 2) Hours per week, and 3) Total contact hours.
REMEMBER to prorate for short-term courses.

MEETING TYPES

ALT Asynchronous online (not Zoom) lab or Independent Study lab
ARN Arranged hours
CLAS On-campus/Zoom Lecture
HY Asynch Online Lecture meeting of Hybrid class
LAB On-campus/Zoom Lab
ONL Online Lecture
PAY Payroll use only

Lecture/Lab Lines

List your lecture and lab lines separately and *assign each line a different session indicator*. Each meeting session should have the appropriate contact hours & session credit hours allotted.

If the lecture and lab sessions follow each other and are **taught in different buildings/rooms**, there must be at least a 10-minute break between each session.

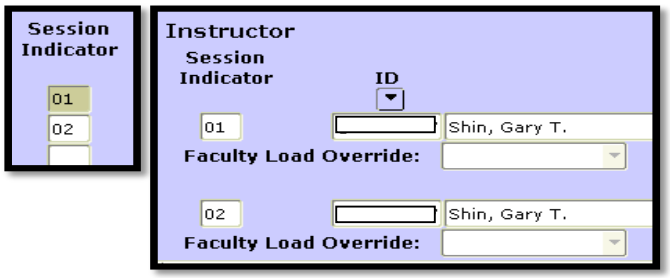
If the lecture and lab sessions follow each other and are taught **in the same room**, a session can be entered into Banner with < 50 minutes **IF it meets the following criteria:**
1. There is not a break between the lecture and lab sessions
2. The lecture and lab sessions are taught consecutively in the same room
3. The sum of the contact hours for the back-to-back meeting sessions is >= 50 minutes

Asynchronous Online Sessions (Fully Online or online portion of Hybrid Class)

Leave all meeting days/times unchecked for asynchronous online portion. Fill in the Hours per Day, per Week, and Total Contact Hours.

SESSION INDICATOR

This line is a "line counter" that must have a matching Instructor Session Indicator tied to it.



ROOMS

Field Trips - Type "FIELDT" in the building **AND** room field.
Online (Asynchronous) Courses - Type "ONLINE" in the building field.
Online (Synchronous) Courses - Type "ZOOM" in the building field.

SCHEDULE TYPE (Meeting Location and Credits tab)

02	Lecture (on-campus)
04	Lab (on-campus)
04E	Extensive Lab (on-campus)
20/20L	Work Experience Lecture/Work Experience Lab
40	Independent Study
HY	Asynch Online Lecture meeting of Hybrid class
HYL	Asynch Online Lab meeting of Hybrid class
71	Synch Online (Zoom) Lecture
71L	Synch Online (Zoom) Lab
72	Asynch Online Lecture
72L	Asynch Online Lab
90	Field Experience

INSTRUCTOR SCREEN

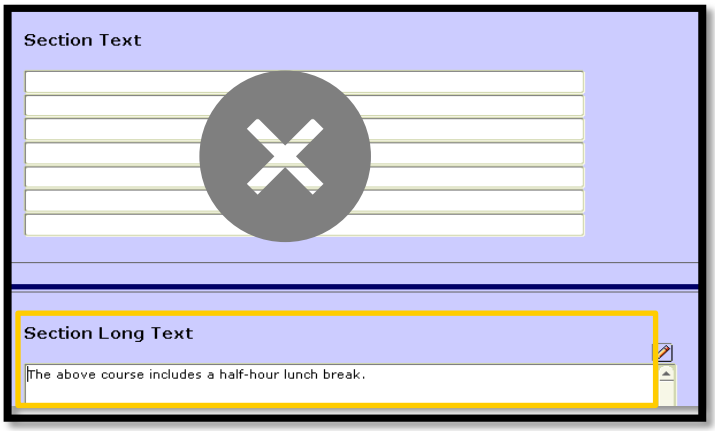
Assign an instructor to match each session Indicator box of the course.

If the same instructor is teaching the lecture (type 02/session 01) and the lab (type 04/session 02), list the instructor twice, thereby tying that instructor to both lines.

If one instructor is teaching the lecture (type 02/session 01) and another instructor is teaching the lab (type 04/session 02), list each instructor separately and make sure they are matched to the proper session. **NOTE:** Only the primary instructor will have access to the roster.

If an instructor exceeds the limit of hours to teach or doesn't meet minimum qualifications for the subject area, an error message will appear. Contact your Division Dean or HR, if necessary.

COMMENT SCREEN



NOTE: Only the **Section Long Text** box is active.
Comment lines help explain the section.

PLEASE READ THE COMMENT LINES FOR ERRORS!

DO:

- Begin comment lines with "The above class……"
- Abbreviate months of the year (Jan, Feb, Mar, etc.)
- Abbreviate days of the week (Mon, Tues, Wed, etc.)
- Match instructor to web/email address
- Limit comment lines to 10 lines or less

DO NOT:

List times and days of courses already shown in the list above it - Banner pulls that information (only list times and days for exams, orientations, or rehearsals for theater productions).

Comment lines for Distance Ed classes must begin as follows:

ONLINE CLASS: The above class…..
HYBRID CLASS: The above class….

Examples of comment lines for all other courses:

- The above class meets the first week on campus and thereafter at Brea Golf Course, 501 W Fir, Brea.
- For more info re: the above class, please contact……
- The above class is being offered as a 1-unit class (for variable unit courses only).

Instructional Material Cost Codes

In 2022, the CCCCO created a new MIS data element to capture the costs of instructional materials for each section to track costs for students and to better shift financial burdens from students to institutions. Instructional material costs can vary from section to section, so data entry in Banner is at the CRN level.

CCCCO Definition of Instructional Materials: Textbooks, lab manuals, and supplementary materials (including software and homework) required for the course, as well as materials defined in the Disabled Student Services general provisions section of Ed Code. **DOES NOT INCLUDE** instructional supplies or equipment like uniforms, yoga mats for yoga class, paint brushes, calculators, etc.

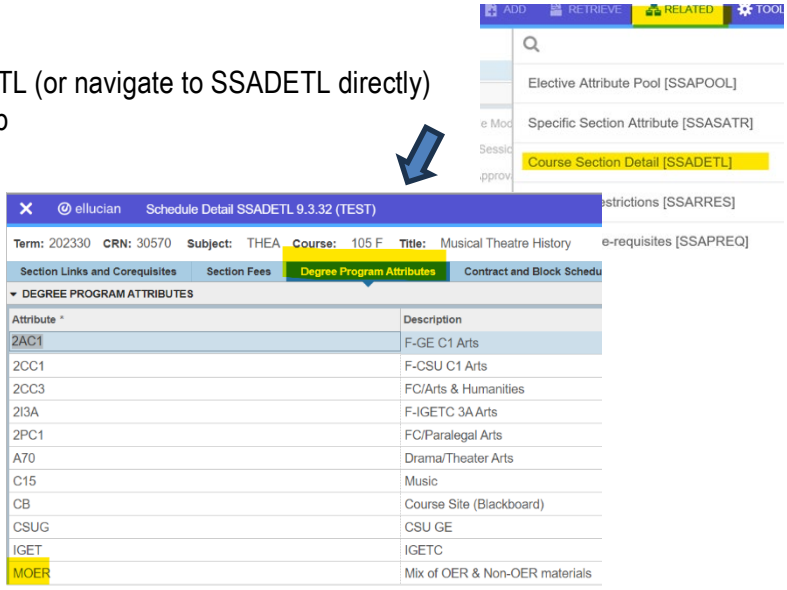
Banner Codes:

Banner Code	MIS Definition	NOCCCD Descriptions/Examples
NTC – No Textbook Cost	A - Has no associated instructional material	Never had a textbook
NSTC – No Student Cost	C - Has instructional material costs, none of which are passed on to students	Lending libraries, classroom sets, department provided materials, etc.
LTCP – Low Textbook Cost (<$40)	D - Has low instructional material costs (as defined locally)	$40 for pre-tax prices of new course materials (not used) per Academic Senate
OER – Open Educational Resource*	E – Section uses only no-cost, OER instructional material	No cost materials that meet ZTC/OER guidelines
NOER – Not an Open Educational Resource	F – Section uses only no-cost digital instructional materials that do not meet OER guidelines	No cost materials that do NOT meet ZTC/ OER guidelines
MOER – Mix of OER and Non-OER Materials	G – Section uses a mix of OER and other no-cost digital instructional materials that do not meet OER guidelines; any costs are not passed to the student	No cost materials; Combination of OER and NOER materials
~~**ZTCP** – Zero Textbook Cost~~	~~Uses only no-cost open educational resources~~	**DO NOT USE CODE AFTER SPRING 2024**

NOTE: Sections with instructional material costs that do not meet the four criteria above do not need a special Banner code.
*Open Educational Resources (OER) reside in the public domain or have been released under an intellectual property license, such as a Creative Commons license, that permits their free use and repurposing by others.

