

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

### North Orange County Community College District

# **Course** Scheduling Manual

REV October 2024



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### 16-Week Calendar: General Scheduling Principles and Practices

### BACKGROUND

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

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

### **Attendance Accounting Methods**

Attendance	Definition	NOCCCD Tips	FTES Formula
Method			
WEEKLY (W)	For <b>full-term</b> regularly scheduled classes (i.e., same number of hours each week it is scheduled to meet). <b>Use</b> : 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 <b>are less than full-term</b> or scheduled in a summer or winter intersession <b>Use</b> : 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 <b>irregularly</b> <b>scheduled</b> (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. <b>Use</b> : 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 <b>full-term</b> where instruction occurs outside the traditional classroom setting, such as work experience, online, and independent study. <b>Use</b> : 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 <b>less than full-term</b> where instruction occurs outside the traditional classroom setting, such as work experience, online, and independent study. <b>Use</b> : 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)

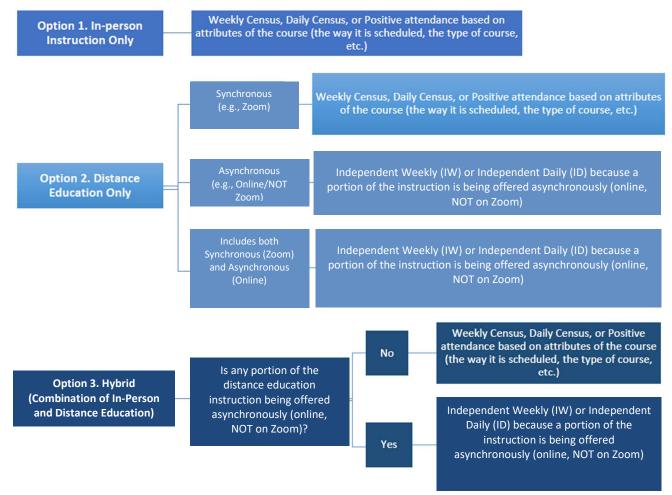
**SCHEDULING HYBRID SECTIONS:** This applies to a course offered online (asynchronous or synchronous) with **any** in-person meetings on campus.

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 CCCCO



Source: Adapted from CCCCO Memo FS 21-09 Attendance Accounting Guidance for Transitions to In-Person Instruction, October 6, 2021. https://www.cccco.edu/-/media/CCCCO-Website/College-Finance-and-Facilities/Fiscal-Memos/Fiscal-Memos/2021/fs2109attendanceaccountingguidancefortransitiontoinpersoninsta11y.pdf?la=en&hash=179DFFBB4DADDB62C5D5352B0 01D909F8A2C5C48

### **Entering Student Contact Hours in Banner**

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

#### **General Calculations**

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

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

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

#### Override

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

#### How do the calculations relate to one another?

#### A. On-campus/Synchronous Classes

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

* CREDIT HOURS	Example for a 3-unit full-term on-campus class meeting 2
Credit Hours Credit Hours 3.000	times per week (rounded to nearest 0.1 or 5-min interval).
Credit Hours O None O To Or Indicator	TOTAL CONTACT HOURS =
Billing Hours 3.000	3 contact hours x 18 = 54 (55.08 due to rounded up daily/weekly)
Total Weekly Contact Hrs	HOURS PER WEEK =
Contact Hours 3.000	54 / 16.2 = 3.333 (round up to 3.4)
	Hours per Day = 3.333 / 2 = 1.667 (round up to 1.7)

#### B. Asynchronous Online/Hybrid Classes

**TOTAL CONTACT HOURS** = Course catalog (SSASECT) weekly contact hours x 17.5 HOURS PER WEEK (Full term) = Total Contact Hours / 17.5 (Distance Education term length multiplier) HOURS PER WEEK (Less than full term) = Total Contact Hours/Number of weeks HOURS PER DAY = Total Contact Hours / Number of Class Meetings

Example for a 3-unit full-term online class meeting 2 times per week (with rounding to nearest 0.1 or 5-min interval).

CREDIT HOURS		TOTAL CONTACT HOURS =
Credit Hours	3 000	3 contact hours x 17.5 = 52.5
Credit Hours	3.000	
Credit Hours Indicator	None To Or	Hours per Week = 52.5 / 17.5 = 3
Billing Hours	3.000	32.37 11.5 - 3
<b>Total Weekl</b>	<b>y Contact Hrs</b>	Hours per Day =
Contact Hours	3.000	3 / 2 = 1.5

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#### 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.
- 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

×	@ ellu	cian	Schedule	e SSASE	CT 9.3.22	[CALBST	U:9.3.21.1	1 BAN9-188	] (TEST	)		ADD	🖺 RE
Term	: 202110	CRN:	11087 S	ubject:	DANC	Course:	105 C	Title:	Ballet	l			
* CF	REDIT HOUF	RS											inse 🖬
Cre	edit Hours	otal	Cred	it Hr	S				We	ekly Lectu	re Cor	ntact	Hrs
	Credi	t Hours		2.00	00					Lecture		1.000	
	Credi	t Hours	O None	e 🔾 T	o 🔿 Oi	r				Lecture Indicator	O None	0 То	Or Or
	In	ndicator							V	Veekly Lab	Cont	act F	Irs
	Billing	Hours		2.00	00					Lab		3.000	
	-	Hours	$\smile$	$\sim$	0 0	r				Lab Indicator	O None	O To	O Or
To	tal W	lee	dy Co	ntac	t Hrs								
L	Contac	t Hours		4.00	00					Other			
	Contac	t Hours	O None	e 🔿 T	io 🔘 Or	[				Other Indicator	O None	ОТо	Or Or

#### Determining Session Credit Hours: Lecture/Lab:

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

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

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

### Splitting Contact Hours Example 1: Lecture/Lab (Oncampus, 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: 2077	Sub	ject:	AT	Course:	105 C	Title:	Automo	tive Elect	rical I	
Course Section Information		Section Enrollment Information			t Information	Meeting	Times and I	Section Preferences			
Credit Hours											
Credit Hours	S	4.000						Lecture		3.000	
Credit Hours	None	🔵 То	00	r			Lecture	Indicator	O None	🔵 То	Or Or
Indicato	r										
Billing Hours	5	4.000						Lab		3.000	
Billing Hours	None	О То	00	r			Lab	Indicator	O None	О То	O Or
Indicato	r										
Contact Hours	S	6.000						Other			

- 1. 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)
- 4. Determine daily contact hours by dividing the weekly hours by number of meeting days: 3.4 weekly hours / 2 meeting days = 1.7 contact hours per day
- 5. Multiply daily contact hours by 50 minutes to determine instructional minutes: 1.7 contact hours per day times 50 minutes = 85 instructional minutes.
- 6. *Session 1 (Lecture):* Enter the meeting times for the lecture portion of the class (85 instructional minutes). The contact hours for the lecture portion should automatically compute.
- Session 2 (Lab): Enter the meeting times for the lab portion (85 instructional minutes) and the contact hours should automatically compute. Start time of lab session should be 10 minutes after end time of lecture session (passing time).
- 8. Check the weekly contact hours and total contact hours on the course section information tab to ensure they are close to your target contact hours.

