



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

North Orange County Community College District

Course Scheduling Manual

REV Aug 2023



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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:

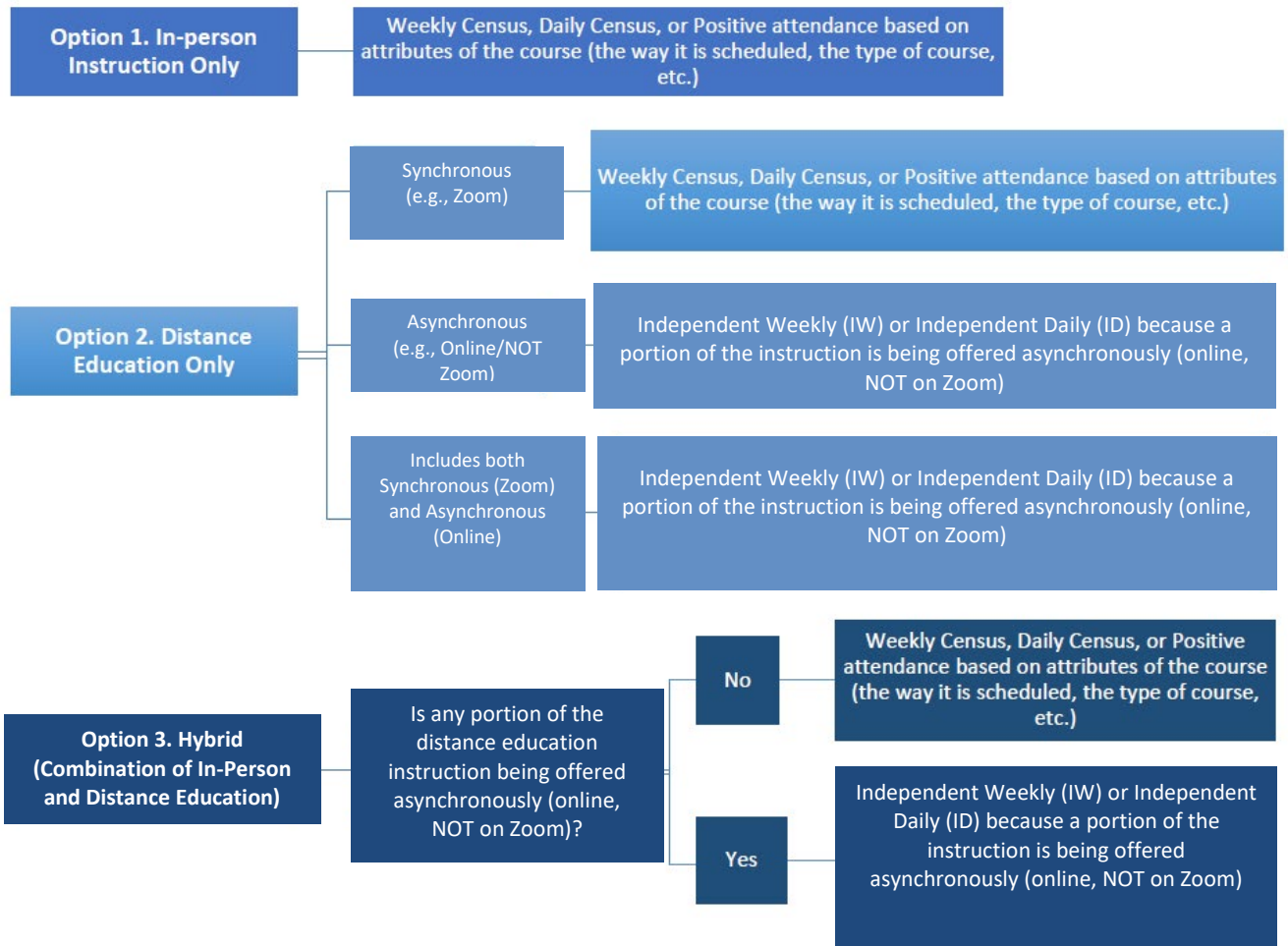
- a) Asynchronous online with on-campus sessions (HYA),
- b) Synchronous online/Zoom with on-campus sessions (HYS)
- c) Asynchronous, synchronous/Zoom, and on-campus sessions (HYO)