Data Entry Instructions:

1. From SSASECT, go to Related →SSADETL (or navigate to SSADETL directly)
2. Click on the Degree Program Attributes tab
3. Click on "Insert"
4. Go to the blank line that was inserted and type the relevant code and click OK
5. SAVE record

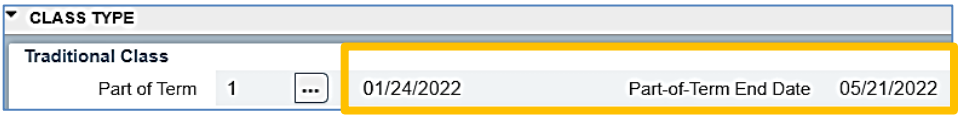


Parts of Term Data Entry

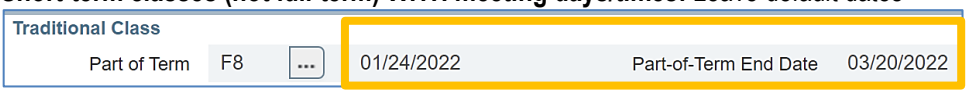
SSASECT

A. Course Section Information: Choose appropriate Part of Term from the grid on the next page. Once POT selected, dates will populate.

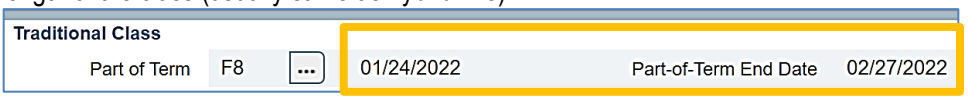
1. **Full-term classes:** Leave default dates



2. **Short-term classes (not full-term) WITH meeting days/times:** Leave default dates



3. **Short-term classes (not full-term) WITHOUT meeting days/times (INCLUDES HYBRIDS)**: Update the start/end dates to be the start/end date of the week the class starts (Monday) and ends (Sunday). For hybrids, the dates should match the full length of the class (usually same as hybrid line).



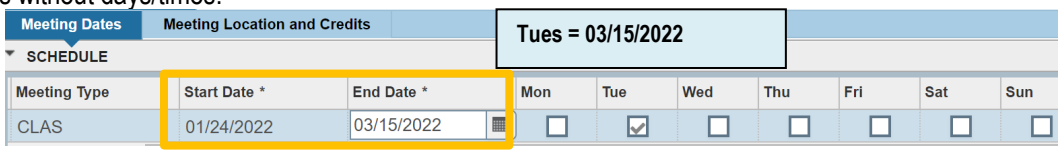
Technical Note: When there are meeting times, then the calculated drop functionality for the PC calendar type will base the calculation on the number of meetings, so it will not be required to update the part of term dates on the Course Section Information tab.

B. Meeting Times and Instructor:

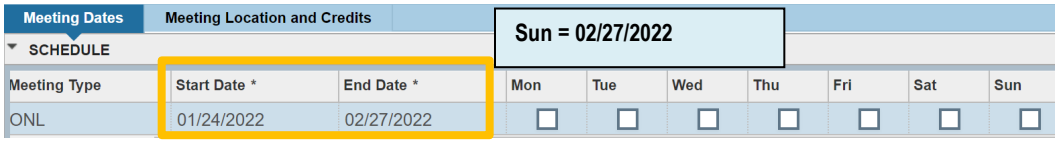
NOTE: Hybrid Meeting Order: Create meeting record for on-campus/Zoom (synchronous) session with days/times listed to be first session (Session Indicator = 01). All other sessions can be in any order.

1. **Full-term classes:** Leave default Part of Term = 1 dates.
2. **Short-term classes (not full-term)**
   a. **Start Date**: Enter the start date of the *week that the class starts*, not the day. The calculated section start dates will be based on the days that are checked off in the meeting pattern. Use Monday for the start day.
   b. **End Date**: Enter the end date of the class as *the exact end date of the class*. For example, if the class ends on Tuesday, enter the date for the Tuesday of the last week the class meets. Use Sunday for the end day for classes without days/times.

Example **WITH** meeting days/time



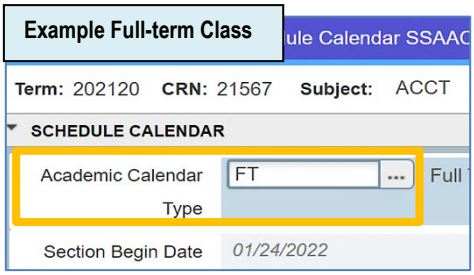
Example **WITHOUT** meeting days/times



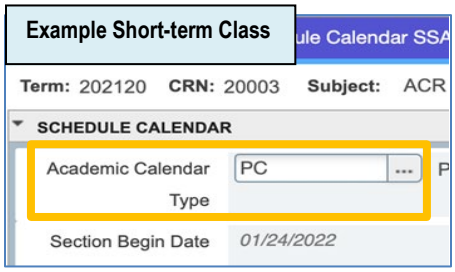
SSAACCL

3. From SSASECT, go to Related and choose SSAACCL. Enter the appropriate calendar type from grid on the next page and Save. The dates will populate.

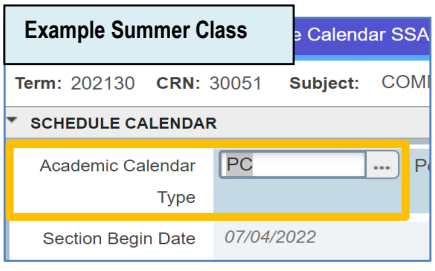
Example Full-term Class



Example Short-term Class



Example Summer Class



Parts of Term & Calendar Types Grid

Part of Term (SSASECT)	Description	Academic Calendar Type (SSAACCL)
1	**Full Term Classes.** Attendance methods are: Independent Study Weekly (IW), Weekly Attendance Accounting Method (W)	FT
F8	**First 8 weeks**	PC
	If class meets 7 days total or less (<=7 days)	Leave Calendar Type Blank*
S8	**Second 8 weeks**	PC
	If class meets 7 days total or less (<=7 days)	Leave Calendar Type Blank*
NF	**Not Full Term** (Classes that do not span the entire semester)	PC
	If class meets 7 days total or less (<=7 days)	Leave Calendar Type Blank*
OE	**Open Entry (Full Term)**	OE - If class is 100% open entry (zero-unit classes). FT - If class is not 100% open entry (anything with units, where students can receive a W).
SU	**Summer Term.** Attendance methods are: Daily (D), Independent Daily (ID), Positive Attendance (P), Other Classes – Not Claimed (O).	PC
	If class meets 7 days total or less (<=7 days)	Leave Calendar Type Blank*
WI	**Winter Intersession**	PC
	If class meets 7 days total or less (<=7 days)	Leave Calendar Type Blank*

*Blank Calendar Types: Admissions & Records personnel will manually enter necessary dates before semester starts for classes meeting <=7 days total.

NOTE: Additional Parts of Terms may be added as needed and will be communicated with schedule inputters.

Dual Enrollment: Parts of Term & Calendar Types Grid

Part of Term	Description	Banner Building Codes	Calendar Type
AUD	**Anaheim Union (AUHSD)**	AUHSD	See calendars below
	o Anaheim HS	AHS	
	o Ball Jr HS	BLJ	
	o Brookhurst Jr HS	BKJ	
	o Cambridge Virtual Academy		
	o Cypress HS	CHS	
	o Dale Jr HS	DJH	
	o Gilbert HS	GSHS	
	o Independent Studies		
	o Katella HS	KATEHS	
	o Kennedy HS	KENNHS	
	o Lexington		
	o Loara HS	LOARHS	
	o Magnolia HS	MAGHS	
	o Orangeview Jr HS	OJH	
	o Savanna HS	SAVAHS	
	o South Jr HS	SJRH	
	o Sycamore Jr HS	SJHS	
	o Walker		
	o Western HS	WHS	
BOU	**Brea Olinda (BOUSD)**	BOUSD	See calendars below
	o Brea Canyon HS	BCS	
	o Brea Olinda HS	BOHS	
BPH	**Buena Park (BPSD)**	BPSD	See calendars below
	o Beatty Middle School		
	o Buena Park Learning Center	BPLC	
	o Buena Park Middle School	BPJH	
FHS	**Fullerton (FUHSD)**	FUHSD	See calendars below
	o Buena Park HS	BPHS	
	o Fullerton Union HS	FHS	
	o iSierra Online Academy		
	o La Habra HS	LHS	
	o La Sierra HS		
	o La Vista/La Sierra HS	LVHS	
	o Sonora HS	SONHS	
	o Sunny Hills HS	SUNYHS	
	o Troy HS	TROYHS	

Part of Term	Description	Banner Building Codes	Calendar Type
FUL	**Fullerton SD (FSDO)**	FSDO	See calendars below
	o Ladera Vista Jr HS of the Arts	LVJHS	
	o Nicolas Jr HS	NJHS	
	o Parks Jr HS	PJHS	
GGU	**Garden Grove (GGUSD)**	GGUSD	See calendars below
	o Bolsa Grande HS		
	o Garden Grove HS	GARDHS	
	o Hare Continuation HS		
	o La Quinta HS		
	o Los Amigos HS		
	o Pacifica HS	PACIHS	
	o Rancho Alamitos HS	RANCHS	
	o Santiago HS		
LAU	**Los Alamitos USD**		See calendars below
	o Los Alamitos HS	LAS	
OXA	**Oxford Academy (OASD)**	OXFACD	See calendars below
PYU	**Placentia USD (PYLUSD)**	PYLUSD	See calendars below
	o Buena Vista Virtual Academy	BVHS	
	o Bernardo Yorba Middle School	BYM	
	o El Camino Real HS	ECRHS	
	o El Dorado HS	EDHS	
	o Esperanza HS	EHS	
	o Parkview		
	o Valencia HS	VALEHS	
	o Yorba Linda HS	YLHS	