	Meeting I	Dates	Meeting	Location and (	Credits							
	SCHEDU	JLE										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Ti	me	End Time		
SESSION 1 (Lecture)	Image: A start of the start		~					1200		1325		
SESSION 2 (Lab)	~		~					1335		1500		
	Hours per Day			Hours per Wee	ek	Total C	ontact Hours	S	Session Crea	lit Hours		
SESSION 1 (Lecture)			1.70		3.40	)		55.08		3.000		
SESSION 2 (Lab)			1.70	3.40				55.08	1.00			
	CLASS IN	DICATORS										
	Prerequ	isite Check	Basi	c or None 🔵 🤇	CAPP		Weekly Conta	ict	6.80			
		Method		eeWorks			Hou	rs				
			CEU	Indicator		Dai	ly Contact Hou					
	Lir	nk Identifier		J		Tot	al Contact Hou	rs 1	10.16			
	Rep	orting Year	2020	2020 2020-2021				✓ P	rint			
	Attendar	nce Method	W	Weekly, (fu	ull-term sectio	n)		🖌 G	iradable			

### Splitting Contact Hours Example 2: Lecture/Lab (Oncampus, Continuous)

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

× Ø ellucian	Schedule	SSASEC	T 9.3.22	[CALBSTI	J:9.3.21.1	BAN9-188	] (TEST)			ADD	🖺 RE
Term: 202110 CRN: 1	11087 Si	ibject:	ANC	Course:	105 C	Title:	Ballet I				
* CREDIT HOURS											L Inse
Credit Hours											
Credit Hours		2.000						Lecture		1.000	
Credit Hours	O None	ОТо	O Or					Lecture Indicator	O None	ОТо	O Or
Indicator											
Billing Hours		2.000						Lab		3.000	
Billing Hours	O None	O To	O Or					Lab Indicator	None	O To	O Or
Indicator	-		-						-	-	-
Contact Hours		4.000						Other			
Contact Hours	O None	🔵 То	O Or					Other Indicator	O None	ОТо	O Or

- 1. Determine target total contact hours for the course: 4 contact hours x 18 weeks = 72.
- 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 WEEKL	Y CONTACT HOUP	RS		Lec LHE	4.000	LAB LHE	3.000			
Number of	Total	CON	TACT HOURS		MINUTES		CLOCK HOUR CLASS SCHEDULE				
Class Meetings	Number	Contact Hours Per Day	Contact Hours Per Week	Total Contact Hours	Instructional	Break	Total	Clock Time	Breaks	Examp	
per Week	of Classes	SCH	SCH	SCH	Minutes	Minutes	Minutes	Hrs:Mins	per Class	Meeting T	ime
1	16	4.5	4.5	72.90	225	30	255	4:15	3@10	8:00 AM - 12	2:15 PM
2	32	2.3	4.6	74.52	115	10	125	2:05	1@10	8:00 AM - 10	0:05 AM

- 3. Determine target weekly **LECTURE** contact hours using NOCCCD term length multiplier of 16.2: (1 lecture contact hrs \* 18 weeks)/16.2 = 1.11 (round to nearest tenth, 1.2)
- 4. Determine target weekly LAB contact hours using NOCCCD term length multiplier of 16.2: (3 lab contact hrs \* 18 weeks)/16.2 = 3.33 (round to nearest tenth, 3.4)
- 5. Determine daily contact hours by dividing the weekly hours by number of meeting days:
  - Lecture: 1.2 weekly hours / 2 meeting days = 0.6 contact hours per day
    - Lab: 3.4 weekly hours / 2 meeting days = 1.7 contact hours per day
- 6. Multiply daily contact hours by 50 minutes to determine instructional minutes:
  - Lecture: 0.6 contact hours per day x 50 minutes = 30 instructional minutes
  - $\circ$  Lab: 1.7 contact hours per day x 50 minutes = 85 instructional minutes
  - Break: If break minutes are listed in Attachment A, add them to either the lecture or lab session. In this example, we will add them to the lab session (+ 10 minutes)
- 7. Session 1 (Lecture): Enter the meeting times for the lecture portion of the class (30 instructional minutes): 8:00 to 8:30
- 8. Session 2 (Lab): Enter the meeting times for the lab portion (85 instructional minutes) plus the break minutes (10 minutes) = 95 total minutes. Start time of lab session should be same as end time of lecture session (since class continuously meets in the same room). 8:30 to 10:05
- 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 0
  - Lab: 3.4 hours per week x 16.2 weeks = 55.08 Total Lab Contact Hours 0

~

0	Lau. J.4	nouis per w	CER X 10.2 WEEP	·2 – 00	.00 10	ai Lau	Contac	, i i iuui	3			
	Course Section In	formation Section	n Enrollment Information	Meeting	Times and I	nstructor	Section F	Preferences	5			
	Times and Instruc	tors Scheduler F	Preferences									
	Meeting Dates	Meeting Location a	nd Credits									
	SCHEDULE										\$	Settings Insert
SESSION 1 (Lecture)	Meeting Type	Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time
	CLAS	01/25/2021	05/22/2021	~		~					0800	0830
SESSION 2 (Lab)	LAB	01/25/2021	05/22/2021								0830	1005
											0	Settings 🚦 Ins
SESSION 1 (Lecture	Override Hou	ırs	Hours per Day		Hours pe	r Week		Total Co	ontact Ho	ours	Session Cr	edit Hours
				0.60			1.20			19.44		1.000
SESSION 2 (Lab)				1.70			3.40			55.08	1	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.

1.000

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

### Splitting Contact Hours Example 3: Asynchronous Online Lecture/Lab

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

Term: 202210 CRN: 1	3734 Subject:	PSY Course:	202 F Title:	Research	Methods in Psychology	/						
Course Section Informat	tion Section Enro	ollment Information	Meeting Times and	I Instructor	Section Preferences							
-COURSE SECTION INFO	RMATION											
Subject	PSY PSY	CHOLOGY			Campus *	2	••••	Fullerton	College			
Course Number	202 F •••				Status *	A	•••	Active				
Title	Research Method	s in Psychology			Schedule Type	72	•••	Online				
Section *	OL1 •	••			Instructional Method	72	•••	72				
Cross List		••	•		Integration Partner		•••					
CLASS TYPE												
- CREDIT HOURS												
Credit Hours				_								
Credit Hours	4.000	0							Lecture		3.000	
Credit Hours	O None O To	Or Or							Lecture Indicator	O None	ОТО	O Or
Indicator												
Billing Hours	4.000	0							Lab		3.000	
Billing Hours Indicator	None O To	Or							Lab Indicator	O None	ОТО	O Or
Contact Hours	6.000	0							Other			
Contact Hours Indicator	None O To	O or							Other Indicator	O None	ОТо	O or
1. Deter	mine target	total contac	t hours for th	ne cour	se: 6 contact h	ours	x 1	17.5 w	<mark>eeks</mark> = 105 (se	ee Atta	chme	nt C).

- 2. Determine target weekly **LECTURE** contact hours using exact SSASECT contact hours for Lecture = 3.0.
- 3. Determine target weekly LAB contact hours using exact SSASECT contact hours for Lab = 3.0.
- 4. Determine session credit hours:
  - Lecture Credit Hours = 3 (See hours shown in "Lecture" field of SSASECT)
  - Lab Credit Hours = 1 (4 Total Course Credit Hours 3 Lecture Hours)
- 5. Determine Total Contact Hours for each session:
  - Lecture: 3 hours per week x 17.5 weeks = 52.5 Total Lec Contact Hours
  - Lab: 3 hours per week x 17.5 weeks = 52.5 Total Lab Contact Hours
- 6. Check Total Contact Hours against Attachment C for accuracy

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
72					3.00	3.00	52.50	3.000
72L				$\checkmark$	3.00	3.00	52.50	1.000

CLASS INDICATORS			
Prerequisite Check Method	Basic or None CAPP DegreeWorks	Weekly Contact Hours	6.00
	CEU Indicator	Daily Contact Hours	
Link Identifier		Total Contact Hours	105.00
Reporting Year	2022 2022-2023		Print
Attendance Method	IW Independent StudyWeekly		Gradable

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

Full-term hybrid	d ANTH	cours	se with 3 v	veeł	kly contac	t hour	s (3=	lect	ure).						
× @ ellucian					and the second						A 🛱	DD 🖺 F	RETRIEVE	A RELATE	D 🛠 TOOLS
Term: 202210 CRN: 1	14364 Subj	ect: A	NTH Cours	e: 10	2 F Title	: Cultu	ral Anth	ropolo	ду						Start O
Course Section Information	tion Sect	ion Enrol	Iment Information	n i	Meeting Times a	nd Instruc	tor	Section	n Preferences						
COURSE SECTION INFO	RMATION												🔛 Inser	t 🔲 Delete	Copy Ϋ
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Section *	HY4	•••	)		Instructional	Method	HYA	•••	HY Asynch			Duration	1	•	•••
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- 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).
- 2. 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.
  - o 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 Dates	Meeting Location an	d Credits												A	Dir Bro
- 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	08/22/2022	12/10/2022								0835	1000	1:	5	01
	HY	08/22/2022	12/10/2022										(	)	02

- 3. 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.

