



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

North Orange County Community College District

Course Scheduling Manual

REV October 2024



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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 | 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 | (Weekly Contact Hours * Students * Term Length Multiplier) / 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 | (Total Contact Hours * Students) / 525 |
| POSITIVE ATTENDANCE (P) | For course sections that are irregularly scheduled (e.g., class meetings with different numbers of hours or on varying days of the week). Requires that the actual hours the student attends be tracked and reported. Use: Courses that do not satisfy census course rules | Use for these types of courses: - ARN courses (all hours arranged) - Open Entry/Open Exit - Open labs - In-person courses that have field trips - Special project courses - Regularly-scheduled with ARN hrs/term - Courses meeting different total of hours each class meeting - Courses that meet less than 5 times - Any combination of the above | (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) | Lecture-Only Course: (Credit Units * Students*IS TLM 17.5) / 525 Course with lab: Lec: (Lec Credit Units * Students* IS TLM 17.5) / 525 Lab: (Lab Contact Hours * Students * IS TLM 17.5) / 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) | Lecture-Only Course: (Credit Units * Students*IS TLM 17.5) / 525 Course with lab: (Total Contact Hours * Students) / 525 |
| NONCREDIT INDEPENDENT STUDY (I) | For non-credit classes where instruction occurs outside the traditional classroom setting, such as work experience, online, and independent study. | Use for noncredit distance education courses with 2 census dates | |
| OTHER (O) | For courses that cannot be claimed for apportionment funding | Open labs or funded through other sources: i.e., through an employer | |

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:

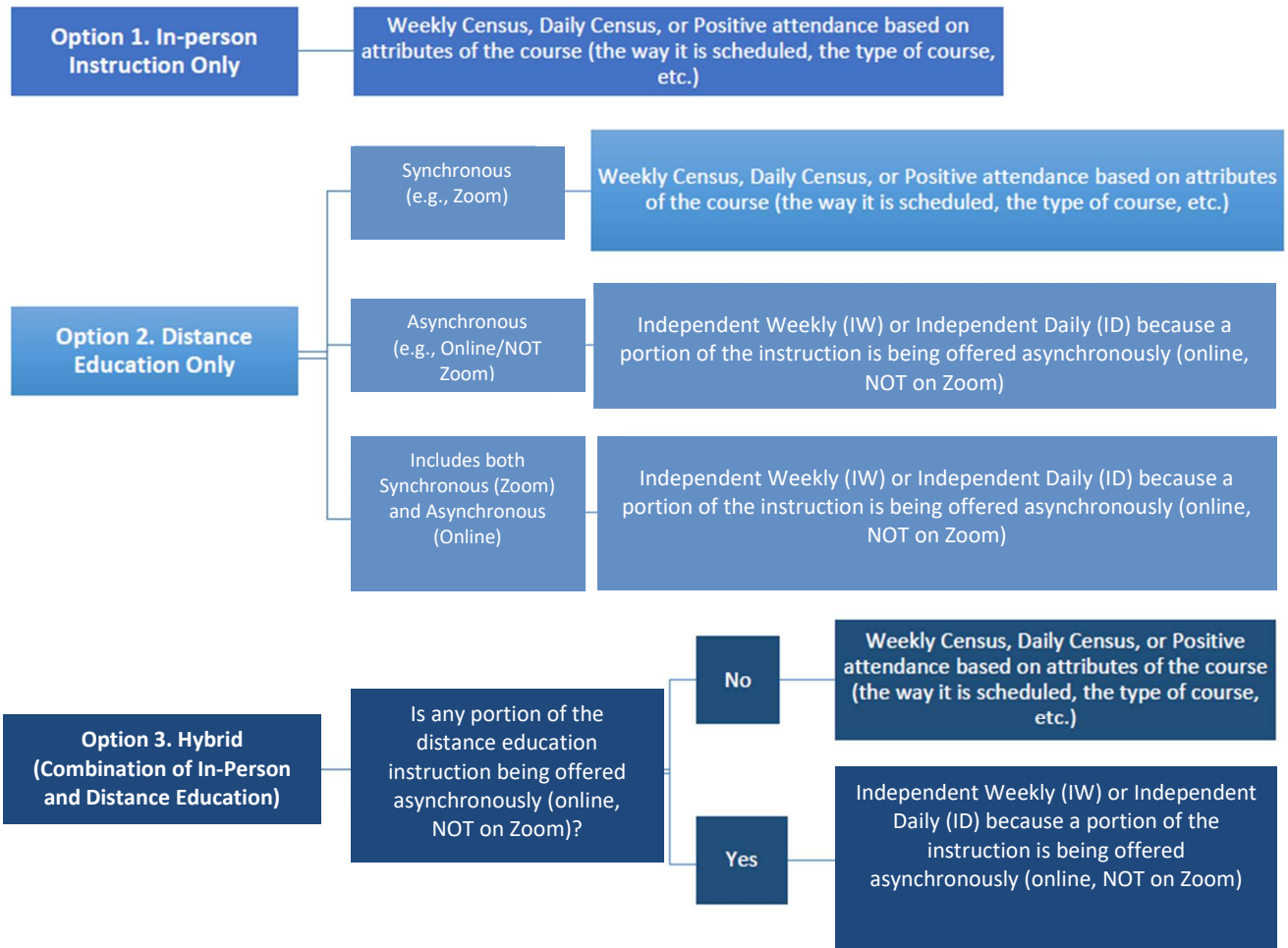
- a) Asynchronous online with on-campus sessions (HYA),
- b) Synchronous online/Zoom with on-campus sessions (HYS)
- c) Asynchronous, synchronous/Zoom, and on-campus sessions (HYO)

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.

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.

Method of Instruction and Attendance Accounting Guidance from CCCC



Source: Adapted from CCCC Memo FS 21-09 Attendance Accounting Guidance for Transitions to In-Person Instruction, October 6, 2021. <https://www.cccc.edu/-/media/CCCCO-Website/College-Finance-and-Facilities/Fiscal-Memos/Fiscal-Memos/2021/fs2109attendanceaccountingguidancefortransitiontoinpersoninsta11y.pdf?la=en&hash=179DFFB4DADB62C5D5352B001D909F8A2C5C48>

Entering Student Contact Hours in Banner

Different attendance accounting methods use different information from the contact hour fields to compute FTES. 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 need to be 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

CREDIT HOURS

Credit Hours 3.000

Credit Hours None To Or

Indicator

Billing Hours 3.000

Indicator

Contact Hours 3.000

Total Weekly Contact Hrs

Example for a 3-unit full-term on-campus class meeting 2 times per week (rounded to nearest 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 **17.5**

HOURS PER WEEK (Full term) = Total Contact Hours / **17.5** (Distance Education 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 rounding to nearest 0.1 or 5-min interval).

CREDIT HOURS

Credit Hours 3.000

Credit Hours None To Or

Indicator

Billing Hours 3.000

Indicator

Contact Hours 3.000

Total Weekly Contact Hrs

TOTAL CONTACT HOURS =
3 contact hours x 17.5 = 52.5

HOURS PER WEEK =
52.5 / 17.5 = 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, attendance accounting, 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

Term: 202110 CRN: 11087 Subject: DANC Course: 105 C Title: Ballet I

CREDIT HOURS

| Total Credit Hrs | | Weekly Lecture Contact Hrs | |
|---------------------------------|--|-------------------------------|--|
| Credit Hours | 2.000 | Lecture | 1.000 |
| Credit Hours | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | Lecture Indicator | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or |
| Indicator | | Weekly Lab Contact Hrs | |
| Billing Hours | 2.000 | Lab | 3.000 |
| Billing Hours | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | Lab Indicator | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or |
| Total Weekly Contact Hrs | | Other | |
| Contact Hours | 4.000 | Other Indicator | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or |
| Contact Hours | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | | |

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 |
| Credit Hours | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | | Lecture Indicator |
| Indicator | | | |
| Billing Hours | 4.000 | | Lab |
| Billing Hours | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | | Lab Indicator |
| Indicator | | | |
| Contact Hours | 6.000 | | Other |

- Determine target total contact hours for the course: 6 contact hours x 18 weeks = 108
- 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)
- 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)
- 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
- Multiply daily contact hours by 50 minutes to determine instructional minutes: 1.7 contact hours per day times 50 minutes = 85 instructional minutes.
- 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.
- 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).**
- 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 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1200 | 1325 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1335 | 1500 |

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

| CLASS INDICATORS | |
|---------------------------|---|
| Prerequisite Check Method | <input checked="" type="radio"/> Basic or None <input type="radio"/> CAPP |
| | <input type="radio"/> DegreeWorks |
| | <input type="checkbox"/> CEU Indicator |
| Link Identifier | <input type="text"/> |
| Reporting Year | 2020 ... 2020-2021 |
| Attendance Method | W ... Weekly, (full-term section) |
| Weekly Contact Hours | 6.80 |
| Daily Contact Hours | |
| Total Contact Hours | 110.16 |
| | <input checked="" type="checkbox"/> Print |
| | <input checked="" type="checkbox"/> 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.

The screenshot shows the 'CREDIT HOURS' section of the elucian system. It contains several input fields and radio button options:

- Credit Hours:** 2.000 (with a radio button for 'None', 'To', or 'Or')
- Billing Hours:** 2.000 (with a radio button for 'None', 'To', or 'Or')
- Contact Hours:** 4.000 (with a radio button for 'None', 'To', or 'Or')
- Lecture:** 1.000 (with a radio button for 'None', 'To', or 'Or')
- Lab:** 3.000 (with a radio button for 'None', 'To', or 'Or')
- Other:** (with a radio button for 'None', 'To', or 'Or')

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 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. 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:
 - o Lecture: 1.2 weekly hours / 2 meeting days = 0.6 contact hours per day
 - o 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:
 - o Lecture: 0.6 contact hours per day x 50 minutes = 30 instructional minutes
 - o Lab: 1.7 contact hours per day x 50 minutes = 85 instructional minutes
 - o 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 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0800 | 0830 | | |
| LAB | 01/25/2021 | 05/22/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0830 | 1005 | | |

SESSION 1 (Lecture)

SESSION 2 (Lab)

| Override Hours | Hours per Day | Hours per Week | Total Contact Hours | Session Credit Hours |
|-------------------------------------|---------------|----------------|---------------------|----------------------|
| <input checked="" type="checkbox"/> | 0.60 | 1.20 | 19.44 | 1.000 |
| <input checked="" type="checkbox"/> | 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 | <input checked="" type="radio"/> Basic or None <input type="radio"/> CAPP <input type="radio"/> DegreeWorks |
| Link Identifier | <input type="text"/> |
| Reporting Year | 2020 ... 2020-2021 |
| Attendance Method | W ... Weekly, (full-term section) |
| Weekly Contact Hours | 4.60 |
| Daily Contact Hours | |
| Total Contact Hours | 74.52 |
| | <input checked="" type="checkbox"/> Print |
| | <input checked="" type="checkbox"/> 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).