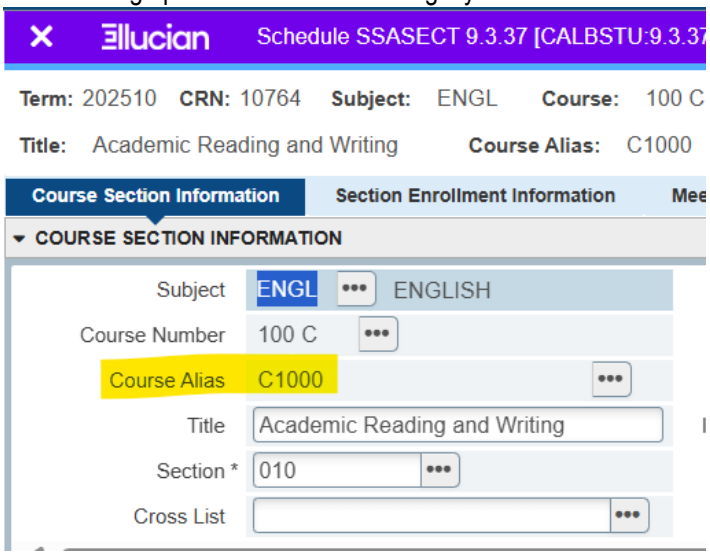
Description	Calendar Type	
If dual enrollment class meets more than 7 days total	PC	
If dual enrollment class meets 7 days total or less (<=7 days)	Leave Calendar Type Blank*	
If dual enrollment class is **full term** and meets **100% online**	FT	

*Blank Calendar Types: Admissions & Records personnel will manually enter necessary dates before semester starts for classes meeting <=7 days total.

Common Course Numbers (CCNs) in Banner

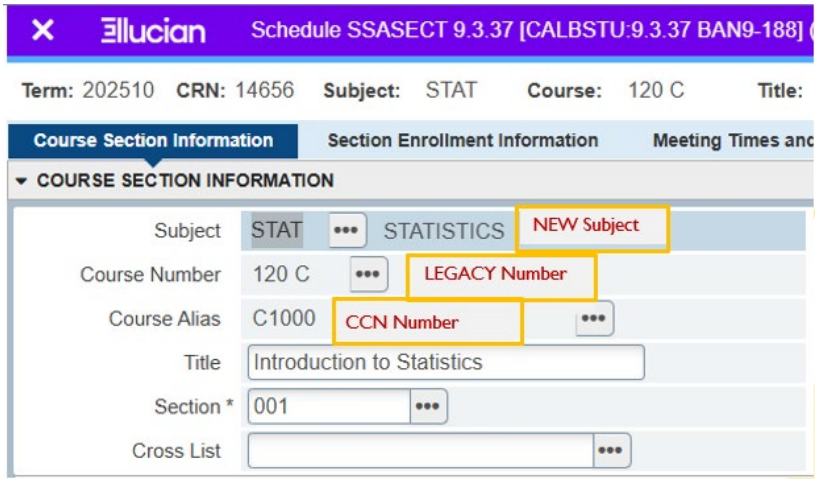
The Common Course Numbering (CCN) system provides a streamlined and consistent approach to course numbers and titles across California Community Colleges. Its primary purpose is to create a student-friendly system that simplifies course registration and supports seamless credit transfers.

- "Legacy" number will be kept in Banner and Course Alias field will hold new number
- If Subject is the same for the CCN, course will keep the "legacy name and number" and a Course Alias will be added (CCN #).
- If Subject is not the same for the CCN, a new course is created in Banner/SCACRSE with the new subject and "legacy number". Course Alias will be added (CCN #) in Banner.
- Courses will have "Formerly SUBJ ##" in the Long Title.
- Equivalencies and Pre-requisites are being updated to refer to both legacy and CCNs in Banner (after curriculum approval)



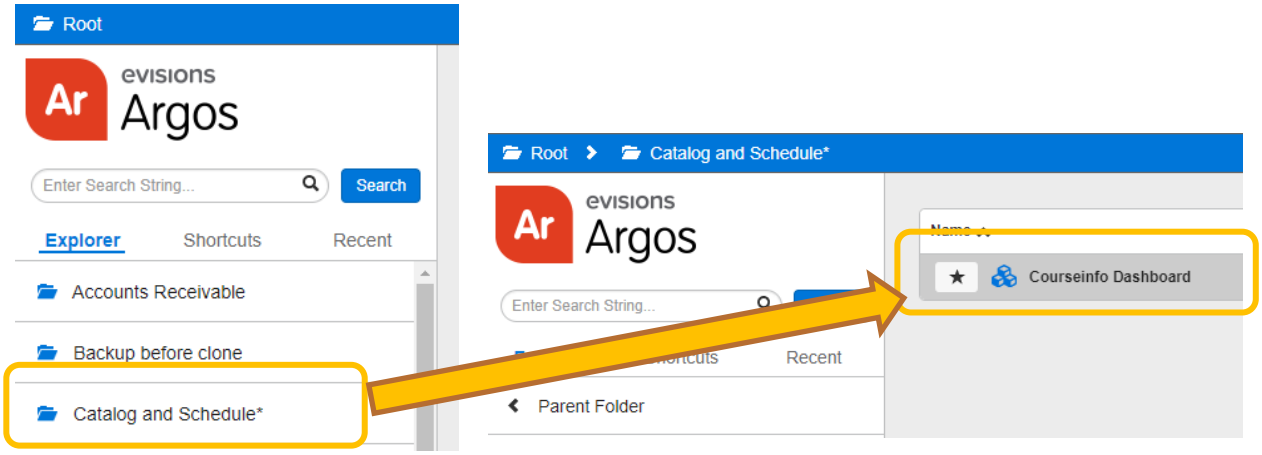
CCNs with Subject Changes

- After the schedule roll, scheduler inputters should delete any CRNs for courses that have new subject codes
- CRNs will need to be rebuilt in SSASECT with the new subject codes and the Course Alias field added

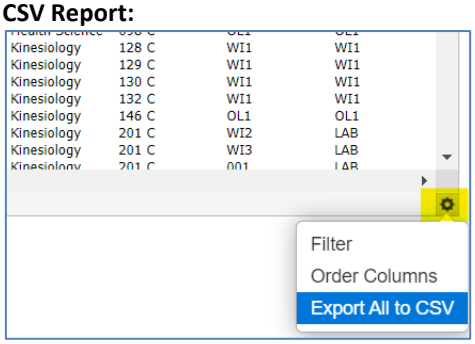


Argos Report - Courseinfo Dashboard

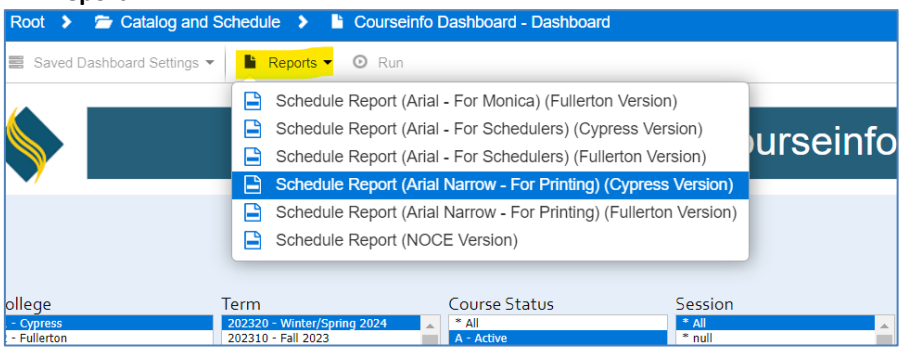
1. Navigate to report.nocccd.edu ["New Argos"]
2. After you log in, you will find the list of folders on the left side of the pane. Click on 'Catalog and Schedule' folder.
3. Click on the 'Courseinfo Dashboard' datablock in the main pane.
4. Select the desired variables in each of the filter list boxes.
5. **Generating a CSV File**: Clicking on the green 'Run' button will generate data in the multi-column window below. The results then can be downloaded as csv by clicking on the cogwheel in the bottom right of the multi-column window. Click the 'Apply' button in the pop-up window. Then a window will pop-up to save your document.
6. **Generating a PDF Schedule Report**: After you select the variables in the filter boxes, click on the 'Reports' button on top of the page. Select the 'Schedule Report' then click on the 'Run' button next to it. You do not need to click the green 'Run' button to populate the bottom window. The system will process the report and a window will automatically pop-up to save your document.