Meeting Dates	Meeting Location and Credits							
- SCHEDULE								Settings 🚦 In:
Schedule Type *	Include Break Time	Break Minutes per Day	Override Break Minutes	Override Hours	Hours per Day	Hours per Week	Total Contact Hours	Session Credit Hours
02					1.70	1.70	29.75	3.000
HY					1.30	1.30	22.75	0.000

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

CREDIT HOURS			
Credit Hours			
Credit Hours	3.000	Lecture	3.000
Credit Hours Indicator	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	
Contact Hours Indicator	None To Or	Other Indicator	None To Or

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

CLASS INDICATORS			
Prerequisite Check Method	Basic or None CAPP DegreeWorks	Weekly Contact Hours	3.00
	CEU Indicator	Daily Contact Hours	
Link Identifier		Total Contact Hours	52.50
Reporting Year	2022 2022-2023		Pint P
Attendance Method	IW Independent StudyWeekly		Gradable

Catalog Contact Hours	Hours per Day	Hours per Week	Total Contact Hou s
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)

rm: 202210 CRN: 1		Subject: MUS Section Enrollm		: 119	eeting Times a	: History of		Preference						_	_	
OURSE SECTION INFO			ent mormation	NO.	eeding Times a	iu instructor	Section	reference	5							0
	MUS	··· MUSIC		_			Campus *	2NH	••• F	Fullerton College			Grade Mod			
Course Number	119 F	•••					Status *			Active			Sessio		•••	Day class
Title		of Rock Music				Sc	hedule Type	HY	Ξ.	Hybrid			Special Approva		•••	Admission
Section *	DE2						tional Method			HY Asynch			Duratio			•••
Cross List				•••			ation Partner	[							Override	Duration
CLASS TYPE	<u></u>							L								🗂 in
Traditional Class				_												
Part of Term	FHS	••• 10/24	/2022		Part-of-Ter	m End Date	12/09/2022	2		Part of Term Weeks	7					
Open Learning Class																
Open Learning Class			F	irst						Last						
Open Learning Class Registration Dates			F	<sup>;</sup> irst						Last						
			F	irst						Last						
Registration Dates		0	F	First						Last						
Registration Dates Start Dates		0	F	irst						Last						
Registration Dates Start Dates Maximum Extensions		0	F	irst						Last						
Registration Dates Start Dates Maximum Extensions CREDIT HOURS		0 3.000	F	First						Last	3	3.000				
Registration Dates Start Dates Maximum Extensions CREDIT HOURS Credit Hours	○ No	3.000		First									O or			
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- 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

 $O_{\rm b}$  at the probability  $M_{\rm b}$  is a sum of the 2 such that the probability (2, 1, 2, 3, 3)

Meeting Dates Meet	ing Location and Credits								A Callings		Delete	E. Com
										Insert		
hedule Type *	Include Break Time	Break Minutes per Day	Override Break Minutes	Override Hours	Hours per	r Day	Hours per Week	t	Total Contact Hou	ırs	Session Cred	lit Hours
	$\checkmark$	0				1.80		7.20		39.60		3.0
Y						2.30		2.30		12.90		
- CLASS	NDICATORS											
Prere	quisite Check 🔘 E	asic or None O CAP	P O DegreeWorks			Week	ly Contact					
	Method	0	0				Hours					
		EU Indicator				Daily Con	tact Hours	4.	10			
	Link Identifier					Total Con	tact Hours	5.	2.50			
R	eporting Year 202	2022-2023						Pri	nt			
Attend	ance Method ID	••• Independent S	tudyDaily					Gra	adable			

### **Scheduling Guide**

#### **ON-CAMPUS/IN-PERSON CLASSES**

ON-CAMP 03/III-F		ection Leve					Session Level			
Type of Course (Description)	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	Comments
Lecture (On campus) <b>Regularly</b> 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)		02 (Lecture)	02	01	CLAS (Lecture)	re) <sup>U2 (Lecture)</sup> lecture hrs lectu		Banner computed lecture hrs	Banner computed lecture hrs	Assume this has meeting days/times entered. Ensure
Irregularly scheduled	Р	04/04E (Lab Only)	04	14 02 LAB 04/04E Banner com (Lab) lab hrs		Banner computed lab hrs	Banner computed lab hrs	Banner computed lab hrs	session credit hours split according to lec/lab units	
Lecture/Lab Combination	Full Term: W	02		01			Banner computed lecture hrs	Banner computed lecture hrs	Check sum of scheduled contact hours for reasonableness (SSASECT	
(On campus) Regularly scheduled	Less than Full Term: D	(Lecture)	02	(Lecture) lecture hrs		Banner computed lab hrs	Banner computed lab hrs	Banner computed lab hrs	Contact Hrs x 18). Ensure session credit hours split according to lec/lab units	
Lecture with Arranged Hrs Lab	Full Term:	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
(On campus) Regularly scheduled	W	(Lecture)	02	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		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
(On campus) Irregularly scheduled	Р	(Lecture)	02	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) <b>Regularly</b> scheduled	Less than Full Term: D	90	90	01	01 CLAS 00 (Eld Evp) Banner co		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	Ρ	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.

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

		Section Level	```				Session Level			
Type of Course (Description)	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	Comments
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				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
(20011) Synchronous Online) Irregularly scheduled	Ρ	71 (Synch Lecture) 71L (Synch Lab)	71	02	LAB	71L (Synch Lab)	Banner computed lab hrs	Banner computed lab hrs	Banner computed lab hrs	hours for reasonableness (SSASECT Contact Hrs x 18) Ensure session credit hours split according to lec/lab units
Lecture/Lab Combination	Full Term: W	71 (Synch	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
(Zoom/Synchronous Online) <b>Regularly</b> scheduled	Less than Full Term: D	71 (Synch Lecture)	11	02	LAB	71L (Synch Lab)	Banner computed lab hrs	Banner computed lab hrs	Banner computed lab hrs	Contact Hrs x 18). Ensure session credit hours split according to lec/lab units

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

		Section Leve		Session Level						
Type of Course (Description)	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	Comments
Lecture (Zoom and Asynchronous Online)	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.
<b>Regular</b> Zoom Meetings				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)**

	Se	ction Level					Session Level			
Type of Course (Description)	Attendance Method	Schedule Type	Instructi on Method	Session Indicator	Meeting Type	Schedule Type	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	Comments
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	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
(Asynchronous Online/ <b>Not</b> Zoom)	run renn. nv	12	12	02	ALT	72L (Online Lab)	Same value as weekly hrs	SSASECT Lab Contact Hours	SSASECT LAB Contact hours x 17.5	session credit hours split according to lec/lab units
Lecture/Lab Combination (Asynchronous Online/	Less than Full	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
Not Zoom)	Term: ID	12	12	02	ALT	72L (Online Lab)	Same value as weekly hrs	Total Lab contact hours/ # Weeks	SSASECT LAB Contact hours x 17.5	session credit hours split according to lec/lab units

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

HIBRID ASINC		Section Lev					Session Level				
Type of Course (Description)	Attendanc e Method	Schedul e Type	Instruction Method	Sessio n Indicat or	Meeting Type	Schedule Type	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	Comments	
Hybrid Lecture (Asynchronous Online with on- campus meetings)	Full Term: IW	HY	НҮА	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.	
Regular On- campus Meetings				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-	Less than	HY	НҮА	01	CLAS	02 (On-campus lecture)	Banner Banner comput computed hrs 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.	
campus meetings) <b>Regular</b> On- campus Meetings	Full Term: ID			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				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	
Online with on- campus meetings) <b>Variable</b> On- campus Meetings	ID	ΗY	HYA	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)	Full Term: IW	HY	НҮА	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.	
Regular On- campus Meetings				02	ALT	HYL (Asynch Online Lab)	weekly hrs (On-campus Lat 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

HIBRID ASTNCH C		Section Leve					ession Level			
Type of Course (Description)	Attendanc e Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	Comments
Hybrid Lecture/Lab Combination (Asynchronous Online	Full Term:	HY	НҮА	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
with on-campus meetings) <b>Regular</b> On-campus Meetings	IW			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
				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
Hybrid Lecture/Lab Combination				02	LAB	04/04E (On- campus Lab)	Banner computed hrs	Banner computed hrs	See comments	all days/times for on-campus meetings then override total contact hours manually to equal on-campus hrs/week times 17.5.
(Asynchronous Online with on-campus meetings) <b>Regular</b> On-campus Meetings	Full Term: IW	HY	HYA	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
				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 (Ón- campus Lab)	Enter zero for hrs	Enter zero for hrs	Enter zero for hrs	Enter all days/times for on- campus meetings
Hybrid Lecture/Lab Combination (Asynchronous Online with On campus meetings) Variable On-campus	ID	HY	НҮА	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
Meetings				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