Term: 202210 CRN: 13734 Subject: PSY Course: 202 F Title: Research Methods in Psychology

| Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences |
|---|---|------------------------------|---------------------|
| ▼ COURSE SECTION INFORMATION | | | |
| Subject: PSY | Campus: 2 | Fullerton College | |
| Course Number: 202 F | Status: A | Active | |
| Title: Research Methods in Psychology | Schedule Type: 72 | Online | |
| Section #: OL1 | Instructional Method: 72 | 72 | |
| Cross List: | Integration Partner: | | |
| ► CLASS TYPE | | | |
| ▼ CREDIT HOURS | | | |
| Credit Hours: 4.000 | Lecture: 3.000 | | |
| Credit Hours Indicator: <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | Lecture Indicator: <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | | |
| Billing Hours: 4.000 | Lab: 3.000 | | |
| Billing Hours Indicator: <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | Lab Indicator: <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | | |
| Contact Hours: 6.000 | Other: | | |
| Contact Hours Indicator: <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | Other Indicator: <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | | |

- Determine target total contact hours for the course: 6 contact hours x 17.5 weeks = 105 (see Attachment C).
- Determine target weekly **LECTURE** contact hours using exact SSASECT contact hours for Lecture = 3.0.
- Determine target weekly **LAB** contact hours using exact SSASECT contact hours for Lab = 3.0.
- 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)
- Determine Total Contact Hours for each session:
 - Lecture: 3 hours per week x 17.5 weeks = 52.5 Total Lec Contact Hours
 - Lab: 3 hours per week x 17.5 weeks = 52.5 Total Lab Contact Hours
- Check Total Contact Hours against Attachment C for accuracy

| Meeting Dates | Meeting Location and Credits | | | | | | | | Settings | Ins |
|-------------------|------------------------------|-----------------------|------------------------|-------------------------------------|---------------|----------------|---------------------|----------------------|----------|-----|
| ▼ SCHEDULE | | | | | | | | | | |
| 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 | | |
| 72 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 3.00 | 3.00 | 52.50 | 3.000 | | |
| 72L | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 3.00 | 3.00 | 52.50 | 1.000 | | |

| ▼ CLASS INDICATORS | | | |
|---------------------------|--|----------------------------|--|
| Prerequisite Check Method | <input checked="" type="radio"/> Basic or None | <input type="radio"/> CAPP | <input type="radio"/> DegreeWorks |
| CEU Indicator | <input type="checkbox"/> | | |
| Link Identifier | <input type="text"/> | | |
| Reporting Year | 2022 | 2022-2023 | <input checked="" type="checkbox"/> Print |
| Attendance Method | IW | Independent Study--Weekly | <input checked="" type="checkbox"/> Gradable |

| | |
|----------------------|--------|
| Weekly Contact Hours | 6.00 |
| Daily Contact Hours | |
| Total Contact Hours | 105.00 |

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).

elucian Schedule SSASECT 9.3.27 [CALBSTU:9.3.28.3 BAN9-188] (TEST) ADD RETRIEVE RELATED TOOLS

Term: 202210 CRN: 14364 Subject: ANTH Course: 102 F Title: Cultural Anthropology Start C

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

▼ COURSE SECTION INFORMATION

Subject * ANTH ANTHROPOLOGY Campus * 2 Fullerton College Grade Mode S Standard Letter
 Course Number * 102 F Status * A Active Session H Hybrid class
 Title Cultural Anthropology Schedule Type * HY Hybrid Special Approval
 Section * HY4 Instructional Method HYA HY Asynch Duration
 Cross List Integration Partner

▼ CLASS TYPE

Traditional Class
 Part of Term 1 08/22/2022 Part-of-Term End Date 12/10/2022 Part of Term Weeks 16

Open Learning Class
 First Last
 Registration Dates Start Dates Processing Rules
 Maximum Extensions 0

▼ CREDIT HOURS

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

- Determine target total contact hours for the course: 3 contact hours x 17.5 weeks = 52.5 (see Attachment C for Asynchronous Online Contact Hour Table).
- On-campus Session:
 - Schedule on-campus meeting based on faculty preference. In this example, faculty requested that 85 minutes (1.7 hrs) per day be On campus for 1 day per week.
 - Enter days/times on Meeting Dates tab and allow Banner to compute contact hours
 - Enter session credit hours on this line (total lecture credit hours = 3)
 - Once days/times entered correctly, override Total Contact Hours to equal on-campus hrs/week times 17.5. In this example, $1.7 \times 17.5 = 29.75$.

| Meeting Time | 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 | | 08/22/2022 | 12/10/2022 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0835 | 1000 | 15 | | 01 |
| HY | | 08/22/2022 | 12/10/2022 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | 0 | | 02 |

- Asynchronous Online (HY) session:
 - Determine remaining contact hours for the course: 52.5 Total Lec Contact Hours – 29.75 = 22.75 HY Contact Hours
 - Determine hours per week by dividing HY Tot Contact Hrs/17.5 weeks: $22.75/17.5 \text{ weeks} = 1.3 \text{ Hrs per Week}$. Enter the same number for Hrs 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 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 1.70 | 1.70 | 29.75 | 3.000 |
| HY | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 1.30 | 1.30 | 22.75 | 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)

CREDIT HOURS

Credit Hours

Credit Hours None To Or

Billing Hours None To Or

Contact Hours None To Or

Lecture None To Or

Lab None To Or

Other None To Or

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

CLASS INDICATORS

Prerequisite Check Basic or None CAPP DegreeWorks

Method CEU Indicator

Link Identifier

Reporting Year 2022-2023

Attendance Method ... Independent Study--Weekly

Weekly Contact Hours

Daily Contact Hours

Total Contact Hours

Print

Gradable

| Catalog Contact Hours | Hours per Day | Hours per Week | Total Contact Hours |
|-----------------------|---------------|----------------|---------------------|
| 0.5 | 0.5 | 0.5 | 8.75 |
| 1 | 1 | 1 | 17.5 |
| 1.5 | 1.5 | 1.5 | 26.25 |
| 2 | 2 | 2 | 35 |
| 2.5 | 2.5 | 2.5 | 43.75 |
| 3 | 3 | 3 | 52.5 |

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).

Term: 202210 CRN: 14283 Subject: MUS Course: 119 F Title: History of Rock Music

COURSE SECTION INFORMATION

Subject: MUS MUSIC Campus: 2NH Fullerton College Grade Mode: ***
 Course Number: 119 F Status: A Active Session: D Day class
 Title: History of Rock Music Schedule Type: HY Hybrid Special Approval: A Admissions
 Section #: DE2 Instructional Method: HYA HY Asynch Duration: ***
 Cross List: *** Integration Partner: ***

CLASS TYPE

Traditional Class
 Part of Term: FHS 10/24/2022 Part-of-Term End Date: 12/09/2022 Part of Term Weeks: 7

Open Learning Class
 First Last
 Registration Dates: Start Dates: Pr
 Maximum Extensions: 0

CREDIT HOURS

Credit Hours: 3.000 Lecture: 3.000
 Credit Hours: None To Or Lecture Indicator: None To Or
 Indicator: Billing Hours: 3.000 Lab: 0.000
 Billing Hours: None To Or Lab Indicator: None To Or
 Indicator: Contact Hours: 3.000 Other: *

- Determine target total contact hours for the course: 3 contact hours x 17.5 weeks = 52.5 (see Attachment C).
- On-campus Session:
 - Schedule on-campus meeting based on faculty preference. In this example, faculty requested that 90 minutes (1.8 hrs) per day be on campus for 4 days per week.
 - Enter days/times on Meeting Dates tab and allow Banner to compute contact hours
 - Enter session credit hours on this line (total lecture credit hours = 3)
- Asynchronous Online (HY) session:
 - Determine remaining contact hours for the course: 52.5 Target Total Contact Hours – 39.6 on-campus contact hours = 12.9 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, 39.6 Total On-campus Hrs/7.2 Hrs per Week = 5.5 weeks.
 - Determine hours per week for HY session by dividing HY Tot Contact Hrs/# Weeks: 12.9/5.5 weeks = 2.3 Hrs per Week. Enter the same number for Hrs per day.
- Check Total Contact Hours against Attachment C for accuracy

| 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 | <input checked="" type="checkbox"/> | 0 | | <input type="checkbox"/> | 1.80 | 7.20 | 39.60 | 3.000 |
| HY | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 2.30 | 2.30 | 12.90 | 0 |

CLASS INDICATORS

Prerequisite Check Method: Basic or None CAPP DegreeWorks
 CEU Indicator
 Link Identifier:
 Reporting Year: 2022 2022-2023
 Attendance Method: ID Independent Study--Daily
 Weekly Contact Hours:
 Daily Contact Hours: 4.10
Total Contact Hours: 52.50
 Print
 Gradable

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 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 and/or Lab (On campus) Irregularly scheduled | P | 02 (Lecture) | 02 | 01 | CLAS (Lecture) | 02 (Lecture) | Banner computed lecture hrs | Banner computed lecture hrs | Banner computed lecture hrs | Assume this has meeting days/times entered. Ensure session credit hours split according to lec/lab units |
| | | 04/04E (Lab Only) | 04 | 02 | LAB | 04/04E (Lab) | Banner computed lab hrs | Banner computed lab hrs | Banner computed lab hrs | |
| Lecture/Lab Combination (On campus) Regularly 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 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 |
| Lecture with Arranged Hrs Lab (On campus) Irregularly scheduled | P | 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/# Weeks | SSASECT Lab Contact Hours x 18 | Leave all meeting days/times unchecked; ensure daily hours entered |
| Field Experience (In person) Regularly 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 | Assume class is scheduled to meet consistent hrs/day and has >5 class meetings |
| Field Experience (In person) Irregularly scheduled | P | 90 | 90 | 01 | CLAS (Lecture) | 90 (Fld Exp) | Banner computed lecture hrs | Banner computed lecture hrs | Banner computed lecture hrs | Assume class is NOT scheduled regularly and/or has <5 class meetings |

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: 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.

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 | See comments | Assume Zoom session meets at the same day/time for consecutive weeks. Enter all days/times for Zoom meetings then override total contact hours manually to equal hrs/week times 17.5. |
| | | | | 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 17.5) – (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 17.5 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 17.5 | 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 17.5 | 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 17.5 | 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 17.5 | 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 17.5 | 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 17.5 | |
| 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 17.5 | 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 17.5 | |

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 17.5 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 | See comments | Assume on-campus session meets at the same day/time for consecutive weeks. Enter all days/times for meetings then override total contact hours manually to equal on-campus hrs/week times 17.5. |
| | | | | 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 17.5) – (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 17.5) – (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 17.5 | 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 | See comments | Assume on-campus session meets at the same day/time for consecutive weeks. Enter all days/times for on-campus meetings then then override total contact hours manually to equal on-campus hrs/week times 17.5. |
| | | | | 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 17.5) – (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) | SSASECT Lab Contact Hours/ days per week | SSASECT Lab Contact Hours | SSASECT LAB Contact hours x 17.5 | Enter all days/times for on-campus meetings then override contact hours manually |
| | | | | 02 | HY (online lecture) | HY (Asynch Online Lecture) | Same value as weekly hrs | SSASECT Lecture Contact Hours | SSASECT LEC Contact hours x 17.5 | 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 | See comments | Assume on-campus session meets at the same day/time for consecutive weeks. Enter all days/times for on-campus meetings then override total contact hours manually to equal on-campus hrs/week times 17.5 . |
| | | | | 02 | LAB | 04/04E (On-campus Lab) | Banner computed hrs | Banner computed hrs | See comments | |
| | | | | 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 17.5) – (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 17.5) – (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 17.5 | 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 17.5 | 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 | 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) |
| | Short Term: D | | | 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 | 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 |
| | Less than Full Term: D | | | 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 | See comments | 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 17.5. |
| | | | | 02 | CLAS | 71 (Synch Lecture) | Banner computed hrs | Banner computed hrs | See comments | |
| | | | | 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 17.5) – (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 | See comments | Enter all days/times for on-campus meetings then override total contact hours manually to equal on-campus hrs/week times 17.5. |
| | | | | 02 | ARN | 20 (Wk Exp) 40 (Ind Study) | Same value as weekly hrs | (SSASECT Contact Hrs) – (On-campus Contact Hrs) | (SSASECT Contact hrs x 17.5) – (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 17.5) – (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 17.5 | 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 17.5 | 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: On-campus Lecture

ellucian Schedule SSASECT 9.3.22 [CALBSTU.9.3.21.1 BAN9-188] (PROD)
 ADD RETRIEVE RELATED TOOL

Term: 202110 **CRN:** 13821 **Subject:** COMM **Course:** 100 F **Title:** Public Speaking Start Over

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

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject: COMM COMMUNICATION STUDIES Campus: 2 Fullerton College Grade Mode: ...
 Course Number: 100 F Status: A Active Session: D Day class
 Title: Public Speaking Schedule Type: 02 Lecture Special Approval: ...
 Section: 001 Instructional Method: 02 02 Duration: ...
 Cross List: ... Integration Partner: ...