CSV Report:



PDF Report:



Glossary of Terms

Term/Acronym	Definition
320 Report	Apportionment Attendance Report (CCFS-320) used to submit student attendance contact hours (and equivalent Full-Time Equivalent Students) to the State Chancellor's Office
Asynchronous	Instruction occurs virtually online and through prepared resources, without real-time teacher-led interaction. Asynchronous distance education courses do not have designated scheduled meeting days and times. Students complete class activities and assignments as detailed in the course syllabus by logging into the online system, completing work and submitting electronically to the instructor.
Contact Hours	The time per term that a student is under the direct supervision of an instructor or other qualified employee
Coterminous (i.e., Full Term)	Course starts and ends on the 16-week start/end dates (i.e., course is scheduled to meet each week of the primary term)
DCH	Daily Contact Hours
DSCH	Daily Student Contact Hours
Management Information System (MIS)	Chancellor's Office data system designed to collect and report on information about California's community colleges, including data on students, courses, programs, and employees.
Regularly Scheduled	Class meets the same number of hours each day/week it is scheduled to meet
Synchronous (e.g., Zoom)	Interactive, two-way online or distance education that happens in real time with an instructor (e.g., Zoom class). Synchronous distance education courses are structured similarly to face-to-face courses, however rather than being on campus, students interact with the instructor via some kind of interactive technology (such as Zoom). All students are expected to meet in real time at scheduled class times through a remote connection (e.g., Zoom).
TBA/ARN	Hours To Be Arranged (TBA) for when an instructor meets with students (contact hours) for a course.
TCH	Total Contact Hours
TLM	Term Length Multiplier represents the number of weeks instruction is delivered in fall/spring terms plus any required faculty professional development days (currently 16.2 for NOCCCD credit colleges, based on 16 weeks of instruction and 2 Faculty Professional Development days)
TSCH	Total Student Contact Hours
WCH	Weekly Contact Hours
WSCH	Weekly Student Contact Hours

NOTE: Asynchronous/Synchronous definitions adapted from CCCCO Memo *FS 21-09 Attendance Accounting Guidance for Transitions to In-Person Instruction*, October 6, 2021.

Frequently Asked Questions

1. **When do I use the 18-week Term Length Multiplier for contact hour calculations?**
    a. Use the 18-week Term Length Multiplier for any class that has any portion asynchronous online (i.e., not Zoom) or uses the IW or ID attendance accounting methods (e.g., independent study classes). This applies to classes scheduled as of summer 2026 per the new CCCCO guidelines.

2. **Why is the Term Length Multiplier set at 16.2?**
    a. The Term Length Multiplier represents the number of weeks of the fall/spring semesters plus any faculty Flex Time (i.e., mandatory professional development days). Use this NOCCCD Term Length Multiplier for any on-campus/Zoom full-term class.

3. **Do I need to enter contact hours per day and per week for classes that do not have set meeting days/times? (For example, asynchronous online or arranged hours meetings.)**
    a. Yes. Enter the same number for the daily and weekly contact hours. This information is sometimes used by the 320 report to calculate FTES (depending on meeting type and attendance accounting method). When it is blank, FTES might be computed as zero.

4. **Which Part of Term should we use for Dual Enrollment classes?**
    a. Use the Dual Enrollment parts of terms (e.g., AUH, FHS) only for classes held at the high schools not following NOCCCD's academic calendar.

5. **Which Part of Term should we use for Dual Enrollment classes that are cross-listed with NOCCCD classes?**
    a. Use the "standard" NOCCCD parts of term (e.g., 1, S8, F8, etc). Use the Dual Enrollment parts of terms (e.g., AUH, FHS) only for classes held at the high schools not following NOCCCD's academic calendar.

6. **If I change a part of term that is set up with a PC calendar type, do I need to go back into SSAACCL to refresh the date calculations?**
    a. Yes. Clear the old calendar type, save, and then retype it and save. The dates should refresh.

7. **I have noticed that when I enter on-campus sessions for <60 minutes, the breaks and contact hours do not compute correctly. What should I do?**
    a. This is a Banner glitch. Leave the hours as they are but check that the total contact hours come out correctly for the section (refer to Attachments A and B in the Scheduling Manual).

8. **What are extensive labs and how do I code them in Banner?**
    a. Extensive labs are laboratory classes that require instructors to engage in extensive interaction with students in a structured manner and have been officially approved to receive the Extensive Lab (EL) designation by the NOCCCD Extensive Lab Committee (see https://www.nocccd.edu/documents/district-extensive-lab-master-list). Such laboratory courses that are scheduled in-person/on campus and have received the EL designation are compensated at 1-to-1 or 100% of a lecture hour. The Banner schedule type code for these meeting sessions is 04E.

Full Term Catalog Weekly Contact Hours

1-Hour classes

According to the California Community Colleges Student Attendance Accounting Manual Addendum Concerning Academic Calendars, Course Scheduling, and Related Topics, "*Since the impact of compression on 1-hour classes is insignificant, it does not justify departure from traditional scheduling. Therefore, 1-hour classes should continue to be scheduled for 50 minutes per week, resulting in 1.0 WCH."* For example:

8:00 a.m. to 8:50 a.m.

(includes no break; excludes passing time at the end of the class)

See page 11 of the following document:
https://www.cccco.edu/-/media/CCCCO-Website/Files/Finance-and-Facilities/saam-compressed-calendar-and-course-scheduling-addendum-final-9-18-08-ada.ashx

Attachment A: 16.2 Week Full Term Calendar Scheduling Options

1.0	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE 1.000		LAB LHE 0.750	*
Number of Class Meetings per Week	Total Number of Classes	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE			Explanation on previous page
		Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time	
1	16	1.0	1.0	16.2	50	0	50	0:50	NO BRK	8:00 AM - 8:50 AM	

1.5	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE 1.500		LAB LHE 1.125
Number of Class Meetings per Week	Total Number of Classes	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
		Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
1	16	1.7	1.7	27.54	85	0	85	1:25	NO BRK	8:00 AM - 9:25 AM

2.0	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE 2.000		LAB LHE 1.500
Number of Class Meetings per Week	Total Number of Classes	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
		Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
1	16	2.3	2.3	37.26	115	10	125	2:05	1 @ 10	8:00 AM - 10:05 AM

2.5	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE 2.500		LAB LHE 1.875
Number of Class Meetings per Week	Total Number of Classes	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
		Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
1	16	2.8	2.8	45.36	140	10	150	2:30	1 @ 10	8:00 AM - 10:30 AM
2	32	1.4	2.8	45.36	70	0	70	1:10	NO BRK	8:00 AM - 9:10 AM

3.0	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE 3.000		LAB LHE 2.250
Number of Class Meetings per Week	Total Number of Classes	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
		Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
1	16	3.4	3.4	55.08	170	20	190	3:10	2 @ 10	8:00 AM - 11:10 AM
2	32	1.7	3.4	55.08	85	0	85	1:25	NO BRK	8:00 AM - 9:25 AM

3.5	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE 3.500		LAB LHE 2.625
Number of Class Meetings per Week	Total Number of Classes	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
		Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
1	16	3.9	3.9	63.18	195	20	215	3:35	2 @ 10	8:00 AM - 11:35 AM
2	32	2.0	4.0	64.80	100	10	110	1:50	1 @ 10	8:00 AM - 9:50 AM
3	48	1.3	3.9	63.18	65	0	65	1:05	NO BRK	8:00 AM - 9:05 AM
4	64	1.0	4.0	64.80	50	0	50	0:50	NO BRK	8:00 AM - 8:50 AM

4.0	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE 4.000		LAB LHE 3.000
Number of Class Meetings per Week	Total Number of Classes	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
		Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
1	16	4.5	4.5	72.90	225	30	255	4:15	3 @ 10	8:00 AM - 12:15 PM
2	32	2.3	4.6	74.52	115	10	125	2:05	1 @ 10	8:00 AM - 10:05 AM
3	48	1.5	4.5	72.90	75	0	75	1:15	NO BRK	8:00 AM - 9:15 AM

16.2 WEEK FULL TERM SCHEDULING OPTIONS (Continued)

4.5	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE 4.500		LAB LHE 3.375
Number of	Total	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
Class Meetings per Week	Number of Classes	Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
1	16	5.0	5.0	81.00	250	40	290	4:50	4 @ 10	8:00 AM - 12:50 PM
2	32	2.5	5.0	81.00	125	10	135	2:15	1 @ 10	8:00 AM - 10:15 AM
5	80	1.0	5.0	81.00	50	0	50	0:50	NO BRK	8:00 AM - 8:50 AM

5.0	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE 5.000		LAB LHE 3.750
Number of	Total	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
Class Meetings per Week	Number of Classes	Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
1	16	5.6	5.6	90.72	280	40	320	5:20	4 @ 10	8:00 AM - 1:20 PM
2	32	2.8	5.6	90.72	140	10	150	2:30	1 @ 10	8:00 AM - 10:30 AM
3	48	1.9	5.7	92.34	95	0	95	1:35	NO BRK	8:00 AM - 9:35 AM
4	64	1.4	5.6	90.72	70	0	70	1:10	NO BRK	8:00 AM - 9:10 AM