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=179DFFBB4DADB62C5D5352B001D909F8A2C5C48>

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

*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).*

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

The screenshot shows the Banner SSASECT form for course 105 C, Ballet I. The form is titled "Schedule SSASECT 9.3.22 [CALBSTU:9.3.21.1 BAN9-188] (TEST)". The term is 202110, CRN is 11087, subject is DANC, course is 105 C, and title is Ballet I. The form is divided into two main sections: "Credit Hours" and "Weekly Contact Hours".

Credit Hours Section:

- Total Credit Hrs: 2.000
- Billing Hours: 2.000
- Total Weekly Contact Hrs: 4.000

Weekly Contact Hours Section:

- Weekly Lecture Contact Hrs: 1.000
- Weekly Lab Contact Hrs: 3.000

The form also includes radio buttons for "None", "To", and "Or" for various indicators.

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 ellucian system. It includes input fields for Credit Hours (2.000), Billing Hours (2.000), and Contact Hours (4.000). On the right, there are sections for Lecture (1.000), Lab (3.000), and Other, each with radio button indicators for 'None', 'To', and '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)

Settings In				
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								
▼ 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
	<input type="checkbox"/> CEU Indicator
Link Identifier	<input type="text"/>
Reporting Year	2022 2022-2023 <input checked="" type="checkbox"/> Print
Attendance Method	IW <input type="text"/> 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).

ellucian 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 O

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 x 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 weeks = 1.3 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

- 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

Credit Hours Indicator None To Or

Billing Hours

Billing Hours Indicator None To Or

Contact Hours

Contact Hours Indicator None To Or

Lecture

Lecture Indicator None To Or

Lab

Lab Indicator None To Or

Other

Other Indicator None To Or

- 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).

1. Determine target total contact hours for the course: 3 contact hours x 17.5 weeks = 52.5 (see Attachment C).
2. 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)
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.
4. 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

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	20 (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	20 (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

elucian 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 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: 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)

elucian 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 First Last
 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: Total Contact Hours: 110.16 Tuition and Fee Waiver
 Link Identifier: Reporting Year: 2020 2020-2021 Print
 Attendance Method: W Weekly, (full-term section) 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	01/25/2021	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: Session: E Evening class
 Course Number: 138 F Status: A Active
 Title: Forensics Schedule Type: 02 Lecture Special Approval: Duration:
 Section #: 100 Instructional Method: 02 02
 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: Processing Rules
 Maximum Extensions: 0

CREDIT HOURS Insert Delete Copy Filter

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

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

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

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:
 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
 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 Daily Contact Hours:
 Link Identifier: Total Contact Hours: 55.08 Tuition and Fee Waiver
 Reporting Year: 2023 2023-2024 Print Voice Response and Self-Service Available
 Attendance Method: W Weekly, (full-term section) 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 Part-of-Term End Date Part of Term Weeks

Open Learning Class

Registration Dates Processing Rules

Start Dates

Maximum Extensions

CREDIT HOURS + Insert - Delete Copy Filter

Credit Hours

Credit Hours	<input type="text" value="3.000"/>	Lecture	<input type="text" value="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	<input type="text" value="3.000"/>	Lab	<input type="text"/>
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	<input type="text" value="3.000"/>	Other	<input type="text"/>
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 Basic or None CAPP DegreeWorks

CEU Indicator

Link Identifier

Reporting Year 2023-2024

Attendance Method

Weekly Contact Hours

Daily Contact Hours

Total Contact Hours

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 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 checked="" 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

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"/>	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 Indicator None To Or Lecture Indicator None To Or
 Billing Hours 3.000 Lab 3.000
 Billing Hours Indicator None To Or Lab Indicator None To Or
 Contact Hours 5.000 Other
 Contact Hours Indicator 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 Asynch 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 Basic or None CAPP DegreeWorks Weekly Contact Hours 4.00 Long Title
 Method CEU Indicator Daily Contact Hours
 Link Identifier Total Contact Hours 70.00 Tuition and Fee Waiver
 Reporting Year 2023 2023-2024 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