CLASS TYPE Insert Delete Copy Filter

Traditional Class
 Part of Term: 1 08/23/2021 Part-of-Term End Date: 12/11/2021 Part of Term Weeks: 16

Open Learning Class
 Registration Dates: First Last Processing Rules
 Start Dates: ...
 Maximum Extensions: 0

CREDIT HOURS Insert Delete Copy Filter

Credit Hours

| | | | | | |
|---------------|--|--|-------------------|--|--|
| Credit Hours | 3.000 | | Lecture | 3.000 | |
| Credit Hours | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | | Lecture Indicator | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | |
| Billing Hours | 3.000 | | Lab | | |
| Billing Hours | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | | Lab Indicator | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | |
| Contact Hours | 3.000 | | Other | | |
| Contact Hours | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | | Other Indicator | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | |

CLASS INDICATORS Insert Delete Copy Filter

Prerequisite Check Method: Basic or None CAPP DegreeWorks
 CEU Indicator
 Link Identifier: ...
 Reporting Year: 2021 2021-2022
 Attendance Method: W Weekly, (full-term section)

Weekly Contact Hours: 3.40 Long Title
 Daily Contact Hours: ... Tuition and Fee Waiver
 Total Contact Hours: 55.08 Voice Response and Self-Service Available
 Print Comments
 Gradable Syllabus

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 Delete Copy Filter

| Meeting Type | Start Date * | End Date * | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Start Time | End Time | Number of Days |
|--------------|--------------|------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------|----------|----------------|
| CLAS | 08/23/2021 | 12/11/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0700 | 0825 | 31 |

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 Delete Copy Filter

| 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 | <input checked="" type="checkbox"/> | 0 | | <input type="checkbox"/> | 1.70 | 3.40 | 55.08 | 3.000 |

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

Example: On-campus Lecture/Lab

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

ellucian Schedule SSASECT 9.3.23 [CALBSTU:9.3.21.1 BAN9-188] (TEST) ADD RETRIEVE RELATED TOOLS

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

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

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject: AT AUTOMOTIVE TECHNOLOGY Campus: 1 Cypress College Grade Mode: ...
 Course Number: 105 C Status: A Active Session: D Day class
 Title: Automotive Electrical I Schedule Type: 02 Lecture Special Approval: ...
 Section #: 002 Instructional Method: 02 02 Duration: ...
 Cross List: ... Integration Partner: ...

CLASS TYPE Insert Delete Copy Filter

Traditional Class
 Part of Term: 1 01/25/2021 Part-of-Term End Date: 05/22/2021 Part of Term Weeks: 16

Open Learning Class
 Registration Dates: ... Start Dates: ... Processing Rules
 Maximum Extensions: 0

CREDIT HOURS Insert Delete Copy Filter

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

CLASS INDICATORS Insert Delete Copy Filter

Prerequisite Check Method: Basic or None CAPP DegreeWorks Weekly Contact Hours: 6.80 Long Title:
 CEU Indicator: Daily Contact Hours: ... Tuition and Fee Waiver:
 Link Identifier: ... Total Contact Hours: 110.16 Voice Response and Self-Service Available:
 Reporting Year: 2020 2020-2021 Print: Comments:
 Attendance Method: W Weekly, (full-term section) Gradable: Syllabus:

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 Delete Copy Filter

| 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 | 01/25/2021 | 05/22/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1200 | 1325 | 31 | O | 01 |
| LAB | 01/25/2021 | 05/22/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1335 | 1500 | 31 | O | 02 |

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 Delete Copy Filter

| 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 | <input checked="" type="checkbox"/> | | 0 | <input type="checkbox"/> | 1.70 | 3.40 | 55.08 | 3.000 |
| 04 | <input checked="" type="checkbox"/> | | 0 | <input type="checkbox"/> | 1.70 | 3.40 | 55.08 | 1.000 |

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: On-Campus Lecture/Lab (Continuous)

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

ellucian Schedule SSASECT 9.3.23 [CALBSTU:9.3.21.1 BAN9-188] (TEST) ADD RETRIEVE RELATED TOOL

Term: 202020 CRN: 22725 Subject: COMM Course: 138 F Title: Forensics Start Over

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

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject: COMM COMMUNICATION STUDIES Campus: 2 Fullerton College Grade Mode: ...
 Course Number: 138 F Status: A Active Session: E Evening class
 Title: Forensics Schedule Type: 02 Lecture Special Approval: ...
 Section: 100 Instructional Method: 02 02 Duration: ...
 Cross List: ... Integration Partner: ... Override Duration:

CLASS TYPE Insert Delete Copy Filter

Traditional Class
 Part of Term: 1 Part-of-Term End Date: 05/22/2021 Part of Term Weeks: 16
 Open Learning Class
 Registration Dates: ... Start Dates: ... Maximum Extensions: 0 Processing Rules

CREDIT HOURS Insert Delete Copy Filter

Credit Hours: 2.000 Lecture: 1.000
 Credit Hours Indicator: None To Or Lecture Indicator: None To Or
 Billing Hours: 2.000 Lab: 3.000
 Billing Hours Indicator: None To Or Lab Indicator: None To Or
 Contact Hours: 4.000 Other: ...
 Contact Hours Indicator: None To Or Other Indicator: None To Or

CLASS INDICATORS Insert Delete Copy Filter

Prerequisite Check Method: Basic or None CAPP DegreeWorks
 CEU Indicator: Weekly Contact Hours: 4.60 Long Title:
 Link Identifier: ... Daily Contact Hours: ... Tuition and Fee Waiver:
 Reporting Year: 2020 2020-2021 Total Contact Hours: 74.52 Voice Response and Self-Service Available:
 Attendance Method: W Weekly, (full-term section) Print: Comments:
 Gradable: Syllabus:

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 Delete Copy

| Meeting Time | 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 | 01/25/2021 | 05/22/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0800 | 0830 | 31 | O | 01 |
| ... | LAB | 01/25/2021 | 05/22/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0831 | 1005 | 31 | | 02 |

Meeting Dates Meeting Location and Credits

SCHEDULE Settings In

| 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 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 0.60 | 1.20 | 19.44 | 1.000 |
| 04 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 1.70 | 3.40 | 55.08 | 1.000 |

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: On-campus Extensive Lab

Term: 202310 CRN: 10554 Subject: ESC Course: 100LF Title: Physical Geology Lab

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

▼ COURSE SECTION INFORMATION

Subject: ESC EARTH SCIENCES Campus: 2 Fullerton College Grade Mode:
 Course Number: 100LF Status: A Active Session: D Day class
 Title: Physical Geology Lab Schedule Type: 04E Extensive Lab Special Approval:
 Section: 001 Instructional Method: 04 04 Duration:
 Cross List: Integration Partner:

▼ CLASS TYPE

Traditional Class
 Part of Term: 1 08/21/2023 Part-of-Term End Date: 12/09/2023 Part of Term Weeks: 16

Open Learning Class
 Registration Dates: First Last
 Start Dates:
 Maximum Extensions: 0

▼ CREDIT HOURS

Credit Hours
 Credit Hours: 1.000 Lecture:
 Credit Hours: None To Or Lecture Indicator: None To Or
 Billing Hours: 1.000 Lab: 3.000
 Billing Hours: None To Or Lab Indicator: None To Or
 Contact Hours: 3.000 Other:
 Contact Hours: None To Or Other Indicator: None To Or

▼ CLASS INDICATORS

Prerequisite Check Method: Basic or None CAPP DegreeWorks Weekly Contact Hours: 3.40 Long Title:
 CEU Indicator: Link Identifier: Daily Contact Hours: Tuition and Fee Waiver:
 Reporting Year: 2023 2023-2024 Total Contact Hours: 55.08 Voice Response and Self-Service Available:
 Attendance Method: W Weekly, (full-term section) Print: Gradable: Comments: Syllabus:

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

▼ SCHEDULE

| Meeting Time | 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 * |
|--------------|--------------|--------------|------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------|----------|----------------|---------------------------|---------------------|
| LAB | LAB | 08/21/2023 | 12/04/2023 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1215 | 1525 | 15 | <input type="radio"/> | 01 |

Meeting Dates Meeting Location and Credits

▼ SCHEDULE

| Building | Room | 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 |
|----------|------|-----------------|-------------------------------------|-----------------------|------------------------|----------------|---------------|----------------|---------------------|----------------------|
| 600 | 629 | 04E | <input checked="" type="checkbox"/> | 20 | | | 3.40 | 3.40 | 55.08 | 1.000 |

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

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

Term: 202310 CRN: 10003 Subject: ANTH Course: 107 F Title: Anthro/Magic,Witchcraft, Relig Start Over

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

▼ COURSE SECTION INFORMATION Insert Delete Copy Filter

| | | | | | |
|-----------------|--------------------------------|----------------------|----------------------------|--|-----------------------|
| Subject * | ANTH ... ANTHROPOLOGY | Campus * | 2 ... Fullerton College | Grade Mode | S ... Standard Letter |
| Course Number * | 107 F ... | Status * | A ... Active | Session | O ... On-line class |
| Title | Anthro/Magic,Witchcraft, Relig | Schedule Type * | 71 ... Synch Online | Special Approval | ... |
| Section * | OL1 ... | Instructional Method | 71 ... 71 | Duration | ... |
| Cross List | ... | Integration Partner | ... | <input type="checkbox"/> Override Duration | |

▼ CLASS TYPE Insert Delete Copy Filter

Traditional Class

Part of Term: 1 ... 08/21/2023 Part-of-Term End Date: 12/09/2023 Part of Term Weeks: 16

Open Learning Class

Registration Dates: First Last

Start Dates: Processing Rules

Maximum Extensions: 0

▼ CREDIT HOURS Insert Delete Copy Filter

| | | | |
|-------------------------|--|-------------------|--|
| Credit Hours | 3.000 | Lecture | 3.000 |
| Credit Hours Indicator | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | Lecture Indicator | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or |
| Billing Hours | 3.000 | Lab | |
| Billing Hours Indicator | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | Lab Indicator | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or |
| Contact Hours | 3.000 | Other | |
| Contact Hours Indicator | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | Other Indicator | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or |