5.5	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE 5.500		LAB LHE 4.125
Number of	Total	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
Class Meetings per Week	Number of Classes	Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
1	16	6.0	6.0	97.2	300	50	350	5:50	5 @10	8:00 AM - 1:50 PM
2	32	3.0	6.0	97.2	150	20	170	2:50	2 @ 10	8:00 AM - 10:50 AM
3	48	2.0	6.0	97.2	100	10	110	1:50	1 @ 10	8:00 AM - 9:50 AM
4	64	1.5	6.0	97.2	75	0	75	1:15	NO BRK	8:00 AM - 9:15 AM

6.0	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE 6.000		LAB LHE 4.500
Number of	Total	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
Class Meetings per Week	Number of Classes	Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
1	16	6.7	6.7	108.54	335	50	385	6:25	5 @ 10	8:00 AM - 2:25 PM
2	32	3.4	6.8	110.16	170	20	190	3:10	2 @ 10	8:00 AM - 11:10 AM
3	48	2.3	6.9	111.78	115	10	125	2:05	1 @ 10	8:00 AM - 10:05 AM
4	64	1.7	6.8	110.16	85	0	85	1:25	NO BRK	8:00 AM - 9:25 AM

6.5	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE 6.500		LAB LHE 4.875
Number of	Total	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
Class Meetings per Week	Number of Classes	Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
1	16	7.3	7.3	118.26	365	60	425	7:05	6 @ 10	8:00 AM - 3:05 PM

7.0	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE 7.000		LAB LHE 5.250
Number of	Total	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
Class Meetings per Week	Number of Classes	Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
1	16	7.8	7.8	126.36	390	60	450	7:30	6 @ 10	8:00 AM - 3:30 PM
2	32	3.9	7.8	126.36	195	20	215	3:35	2 @ 10	8:00 AM - 11:35 AM
4	64	2.0	8.0	129.60	100	10	110	1:50	1 @ 10	8:00 AM – 9:50 AM

16.2 WEEK FULL TERM SCHEDULING OPTIONS (Continued)

7.5	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE 7.500		LAB LHE 5.625
Number of	Total	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
Class Meetings per Week	Number of Classes	Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
1	16	8.4	8.4	136.08	420	70	490	8:10	7 @ 10	8:00 AM - 4:10 PM
3	48	2.8	8.4	136.08	140	10	150	2:30	1 @ 10	8:00 AM - 10:30 AM

8.0	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE 8.000		LAB LHE 6.000
Number of	Total	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
Class Meetings per Week	Number of Classes	Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
1	16	9.0	9.0	145.80	450	80	530	8:50	8 @ 10	8:00 AM - 1:20 PM
2	32	4.5	9.0	145.80	225	30	255	4:15	3 @ 10	8:00 AM - 10:30 AM
3	48	3.0	9.0	145.80	150	20	170	2:50	2 @ 10	8:00 AM - 9:35 AM
5	80	1.8	9.0	145.80	90	0	90	1:30	NO BRK	8:00 AM - 9:10 AM

8.5	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE 8.500		LAB LHE 6.375
Number of	Total	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
Class Meetings per Week	Number of Classes	Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
1	16	9.5	9.5	153.90	475	80	555	9:25	8 @ 10	8:00 AM - 5:15 PM
2	32	4.8	9.6	155.52	240	30	270	4:30	3 @ 10	8:00 AM - 12:30 PM
4	64	2.4	9.6	155.52	120	10	130	2:10	1 @ 10	8:00 AM - 10:10 AM

9.0	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE 9.000		LAB LHE 6.750
Number of	Total	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
Class Meetings per Week	Number of Classes	Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
1	16	10.0	10.0	162.000	500	90	590	9:50	9 @ 10	8:00 AM - 5:50 PM
2	32	5.0	10.0	162.000	250	40	290	4:50	4 @ 10	8:00 AM - 12:50 PM
4	64	2.5	10.0	162.000	125	10	135	2:15	1 @ 10	8:00 AM - 10:15 AM
5	80	2.0	10.0	162.000	100	10	110	1:50	1 @ 10	8:00 AM - 9:50 AM

9.5	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE 9.500		LAB LHE 7.125
Number of	Total	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
Class Meetings per Week	Number of Classes	Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
1	16	10.6	10.6	171.72	530	90	620	10:20	9 @ 10	8:00 AM - 6:20 PM
2	32	5.3	10.6	171.72	265	40	305	5:05	4 @ 10	8:00 AM - 1:05 PM
3	48	3.5	10.5	170.10	175	20	195	3:15	2 @ 10	8:00 AM - 11:15 AM

10.0	<< CATALOG WEEKLY CONTACT HOURS							Lec LHE 10.000		LAB LHE 7.500
Number of	Total	CONTACT HOURS			MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
Class Meetings per Week	Number of Classes	Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
1	16	11.3	11.3	183.06	565	100	665	11:05	10 @ 10	8:00 AM - 7:05 PM
2	32	5.6	11.2	181.44	280	40	320	5:20	4 @ 10	8:00 AM - 1:20 PM
4	64	2.8	11.2	181.44	140	10	150	2:30	1 @ 10	8:00 AM - 10:30 AM

Attachment B: Short Term & Summer Scheduling Options

NOTES:

1. A partial class hour cannot exceed 45 minutes (i.e., contact hours ending in .1 or .2). 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 the CCCCO Calculating Class Hours document for more details: https://www.cccco.edu/-/media/CCCCO-Website/College-Finance-and-Facilities/Manuals/ada-contact-hour-computation-chart-edited-2-a11y.pdf
2. Fullerton College has agreed upon passing times for summer when classes should not be scheduled, where possible: 10:30-10:40 a.m. and 6:20-6:30 p.m.

0.5	<< CATALOG CONTACT HOURS					Lec LHE 0.500		Lab LHE 0.375
Total Number of Class Meetings	Hours		MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
	Hours Per Day SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
1	9.0	9.0	450	80	530	8:50	8 @ 10	8:00 AM - 4:50 PM
2	4.5	9.0	225	30	255	4:15	3 @ 10	8:00 AM - 12:15 PM
3	3.0	9.0	150	20	170	2:50	2 @ 10	8:00 AM - 10:50 AM
4	2.3	9.2	115	10	125	2:05	1 @ 10	8:00 AM- 10:05 AM
5	1.8	9.0	90	0	90	1:30	NO BRK	8:00 AM - 9:30 AM
6	1.5	9.0	75	0	75	1:15	NO BRK	8:00 AM - 9:15 AM
7	1.3	9.1	65	0	65	1:05	NO BRK	8:00 AM - 9:05 AM
9	1.0	9.0	50	0	50	0:50	NO BRK	8:00 AM - 8:50 AM

1	<< CATALOG CONTACT HOURS					Lec LHE 1.000		Lab LHE 0.750
Total Number of Class Meetings	Hours		MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
	Hours Per Day SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
2	9.0	18.0	450	80	530	8:50	8 @ 10	8:00 AM - 4:50 PM
3	6.0	18.0	300	50	350	5:50	5 @10	8:00 AM - 1:50 PM
4	4.5	18.0	225	30	255	4:15	3 @ 10	8:00 AM - 12:15 PM
5	3.6	18.0	180	20	200	3:20	2 @ 10	8:00 AM - 11:20 AM
6	3.0	18.0	150	20	170	2:50	2 @ 10	8:00 AM - 10:50 AM
7	2.6	18.2	130	10	140	2:20	1 @ 10	8:00 AM- 10:20 AM
8	2.3	18.4	115	10	125	2:05	1 @ 10	8:00 AM - 10:05 AM
9	2.0	18.0	100	10	110	1:50	1 @ 10	8:00 AM - 9:50 AM
10	1.8	18.0	90	0	90	1:30	NO BRK	8:00 AM - 9:30 AM
11	1.7	18.7	85	0	85	1:25	NO BRK	8:00 AM - 9:25 AM
12	1.5	18.0	75	0	75	1:15	NO BRK	8:00 AM - 9:15 AM
13	1.4	18.2	70	0	70	1:10	NO BRK	8:00 AM - 9:10 AM
14	1.3	18.2	65	0	65	1:05	NO BRK	8:00 AM - 9:05 AM
18	1.0	18.0	50	0	50	0:50	NO BRK	8:00 AM - 8:50 AM
19	1.0	18.0	50	0	50	0:50	NO BRK	8:00 AM - 8:50 AM

SHORT TERM & SUMMER SCHEDULING OPTIONS (Continued)