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

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	01/27/2020	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

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

CLASS INDICATORS Insert Delete Copy Filter

Prerequisite Check Method: Basic or None CAPP DegreeWorks
 Weekly Contact Hours: 4.0
 Daily Contact Hours: 70
 Total Contact Hours: Print Gradable
 Link Identifier:
 Reporting Year: 2021-2022
 Attendance Method: ID Independent Study-Daily
 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)

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

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

COURSE SECTION INFORMATION

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

CLASS TYPE

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

Credit Hours: 5.000 Lecture: 3.000
 Credit Hours: None To Or Lecture Indicator: None To Or
 Billing Hours: 5.000 Lab: 6.000
 Billing Hours: None To Or Lab Indicator: None To Or
 Contact Hours: 9.000 Other:
 Contact Hours: 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: 9.00
 Daily Contact Hours:
 Total Contact Hours: 157.50
 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 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

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)

elucian 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 Over

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 First Last
 Registration Dates Start Dates Maximum Extensions 0 Processing Rules

CREDIT HOURS Insert Delete Copy Filter

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 Weekly Contact Hours 4.40 Long Title
 Method CEU Indicator Daily Contact Hours Total Contact Hours 71.28 Tuition and Fee Waiver
 Link Identifier Print
 Reporting Year 2023 2023-2024 Gradable
 Attendance Method W ... Weekly, (full-term section) 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	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	<input type="checkbox"/>	3.40	3.40	55.08	3.000
BUS	204	04	<input checked="" type="checkbox"/>		0	<input type="checkbox"/>	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 First Last
 Registration Dates:
 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 Method: Basic or None CAPP Degree/Works
 Weekly Contact Hours: 6.80 Long Title
 CEU Indicator: Daily Contact Hours:
 Link Identifier:
 Total Contact Hours: 110.16 Tuition and Fee Waiver
 Reporting Year: 2023-2024 Print Voice Response and Self-Service Available
 Attendance Method: W Weekly, (full-term section) 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

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 Method: Basic or None CAPP DegreeWorks Weekly Contact Hours: 6.00 Long Title:
 CEU Indicator: Daily Contact Hours: Total Contact Hours: 105.00 Tuition and Fee Waiver:
 Link Identifier: Reporting Year: 2021 2021-2022 Print Gradable Voice Response and Self-Service Available:
 Attendance Method: IW Independent Study--Weekly 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
 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 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		Lecture	2.000	
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	4.000	
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	

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 Long Title
 Daily Contact Hours
 Total Contact Hours 105.00 Tuition and Fee Waiver
 Voice Response and Self-Service Available
 Comments
 Print
 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 *
...	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: O 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 08/24/2020 Part-of-Term End Date: 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: ... Tuition and Fee Waiver:
 Total Contact Hours: 52.50 Voice Response and Self-Service Available:
 Print: Comments:
 Gradable: Syllabus:

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: 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

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

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

COURSE SECTION INFORMATION

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, 05/21/2022, 16 weeks
 Open Learning Class: First Last
 Registration Dates: Start Dates: Processing Rules
 Maximum Extensions: 0

CREDIT HOURS

Credit Hours	2.000	4.000	<input type="text" value="2.000"/>	Lecture	1.000	<input type="text" value="1.000"/>	
Credit Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or	Lecture Indicator	<input type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or
Billing Hours	2.000	4.000	<input type="text" value="2.000"/>	Lab	5.000	15.000	<input type="text" value="5.000"/>
Billing Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or	Lab Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or
Contact Hours	6.000	16.000	<input type="text" value="6.000"/>	Other			<input type="text"/>
Contact Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or	Other Indicator	<input type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or

CLASS INDICATORS

Prerequisite Check: Basic or None CAPP Degree/Works
 Method: CEU Indicator Weekly Contact Hours: 6.0
 Link Identifier: Reporting Year: 2021-2022 Daily Contact Hours: 105
 Attendance Method: IW Independent Study--Weekly Total Contact Hours: 105
 Print Long Title
 Gradable 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		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"/>	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