▼ CLASS INDICATORS Insert Delete Copy Filter

| | | | | |
|---------------------------|---|--|-------|---|
| Prerequisite Check Method | <input checked="" type="radio"/> Basic or None <input type="radio"/> CAPP <input type="radio"/> DegreeWorks | Weekly Contact Hours | 3.40 | <input type="checkbox"/> Long Title |
| Link Identifier | <input type="text"/> | Daily Contact Hours | | <input type="checkbox"/> Tuition and Fee Waiver |
| Reporting Year | 2023 2023-2024 | Total Contact Hours | 55.08 | <input checked="" type="checkbox"/> Voice Response and Self-Service Available |
| Attendance Method | W ... Weekly, (full-term section) | <input checked="" type="checkbox"/> Print | | <input type="checkbox"/> Comments |
| | | <input checked="" type="checkbox"/> Gradable | | <input type="checkbox"/> Syllabus |

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

Meeting Dates Meeting Location and Credits

▼ SCHEDULE Settings Insert Delete Copy Filter

| 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 | 08/21/2023 | 12/09/2023 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1320 | 1445 | 32 | | 01 |

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

Meeting Dates Meeting Location and Credits

▼ SCHEDULE Settings Insert Delete Copy Filter

| Building | Room | 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 |
|----------|------|-----------------|-------------------------------------|-----------------------|------------------------|--------------------------|---------------|----------------|---------------------|----------------------|
| ZOOM | ZOOM | 71 | <input checked="" type="checkbox"/> | 0 | | <input type="checkbox"/> | 1.70 | 3.40 | 55.08 | 3.000 |

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

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

ellucian Schedule SSASECT 9.3.27 [CALBSTU:9.3.28.3 BAN9-188] (TEST) ADD RETRIEVE RE

Term: 202310 CRN: 10004 Subject: DART Course: 100 F Title: Introduction to Digital Art

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

▼ COURSE SECTION INFORMATION

Subject * DART DIGITAL ARTS Campus * 2 Fullerton College Grade Mode S Standard Letter
 Course Number * 100 F Status * A Active Session O On-line class
 Title Introduction to Digital Art Schedule Type 71 Synch Online Special Approval
 Section * OL2 Instructional Method 71 Duration
 Cross List Integration Partner

▼ CLASS TYPE

Traditional Class
 Part of Term 1 08/21/2023 Part-of-Term End Date 12/09/2023 Part of Term Weeks 16

Open Learning Class
 First Last
 Registration Dates Start Dates Maximum Extensions 0

▼ CREDIT HOURS

Credit Hours 3.000 Lecture 2.000
 Credit Hours None To Or Lecture Indicator None To Or
 Billing Hours 3.000 Lab 3.000
 Billing Hours None To Or Lab Indicator None To Or
 Contact Hours 5.000 Other
 Contact Hours None To Or Other Indicator None To Or

▼ CLASS INDICATORS

Prerequisite Check Method Basic or None CAPP DegreeWorks Weekly Contact Hours 5.60 Long Title
 CEU Indicator Daily Contact Hours Total Contact Hours 90.72 Tuition and Fee Waiver
 Link Identifier Reporting Year 2023 2023-2024 Print Voice Response and Self-Service Available
 Attendance Method W Weekly, (full-term section) Gradable Syllabus

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

▼ SCHEDULE

| 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 | 08/21/2023 | 12/06/2023 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0800 | 0900 | 32 | O | 01 |
| LAB | 08/21/2023 | 12/09/2023 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0901 | 1035 | 32 | O | 02 |

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

▼ SCHEDULE

| Building | Room | 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 |
|----------|------|-----------------|-------------------------------------|-----------------------|------------------------|--------------------------|---------------|----------------|---------------------|----------------------|
| ZOOM | ZOOM | 71 | <input checked="" type="checkbox"/> | | 0 | <input type="checkbox"/> | 1.00 | 2.00 | 32.40 | 2.000 |
| ZOOM | ZOOM | 71L | <input checked="" type="checkbox"/> | | 0 | <input type="checkbox"/> | 1.80 | 3.60 | 58.32 | 1.000 |

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: Synchronous/Asynchronous Online (OLZ)

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

elucian Schedule SSASECT 9.3.27 [CALBSTU:9.3.28.3 BAN9-188] (TEST) ADD RETRIEVE RELATED TOOLS

Term: 202310 CRN: 10001 Subject: ENGL Course: 100 F Title: College Writing Start Over

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

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject * ENGL ENGLISH Campus * 2 Fullerton College Grade Mode S Standard Letter
 Course Number * 100 F Status * A Active Session O On-line class
 Title College Writing Schedule Type 71 Synch Online Special Approval
 Section * OL1 Instructional Method OLZ Synch and Async Online Duration
 Cross List Integration Partner Override Duration

CLASS TYPE Insert Delete Copy Filter

Traditional Class
 Part of Term 1 08/21/2023 Part-of-Term End Date 12/09/2023 Part of Term Weeks 16

Open Learning Class
 First Last
 Registration Dates Start Dates Processing Rules
 Maximum Extensions 0

CREDIT HOURS Insert Delete Copy Filter

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

CLASS INDICATORS Insert Delete Copy

Prerequisite Check Method Basic or None CAPP DegreeWorks Weekly Contact Hours 4.00 Long Title
 Link Identifier CEU Indicator Daily Contact Hours
 Reporting Year 2023 2023-2024 Total Contact Hours 70.00 Tuition and Fee Waiver
 Attendance Method IW Independent Study--Weekly Print Voice Response and Self-Service Available
 Gradable Comments
 Syllabus

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 Delete Copy

| 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 | 08/21/2023 | 12/07/2023 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0930 | 1035 | 32 | O | 01 |
| ONL | 08/21/2023 | 12/07/2023 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | 0 | | 02 |

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 Delete Copy

| Building | Room | Schedule Type * | Include Break Time | Break Minutes per Day | Override Break Minutes | Override Hours | Hours per Day | Hours per Week | Total Contact Hours |
|----------|--------|-----------------|--------------------------|-----------------------|------------------------|-------------------------------------|---------------|----------------|---------------------|
| ZOOM | ZOOM | 71 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 1.30 | 2.60 | 45.50 |
| ONLINE | ONLINE | 72 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 1.40 | 1.40 | 24.50 |

NOTE: See definition of Hybrid on page 5. Refer to Attachment C to confirm 17.5 multiplier contact hours for course with asynchronous online portion.

Important Note (impacts 320 Attendance Accounting): 1) Ensure attendance accounting method = IW for full-term CRNs with any portion asynchronous online (i.e., not ZOOM). 2) Use a 17.5 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: Asynch Hybrid Lecture (HYA), Regular Meetings

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

ellucian Schedule SSASECT 9.3.23 [CALBSTU:9.3.21.1 BAN9-188] (TEST) ADD RETRIEVE RELATED TOOL

Term: 201920 CRN: 20557 Subject: ENGL Course: 100 C Title: College Writing Start Over

COURSE SECTION INFORMATION Section Enrollment Information Meeting Times and Instructor Section Preferences

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject: ENGL ENGLISH Campus: 1 Cypress College Grade Mode: Session: H Hybrid class
 Course Number: 100 C Status: A Active
 Title: College Writing Schedule Type: HY Hybrid Special Approval:
 Section: HY3 Instructional Method: HYA HY Asynch Duration:
 Cross List: Integration Partner:

CLASS TYPE Insert Delete Copy Filter

Traditional Class
 Part of Term: 1 01/27/2020 Part-of-Term End Date: 05/23/2020 Part of Term Weeks: 16

Open Learning Class
 Registration Dates: Start Dates: Maximum Extensions: 0 Processing Rules

CREDIT HOURS Insert Delete Copy Filter

Credit Hours

| | | | | | |
|-------------------------|------------|--|-------------------|------------|--|
| Credit Hours | 4.000 | | Lecture | 4.000 | |
| Credit Hours Indicator | None To Or | | Lecture Indicator | None To Or | |
| Billing Hours | 4.000 | | Lab | | |
| Billing Hours Indicator | None To Or | | Lab Indicator | None To Or | |
| Contact Hours | 4.000 | | Other | | |
| Contact Hours Indicator | None To Or | | Other Indicator | None To Or | |

CLASS INDICATORS Insert Delete Copy Filter

Prerequisite Check Method: Basic or None CAPP DegreeWorks
 CEU Indicator: Link Identifier: Reporting Year: 2019 2019-2020 Attendance Method: IW Independent Study--Weekly
 Weekly Contact Hours: 4.00 Daily Contact Hours: Total Contact Hours: 70.00
 Long Title: Tuition and Fee Waiver: Voice Response and Self-Service Available: Comments: Syllabus: Print: Gradable:

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

Meeting Dates Meeting Location and Credits

SCHEDULE Settings Insert Delete Copy Filter

| 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 | 01/27/2020 | 05/23/2020 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1120 | 1325 | 15 | | 01 |
| HY | 01/27/2020 | 05/23/2020 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | 0 | | 02 |

SCHEDULE Settings Insert Delete Copy Filter

| Building | Room | 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 |
|----------|------|-----------------|--------------------------|-----------------------|------------------------|-------------------------------------|---------------|----------------|---------------------|----------------------|
| HUM | 311 | 02 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 2.30 | 2.30 | 40.25 | 4.000 |
| | | HY | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 1.70 | 1.70 | 29.75 | 0.000 |

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: Asynch Hybrid Lecture (HYA), Variable Meetings

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

ellucian Schedule SSASECT 9.3.23 [CALBSTU:9.3.21.1 BAN9-188] (TEST) ADD RETRIEVE RELATED TOOL

Term: 202110 CRN: 10242 Subject: MATH Course: 040 C Title: Intermediate Algebra Start Over

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject: MATH MATHEMATICS Campus: 1 Cypress College Grade Mode: Session: H Hybrid class
 Course Number: 040 C Status: A Active
 Title: Intermediate Algebra Schedule Type: HY Hybrid
 Section: HY2 Instructional Method: HYA HY Asynch
 Cross List: Integration Partner: Override Duration:

CLASS TYPE Insert Delete Copy Filter

Traditional Class
 Part of Term: 1 08/23/2021 Part-of-Term End Date: 12/11/2021 Part of Term Weeks: 16
 Open Learning Class
 Registration Dates: First Last
 Start Dates: Processing Rules
 Maximum Extensions: 0

CREDIT HOURS Insert Delete Copy Filter

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

CLASS INDICATORS Insert Delete Copy Filter

Prerequisite Check Method: Basic or None CAPP DegreeWorks
 CEU Indicator:
 Link Identifier: Reporting Year: 2021-2021-2022
 Attendance Method: ID Independent Study--Daily
 Weekly Contact Hours: 4.0
 Daily Contact Hours: 70
 Total Contact Hours: Print Gradable
 Long Title:
 Tuition and Fee Waiver:
 Voice Response and Self-Service Available:
 Comments:
 Syllabus:

SCHEDULE Settings Insert Delete Copy Filter

| Meeting Time | 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 | 08/23/2021 | 08/23/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1000 | 1200 | 1 | | 01 |
| | HY | 08/23/2021 | 12/11/2021 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | 0 | | 08 |
| | CLAS | 09/13/2021 | 09/13/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1000 | 1200 | 1 | | 02 |
| | CLAS | 09/27/2021 | 09/27/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1000 | 1200 | 1 | | 03 |
| | CLAS | 10/18/2021 | 10/18/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1000 | 1200 | 1 | | 04 |
| | CLAS | 11/08/2021 | 11/08/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1000 | 1200 | 1 | | 05 |
| | CLAS | 11/29/2021 | 11/29/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1000 | 1200 | 1 | | 06 |
| | CLAS | 12/06/2021 | 12/06/2021 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1000 | 1200 | 1 | | 07 |

SCHEDULE Settings Insert Delete Copy Filter

| Building | Room | 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 |
|----------|------|-----------------|--------------------------|-----------------------|------------------------|-------------------------------------|---------------|----------------|---------------------|----------------------|
| SEM | 116 | 02 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 0.00 | 0.00 | 0.00 | 0.000 |
| | | HY | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 4.00 | 4.00 | 70.00 | 4.000 |
| SEM | 116 | 02 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 0.00 | 0.00 | 0.00 | 0.000 |
| SEM | 116 | 02 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 0.00 | 0.00 | 0.00 | 0.000 |
| SEM | 116 | 02 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 0.00 | 0.00 | 0.00 | 0.000 |
| SEM | 116 | 02 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 0.00 | 0.00 | 0.00 | 0.000 |
| SEM | 116 | 02 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 0.00 | 0.00 | 0.00 | 0.000 |

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

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

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

ellucian Schedule SSASECT 9.3.23 [CALBSTU:9.3.21.1 BAN9-188] (TEST) ADD RETRIEVE RELATED TOOLS

Term: 202020 CRN: 20335 Subject: CHEM Course: 211AF Title: Organic Chemistry I Start Over

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

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject CHEM CHEMISTRY Campus * 2 Fullerton College Grade Mode ...
 Course Number 211AF Status * A Active Session H Hybrid class
 Title Organic Chemistry I Schedule Type HY Hybrid Special Approval ...
 Section * HY2 Instructional Method HYA HY Asynch Duration ...
 Cross List ... Integration Partner ...