1.5	<< CATALOG CONTACT HOURS					Lec LHE 1.500		Lab LHE 1.125
Total Number of Class Meetings	Hours		MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
	Hours Per Day SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
3	9.0	27.0	450	80	530	8:50	8 @ 10	8:00 AM - 4:50 PM
4	6.8	27.2	340	50	390	6:30	5 @ 10	8:00 AM - 2:30 PM
5	5.4	27.0	270	40	310	5:10	4 @ 10	8:00 AM - 1:10 PM
6	4.5	27.0	225	30	255	4:15	3 @ 10	8:00 AM - 12:15 PM
7	3.9	27.3	195	20	215	3:35	2 @ 10	8:00 AM - 11:35 AM
8	3.4	27.2	170	20	190	3:10	2 @ 10	8:00 AM - 11:10 AM
9	3.0	27.0	150	20	170	2:50	2 @ 10	8:00 AM - 10:50 AM
10	2.7	27.0	135	10	145	2:25	1 @ 10	8:00 AM - 10:25 AM
11	2.5	27.5	125	10	135	2:15	1 @ 10	8:00 AM - 10:15 AM
12	2.3	27.6	115	10	125	2:05	1 @ 10	8:00 AM - 10:05 AM
14	2.0	28.0	100	10	110	1:50	1 @ 10	8:00 AM - 9:50 AM
15	1.8	27.0	90	0	90	1:30	NO BRK	8:00 AM - 9:30 AM
16	1.7	27.2	85	0	85	1:25	NO BRK	8:00 AM - 9:25 AM
17	1.6	27.2	80	0	80	1:20	NO BRK	8:00 AM - 9:20 AM
18	1.5	27.0	75	0	75	1:15	NO BRK	8:00 AM - 9:15 AM
19	1.5	28.5	75	0	75	1:15	NO BRK	8:00 AM - 9:15 AM
20	1.4	28.0	70	0	70	1:10	NO BRK	8:00 AM - 9:10 AM
21	1.3	27.3	65	0	65	1:05	NO BRK	8:00 AM - 9:05 AM
22	1.3	28.6	65	0	65	1:05	NO BRK	8:00 AM - 9:05 AM
27	1.0	27.0	50	0	50	0:50	NO BRK	8:00 AM - 8:50 AM
28	1.0	28.0	50	0	50	0:50	NO BRK	8:00 AM - 8:50 AM
29	1.0	29.0	50	0	50	0:50	NO BRK	8:00 AM - 8:50 AM

SHORT TERM & SUMMER SCHEDULING OPTIONS (Continued)

2.0	<< CATALOG CONTACT HOURS					Lec LHE 2.000		Lab LHE 1.500
Total Number of Class Meetings	Hours		MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
	Hours Per Day SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
4	9.0	36.0	450	80	530	8:50	8 @ 10	8:00 AM - 4:50 PM
6	6.0	36.0	300	50	350	5:50	5 @ 10	8:00 AM - 1:50 PM
8	4.5	36.0	225	30	255	4:15	3 @ 10	8:00 AM - 12:15 PM
9	4.0	36.0	200	30	230	3:50	3 @ 10	8:00 AM - 11:50 AM
10	3.6	36.0	180	20	200	3:20	2 @ 10	8:00 AM - 11:20 AM
11	3.3	36.3	165	20	185	3:05	2 @ 10	8:00 AM - 11:05 AM
12	3.0	36.0	150	20	170	2:50	2 @ 10	8:00 AM - 10:50 AM
13	2.8	36.4	140	10	150	2:30	1 @ 10	8:00 AM - 10:30 AM
14	2.6	36.4	130	10	140	2:20	1 @ 10	8:00 AM - 10:20 AM
15	2.4	36.0	120	10	130	2:10	1 @ 10	8:00 AM - 10:10 AM
16	2.3	36.8	115	10	125	2:05	1 @ 10	8:00 AM - 10:05 AM
18	2.0	36.0	100	10	110	1:50	1 @ 10	8:00 AM - 9:50 AM
19	1.9	36.1	95	0	95	1:35	NO BRK	8:00 AM - 9:35 AM
20	1.8	36.0	90	0	90	1:30	NO BRK	8:00 AM - 9:30 AM
21	1.8	37.8	90	0	90	1:30	NO BRK	8:00 AM - 9:30 AM
22	1.7	37.4	85	0	85	1:25	NO BRK	8:00 AM - 9:25 AM
23	1.6	36.8	80	0	80	1:20	NO BRK	8:00 AM - 9:20 AM
24	1.5	36.0	75	0	75	1:15	NO BRK	8:00 AM - 9:15 AM
25	1.5	37.5	75	0	75	1:15	NO BRK	8:00 AM - 9:15 AM
26	1.4	36.4	70	0	70	1:10	NO BRK	8:00 AM - 9:10 AM
27	1.4	37.8	70	0	70	1:10	NO BRK	8:00 AM - 9:10 AM
28	1.3	36.4	65	0	65	1:05	NO BRK	8:00 AM - 9:05 AM
29	1.3	37.7	65	0	65	1:05	NO BRK	8:00 AM - 9:05 AM
36	1.0	36.0	50	0	50	0:50	NO BRK	8:00 AM - 8:50 AM

SHORT TERM & SUMMER SCHEDULING OPTIONS (Continued)

2.5	<< CATALOG CONTACT HOURS					Lec LHE 2.500		Lab LHE 1.875
Total Number of Class Meetings	Hours		MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
	Hours Per Day SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
5	9.0	45.0	450	80	530	8:50	8 @ 10	8:00 AM - 4:50 PM
6	7.5	45.0	375	60	435	7:15	6 @ 10	8:00 AM - 3:15 PM
7	6.5	45.5	325	50	375	6:15	5 @ 10	8:00 AM - 2:15 PM
8	5.7	45.6	285	40	325	5:25	4 @ 10	8:00 AM - 1:25 PM
9	5.0	45.0	250	40	290	4:50	4 @ 10	8:00 AM - 12:50 PM
10	4.5	45.0	225	30	255	4:15	3 @ 10	8:00 AM - 12:15 PM
12	3.8	45.6	190	20	210	3:30	2 @ 10	8:00 AM - 11:30 AM
13	3.5	45.5	175	20	195	3:15	2 @ 10	8:00 AM - 11:15 AM
14	3.3	46.2	165	20	185	3:05	2 @ 10	8:00 AM - 11:05 AM
15	3.0	45.0	150	20	170	2:50	2 @ 10	8:00 AM - 10:50 AM
16	2.9	46.4	145	10	155	2:35	1 @ 10	8:00 AM - 10:35 AM
17	2.7	45.9	135	10	145	2:25	1 @ 10	8:00 AM - 10:25 AM
18	2.5	45.0	125	10	135	2:15	1 @ 10	8:00 AM - 10:15 AM
19	2.4	45.6	120	10	130	2:10	1 @ 10	8:00 AM - 10:10 AM
20	2.3	46.0	115	10	125	2:05	1 @ 10	8:00 AM - 10:05 AM
23	2.0	46.0	100	10	110	1:50	1 @ 10	8:00 AM - 9:50 AM
24	1.9	45.6	95	0	95	1:35	NO BRK	8:00 AM - 9:35 AM
25	1.8	45.0	90	0	90	1:30	NO BRK	8:00 AM - 9:30 AM
26	1.8	46.8	90	0	90	1:30	NO BRK	8:00 AM - 9:30 AM
27	1.7	45.9	85	0	85	1:25	NO BRK	8:00 AM - 9:25 AM
28	1.7	47.6	85	0	85	1:25	NO BRK	8:00 AM - 9:25 AM
29	1.6	46.4	80	0	80	1:20	NO BRK	8:00 AM - 9:20 AM
30	1.5	45.0	75	0	75	1:15	NO BRK	8:00 AM - 9:15 AM
31	1.5	46.5	75	0	75	1:15	NO BRK	8:00 AM - 9:15 AM
32	1.5	48.0	75	0	75	1:15	NO BRK	8:00 AM - 9:15 AM
45	1.0	45.0	50	0	50	0:50	NO BRK	8:00 AM - 8:50 AM

SHORT TERM & SUMMER SCHEDULING OPTIONS (Continued)

3.0	<< CATALOG CONTACT HOURS					Lec LHE 3.000		Lab LHE 2.250
Total Number of Class Meetings	Hours		MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
	Hours Per Day SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
6	9.0	54.0	450	80	530	8:50	8 @ 10	8:00 AM - 4:50 PM
7	7.8	54.6	390	60	450	7:30	6 @ 10	8:00 AM - 3:30 PM
8	6.8	54.4	340	50	390	6:30	5 @ 10	8:00 AM - 2:30 PM
9	6.0	54.0	300	50	350	5:50	5 @ 10	8:00 AM - 1:50 PM
10	5.4	54.0	270	40	310	5:10	4 @ 10	8:00 AM - 1:10 PM
11	5.0	55.0	250	40	290	4:50	4 @ 10	8:00 AM - 12:50 PM
12	4.5	54.0	225	30	255	4:15	3 @ 10	8:00 AM - 12:15 PM
14	3.9	54.6	195	20	215	3:35	2 @ 10	8:00 AM - 11:35 AM
15	3.6	54.0	180	20	200	3:20	2 @ 10	8:00 AM - 11:20 AM
16	3.4	54.4	170	20	190	3:10	2 @ 10	8:00 AM - 11:10 AM
18	3.0	54.0	150	20	170	2:50	2 @ 10	8:00 AM - 10:50 AM
19	2.9	55.1	145	10	155	2:35	1 @ 10	8:00 AM - 10:35 AM
20	2.7	54.0	135	10	145	2:25	1 @ 10	8:00 AM - 10:25 AM
21	2.6	54.6	130	10	140	2:20	1 @ 10	8:00 AM - 10:20 AM
22	2.5	55.0	125	10	135	2:15	1 @ 10	8:00 AM - 10:15 AM
23	2.4	55.2	120	10	130	2:10	1 @ 10	8:00 AM - 10:10 AM
24	2.3	55.2	115	10	125	2:05	1 @ 10	8:00 AM - 10:05 AM
27	2.0	54.0	100	10	110	1:50	1 @ 10	8:00 AM - 9:50 AM
28	2.0	56.0	100	10	110	1:50	1 @ 10	8:00 AM - 9:50 AM
29	1.9	55.1	95	0	95	1:35	NO BRK	8:00 AM - 9:35 AM
30	1.8	54.0	90	0	90	1:30	NO BRK	8:00 AM - 9:30 AM
31	1.8	55.8	90	0	90	1:30	NO BRK	8:00 AM - 9:30 AM
32	1.7	54.4	85	0	85	1:25	NO BRK	8:00 AM - 9:25 AM
36	1.5	54.0	75	0	75	1:15	NO BRK	8:00 AM - 9:15 AM