		Section Leve	al			1	Session Level				
Type of Course (Description)	Attendanc e Method	Schedule Type	Instruction Method	Sessio n Indicat or	Meeting Type	Schedule Type	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	Comments	
Hybrid Lecture (Synchronous Online/Zoom with	Full Term: W			01	CLAS	02 (On-campus Lecture)	Banner computed hrs	Banner computed hrs	Banner computed hrs	Check sum of scheduled contact	
on-campus meetings) Regular On- campus Meetings	Short Term: D	ΗY	HYS	02	CLAS	71 (Synch Lecture)	Banner computed hrs	Banner computed hrs	Banner computed hrs	hours for reasonableness (SSASECT Contact Hrs x 18)	
Hybrid Lecture/Lab Combination (Zoom/Synchronous	Full Term: W					71 (Synch Lecture)	Banner computed lecture hrs	Banner computed lecture hrs	Banner computed lecture hrs	hours for reasonableness	
Online Lecture with on-campus labs) Regularly scheduled	Less than Full Term: D	HY	HYS	02	LAB	04/04E (On- campus Lab)	Banner computed lab hrs	Banner computed lab hrs	Banner computed lab hrs	<ul> <li>(SSASECT Contact Hrs x 18).</li> <li>Ensure session credit hours split according to lec/lab units</li> </ul>	

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

		Section Leve	1			noynomonouo	Session Level			
Type of Course (Description)	Attendanc e Method	Schedule Type	Instruction Method	Sessio n Indicat or	Meeting Type	Schedule Type	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	Comments
Hybrid Lecture				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.
(Synchronous Online/Zoom + Asynchronous Online + on-campus meetings)	Full Term: IW	HY	НҮО	02	CLAS	71 (Synch Lecture)	Banner computed hrs	Banner computed hrs	See comments	Enter all days/times for on- campus/Zoom meetings then override total contact hours manually to equal hrs/week times 17.5.
Regular On- campus Meetings				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

	S	ection Leve					Session Level			
Type of Course (Description)	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	Comments
Independent Study/Work	Full Term: IW	20	20 40 (Same as	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.
Experience (Lecture Only)		40	CRN Schedule Type)	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; <b>ensure session</b> <b>credit hours entered</b>
Independent			20 40	01	CLAS	02 (On-campus lecture)	Banner computed hrs	Banner computed hrs	Banner computed hrs	Assume this has meeting days/times entered
Study/Work Experience (Lecture Only)	Less than Full Term: ID	20 40	(Same as CRN Schedule Type)	02	ARN	20 (Wk Exp) 40 (Ind Study)	Same value as weekly hrs	Total ARN contact hours/# Weeks	(SSASECT Contact hrs x 17.5) – (On- campus Total Contact hrs)	Leave all meeting days/times unchecked; ensure session credit hours entered
Independent Study/Work Experience with Lab Hours	Full Term: IW	20 40	20 40 (Same as CRN Schedule Type)	01	ALT	20L (Wk Exp) 40 (Ind Study)	Same value as weekly hrs	SSASECT Contact Hours	SSASECT Contact hours x 17.5	Leave all meeting days/times unchecked; <b>ensure session</b> <b>credit hours entered</b>
Independent Study/Work Experience with Lab Hours	Less than Full Term: ID	20 40	20 40 (Same as CRN Schedule Type)	01	ALT	20L (Wk Exp) 40 (Ind Study)	Same value as weekly hrs	Total Contact Hours/# Weeks	SSASECT Contact hours x 17.5	Leave all meeting days/times unchecked; <b>ensure session</b> <b>credit hours entered</b>

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

### Example: On-campus Lecture

🗙 🕜 ellucian S	chedule	SSASECT 9.3.22	[CALBST	U:9.3.21.1 BAN9	-188] (PROE	)								ADD	🖺 RET	rieve 🛔	RELATED	🗱 тоо
Term: 202110 CRN: 138	821 <b>S</b> L	ubject: COMM	Course:	100 F Ti	tle: Public	Speaking											S	tart Over
Course Section Information	n Se	ction Enrollment In	formation	Meeting Times	and Instructo	r Sectio	n Preference	s										
COURSE SECTION INFOR	MATION														🖨 Inse	ert 🖪 Delete	Copy	Y, Filter
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	Public Sp	-				Schedule Typ		Lectu	re			Special Ap						
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Cross List				<u>.</u>	inteş									Wennue Dui		t 🔳 Delete	Copy	👻 Filter
Traditional Class																	=	
Part of Term	1	08/23/2021		Part-of-	Term End Dat	e 12/11/2	021	I	Part of Term We	eks 16								
Open Learning Class																		
Registration Dates			Fir	st					Last						Pre	ocessing Rule		
Start Dates																cooping rule		
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																Availa	able	
Reporting	Year	2021	2021	-2022							Pri	nt				Comr	ments	
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02											1.70		3.4	0		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)

× Ø ellucian	Schedule SSAS	ECT 9.3.23 [CALB	ISTU:9.3.21.1 E	3AN9-188] (	(TEST)										🔒 ADD 🛛 🖹 RETR	ieve 🛔	RELATED	🗱 TOOLS
Term: 202020 CRN:	20771 Subject	: AT Cour	se: 105 C	Title:	Automotive	e Electrical I	I										St	art Over
Course Section Inform		Enrollment Informatio	on Meeting	Times and In		Section Pr												
COURSE SECTION IN	FORMATION														Insert	Delete	Га Сору	Ϋ Filter
Subject	AT A	UTOMOTIVE TECI				Campus *	1	Cyr	oress Colle	<b>7</b> 0			Grade M	ode	)			_
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Section	* 002				Instruction		02	02					Dura		)			
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CLASS TYPE															🖬 Insert	Delete	Copy	Y. Filter
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Open Learning Clas	S		First							ast								
Registration Dates			1 11 50							ust					Pro	essing Rule	•	_
Start Dates																cooling raid	<u> </u>	
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CREDIT HOURS															Inse Inse	rt 🔲 Delet	e 📲 Cop	y   Y, Filter
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Billing Hours Indicator	None	To Or								Lab Indicator	O None	() То	Or Or					
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* CLASS INDICATORS															🖬 Inse	rt 🔲 Delet	e 🎜 Cop	y 🛛 🏹 Filter
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Method			Degreework	3	Week	Hours	0.0								ng nue			
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Link Identifier					-	tact Hours	110	0.16							ice Response and Se	If Service Av	ailable	
Reporting Year		2020-2021			10(21 00)		Prin								omments		anabic	
Attendance Method	W V	Veekly, (full-term s	ection)				Gra	dable						Sy	llabus			
Course Section Inform		Enrollment Information	on Meeting	Times and In	structor	Section P	references	5										
Times and Instructors																		
Meeting Dates M	eeting Location and	Gredits													Settings	sert 🗖 Del	nto En O	opy 🍳 Filt
•	Start Date *	End Date *	Mon	Tue			Fri	Sat	Sun	Start Time		End Time	Nu	mber of Days	Meeting Cor	flict Override		sion Indicato
	01/25/2021	05/22/2021								1200		1325			31 0		01	
LAB	01/25/2021	05/22/2021	✓		~					1335		1500			31 O		02	
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Times and Instructors																		
	eeting Location and	Credits																
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02					D								.70	3.4	0	55.08		3.000
04					0								.70	3.4	0	55.08		1.000

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 (Continuous)