CLASS TYPE Insert Delete Copy Filter

Traditional Class
 Part of Term 1 01/25/2021 Part-of-Term End Date 05/22/2021 Part of Term Weeks 16

Open Learning Class
 Registration Dates First Last
 Start Dates Processing Rules
 Maximum Extensions 0

CREDIT HOURS Insert Delete Copy Filter

Credit Hours
 Credit Hours 5.000 Lecture 3.000
 Credit Hours None To Or Lecture Indicator None To Or
 Indicator Billing Hours 5.000 Lab 6.000
 Billing Hours None To Or Lab Indicator None To Or
 Indicator Contact Hours 9.000 Other
 Contact Hours None To Or Other Indicator None To Or
 Indicator

CLASS INDICATORS Insert Delete Copy Filter

Prerequisite Check Basic or None CAPP DegreeWorks Weekly Contact Hours 9.00 Long Title
 Method CEU Indicator Daily Contact Hours
 Link Identifier Total Contact Hours 157.50 Tuition and Fee Waiver
 Reporting Year 2020 2020-2021 Voice Response and Self-Service Available
 Attendance Method IW Independent Study--Weekly Print Comments
 Gradable Syllabus

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 Delete Copy Filter

| 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 * |
|--------------|--------------|------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|------------|----------|----------------|---------------------------|---------------------|
| LAB | 01/25/2021 | 05/22/2021 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1455 | 1805 | 32 | O | 01 |
| HY | 01/25/2021 | 05/22/2021 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | 0 | O | 02 |

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 Delete

| 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 |
|-----------------|--------------------------|-----------------------|------------------------|-------------------------------------|---------------|----------------|---------------------|----------------------|
| 04 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 3.00 | 6.00 | 105.00 | 2.000 |
| HY | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 3.00 | 3.00 | 52.50 | 3.000 |

Important Notes (impacts 320 Attendance Accounting): 1) Use a 17.5 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: Synch Hybrid Lecture/Lab (HYS), Regularly Scheduled

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

✕ @ellucian Schedule SSASECT 9.3.27 [CALBSTU:9.3.28.3 BAN9-188] (TEST)
 ADD RETRIEVE RELATED TOOLS

Term: 202310 **CRN:** 10002 **Subject:** CIS **Course:** 111 C **Title:** Computer Information Systems Start Ov

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

▼ COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject * CIS ... COMPUTER INFORMATION SYSTEMS Campus * 1 ... Cypress College Grade Mode S ... Standard Letter
 Course Number * 111 C ... Status * A ... Active Session H ... Hybrid class
 Title Computer Information Systems Schedule Type * HY ... Hybrid Special Approval ...
 Section * HY1 ... Instructional Method HYS ... HY Synch Duration ...
 Cross List ... Integration Partner ... Override Duration

▼ CLASS TYPE Insert Delete Copy Filter

Traditional Class
 Part of Term 1 ... 08/21/2023 Part-of-Term End Date 12/09/2023 Part of Term Weeks 16

Open Learning Class
 Registration Dates Start Dates Maximum Extensions 0 Processing Rules

▼ CREDIT HOURS Insert Delete Copy Filter

Credit Hours
 Credit Hours 3.000 Lecture 3.000
 Credit Hours None To Or Lecture Indicator None To Or
 Billing Hours 3.000 Lab 1.000
 Billing Hours None To Or Lab Indicator None To Or
 Contact Hours 4.000 Other
 Contact Hours None To Or Other Indicator None To Or

▼ CLASS INDICATORS Insert Delete Copy Filter

Prerequisite Check Basic or None CAPP DegreeWorks
 Method CEU Indicator Weekly Contact Hours 4.40 Long Title
 Link Identifier Daily Contact Hours Total Contact Hours 71.28 Tuition and Fee Waiver
 Reporting Year 2023 2023-2024 Print Comments
 Attendance Method W ... Weekly, (full-term section) Gradable Syllabus

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 Delete Copy Filter

| 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 | 08/21/2023 | 12/09/2023 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1700 | 2010 | 16 | | 01 |
| LAB | 08/21/2023 | 12/09/2023 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1700 | 1750 | 16 | | 02 |

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 Delete Copy Filter

| Building | Room | 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 |
|----------|------|-----------------|-------------------------------------|-----------------------|------------------------|----------------|---------------|----------------|---------------------|----------------------|
| ZOOM | ZOOM | 71 | <input checked="" type="checkbox"/> | 20 | | | 3.40 | 3.40 | 55.08 | 3.000 |
| BUS | 204 | 04 | <input checked="" type="checkbox"/> | 0 | | | 1.00 | 1.00 | 16.20 | 0.000 |

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: Synch Hybrid Lecture/Extensive Lab (HYS)

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

ellucian Schedule SSASECT 9.3.27 [CALBSTU:9.3.28.3 BAN9-188] (PROD)

Term: 202310 CRN: 12231 Subject: BIOL Course: 231 C Title: General Human Anatomy

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

COURSE SECTION INFORMATION

Subject: BIOL BIOLOGY Campus: 1 Cypress College Grade Mode:
 Course Number: 231 C Status: A Active Session: H Hybrid class
 Title: General Human Anatomy Schedule Type: HY Hybrid Special Approval:
 Section #: HYA Instructional Method: HYS HY Synch Duration:
 Cross List: Integration Partner:
 Override Duration

CLASS TYPE

Traditional Class
 Part of Term: 1 08/21/2023 Part-of-Term End Date: 12/09/2023 Part of Term Weeks: 16
 Open Learning Class
 Registration Dates: First Last
 Start Dates:
 Maximum Extensions: 0

CREDIT HOURS

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

CLASS INDICATORS

Prerequisite Check: Basic or None CAPP DegreeWorks
 Method: CEU Indicator
 Link Identifier:
 Reporting Year: 2023 2023-2024
 Attendance Method: W Weekly, (full-term section)
 Weekly Contact Hours: 6.80
 Daily Contact Hours:
 Total Contact Hours: 110.16
 Long Title
 Tuition and Fee Waiver
 Voice Response and Self-Service Available
 Comments
 Syllabus
 Print
 Gradable

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

Times and Instructors Scheduler Preferences
 Meeting Dates Meeting Location and Credits

SCHEDULE

| Meeting Time | 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 | 08/21/2023 | 12/09/2023 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0925 | 1050 | 16 | | 01 |
| | CLAS | 08/21/2023 | 12/09/2023 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0925 | 1050 | 15 | | 02 |
| | LAB | 08/21/2023 | 12/09/2023 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1120 | 1430 | 15 | | 03 |

Meeting Dates Meeting Location and Credits

SCHEDULE

| Building | Room | 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 |
|----------|------|-----------------|-------------------------------------|-----------------------|------------------------|--------------------------|---------------|----------------|---------------------|----------------------|
| ZOOM | 71 | 71 | <input checked="" type="checkbox"/> | 0 | | <input type="checkbox"/> | 1.70 | 1.70 | 27.54 | 3.000 |
| SEM | 210 | 02 | <input checked="" type="checkbox"/> | 0 | | <input type="checkbox"/> | 1.70 | 1.70 | 27.54 | 0.000 |
| SEM | 216 | 04E | <input checked="" type="checkbox"/> | 20 | | <input type="checkbox"/> | 3.40 | 3.40 | 55.08 | 1.000 |

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: 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)

elucian Schedule SSASECT 9.3.23 [CALBSTU.9.3.21.1 BAN9-188] (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202120 CRN: 21099 Subject: HRC Course: 125 C Title: Restaurant Management Start Over

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

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject: HRC HOTEL, RESTAURANT, CULINARY AR Campus: 1 Cypress College Grade Mode: Session: H Hybrid class
 Course Number: 125 C Status: A Active
 Title: Restaurant Management Schedule Type: HY Hybrid Special Approval:
 Section: HY1 Instructional Method: HYO HY Other Duration:
 Cross List: Integration Partner: Override Duration:

CLASS TYPE Insert Delete Copy Filter

Traditional Class Part of Term: 1 01/24/2022 Part-of-Term End Date: 05/21/2022 Part of Term Weeks: 16
 Open Learning Class First Last
 Registration Dates: Start Dates: Processing Rules
 Maximum Extensions: 0

CREDIT HOURS Insert Delete Copy Filter

Credit Hours: 3.000 Lecture: 2.000
 Credit Hours: None To Or Lecture Indicator: None To Or
 Indicator: Billing Hours: 3.000 Lab: 4.000
 Billing Hours: None To Or Lab Indicator: None To Or
 Indicator: Contact Hours: 6.000 Other:
 Contact Hours: None To Or Other Indicator: None To Or
 Indicator:

CLASS INDICATORS Insert Delete

Prerequisite Check: Basic or None CAPP DegreeWorks Weekly Contact Hours: 6.00 Long Title:
 Method: CEU Indicator Daily Contact Hours: Total Contact Hours: 105.00 Tuition and Fee Waiver:
 Link Identifier: Reporting Year: 2021 2021-2022 Print Voice Response and Self-Service Available:
 Attendance Method: IW Independent Study--Weekly Gradable Comments:
 Syllabus:

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 Delete Copy Filter

| 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 | 01/24/2022 | 05/21/2022 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0930 | 1030 | 16 | O | 01 |
| LAB | 01/24/2022 | 05/21/2022 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1045 | 1500 | 16 | O | 02 |
| HY | 01/24/2022 | 05/21/2022 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | 0 | | 03 |

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 Delete Copy Filter

| Building | Room | 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 |
|----------|--------|-----------------|--------------------------|-----------------------|------------------------|-------------------------------------|---------------|----------------|---------------------|----------------------|
| ZOOM | ZOOM | 71 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 1.00 | 1.00 | 17.50 | 2.000 |
| AN | 174 | 04 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 4.00 | 4.00 | 70.00 | 1.000 |
| ONLINE | ONLINE | HY | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 1.00 | 1.00 | 17.50 | 0.000 |

Important Notes (impacts 320 Attendance Accounting): 1) Use **exact weekly contact hours** for Hours per Week and use a 17.5 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: Asynchronous Online Lecture

(Less than full-term class)

ellucian Schedule: SSASECT 9.3.23 [CALBSTU:9.3.21.1 BAN9-188] (TEST) ADD RETRIEVE RELATED TOOL

Term: 202010 CRN: 10735 Subject: ANTH Course: 101 C Title: Biological Anthropology Start Over

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

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject ANTH ANTHROPOLOGY Campus * 1 Cypress College Grade Mode ...
 Course Number 101 C Status * A Active Session 0 On-line class
 Title Biological Anthropology Schedule Type 72 Online Special Approval ...
 Section * OL1 Instructional Method 72 72 Duration ...
 Cross List ... Integration Partner ...