ATTACHMENT B

SHORT TERM & SUMMER SCHEDULING OPTIONS (Continued)

3.5	<< CATALOG CONTACT HOURS					Lec LHE 3.500		Lab LHE 2.625
Total Number of Class Meetings	Hours		MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
	Hours Per Day SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
7	9.0	63.0	450	80	530	8:50	8 @ 10	8:00 AM - 4:50 PM
8	7.9	63.2	395	60	455	7:35	6 @ 10	8:00 AM - 3:35 PM
9	7.0	63.0	350	60	410	6:50	6 @ 10	8:00 AM - 2:50 PM
10	6.3	63.0	315	50	365	6:05	5 @ 10	8:00 AM - 2:05 PM
11	5.8	63.8	290	40	330	5:30	4 @ 10	8:00 AM - 1:30 PM
12	5.3	63.6	265	40	305	5:05	4 @ 10	8:00 AM - 1:05 PM
13	4.9	63.7	245	30	275	4:35	3 @ 10	8:00 AM - 12:35 PM
14	4.5	63.0	225	30	255	4:15	3 @ 10	8:00 AM - 12:15 PM
16	4.0	64.0	200	30	230	3:50	3 @ 10	8:00 AM - 11:50 AM
17	3.8	64.6	190	20	210	3:30	2 @ 10	8:00 AM - 11:30 AM
18	3.5	63.0	175	20	195	3:15	2 @ 10	8:00 AM - 11:15 AM
19	3.4	64.6	170	20	190	3:10	2 @ 10	8:00 AM - 11:10 AM
21	3.0	63.0	150	20	170	2:50	2 @ 10	8:00 AM - 10:50 AM
22	2.9	63.8	145	10	155	2:35	1 @ 10	8:00 AM - 10:35 AM
23	2.8	64.4	140	10	150	2:30	1 @ 10	8:00 AM - 10:30 AM
24	2.7	64.8	135	10	145	2:25	1 @ 10	8:00 AM - 10:25 AM
25	2.6	65.0	130	10	140	2:20	1 @ 10	8:00 AM - 10:20 AM
26	2.5	65.0	125	10	135	2:15	1 @ 10	8:00 AM - 10:15 AM
27	2.4	64.8	120	10	130	2:10	1 @ 10	8:00 AM - 10:10 AM
28	2.3	64.4	115	10	125	2:05	1 @ 10	8:00 AM - 10:05 AM
32	2.0	64.0	100	10	110	1:50	1 @ 10	8:00 AM - 9:50 AM

ATTACHMENT B

SHORT TERM & SUMMER SCHEDULING OPTIONS (Continued)

4.0	<< CATALOG CONTACT HOURS					Lec LHE 4.000		Lab LHE 3.000
Total Number of Class Meetings	Hours		MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
	Hours Per Day SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
8	9.0	72.0	450	80	530	8:50	8 @ 10	8:00 AM - 4:50 PM
9	8.0	72.0	400	70	470	7:50	7 @ 10	8:00 AM - 3:50 PM
11	6.6	72.6	330	50	380	6:20	5 @ 10	8:00 AM - 2:20 PM
12	6.0	72.0	300	50	350	5:50	5 @ 10	8:00 AM - 1:50 PM
13	5.6	72.8	280	40	320	5:20	4 @ 10	8:00 AM - 1:20 PM
15	4.8	72.0	240	30	270	4:30	3 @ 10	8:00 AM - 12:30 PM
16	4.5	72.0	225	30	255	4:15	3 @ 10	8:00 AM - 12:15 PM
17	4.3	73.1	215	30	245	4:05	3 @ 10	8:00 AM - 12:05 PM
18	4.0	72.0	200	30	230	3:50	3 @ 10	8:00 AM - 11:50 AM
19	3.8	72.2	190	20	210	3:30	2 @ 10	8:00 AM - 11:30 AM
20	3.6	72.0	180	20	200	3:20	2 @ 10	8:00 AM - 11:20 AM
21	3.5	73.5	175	20	195	3:15	2 @ 10	8:00 AM - 11:15 AM
22	3.3	72.6	165	20	185	3:05	2 @ 10	8:00 AM - 11:05 AM
24	3.0	72.0	150	20	170	2:50	2 @ 10	8:00 AM - 10:50 AM
25	2.9	72.5	145	10	155	2:35	1 @ 10	8:00 AM - 10:35 AM
26	2.8	72.8	140	10	150	2:30	1 @ 10	8:00 AM - 10:30 AM
27	2.7	72.9	135	10	145	2:25	1 @ 10	8:00 AM - 10:25 AM
28	2.6	72.8	130	10	140	2:20	1 @ 10	8:00 AM - 10:20 AM
29	2.5	72.5	125	10	135	2:15	1 @ 10	8:00 AM - 10:15 AM
30	2.4	72.0	120	10	130	2:10	1 @ 10	8:00 AM - 10:10 AM
31	2.4	74.4	120	10	130	2:10	1 @ 10	8:00 AM - 10:10 AM
32	2.3	73.6	115	10	125	2:05	1 @ 10	8:00 AM - 10:05 AM
36	2.0	72.0	100	10	110	1:50	1 @ 10	8:00 AM - 9:50 AM
40	1.8	72.0	90	0	90	1:30	NO BRK	8:00 AM - 9:30 AM
45	1.6	72.0	80	0	80	1:20	NO BRK	8:00 AM - 9:20 AM
48	1.5	72.0	75	0	75	1:15	NO BRK	8:00 AM - 9:15 AM

ATTACHMENT B

SHORT TERM & SUMMER SCHEDULING OPTIONS (Continued)

4.5	<< CATALOG CONTACT HOURS					Lec LHE 4.500		Lab LHE 3.375
Total Number of Class Meetings	Hours		MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
	Hours Per Day SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
9	9.0	81.0	450	80	530	8:50	8 @ 10	8:00 AM - 4:50 PM
11	7.4	81.4	370	60	430	7:10	6 @ 10	8:00 AM - 3:10 PM
12	6.8	81.6	340	50	390	6:30	5 @ 10	8:00 AM - 2:30 PM
13	6.3	81.9	315	50	365	6:05	5 @ 10	8:00 AM - 2:05 PM
14	5.8	81.2	290	40	330	5:30	4 @ 10	8:00 AM - 1:30 PM
15	5.4	81.0	270	40	310	5:10	4 @ 10	8:00 AM - 1:10 PM
17	4.8	81.6	240	30	270	4:30	3 @ 10	8:00 AM - 12:30 PM
18	4.5	81.0	225	30	255	4:15	3 @ 10	8:00 AM - 12:15 PM
19	4.3	81.7	215	30	245	4:05	3 @ 10	8:00 AM - 12:05 PM
21	3.9	81.9	195	20	215	3:35	2 @ 10	8:00 AM - 11:35 AM
22	3.7	81.4	185	20	205	3:25	2 @ 10	8:00 AM - 11:25 AM
23	3.6	82.8	180	20	200	3:20	2 @ 10	8:00 AM - 11:20 AM
24	3.4	81.6	170	20	190	3:10	2 @ 10	8:00 AM - 11:10 AM
25	3.3	82.5	165	20	185	3:05	2 @ 10	8:00 AM - 11:05 AM
27	3.0	81.0	150	20	170	2:50	2 @ 10	8:00 AM - 10:50 AM
28	2.9	81.2	145	10	155	2:35	1 @ 10	8:00 AM - 10:35 AM
29	2.8	81.2	140	10	150	2:30	1 @ 10	8:00 AM - 10:30 AM
30	2.7	81.0	135	10	145	2:25	1 @ 10	8:00 AM - 10:25 AM
31	2.7	83.7	135	10	145	2:25	1 @ 10	8:00 AM - 10:25 AM
32	2.6	83.2	130	10	140	2:20	1 @ 10	8:00 AM - 10:20 AM
45	1.8	81.0	90	0	90	1:30	NO BRK	8:00 AM - 9:30 AM

SHORT TERM & SUMMER SCHEDULING OPTIONS (Continued)