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

× @ ellucian	Sch	hedule SSAS	ECT 9.3.23 [CALBST	[U:9.3.21.1 BAN9-188]	(TEST)															🔒 ADD	RETR	ieve 🛓	RELATED	) 🐥 тоо
Term: 202020 CRN	N: 2272	25 Subject:	COMM Course:	: 138 F Title:	Forensic	s																	<u> </u>	Start Over
Course Section Inform		_	nrollment Information	Meeting Times and I			Preference	5																
· COURSE SECTION IN																					E Insert	Delete	Cop	y 🏹 Filter
Subject	t CO		MMUNICATION ST	UDIES			Campus	2	F	ullerton (	College	e					Grade Mo	de	)					
Course Number							Status		A								Sessi	on E		Evening cla	ss			
Title	_	rensics				Sche	dule Type		Le							s	Special Approv	_		0				
Section	_		)				al Method		02								Durati							
Cross Lis	_			)		Integrati	on Partner		<b>—</b>									Ov	verride Di					
CLASS TYPE																					🚺 Insert	Delete	Г Сору	👻 Filter
Traditional Class																								
Part of Ten	m 1		01/25/2021	Part-of-Term	End Date	05/22/202	21		Part of	Term We	eks	16												
Open Learning Cla	ISS			First								Last												
Registration Date	es																				Processir	ng Rules		
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Reporting Yea	ar 20.	20 20	20-2021					V Prin	nt										Comment	s				
Attendance Method	d W	) W	eekly, (full-term secti	ion)				Gra	dable									S	Syllabus					
Course Section Infor Times and Instructor		Section Scheduler Pre	Enrollment Information ferences	n Meeting Times an	d Instructo	r Secti	on Preferer	ices																
	Meeting	g Location and	Credits																			-		
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	leeting T		Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sa		Sun		t Time		End Time	h	lumber of D	ays		ng Conflict C	override		n Indicator *
C	AB		01/25/2021 01/25/2021	05/22/2021						_			080			0830 1005				31 O 31			01	
Meeting Dates		ing Location		05/22/2021	✓		✓						083	61		1005				31			02	_
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Schedule Type *		Include Br	eak Time	Break Minutes per [	Day	Overrid	e Break M	inutes	0	verride H	lours			Hours per	Day		Hours per V	Neek	1	otal Conta	t Hours	Sessi	on Credit	Hours
02											~	2				0.60			1.20		19	.44		1.000
04											~					1.70			3.40		55	.08		1.000
	_								(E)				_	5			1							

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.

### Example: On-campus Extensive Lab

× @ ellucian	Schedule SSASECT	9.3.27 [CALBSTU:9.3	.28.3 BAN9-188] (P	ROD)								ADD 🔮
Term: 202310 CRN:	10554 Subject: ES	C Course: 100	LF Title: Ph	ysical Geology Lab								
Course Section Informa	tion Section Enrollm	ent Information M	eeting Times and Inst	ructor Section Pre	eferences							
-COURSE SECTION INFO	ORMATION											
Subject	ESC EARTH	SCIENCES		(	Campus * 2	Fuller	ton College				Grade Mode	
Course Number	100LF				Status * A	Active	-				Session	D ••• Day class
Title	Physical Geology Lat			Schedu	Ile Type 04E	8	sive Lab				Special Approval	
Section *	001			Instructional		••• 04					Duration	
Cross List				Integration							20101011	Override Duration
	<u></u>			integration								
Traditional Class												
Part of Term	1 ••• 08/2	1/2023	Part-of-Term End	Date 12/09/2023		Part of Term	Weeks 16					
Open Learning Class												
		First	st				Last					
Registration Dates												
Start Dates												
Maximum Extensions	0											
-CREDIT HOURS												
Credit Hours												
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Indicator								-				
Billing Hours	1.000	[					Lab		3.000			
Billing Hours	None To (	Or					Lab Indicator	O None	O To	Oor		
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Contact Hours	3.000	[					Other					
Contact Hours	None To (	Or					Other Indicator	O None	O To	O Or		
Indicator												
												🚼 Insert 🔲 Dele
				Weekte Oestert	3.40			-				Binder Book
Prerequisite Check Method	Basic or None O C	APP DegreeWorks	5	Weekly Contact Hours	3.40						Long Title	
	CEU Indicator			Daily Contact Hours							Tuition and Fee	Waiver
Link Identifier				Total Contact Hours	55.08							and Self-Service Available
Reporting Year	2023 2023-2024				Print						Comments	
	W ••• Weekly, (fu	II-term section)			Gradable						Syllabus	
Course Section Information	Section Enrollment Info	ormation Meeting Time	es and Instructor Sec	ction Preferences								
Times and Instructors	Scheduler Preferences											
Meeting Dates Meeting	g Location and Credits										Settings	🕄 Insert 🕒 Delete 「 Copy
eting Time Meeting	Type Start Date *	End Date *	Mon Tue	Wed Thu	Fri Sat	Sun St	art Time End Time		Number of Da	ays	Meeting Conflict O	
••• LAB	08/21/2023	12/04/2023				12	215 1525				15 O	01
	g Location and Credits											
SCHEDULE     Building     Boom	Schedule Type *	Include Break Time	Break Minutes per	Day Override Bre	ah Minutes	Override Hours	Hours per Day		urs per Week		Settings	nsert Delete Copy Session Credit Hours
600 629	04E		Break minutes per	20	ean minutes	Override Hours	Hours per Day	3.40	ns her week	3.40		.08 1.000

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

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

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

× Ø ellucian	Schedule S	SASECT 9.3.27 [	CALBST	U:9.3.28.3	BAN9-188	B] (TEST)					A	DD 😫	RETRIEVE	🛃 RELATE	D 🐥 T	OOLS
Term: 202310 CRN: 1	10003 <b>Subj</b>	ect: ANTH	Course:	107 F	Title:	Anthro/N	Magic,Witch	hcraft,	Relig						S	tart Over
Course Section Informa	ation Secti	on Enrollment Info	rmation	Meeting	g Times and	Instructor	Sectio	on Pref	erences							
COURSE SECTION INFO	ORMATION												🔂 Inse	ert 🔲 Delete	Copy	Ϋ, Filte
Subject *	ANTH •••	ANTHROPOLO	DGY		Ca	ampus * [	2 •••	Full	erton Colle	ge		Gra	ade Mode	S	Standard	Letter
Course Number *	107 F •	••)			\$	Status * 4	A	Acti	ve				Session	0	On-line cla	ass
Title	Anthro/Mag	ic,Witchcraft, Rel	lig		Schedule	e Type * 7	71 •••	Syn	ch Online	•		Special	Approval	•••		
Section *	OL1	•••		Ins	tructional M	1ethod	71 •••	71					Duration		•••	
Cross List			••	•	ntegration P	artner	•••						1	Override D	uration	
CLASS TYPE					-								E Inse	rt 🖪 Delete	Copy	👻 Filter
Traditional Class																
Part of Term	1 •••	08/21/2023		F	Part-of-Term	End Date	12/09/20	023		Part of	Term We	eks	16			
Open Learning Class	;															
		Firs	st					La	st							
Registration Dates														Proces	sing Rules	•
Start Dates																
Maximum Extensions	0															
CREDIT HOURS													🖬 Inse	rt 🖪 Delete	Га Сору	🔍 Filter
Credit Hours																
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Indicator																
Billing Hours		3.000							Lab							
Billing Hours	O None	O To O Or						La	Indicator	O None	ОТО	O Or				
Indicator																
Contact Hours		3.000							Other							
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Indicator																
CLASS INDICATORS													🗄 Inser	t 🗖 Delete	🖥 Сору	👻 Filter
Prerequisite Check	Basic or		• O D	egreeWork	s		Weekly Co	ontact	3.40	)				Long Ti	tle	
Method							F	Hours								
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														Service	Available	
Reporting Year	2023	2023-2024							Print					Comme	ents	
Attendance Method	W •••	Weekly, (full-te	rm sectio	n)					Grada	ble				Syllabu	s	
Course Section Information		CONTRACTOR OF A DESCRIPTION OF A DESCRIP	leeting Times	s and Instructo	or Section	Preferences										
T A ME AN	cheduler Preferenc															
- SCHEDULE													٥	Settings 🔒 Inse	rt 🗖 Delete	Гв Сору
Meeting Type Start D			on Tue		Thu		Sat Sun		Start Time	End Tim	ie	Number		Meeting Conflic	t Override	Session Inc
CLAS 08/21/ Course Section Information	Section Enrollment	2/09/2023 Information Meeting	Times and Ins	structor Se	ection Preference	es			1320	1445			3	2		01
	eduler Preferences cation and Credits															
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Building Room S	Schedule Type *	Include Break Time	E	Break Minutes p	ber Day	Override Break	k Minutes	Overrid	Hours	Hours per		Hours p	er Week	Total Contact Hou	55.09	on Credit Hou