CLASS TYPE Insert Delete Copy Filter

Traditional Class
 Part of Term F8 08/24/2020 Part-of-Term End Date 10/18/2020 Part of Term Weeks 8

Open Learning Class
 First Last
 Registration Dates Start Dates Processing Rules
 Maximum Extensions 0

CREDIT HOURS Insert Delete Copy Filter

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

CLASS INDICATORS Insert Delete Copy

Prerequisite Check Method Basic or None CAPP DegreeWorks
 CEU Indicator
 Link Identifier
 Reporting Year 2020 2020-2021
 Attendance Method ID Independent Study--Daily
 Weekly Contact Hours
 Daily Contact Hours 6.60
 Total Contact Hours 52.50
 Print Gradable
 Long Title
 Tuition and Fee Waiver
 Voice Response and Self-Service Available
 Comments
 Syllabus

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 Delete Copy

| Meeting Time | 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 * |
|--------------|--------------|--------------|------------|-----|-----|-----|-----|-----|-----|-----|------------|----------|----------------|---------------------------|---------------------|
| ... | ONL | 08/24/2020 | 10/18/2020 | | | | | | | | | | 0 | | 01 |

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 In

| 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 |
|-----------------|--------------------|-----------------------|------------------------|----------------|---------------|----------------|---------------------|----------------------|
| 72 | | | | | 6.60 | 6.60 | 52.50 | 3.000 |

NOTE: See definition of Online class on page 5. Refer to Attachment C to confirm total contact hours for asynchronous online course using 17.5 multiplier.

Example: Asynchronous Online Lecture/Lab

ellucian Schedule SSASECT 9.3.23 [CALBSTU:9.3.21.1 BAN9-188] (TEST) ADD RETRIEVE RELATED TOC

Term: 202020 CRN: 21204 Subject: ART Course: 182 F Title: Basic Drawing Start Over

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

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject ART ... ART Campus * 2 ... Fullerton College Grade Mode ...
 Course Number 182 F ... Status * A ... Active Session 0 ... On-line class
 Title Basic Drawing Schedule Type 72 ... Online Special Approval ...
 Section * OL1 ... Instructional Method 72 ... 72 Duration ...
 Cross List ... Integration Partner ...
 Override Duration

CLASS TYPE Insert Delete Copy Filter

Traditional Class
 Part of Term 1 ... 01/25/2021 Part-of-Term End Date 05/22/2021 Part of Term Weeks 16

Open Learning Class
 Registration Dates First Last
 Start Dates Processing Rules
 Maximum Extensions 0

CREDIT HOURS Insert Delete Copy Filter

Credit Hours
 Credit Hours 3.000
 Credit Hours None To Or
 Indicator
 Billing Hours 3.000
 Billing Hours None To Or
 Indicator
 Contact Hours 6.000
 Contact Hours None To Or
 Indicator

Lecture 2.000
 Lecture Indicator None To Or
 Lab 4.000
 Lab Indicator None To Or
 Other
 Other Indicator None To Or

CLASS INDICATORS Insert Delete Copy Filter

Prerequisite Check Basic or None CAPP DegreeWorks
 Method
 CEU Indicator
 Link Identifier
 Reporting Year 2020 2020-2021
 Attendance Method IW ... Independent Study--Weekly

Weekly Contact Hours 6.00
 Daily Contact Hours
 Total Contact Hours 105.00
 Long Title
 Tuition and Fee Waiver
 Voice Response and Self-Service Available
 Comments
 Syllabus
 Print
 Gradable

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 Delete Copy

| Meeting Time | 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 * |
|--------------|--------------|--------------|------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------|----------|----------------|---------------------------|---------------------|
| ... | ALT | 01/25/2021 | 05/22/2021 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | 0 | | 02 |
| | ONL | 01/25/2021 | 05/22/2021 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | 0 | | 01 |

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 In

| 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 |
|-----------------|--------------------------|-----------------------|------------------------|-------------------------------------|---------------|----------------|---------------------|----------------------|
| 72L | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 4.00 | 4.00 | 70.00 | 1.000 |
| 72 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 2.00 | 2.00 | 35.00 | 2.000 |

Important Notes (impacts 320 Attendance Accounting): 1) Use exact weekly contact hours for Hours per Week and use a 17.5 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: Asynchronous Online Lab

elucian Schedule SSASECT 9.3.23 [CALBSTU.9.3.21.1 BAN9-188] (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202010 CRN: 10240 Subject: ANTH Course: 101LC Title: Biological Anthropology Lab Start Over

COURSE SECTION INFORMATION Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: ANTH ANTHROPOLOGY Campus: 1 Cypress College Grade Mode: ...
 Course Number: 101LC Status: A Active Session: 0 On-line class
 Title: Biological Anthropology Lab Schedule Type: 72 Online Special Approval: ...
 Section: OL1 Instructional Method: 72 72 Duration: ...
 Cross List: ... Integration Partner: ...

CLASS TYPE

Traditional Class Part of Term: 1 Part of Term End Date: 08/24/2020 12/12/2020 Part of Term Weeks: 16
 Open Learning Class First Last
 Registration Dates Start Dates Processing Rules
 Maximum Extensions: 0

CREDIT HOURS

Credit Hours: 1.000 Lecture: ...
 Credit Hours Indicator: None To Or Lecture Indicator: None To Or
 Billing Hours: 1.000 Lab: 3.000
 Billing Hours Indicator: None To Or Lab Indicator: None To Or
 Contact Hours: 3.000 Other: ...
 Contact Hours Indicator: None To Or Other Indicator: None To Or

CLASS INDICATORS

Prerequisite Check Method: Basic or None CAPP DegreeWorks
 CEU Indicator
 Link Identifier
 Reporting Year: 2020 2020-2021
 Attendance Method: IW Independent Study--Weekly
 Weekly Contact Hours: 3.00 Long Title
 Daily Contact Hours
 Total Contact Hours: 52.50 Tuition and Fee Waiver
 Voice Response and Self-Service Available
 Comments
 Syllabus
 Print
 Gradable

SCHEDULE

| 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 * |
|--------------|--------------|------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------|----------|----------------|---------------------------|---------------------|
| ALT | 08/24/2020 | 12/12/2020 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | 0 | | 01 |

SCHEDULE

| 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 |
|-----------------|--------------------------|-----------------------|------------------------|-------------------------------------|---------------|----------------|---------------------|----------------------|
| 72L | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 3.00 | 3.00 | 52.50 | 1.000 |

Important Notes (impacts 320 Attendance Accounting): 1) Use exact weekly contact hours for Hours per Week and use a 17.5 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: Work Experience Class with Lab

✕ @ellucian Schedule SSASECT 9.3.32 [CALBSTU:9.3.31 BAN9-188] (PROD)

 ADD RETRIEVE RELATED TOOLS

Term: 202310 **CRN:** 11398 **Subject:** POSC **Course:** 199 F **Title:** Public Policy Internship
 Start Over

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

▼ COURSE SECTION INFORMATION

 Insert Delete Copy Filter

| | | | | | |
|---------------|----------------------------|----------------------|-------------------------|--|---------------------|
| Subject | POSC ... POLITICAL SCIENCE | Campus * | 2 ... Fullerton College | Grade Mode | ... |
| Course Number | 199 F ... | Status * | A ... Active | Session | 0 ... On-line class |
| Title | Public Policy Internship | Schedule Type | 20 ... Work Experience | Special Approval | ... |
| Section * | IS1 ... | Instructional Method | 20 ... 20 | Duration | ... |
| Cross List | ... | Integration Partner | ... | <input type="checkbox"/> Override Duration | |

▼ CLASS TYPE

 Insert Delete Copy Filter

Traditional Class
 Part of Term 1 ... 08/21/2023 Part-of-Term End Date 12/09/2023 Part of Term Weeks 16

Open Learning Class
 Registration Dates: First Last
 Start Dates:
 Maximum Extensions: 0

Processing Rules

▼ CREDIT HOURS

 Insert Delete Copy Filter

| | | | |
|-------------------------|--|-------------------|--|
| Credit Hours | 1.000 | Lecture | 1.000 |
| Credit Hours Indicator | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | Lecture Indicator | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or |
| Billing Hours | 1.000 | Lab | 3.000 |
| Billing Hours Indicator | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | Lab Indicator | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or |
| Contact Hours | 4.000 | Other | |
| Contact Hours Indicator | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or | Other Indicator | <input type="radio"/> None <input type="radio"/> To <input type="radio"/> Or |

▼ CLASS INDICATORS

 Insert Delete Copy Filter

| | | | | |
|---------------------------|---|----------------------|-------|---|
| Prerequisite Check Method | <input checked="" type="radio"/> Basic or None <input type="radio"/> CAPP <input type="radio"/> DegreeWorks | Weekly Contact Hours | 4.00 | <input checked="" type="checkbox"/> Long Title |
| Link Identifier | | Daily Contact Hours | | <input type="checkbox"/> Tuition and Fee Waiver |
| Reporting Year | 2023 2023-2024 | Total Contact Hours | 70.00 | <input checked="" type="checkbox"/> Voice Response and Self-Service Available |
| Attendance Method * | IW ... Independent Study--Weekly | | | <input type="checkbox"/> Comments |
| | | | | <input type="checkbox"/> Syllabus |

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 Delete Copy Filter

| 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 * |
|--------------|--------------|------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------|----------|----------------|---------------------------|---------------------|
| ALT | 08/21/2023 | 12/09/2023 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | 0 | | 01 |
| ONL | 08/21/2023 | 12/09/2023 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | 0 | | 02 |

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 Delete Copy Filter

| Building | Room | 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 |
|----------|--------|-----------------|--------------------------|-----------------------|------------------------|-------------------------------------|---------------|----------------|---------------------|----------------------|
| ONLINE | ONLINE | 20L | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 3.00 | 3.00 | 52.50 | 0.000 |
| ONLINE | ONLINE | 20 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 1.00 | 1.00 | 17.50 | 1.000 |

Important Notes (impacts 320 Attendance Accounting): 1) Use exact weekly contact hours for Hours per Week and use a 17.5 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: 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

The screenshot displays the SSASECT system interface for a course section. The course is 'JOUR 291 F Intern in Journalism/PR II' at Fullerton College. The section is '003' and is a 'Work Experience' type. The credit hours section is highlighted with yellow boxes, showing values for Credit Hours (2.000, 4.000, 6.000), Billing Hours (2.000, 4.000, 6.000), and Contact Hours (6.000, 16.000, 6.000). The meeting times section shows a schedule for 'ONL' (Online) from 01/24/2022 to 05/21/2022, with a session indicator of 02. The bottom section shows the 'SCHEDULE' table with columns for Building, Room, Schedule Type, Break Minutes, and Contact Hours.

| Building | Room | 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 |
|----------|--------|-----------------|--------------------------|-----------------------|------------------------|-------------------------------------|---------------|----------------|---------------------|----------------------|
| ONLINE | ONLINE | 72L | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 5.00 | 5.00 | 87.50 | 1.000 |
| ONLINE | ONLINE | 72 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 1.00 | 1.00 | 17.50 | 1.000 |

Important Notes (impacts 320 Attendance Accounting): 1) Use exact weekly contact hours for Hours per Week and use a 17.5 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: 3-Unit section of variable unit class

ellucian Schedule SSASECT 9.3.23 [CALBSTU:9.3.21.1 BAN9-188] (TEST)

Term: 202120 CRN: 23313 Subject: JOUR Course: 291 F Title: Intern in Journalism/PR II

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

COURSE SECTION INFORMATION

Subject: JOUR JOURNALISM Campus: 2 Fullerton College Grade Mode: ...
 Course Number: 291 F Status: A Active Session: 0 On-line class
 Title: Intern in Journalism/PR II Schedule Type: 20 Work Experience Special Approval: ...
 Section: O03 Instructional Method: 20 20 Duration: ...
 Cross List: ... Integration Partner: ...