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

COURSE SECTION INFORMATION

Subject: JOUR JOURNALISM Campus: 2 Fullerton College
 Course Number: 291 F Status: A Active
 Title: Intern in Journalism/PR II Schedule Type: 20 Work Experience
 Section #: 003 Instructional Method: 20 20
 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
 Credit Hours Indicator: None To Or
 Billing Hours: 2.000 4.000
 Billing Hours Indicator: None To Or
 Contact Hours: 6.000 16.000
 Contact Hours Indicator: None To Or

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: Basic or None CAPP Degree/Works
 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

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

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 BAN9-188] (TEST) ADD RETRIEVE RELATED TOOLS

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

COURSE SECTION INFORMATION Insert Delete Copy Filter

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

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: 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 Insert Delete Copy Filter

Prerequisite Check: Basic or None CAPP DegreeWorks Weekly Contact Hours: 16.0
 Method: CEU Indicator: Daily Contact Hours: Total Contact Hours: 280
 Link Identifier: Reporting Year: 2021 2021-2022 Attendance Method: IW Independent Study--Weekly
 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 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 *
	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

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	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-I9 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)

- 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	Work Experience
40	Independent Study
HY	Asynch Online Lecture meeting of Hybrid class
HYL	Asynch Online Lab meeting of Hybrid class
71	Synch Online Lecture
71L	Synch Online 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).

Zero Textbook Cost Program

For sections that offer a Zero Cost Textbook option, add a “ZTCP” (zero textbook cost program) code to a course.

From SSASECT, go to SSADETL and the Degree Program Attributes tab.

Click on “Insert”

Go to blank line and type ZTCP and SAVE.

Code	Description	ACTIVITY DATE
Z45	Noncredit Home Economics	07/31/2002
Z50	Noncredit Parent Education	07/31/2002
Z55	Noncredit Short-Term Vocational	07/31/2002
Z56	Noncredit Apprenticeship	07/31/2002
Z90	Placeholder for new courses	02/10/2020
ZTCP	Zero Textbook Cost Program	10/17/2017

- Elective Attribute Pool [SSAPOOL]
- Specific Section Attribute [SSASATR]
- Course Section Detail [SSADETL]**
- Schedule Restrictions [SSARRES]
- Schedule Pre-requisites [SSAPREQ]

USEFUL 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 five 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.

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
Start Date	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
Start Date	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
Start Date	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	Wed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thu	Fri	Sat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun		
<input type="checkbox"/>		<input 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	Wed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu	Fri	Sat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun		
<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.

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 Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time	
		SCH	SCH	SCH							
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 Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time	
		SCH	SCH	SCH							
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 Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time	
		SCH	SCH	SCH							
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 Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time	
		SCH	SCH	SCH							
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 Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time	
		SCH	SCH	SCH							
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 Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Example Meeting Time	
		SCH	SCH	SCH							
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 CCCC CO Calculating Class Hours document for more details: <https://www.cccco.edu/-/media/CCCCO-Website/College-Finance-and-Facilities/Manuals/ada-contact-hour-computation-chart-edited-2-a11y.pdf>
2. Fullerton College has agreed upon passing times for summer when classes should not be scheduled, where possible: 10:30-10:40 a.m. and 6:20-6:30 p.m.

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

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

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)	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
3.5	3.5	3.5	61.25
4	4	4	70
4.5	4.5	4.5	78.75
5	5	5	87.5
5.5	5.5	5.5	96.25
6	6	6	105
6.5	6.5	6.5	113.75
7	7	7	122.5
7.5	7.5	7.5	131.25
8	8	8	140
8.5	8.5	8.5	148.75
9	9	9	157.5
9.5	9.5	9.5	166.25
10	10	10	175
10.5	10.5	10.5	183.75
11	11	11	192.5
11.5	11.5	11.5	201.25
12	12	12	210
12.5	12.5	12.5	218.75
13	13	13	227.5
13.5	13.5	13.5	236.25
14	14	14	245
14.5	14.5	14.5	253.75
15	15	15	262.5
15.5	15.5	15.5	271.25
16	16	16	280