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 SSASE	CT 9.3.27 [CALBSTU	9.3.28.3 BAN9-	188] (TEST)							B	ADD 🖺 I	RETRIEVE	嚞 RE
Term: 202310 CRN:	10004 Subject:	DART Course:	100 F Tit	le: Introduction	n to Digital Art									
Course Section Information	ation Section Enr	ollment Information	Meeting Times	and Instructor	Section Preference	ces								
COURSE SECTION INF	ORMATION												🖬 Ins	ert 🗖 De
Subject *	DART DIG	ITAL ARTS		С	ampus * 2	••• Fi	ullerton College			Gr	ade Mode	S	Standar	d Letter
Course Number *	100 F •••				Status * A	••• A	ctive				Session	0	On-line	class
Title	Introduction to Dig	gital Art		Schedul	е Туре 71	8	Synch Online			Specia	Approval			
Section *	OL2 •	••]	_	Instructional N	Method 71	••• 7'	1				Duration		•••	]
Cross List			)	Integration F	Partner							Override	Duration	,
-CLASS TYPE													🖬 Inse	ert 🔲 De
Traditional Class														
Part of Term	1 0	8/21/2023	Part-of-Te	erm End Date	12/09/2023		Part of Term Wee	ks 16						
Open Learning Class	5	First					Last							
Registration Dates		First					Last							Processin
Start Dates														TUCESSIN
Maximum Extensions	0													
	•												🖬 Inse	ert 🖪 De
Credit Hours													<b>1</b> 1136	at Boe
Credit Hours	3.000	0					Lecture	9	2.000					
Credit Hours	None To						Lecture Indicato			O Or				
Indicator		00							0.0	00				
Billing Hours	3.000	0					Lai	D	3.000					
Billing Hours	None To	Or	L				Lab Indicato		ОТО	O Or				
Indicator	0	0						0	0	0				
Contact Hours	5.000	0					Othe	r						
Contact Hours	O None O To	Or					Other Indicato		O To	O Or				
Indicator	0 0	0						0	0	0				
-CLASS INDICATORS												🖸 Insert	Delete	Cop:
Prerequisite Check	Basic or None	CAPP Degree	eWorks	Weekly Contac	ct 5.60						Long Ti	tle		
Method		0		Hour	s									
	CEU Indicator		1	Daily Contact Hour	s						Tuition	and Fee Waiver		
Link Identifier				Total Contact Hour	s 90.72						Voice R	esponse and S	elf-Service	Available
Reporting Year	2023 2023-	-2024			Print						Comme	ents		
Attendance Method	W ••• Week	dy, (full-term section)			Gradable						Syllabu	S		
Course Section Information		Information Meeting T	imes and Instructor	Section Prefere	nces									
Times and Instructors Meeting Dates Meeting	Scheduler Preferences													
- SCHEDULE											Settings	CInsert	elete 🖪 (	Copy 🔍 Fil
Meeting Type Star	t Date * End D	ate * Mon	Tue Wed	Thu Fri	Sat Sun	st	art Time End	Time	Number of	Days	Meeting	Conflict Overrid	Sess	ion Indicator
ř		6/2023				_	800 090				32 O		01	
LAB 08/2 Course Section Information	21/2023 12/09 Section Enrollment Inform	9/2023 Veeting Times an	d Instructor Sect	tion Preferences		0	901 103	5			32 O		02	
Times and Instructors Sc	heduler Preferences													
Meeting Dates Meeting L  SCHEDULE	ocation and Credits										Setting	Insert	)elete 🎜 C	opy 👻 Filte
Building Room	Schedule Type *	Include Break Time	Break Minutes pe	r Day Overrid	le Break Minutes	Override I	Hours Hours	per Day	Hours per	Week		ntact Hours	Session Cre	
ZOOM ZOOM	71			0					.00		2.00	32.40		2.000
ZOOM ZOOM	71L			0				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)

× Ø ellucian	Schedule SSAS	ECT 9.3.27 [CALBS	TU:9.3.28.3 BAN9-1	88] (TEST)			ADD	RETRIEVE	RELATE	р 🐥 тос	OLS
Term: 202310 CRN:	10001 Subject:	ENGL Course:	100 F Title	: College Writ	ing					Start	t Over
Course Section Information	ation Section E	Enrollment Information	Meeting Times a	nd Instructor	Section Preferences						
COURSE SECTION INF	ORMATION							G Inser	t 🗖 Delete	Copy	👻 Filte
Subject *	ENGL EI	NGLISH		Campus * 2	Fullerton C	ollege	G	rade Mode S	••• 5	standard Lett	er
Course Number	* 100 F •••			Status * A	Active			Session 0	••• 0	on-line class	
Title	College Writing	1	Sched	ule Type 71	Synch Or	line	Specia	al Approval			
Section *		•••	Instructional			Asynch Online		Duration		•••	
Cross List			••• Integration		•••				Override Du		
	<u></u>							Insert			🕄 Filte
								Insert.	Delete	Сору	¢, riite
Traditional Class Part of Term	1 •••	08/21/2023	Part of Te	m End Date 12	2/09/2023	Part of Te	erm Weeks	16			
Open Learning Class		002112020	r an-or-rei	In End Date 14	20072020	r art or re	cititi viceko	10			
Open Leanning Class	2	First			Last						
Registration Dates					Eddi				Process	sing Rules	1
Start Dates									Floces	sing Rules	
Maximum Extensions	0										
-CREDIT HOURS								🚼 Insert	Delete	Copy S	🟹 Filte
Credit Hours											
Credit Hours	4.0	000			Lect	ıre	4.000				
Credit Hours	○ None ○	To Or			Lecture Indica	tor O None		r			
Indicator				5							
Billing Hours	4.0	000			L	ab					
Billing Hours	O None	To Or			Lab Indica	tor O None		r			
Indicator											
Contact Hours	4.0	000			Oti	ner					
Contact Hours	○ None ○	To Or			Other Indica	tor O None		r			
Indicator											
-CLASS INDICATORS									🖬 Inse	ert 🔲 Delete	Copy
	Basic or None CA	APP DegreeWorks		Weekly Contac					Long Title		
Method	CEU Indicator			Hour				_	Tuition and Eco 1	Maiwor	
Link Identifier	CEO Indicator			Daily Contact Hour Total Contact Hour					Tuition and Fee V Voice Response		Availabl
Reporting Year 202	23 2023-2024			iona contact riou	Print				Comments		- trancor
Attendance Method		t StudyWeekly			Gradable				Syllabus		
Course Section Information	Secuon Enrollment Infor		and Instructor Section	Preferences							
	duler Preferences										
Meeting Dates Meeting Loca	ation and Credits							\$	Settings 🚦 Ins	ert 🗖 Delete	Cop
eeting Type Start Date	e * End Date *	Mon Tue	Wed Thu	Fri Sat	Sun Start Time	End Time	Number o		leeting Conflict Ov		sion Indi
LAS 08/21/20	12/07/202	23			0930	1035		32 C	)	01	
NL 08/21/20		23 [						0		02	
Course Section Information Times and Instructors School	Section Enrollment Info eduler Preferences	Meeting Times	and Instructor Section	Preferences							
and the second	cation and Credits										
SCHEDULE									Settings	nsert 🗖 Delete	Contraction of the second
	Schedule Type *	Include Break Time	Break Minutes per D	ay Override B	reak Minutes Over	ide Hours	Hours per Day	Hours pe		Total Contact H	
	71							1.30	2.60		45. 24.
NLINE ONLINE 7	72					$\checkmark$		1.40	1.40		

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)