5.0	<< CATALOG CONTACT HOURS					Lec LHE 5.000		Lab LHE 3.750
Total Number of Class Meetings	Hours		MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
	Hours Per Day SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
10	9.0	90.0	450	80	530	8:50	8 @ 10	8:00 AM - 4:50 PM
12	7.5	90.0	375	60	435	7:15	6 @ 10	8:00 AM - 3:15 PM
13	7.0	91.0	350	60	410	6:50	6 @ 10	8:00 AM - 2:50 PM
14	6.5	91.0	325	50	375	6:15	5 @ 10	8:00 AM - 2:15 PM
15	6.0	90.0	300	50	350	5:50	5 @ 10	8:00 AM - 1:50 PM
16	5.7	91.2	285	40	325	5:25	4 @ 10	8:00 AM - 1:25 PM
17	5.3	90.1	265	40	305	5:05	4 @ 10	8:00 AM - 1:05 PM
18	5.0	90.0	250	40	290	4:50	4 @ 10	8:00 AM - 12:50 PM
19	4.8	91.2	240	30	270	4:30	3 @ 10	8:00 AM - 12:30 PM
20	4.5	90.0	225	30	255	4:15	3 @ 10	8:00 AM - 12:15 PM
21	4.3	90.3	215	30	245	4:05	3 @ 10	8:00 AM - 12:05 PM
23	4.0	92.0	200	30	230	3:50	3 @ 10	8:00 AM - 11:50 AM
24	3.8	91.2	190	20	210	3:30	2 @ 10	8:00 AM - 11:30 AM
25	3.6	90.0	180	20	200	3:20	2 @ 10	8:00 AM - 11:20 AM
26	3.5	91.0	175	20	195	3:15	2 @ 10	8:00 AM - 11:15 AM
27	3.4	91.8	170	20	190	3:10	2 @ 10	8:00 AM - 11:10 AM
28	3.3	92.4	165	20	185	3:05	2 @ 10	8:00 AM - 11:05 AM
30	3.0	90.0	150	20	170	2:50	2 @ 10	8:00 AM - 10:50 AM
31	3.0	93.0	150	20	170	2:50	2 @ 10	8:00 AM - 10:50 AM
32	2.9	92.8	145	10	155	2:35	1 @ 10	8:00 AM - 10:35 AM
36	2.5	90.0	125	10	135	2:15	1 @ 10	8:00 AM - 10:15 AM
45	2.0	90.0	100	10	110	1:50	1 @ 10	8:00 AM - 9:50 AM
50	1.8	90.0	90	0	90	1:30	NO BRK	8:00 AM - 9:30 AM
60	1.5	90.0	75	0	75	1:15	NO BRK	8:00 AM - 9:15 AM

ATTACHMENT B

SHORT TERM & SUMMER SCHEDULING OPTIONS (Continued)

5.5	<< CATALOG CONTACT HOURS					Lec LHE 5.500		Lab LHE 4.125
Total Number of Class Meetings	Hours		MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
	Hours Per Day SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
11	9.0	99.0	450	80	530	8:50	8 @ 10	8:00 AM - 4:50 PM
12	8.3	99.6	415	70	485	8:05	7 @ 10	8:00 AM - 4:05 PM
13	7.7	100.1	385	60	445	7:25	6 @ 10	8:00 AM - 3:25 PM
15	6.6	99.0	330	50	380	6:20	5 @ 10	8:00 AM - 2:20 PM
17	5.9	100.3	295	40	335	5:35	4 @ 10	8:00 AM - 1:35 PM
18	5.5	99.0	275	40	315	5:15	4 @ 10	8:00 AM - 1:15 PM
19	5.3	100.7	265	40	305	5:05	4 @ 10	8:00 AM - 1:05 PM
20	5.0	100.0	250	40	290	4:50	4 @ 10	8:00 AM - 12:50 PM
21	4.8	100.8	240	30	270	4:30	3 @ 10	8:00 AM - 12:30 PM
22	4.5	99.0	225	30	255	4:15	3 @ 10	8:00 AM - 12:15 PM
23	4.4	101.2	220	30	250	4:10	3 @ 10	8:00 AM - 12:10 PM
25	4.0	100.0	200	30	230	3:50	3 @ 10	8:00 AM - 11:50 PM
26	3.9	101.4	195	20	215	3:35	2 @ 10	8:00 AM - 11:35 PM
27	3.7	99.9	185	20	205	3:25	2 @ 10	8:00 AM - 11:25 PM
28	3.6	100.8	180	20	200	3:20	2 @ 10	8:00 AM - 11:20 PM
29	3.5	101.5	175	20	195	3:15	2 @ 10	8:00 AM - 11:15 PM
30	3.3	99.0	165	20	185	3:05	2 @ 10	8:00 AM - 11:05 AM
33	3.0	99.0	150	20	170	2:50	2 @ 10	8:00 AM - 10:50 AM

ATTACHMENT B

SHORT TERM & SUMMER SCHEDULING OPTIONS (Continued)

6.0	<< CATALOG CONTACT HOURS					Lec LHE 6.000		Lab LHE 4.500
Total Number ofClass Meetings	Hours		MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
	Hours Per Day SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time
12	9.0	108.0	450	80	530	8:50	8 @ 10	8:00 AM - 4:50 PM
13	8.4	109.2	420	70	490	8:10	7 @ 10	8:00 AM - 4:10 PM
14	7.8	109.2	390	60	450	7:30	7 @ 10	8:00 AM - 3:30 PM
16	6.8	108.8	340	50	390	6:30	5 @ 10	8:00 AM - 2:30 PM
17	6.4	108.8	320	50	370	6:10	5 @ 10	8:00 AM - 2:10 PM
18	6.0	108.0	300	50	350	5:50	5 @ 10	8:00 AM - 1:50 PM
19	5.7	108.3	285	40	325	5:25	4 @ 10	8:00 AM - 1:25 PM
20	5.4	108.0	270	40	310	5:10	4 @ 10	8:00 AM - 1:10 PM
22	5.0	110.0	250	40	290	4:50	4 @ 10	8:00 AM - 12:50 PM
23	4.7	108.1	235	30	265	4:25	3 @ 10	8:00 AM - 12:25 PM
24	4.5	108.0	225	30	255	4:15	3 @ 10	8:00 AM - 12:15 PM
25	4.4	110.0	220	30	250	4:10	3 @ 10	8:00 AM - 12:10 PM
27	4.0	108.0	200	30	230	3:50	3 @ 10	8:00 AM - 11:50 AM
28	3.9	109.2	195	20	215	3:35	2 @ 10	8:00 AM - 11:35 AM
29	3.8	110.2	190	20	210	3:30	2 @ 10	8:00 AM - 11:30 AM
30	3.6	108.0	180	20	200	3:20	2 @ 10	8:00 AM - 11:20 AM
31	3.5	108.5	175	20	195	3:15	2 @ 10	8:00 AM - 11:15 AM
32	3.4	108.8	170	20	190	3:10	2 @ 10	8:00 AM - 11:10 AM
36	3.0	108.0	150	20	170	2:50	2 @ 10	8:00 AM - 10:50 AM
40	2.7	108.0	135	10	145	2:25	1 @ 10	8:00 AM - 10:25 AM
45	2.4	108.0	120	10	130	2:10	1 @ 10	8:00 AM - 10:10 AM
60	1.8	108.0	90	0	90	1:30	NO BRK	8:00 AM - 9:30 AM

Attachment C: Asynchronous Online (not Zoom) Contact Hour Calculations

NOTES:

1. Use an 18-week multiplier for Total Contact Hours if the course has *any portion asynchronous online* (i.e., not ZOOM). This applies to courses with an IW or ID attendance accounting method.
2. Each catalog contact hour is equal to 18 total contact hours for the term.
3. For less than full-term classes, divide the Total Contact Hours by the number of weeks class is scheduled to determine Hrs/Day and Hrs/Wk.

Catalog Contact Hours	Hours per Day (Full-term)	Hours per Week (Full-term)	Hours per Week/per Day (Less than Full-term)	Total Contact Hours
0.5	0.5	0.5	9 /# Weeks	9
1	1	1	18 /# Weeks	18
1.5	1.5	1.5	27 /# Weeks	27
2	2	2	36 /# Weeks	36
2.5	2.5	2.5	45 /# Weeks	45
3	3	3	54 /# Weeks	54
3.5	3.5	3.5	63 /# Weeks	63
4	4	4	72 /# Weeks	72
4.5	4.5	4.5	81 /# Weeks	81
5	5	5	90 /# Weeks	90
5.5	5.5	5.5	99 /# Weeks	99
6	6	6	108 /# Weeks	108
6.5	6.5	6.5	117 /# Weeks	117
7	7	7	126 /# Weeks	126
7.5	7.5	7.5	135 /# Weeks	135
8	8	8	144 /# Weeks	144
8.5	8.5	8.5	153 /# Weeks	153
9	9	9	162 /# Weeks	162
9.5	9.5	9.5	171 /# Weeks	171
10	10	10	180 /# Weeks	180
10.5	10.5	10.5	189 /# Weeks	189
11	11	11	198 /# Weeks	198
11.5	11.5	11.5	207 /# Weeks	207
12	12	12	216 /# Weeks	216
12.5	12.5	12.5	225 /# Weeks	225
13	13	13	234 /# Weeks	234
13.5	13.5	13.5	243 /# Weeks	243
14	14	14	252 /# Weeks	252
14.5	14.5	14.5	261 /# Weeks	261
15	15	15	270 /# Weeks	270
15.5	15.5	15.5	279 /# Weeks	279
16	16	16	288 /# Weeks	288