CLASS TYPE

Traditional Class
 Part of Term: 1 01/24/2022 Part-of-Term End Date: 05/21/2022 Part of Term Weeks: 16
 Open Learning Class
 Registration Dates: ... Start Dates: ... Maximum Extensions: 0

CREDIT HOURS

Credit Hours: 2.000 4.000 **3.000**
 Credit Hours Indicator: None To Or
 Billing Hours: 2.000 4.000 **3.000**
 Billing Hours Indicator: None To Or
 Contact Hours: 6.000 16.000 **11.000**
 Contact Hours Indicator: None To Or

Lecture: 1.000 **1.000**
 Lecture Indicator: None To Or
 Lab: 5.000 15.000 **10.000**
 Lab Indicator: None To Or
 Other: ...
 Other Indicator: None To Or

CLASS INDICATORS

Prerequisite Check: Basic or None CAPP DegreeWorks
 Method: CEU Indicator
 Link Identifier: ... Reporting Year: 2021 2021-2022
 Attendance Method: IW Independent Study-Weekly
 Weekly Contact Hours: 11.0
 Daily Contact Hours: ... Total Contact Hours: 192.5
 Print Gradable
 Long Title
 Tuition and Fee Waiver
 Voice Response and Self-Service Available
 Comments
 Syllabus

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

| Meeting Time | 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 * |
|--------------|--------------|--------------|------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------|----------|----------------|---------------------------|---------------------|
| | ALT | 01/24/2022 | 05/21/2022 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | 0 | | 01 |
| | *** ONL | 01/24/2022 | 05/21/2022 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | 0 0 | | 02 |

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

| Building | Room | 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 |
|----------|--------|-----------------|--------------------------|-----------------------|------------------------|-------------------------------------|---------------|----------------|---------------------|----------------------|
| ONLINE | ONLINE | 72L | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 10.00 | 10.00 | 175.00 | 2.000 |
| ONLINE | ONLINE | 72 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 1.00 | 1.00 | 17.50 | 1.000 |

Important Notes (impacts 320 Attendance Accounting): 1) Use exact weekly contact hours for Hours per Week and use a 17.5 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: 4-Unit section of variable unit class

✕ @ellucian Schedule SSASECT 9.3.23 [CALBSTU:9.3.21.1 BAN9-186] (TEST) ADD RETRIEVE RELATED TOOL

Term: 202120 CRN: 23313 Subject: JOUR Course: 291 F Title: Intern In Journalism/PR II Start Over

COURSE SECTION INFORMATION Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: JOUR JOURNALISM Campus: 2 Fullerton College Grade Mode: ...
 Course Number: 291 F Status: A Active Session: O On-line class
 Title: Intern in Journalism/PR II Schedule Type: 20 Work Experience Special Approval: ...
 Section: 003 Instructional Method: 20 20 Duration: ...
 Cross List: ... Integration Partner: ...

CLASS TYPE

Traditional Class: Part of Term 1 01/24/2022 Part-of-Term End Date 05/21/2022 Part of Term Weeks 16
 Open Learning Class: First Last
 Registration Dates: Start Dates: Processing Rules
 Maximum Extensions: 0

CREDIT HOURS

Credit Hours: 2.000 4.000
 Credit Hours: None To Or
 Indicator:
 Billing Hours: 2.000 4.000
 Billing Hours: None To Or
 Indicator:
 Contact Hours: 6.000 16.000
 Contact Hours: None To Or
 Indicator:
 Lecture: 1.000
 Lecture Indicator: None To Or
 Lab: 5.000 15.000
 Lab Indicator: None To Or
 Other:
 Other Indicator: None To Or

CLASS INDICATORS

Prerequisite Check Method: Basic or None CAPP DegreeWorks
 CEU Indicator:
 Link Identifier:
 Reporting Year: 2021 2021-2022
 Attendance Method: IW Independent Study--Weekly
 Weekly Contact Hours: 16.0
 Daily Contact Hours:
 Total Contact Hours: 280
 Print Gradable
 Long Title
 Tuition and Fee Waiver
 Voice Response and Self-Service Available
 Comments
 Syllabus

SCHEDULE

| Meeting Time | 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 * |
|--------------|--------------|--------------|------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------|----------|----------------|---------------------------|---------------------|
| ALT | | 01/24/2022 | 05/21/2022 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | 0 | | 01 |
| ONL | | 01/24/2022 | 05/21/2022 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | 0 | O | 02 |

SCHEDULE

| Building | Room | 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 |
|----------|--------|-----------------|--------------------------|-----------------------|------------------------|-------------------------------------|---------------|----------------|---------------------|----------------------|
| ONLINE | ONLINE | 72L | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 15.00 | 15.00 | 262.50 | 3.000 |
| ONLINE | ONLINE | 72 | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | 1.00 | 1.00 | 17.50 | 1.000 |

Important Notes (impacts 320 Attendance Accounting): 1) Use exact weekly contact hours for Hours per Week and use a 17.5 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 convention will help sort sections and define type of course.

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

Fullerton Crosslist Codes

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

STATUS

A - Active – Only code for inputting (if a course is canceled, A&R/Catalog & Schedule Coordinator will change the field to “C”)

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 meetings)

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

For some programs, a code is needed to restrict enrollment.

NOTE: All codes in this field will be replaced with an “SA” (Special Approval) code once the course begins.

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 Leave box checked if you want class to print in schedule. Unclick box if you do not want class to print in schedule but it will appear on the searchable web.

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

VR/WEB Leave box checked if you want the student to be able to register for class in myGateway. Unclick box if you do not want the student to register for this class. NOTE: For Dual Enrollment courses, UNCLICK this box.

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.

| Session Indicator | Instructor Session Indicator | ID | Instructor Name | Faculty Load Override |
|-------------------|------------------------------|----|-----------------|-----------------------|
| 01 | 01 | | Shin, Gary T. | |
| 02 | 02 | | Shin, Gary T. | |

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 CCCC 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

The screenshot shows the Banner SSADETL interface for a course section. The browser address bar shows 'ellucian Schedule Detail SSADETL 9.3.32 (TEST)'. The page title is 'Musical Theatre History'. The 'Degree Program Attributes' tab is selected, displaying a table of attributes:

| Attribute * | Description |
|-------------|--------------------------------|
| 2AC1 | F-GE C1 Arts |
| 2CC1 | F-CSU C1 Arts |
| 2CC3 | FC/Arts & Humanities |
| 2I3A | F-IGETC 3A Arts |
| 2PC1 | FC/Paralegal Arts |
| A70 | Drama/Theater Arts |
| C15 | Music |
| CB | Course Site (Blackboard) |
| CSUG | CSU GE |
| IGET | IGETC |
| MOER | Mix of OER & Non-OER materials |

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

| | |
|-------------------|----------------------------------|
| CLASS TYPE | |
| Traditional Class | |
| Part of Term | 1 ... |
| 01/24/2022 | Part-of-Term End Date 05/21/2022 |

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

| | |
|-------------------|----------------------------------|
| Traditional Class | |
| Part of Term | F8 ... |
| 01/24/2022 | Part-of-Term End Date 03/20/2022 |

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).

| | |
|-------------------|----------------------------------|
| Traditional Class | |
| Part of Term | F8 ... |
| 01/24/2022 | Part-of-Term End Date 02/27/2022 |

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

| | | |
|---------------|------------------------------|-------------------------------------|
| Meeting Dates | Meeting Location and Credits | Tues = 03/15/2022 |
| SCHEDULE | | |
| Meeting Type | Start Date * | End Date * |
| CLAS | 01/24/2022 | 03/15/2022 |
| | Mon | Tue |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Example WITHOUT meeting days/times

| | | |
|---------------|------------------------------|--------------------------|
| Meeting Dates | Meeting Location and Credits | Sun = 02/27/2022 |
| SCHEDULE | | |
| Meeting Type | Start Date * | End Date * |
| ONL | 01/24/2022 | 02/27/2022 |
| | Mon | Tue |
| | <input type="checkbox"/> | <input type="checkbox"/> |

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 | |
| Term: 202120 | CRN: 21567 |
| Subject: ACCT | |
| SCHEDULE CALENDAR | |
| Academic Calendar | FT ... |
| Type | Full |
| Section Begin Date | 01/24/2022 |

| | |
|--------------------------|------------|
| Example Short-term Class | |
| Term: 202120 | CRN: 20003 |
| Subject: ACR | |
| SCHEDULE CALENDAR | |
| Academic Calendar | PC ... |
| Type | P |
| Section Begin Date | 01/24/2022 |

| | |
|----------------------|------------|
| Example Summer Class | |
| Term: 202130 | CRN: 30051 |
| Subject: COM | |
| SCHEDULE CALENDAR | |
| Academic Calendar | PC ... |
| Type | P |
| Section Begin Date | 07/04/2022 |

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

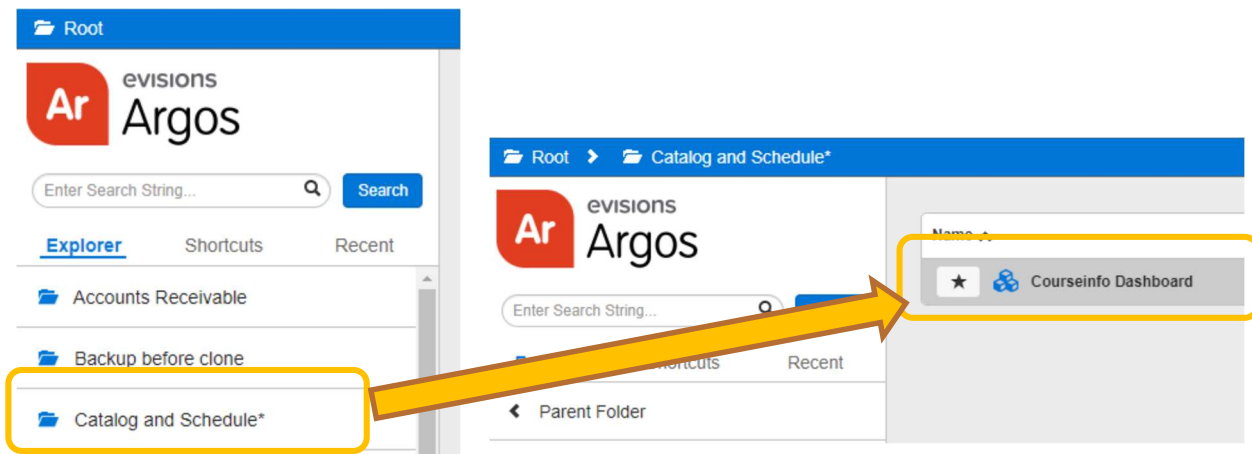
| Part of Term | Description | Banner Building Codes | Calendar Type |
|------------------|------------------------------|-----------------------|---------------------|
| AUD | Anaheim Union (AUHSD) | AUHSD | See calendars below |
| | o Anaheim HS | AHS | |
| | o Ball Jr HS | BLJ | |
| | o Brookhurst 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 | | |
| | 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 | |

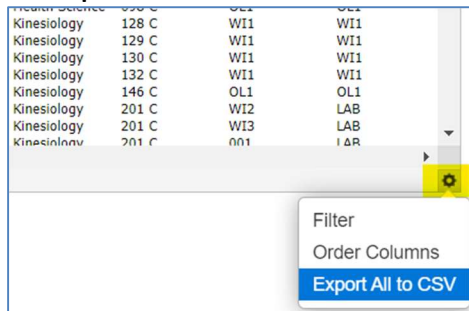
*Blank Calendar Types: Admissions & Records personnel will manually enter necessary dates before semester starts for classes meeting <=7 days total.