× 0	ellucian	Schedule SSASI	ECT 9.3.23 [CALBS	TU:9.3.21.1 E	3AN9-188	] (TEST)									<b>a</b>	ADD	🖹 RETRIE	VE 🛔	RELATED	🛠 TOOL
Term: 201	920 CRN:	20557 Subject:	ENGL Course	: 100 C	Title:	College V	Vriting												Sta	rt Over
Course Se	ction Informa	ation Section E	nrollment Information	Meeting	Times and	Instructor	Section Pr	eference	s											
- COURSE	SECTION INF	ORMATION															Insert	Delete	Га Сору	👻 Filter
	Subject	ENGL EN	IGLISH				Campus *	1	Cyp	ress Colle	ge			Grade Mode	· · · ·	•]				
Cour	rse Number	100 C					Status *	A	Acti					Session		- Hybri	id class			
	Title	College Writing				Sch	edule Type	HY	Hyb					Special Approval		5				
	Section *						onal Method	HYA		Asynch				Duration			)			
	Cross List		,				tion Partner			,					Override	e Duratio				
CLASS T	TYPE	L	1														Insert	Delete	Сору	Y. Filter
Tradition	al Class																			
	Part of Term	1	01/27/2020	Pa	art-of-Term	End Date	05/23/2020			Part of Ter	rm Weeks	16								
Open Le	arning Class	s																		_
			F	irst						L	ast									
Regist	ration Dates	6															Proce	ssing Rule	5	
	Start Dates	5																		
Maximum	n Extensions	0																		
- CREDIT HO	URS																🖬 In	sert 🖪 Del	ete 📲 Cop	v 🔍 Filter
Credit Hour																				
Cre	edit Hours	4.000									Lecture		4.000							
Cre	edit Hours	None O To (	) Or							Lectu	re Indicator	O None	O To (	Or						
	Indicator		_													_				
	ing Hours	4.000									Lab									
		None O To (	) Or							La	ab Indicator	O None	O TO (	Or						
	Indicator act Hours	4.000	ſ		_						Other			_		٦				
		None () To (								Oth	er Indicator	None	O To (							
Com	Indicator									Our	er mulcator	Onone								
-CLASS INDI																	<b>FR</b> In	sert 🗖 Del	ato <b>Fe</b> Cor	v S Eiltor
																		Seit 📕 Dei	ete la cop	y to inter
Prerequis	ite Check	Basic or None	CAPP ODegree	Works			Weekly Co	ntact Iours	4.00						Long	Title				
	mounou	CEU Indicator					Daily Contact F								Tuition	n and Fee	Waiver			
Link	dentifier						Total Contact F		70.00									ervice Availat	le	
	C	2019 2019-20	020						Print						Comn					
Attendanc	-	W Indeper	ndent StudyWeekly						Gradable						Syllab					
Course Se	ction Informa	ation Section E	nrollment Information	Meeting	Times and	Instructor	Section Pr	-												
A CONTRACTOR OF THE OWNER OF THE	Instructors	Scheduler Prefe	erences																	
Meeting D		eting Location and C	Credits																	
* SCHEDUL															0	Settings	Inser	t 🗖 Delei	е 堶 Сор	y 🏹 Filte
Meeting Typ	be :	Start Date *	End Date *	Mon	Tue	Wed		Fri	Sat	Sun	Start Time	•	End Tim	e Number	of Days		eting Confl	ict Override		on Indicato
CLAS		01/27/2020	05/23/2020								1120		1325			15			01	
HY		01/27/2020	05/23/2020													0			02	
Meeting Dat		ing Location and Cred	its																_	_
- SCHEDULE																		igs 🖸 Inse		
Building	Room	Schedule Type *	Include Brea	_	Break	Minutes per l	Day O	verride Br	reak Minutes	Ove	erride Hours	2	Hours pe		s per Week		otal Contact		Session Cr	
HUM	311	02 HY												2.30		2.30		40.25		4.00
		HY									$\checkmark$	1		1.70		1.70		29.75		0.00

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 SSASE	CT 9.3.23 [CALBS	TU:9.3.21.1 BAN9-188]	(TEST)										ADD	RETRIEVE	RELATED 🗱 TOO
Term: 2021	10 CRN:	10242 Subject:	MATH Course	: 040 C Title:	Intermed	liate Algebra											Start Over
Course Sec	tion Informa	tion Section Er	rollment Information	Meeting Times and I	nstructor	Section Prefe	rences										
<ul> <li>COURSE S</li> </ul>	ECTION INF	ORMATION														🕄 Insert 📮 Delete	Copy 🔍 Filter
	Subject	MATH MA	THEMATICS			Ca	mpus *	[1	Cypress	s College				Grade Mode			
Cours	e Number	040 C				s	tatus *	A	Active					Session	H Hybrid class		
	Title	Intermediate Alg	ebra			Schedule	Туре	НΥ	Hybrid					Special Approval			
	Section *	HY2				Instructional Me	thod	HYA •	HY A	synch				Duration			
	Cross List			)		Integration Pa	artner								Override Duration		
· CLASS TY	PE															Delete	Pa Copy 🛛 🌪 Filter
Traditiona	I Class																
F	Part of Term	1	08/23/2021	Part-of-Term	End Date	12/11/2021		Pa	art of Term V	Neeks	16						
Open Lea	rning Class	5									v . v						
	_			First							Last				(		
	ation Dates															Processing Rules	
	Start Dates																
Maximum	Extensions	0															
<ul> <li>CREDIT HO</li> </ul>	OURS															Insert Delete	Copy 🔍 Filter
Credit Hou					_												
	edit Hours	4.00									Lecture		4.000				
Cr	edit Hours	O None O T	o Or							Leo	cture Indicator	O None	O TO C	) Or			
	Indicator		10														
	lling Hours	4.00									Lab	0	0- 0				
Bil	lling Hours Indicator	None O T	o O Or								Lab Indicator	O None	O TO C	) Or			
Con	tact Hours	4.00	0		-						Other						
	tact Hours		-							0		None	O TO C	) or			
Con	Indicator									0	And maleator	Onone		) 01			
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Prerequi	site Check	Basic or None	CAPP	DegreeWorks		Weekly Co									Long Title		
	Method	-					lours	4.0									
		CEU Indicator				Daily Contact H		70							Tuition and Fee Waiver		
	k Identifier					Total Contact H									Voice Response and Self	-Service Available	
	orting Year	2021 202		- 11-				Print							Comments		
	ce Method		ependent StudyD		In character	Contine Dest		Gradabl	e						Syllabus		
Course Sec Times and I		Scheduler Prefe	rollment Information	Meeting Times and	Instructor	Section Pret	erence	5									
Meeting Dat		eting Location and C															
* SCHEDULE															<b>¢</b> S	Settings 🚯 Insert 🗲	Delete 📲 Copy
Meeting Time		Meeting Type	Start Date *	End Date *	Mon	Tue N	Ved	Thu	Fri	Sat	Sun	Start Time	En	d Time Nu	mber of Days Meeti	ing Conflict Override	Session Indicator *
	) (	CLAS	08/23/2021	08/23/2021								1000	12	00	1		01
	1	ΗY	08/23/2021	12/11/2021											0		08
	(	CLAS	09/13/2021	09/13/2021	~							1000	12	00	1		02
	(	CLAS	09/27/2021	09/27/2021	~							1000	12	00	1		03
		CLAS	10/18/2021	10/18/2021	~							1000		00	1		04
		CLAS	11/08/2021	11/08/2021	~							1000		100	1		05
		CLAS	11/29/2021	11/29/2021								1000		100	1		06
		CLAS	12/06/2021	12/06/2021	✓							1000	12	100	1		07
Course Sec Times and I		-	rollment Information	Meeting Times and	Instructor	Section Pref	erences	5									
Meeting Dat	Contraction of the second	eting Location and C															
<ul> <li>SCHEDULE</li> </ul>		~													¢ S	ettings 🖪 Insert 🖨	Delete 📲 Copy   🦻
-	Room	Schedule Typ	e * Inclu	de Break Time	Break Mi	inutes per Day	c	Override Brea	k Minutes	Ov	erride Hours	_	Hours per D	ay Hours p			on Credit Hours
SEM	116	02												0.00	0.00	0.00	0.000
		HY									$\checkmark$			4.00	4.00	70.00	4.000
SEM	116	02									~			0.00	0.00	0.00	0.000
SEM	116	02									~			0.00	0.00	0.00	0.000
SEM	116	02									~			0.00	0.00	0.00	0.000
SEM	116	02									~			0.00	0.00	0.00	0.000
	116	02									~			0.00	0.00	0.00	0.000
SEM	116	02									~			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 [CALBSTI	J:9.3.21.1 BAN9-188] (TEST)									🛱 ADD	RETRIEVE	R R	ELATED	🗱 тоо
Term: 202020 CRN: 20335 St	ubject: CHEM Course:	211AF Title: Organic	Chemistry I											Sta	art Over
Course Section Information Se	ection Enrollment Information	Meeting Times and Instructor	Section Preferences												
COURSE SECTION INFORMATION												C Insert	Delete	Copy	Y, Filter
Subject CHEM .	CHEMISTRY		Campus *	2	Fullerton Colleg	e			Grad	le Mode	)				
Course Number 211AF			Status *							Session H	Hybrid class				
	Chemistry I		(	HY	2				Special A						
Section * HY2		-		HYA •••	1					Duration	)				
Cross List		•	Integration Partner		J					Ov	erride Duration		0.1		0.5%
CLASS TYPE												C Insert	Delete	Copy	Y, Filter
Traditional Class Part of Term 1	01/25/2021	Part-of-Term End Date	05/22/2021	Pa	rt of Term Weeks	16									
Open Learning Class															
		First				Last									
Registration Dates											(	Processing R	ules		
Start Dates															
Maximum Extensions 0	)														
- CREDIT HOURS											🗄 Insert	Delete	Cop	oy 🔍	Filter
Credit Hours															
Credit Hours	5.000					Lec	cture		3.000						
Credit Hours	None To	Or				Lecture Indic	ator	None	O To	O Or					
Indicator	0 0	0						0	0	0					
	5.000			_			1 - 1		6.000						
Billing Hours		-					Lab	-		-					
Billing Hours	O None O To	O Or				Lab Indic	cator	O None	ОТо	O Or					
Indicator															
Contact Hours	9.000					0	other								
Contact Hours	None O To	O Or		_		Other Indic	ator	O None	O To	O Or					
Indicator		0						0	0.	0					
							_								
											🚹 Insert	Delete	Cop	oy 🔍	Filter
Prerequisite Check	Basic or None	O CAPP O Degre	eWorks		Weekly Co	ontact	9.00					Long Title			
Method					1	Hours									
	CEU Indicator				Daily Contact I	Jours						Tuition and		laivor	
												-			
Link Identifier					Total Contact I	Hours	157.50				$\sim$	Voice Res		and Self	-
												Service Av	ailable		
Reporting Year	2020 2020	-2021				<b>F</b>	Print					Comments	5		
Attendance Method	IW ••• Indep	pendent StudyWeekly					Gradabl	le			V	Syllabus			
Course Section Information	Section Enrollment Informa	ation Meeting Times and In	structor Section P	references											
	eduler Preferences														
	cation and Credits														
* SCHEDULE			lane and lane and									ngs 📑 Insert			
Meeting Type Start Dat		Mon Tue	Wed Thu	Fri	Sat Sun	Start Time		End Time		Number of Days		Conflict Overrie		Session Ir	idicator '
LAB 01/25/20								1805			32 0			01	
HY 01/25/20	021 05/22/2021					]					0 0		(	02	
Course Section Information	Section Enrollment Inform	nation Meeting Times and	Instructor Section	n Preferenc	es										
Times and Instructors Sch	neduler Preferences														
	ocation and Credits														
- SCHEDULE							_		_		_	🌣 Setti	ngs 🖸	Insert	Delet
Schedule Type * Inc	lude Break Time	Break Minutes per Day	Override Break Min	utes	Override Hours		Hours pe	er Day	Hours	per Week	Total Contact	Hours	Session	Credit Ho	
04					5				3.00		6.00	105.00			2.000
HY					N			3	3.00	3	3.00	52.50			3.000