Argos Report - Courseinfo Dashboard

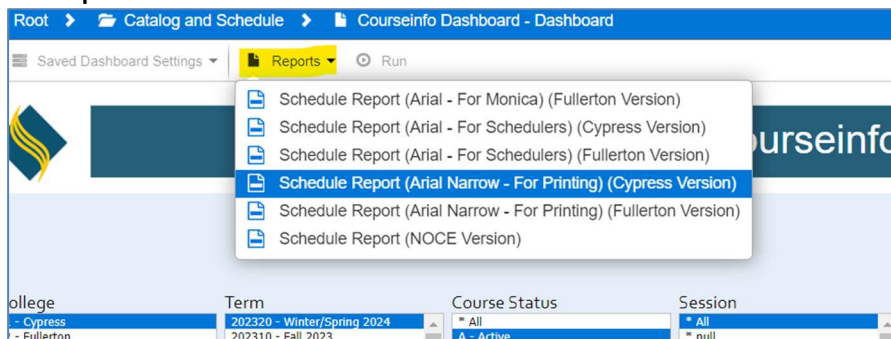
1. Navigate to report.nocccd.edu ["New Argos"]
2. After you log in, you will find the list of folders on the left side of the pane. Click on 'Catalog and Schedule' folder.
3. Click on the 'Courseinfo Dashboard' datablock in the main pane.
4. Select the desired variables in each of the filter list boxes.
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 CCCC 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 17.5 Term Length Multiplier for contact hour calculations?**
 - a. Use the 17.5 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).
- 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. 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 | * Explanation on previous page | | |
|---|-------------------------------|--------------------------|------------------------------|---------------------------|-------------------|---------|---------|---------------------------|--|-------------------|-------------------------|
| Number of Class Meetings per Week | Total Number of Classes | CONTACT HOURS | | | MINUTES PER CLASS | | | CLOCK HOUR CLASS SCHEDULE | | | |
| | | Contact Hours Per Day | Contact Hours Per Week | Total Contact Hours | Instructional | Break | Total | Clock Time | | Breaks | Example Meeting Time |
| | | SCH | SCH | SCH | Minutes | Minutes | Minutes | Hrs:Mins | | per Class | |
| 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 | Contact Hours Per Week | Total Contact Hours | Instructional | Break | Total | Clock Time | Breaks | Example Meeting Time |
| | | SCH | SCH | SCH | Minutes | Minutes | Minutes | Hrs:Mins | per Class | |
| 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 | Contact Hours Per Week | Total Contact Hours | Instructional | Break | Total | Clock Time | Breaks | Example Meeting Time |
| | | SCH | SCH | SCH | Minutes | Minutes | Minutes | Hrs:Mins | per Class | |
| 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 | Contact Hours Per Week | Total Contact Hours | Instructional | Break | Total | Clock Time | Breaks | Example Meeting Time |
| | | SCH | SCH | SCH | Minutes | Minutes | Minutes | Hrs:Mins | per Class | |
| 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 | Contact Hours Per Week | Total Contact Hours | Instructional | Break | Total | Clock Time | Breaks | Example Meeting Time |
| | | SCH | SCH | SCH | Minutes | Minutes | Minutes | Hrs:Mins | per Class | |
| 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 | Contact Hours Per Week | Total Contact Hours | Instructional | Break | Total | Clock Time | Breaks | Example Meeting Time |
| | | SCH | SCH | SCH | Minutes | Minutes | Minutes | Hrs:Mins | per Class | |
| 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 | Contact Hours Per Week | Total Contact Hours | Instructional | Break | Total | Clock Time | Breaks | Example Meeting Time |
| | | SCH | SCH | SCH | Minutes | Minutes | Minutes | Hrs:Mins | per Class | |
| 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 |

ATTACHMENT A

16.2 WEEK FULL TERM SCHEDULING OPTIONS (Continued)

| 4.5 | | << CATALOG WEEKLY CONTACT HOURS | | | | | | Lec LHE | 4.500 | LAB LHE | 3.375 |
|---|-------------------------------|---------------------------------|------------------------------|---------------------------|-------------------|---------|---------|---------------------------|-----------|-------------------------|-------|
| Number of Class Meetings per Week | Total Number of Classes | CONTACT HOURS | | | MINUTES PER CLASS | | | CLOCK HOUR CLASS SCHEDULE | | | |
| | | Contact Hours Per Day | Contact Hours Per Week | Total Contact Hours | Instructional | Break | Total | Clock Time | Breaks | Example Meeting Time | |
| | | SCH | SCH | SCH | Minutes | Minutes | Minutes | Hrs:Mins | per Class | | |
| 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 Class Meetings per Week | Total Number of Classes | CONTACT HOURS | | | MINUTES PER CLASS | | | CLOCK HOUR CLASS SCHEDULE | | | |
| | | Contact Hours Per Day | Contact Hours Per Week | Total Contact Hours | Instructional | Break | Total | Clock Time | Breaks | Example Meeting Time | |
| | | SCH | SCH | SCH | Minutes | Minutes | Minutes | Hrs:Mins | per Class | | |
| 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 Class Meetings per Week | Total Number of Classes | CONTACT HOURS | | | MINUTES PER CLASS | | | CLOCK HOUR CLASS SCHEDULE | | | |
| | | Contact Hours Per Day | Contact Hours Per Week | Total Contact Hours | Instructional | Break | Total | Clock Time | Breaks | Example Meeting Time | |
| | | SCH | SCH | SCH | Minutes | Minutes | Minutes | Hrs:Mins | per Class | | |
| 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 Class Meetings per Week | Total Number of Classes | CONTACT HOURS | | | MINUTES PER CLASS | | | CLOCK HOUR CLASS SCHEDULE | | | |
| | | Contact Hours Per Day | Contact Hours Per Week | Total Contact Hours | Instructional | Break | Total | Clock Time | Breaks | Example Meeting Time | |
| | | SCH | SCH | SCH | Minutes | Minutes | Minutes | Hrs:Mins | per Class | | |
| 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 Class Meetings per Week | Total Number of Classes | CONTACT HOURS | | | MINUTES PER CLASS | | | CLOCK HOUR CLASS SCHEDULE | | | |
| | | Contact Hours Per Day | Contact Hours Per Week | Total Contact Hours | Instructional | Break | Total | Clock Time | Breaks | Example Meeting Time | |
| | | SCH | SCH | SCH | Minutes | Minutes | Minutes | Hrs:Mins | per Class | | |
| 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 Class Meetings per Week | Total Number of Classes | CONTACT HOURS | | | MINUTES PER CLASS | | | CLOCK HOUR CLASS SCHEDULE | | | |
| | | Contact Hours Per Day | Contact Hours Per Week | Total Contact Hours | Instructional | Break | Total | Clock Time | Breaks | Example Meeting Time | |
| | | SCH | SCH | SCH | Minutes | Minutes | Minutes | Hrs:Mins | per Class | | |
| 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 | |

ATTACHMENT A

16.2 WEEK FULL TERM SCHEDULING OPTIONS (Continued)

| 7.5 | | << CATALOG WEEKLY CONTACT HOURS | | | | | | Lec LHE | 7.500 | LAB LHE | 5.625 |
|-----------------------------------|-------------------------|---------------------------------|----------------------------|-------------------------|-----------------------|---------------|---------------|---------------------------|------------------|----------------------|-------|
| 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 | 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 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 | 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 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 | 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 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 | 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 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 | 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 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 | 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/CCCO-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 | |

ATTACHMENT B

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 | |

ATTACHMENT B

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 | |

ATTACHMENT B

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 | |

ATTACHMENT B

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 | |

ATTACHMENT B

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 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 | |
| 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 a 17.5 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 17.5 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 | 8.75/# Weeks | 8.75 |
| 1 | 1 | 1 | 17.5/# Weeks | 17.5 |
| 1.5 | 1.5 | 1.5 | 26.25/# Weeks | 26.25 |
| 2 | 2 | 2 | 35/# Weeks | 35 |
| 2.5 | 2.5 | 2.5 | 43.75/# Weeks | 43.75 |
| 3 | 3 | 3 | 52.5/# Weeks | 52.5 |
| 3.5 | 3.5 | 3.5 | 61.25/# Weeks | 61.25 |
| 4 | 4 | 4 | 70/# Weeks | 70 |
| 4.5 | 4.5 | 4.5 | 78.75/# Weeks | 78.75 |
| 5 | 5 | 5 | 87.5/# Weeks | 87.5 |
| 5.5 | 5.5 | 5.5 | 96.25/# Weeks | 96.25 |
| 6 | 6 | 6 | 105/# Weeks | 105 |
| 6.5 | 6.5 | 6.5 | 113.75/# Weeks | 113.75 |
| 7 | 7 | 7 | 122.5/# Weeks | 122.5 |
| 7.5 | 7.5 | 7.5 | 131.25/# Weeks | 131.25 |
| 8 | 8 | 8 | 140/# Weeks | 140 |
| 8.5 | 8.5 | 8.5 | 148.75/# Weeks | 148.75 |
| 9 | 9 | 9 | 157.5/# Weeks | 157.5 |
| 9.5 | 9.5 | 9.5 | 166.25/# Weeks | 166.25 |
| 10 | 10 | 10 | 175/# Weeks | 175 |
| 10.5 | 10.5 | 10.5 | 183.75/# Weeks | 183.75 |
| 11 | 11 | 11 | 192.5/# Weeks | 192.5 |
| 11.5 | 11.5 | 11.5 | 201.25/# Weeks | 201.25 |
| 12 | 12 | 12 | 210/# Weeks | 210 |
| 12.5 | 12.5 | 12.5 | 218.75/# Weeks | 218.75 |
| 13 | 13 | 13 | 227.5/# Weeks | 227.5 |
| 13.5 | 13.5 | 13.5 | 236.25/# Weeks | 236.25 |
| 14 | 14 | 14 | 245/# Weeks | 245 |
| 14.5 | 14.5 | 14.5 | 253.75/# Weeks | 253.75 |
| 15 | 15 | 15 | 262.5/# Weeks | 262.5 |
| 15.5 | 15.5 | 15.5 | 271.25/# Weeks | 271.25 |
| 16 | 16 | 16 | 280/# Weeks | 280 |