Important Notes (impacts 320 Attendance Accounting): 1) Use a 17.5 multiplier for Total Contact Hours if the course has any portion asynchronous online (i.e., not ZOOM). Refer to Attachment C to confirm contact hours for asynchronous online course. 2) Ensure weekly student contact hours entered for all full-term sections (W or IW). 3) Split session credit hours (i.e., course units) between Lecture and Lab sessions.

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

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

🗙 🕜 ellucian	Schedule SSASECT 9.3.27 [CALBS	TU:9.3.28.3 BAN9-1	188] (TEST)				🔒 ADD	RETRIEVE	뤏 RELATED	D 🔆 TOOLS
Term: 202310 CRN:	10002 Subject: CIS Course	: 111 C Title	e: Computer Infor	mation Systems						Start Ov
Course Section Informa	tion Section Enrollment Information	Meeting Times a	nd Instructor Se	ection Preferences						
-COURSE SECTION INF	ORMATION							🖸 Ins	ert 🖪 Delete	Copy 👻 F
Subject *	CIS COMPUTER INFORM	ATION SYSTEMS	Camp	us * 1 ••• Cy	press Co		Grade	Mode S	Standard	Letter
		Anon or or Emo			tive	licge			=	
Course Number *										155
Title	Computer Information Systems		Schedule Typ		/brid		Special Ap		<u></u>	
Section *	HY1 •••		Instructional Metho	od HYS HY	Synch		Du	ration	•••	
Cross List		•••	Integration Partn	ier ····				Over	ride Duration	
								🗄 Inse	rt 📕 Delete	Copy 🕅 🖓 F
Traditional Class										
Part of Term	1 08/21/2023	Part-of-Te	rm End Date 12/0	9/2023	Part	of Term Weeks	16			
Open Learning Class										
	First			Last						
Registration Dates									Processing	Rules
Start Dates										
Maximum Extensions	0									
-CREDIT HOURS								🗄 Inse	rt 🖪 Delete	Copy   🕄 F
Credit Hours										
Credit Hours	3.000				Lecture		3.000			
Credit Hours	None To Or			Lecture In	ndicator	None C	) To Or			
Indicator	0					0	0			
Billing Hours	3.000				Lab		1.000			
Billing Hours	None To Or			Lable	ndicator	None	) To Or			
Indicator				Lubi	alcator	O Hone C				
Contact Hours	4.000	[			Other					
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Contact Hours Indicator	None To Or			Other II	IUICALUI	None C	) To 🔘 Or			
								E Insert	🗖 Delete 「 🖬 🤇	Copy 🛛 🍸 Filter
						10				oopy to mor
Prerequisite Check	Basic or None CAPP CAPP	egreeWorks		Weekly Contact		.40			Long Title	
Method				Hours					1	
	CEU Indicator			Daily Contact Hours					] Tuition and Fee	
Link Identifier				Total Contact Hours	, 7	1.28		$\sim$	Voice Respons	
									Service Availab	ble
Reporting Year	2023 2023-2024				V Pri				Comments	
Attendance Method	W weekly, (full-term section	on)			Gra	adable			Syllabus	
Course Section Information		Times and Instructor	Section Preferences							
	cheduler Preferences									
▼ SCHEDULE								Settings	🕄 Insert 📮 Delet	e 🖪 Copy 🏹 F
Meeting Type Start D	ate * End Date * Mon	Tue Wed T	hu Fri Sat	Sun Start Tim	e	End Time	Number of Days	Meeting Co	onflict Override	Session Indicator
CLAS 08/21				1700		2010		16		01
LAB 08/21 Course Section Information		ad lastautor		1700		1750		16		02
	Section Enrollment Information Meeting Times a eduler Preferences	nd Instructor Section Pr	ererences							
	cation and Credits									
SCHEDULE Building Room	Schedule Type * Include Break Time	Break Minutes per Day	Override Break Min	nutes Override Hours		Hours per Day	Hours per Week	Settings Total Contac		Copy Filter
		break militates per Day	20				3.40	3.40	55.08	3.000
BUS 204	04		0				1.00	1.00	16.20	0.000

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

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

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

× Ø ellucian	Schedule S	SASECT 9	.3.27 [CALBSTU:9.3	.28.3 BA	N9-188] (PF	ROD)											[	🛱 ADD 🛛 📓 RE
Term: 202310 CRN: 1	12231 Sub	ject: BIO	L Course: 231	С	Title: Ger	neral H	uman Anate	omy										
Course Section Informa	tion Sect	tion Enrollme	ent Information M	eeting Tin	nes and Instru	uctor	Section P	references	5									
-COURSE SECTION INFO	ORMATION																	
Subject	BIOL	BIOLOG	v					Campus	• 1	•••	Cypress Co	logo				Grade Mode		5
-		_	11									llege						
Course Number	231 C	•••						Status	* [A	••••	Active					Session	н ••	Hybrid class
Title	General H	uman Anato	omy				Sche	dule Type	HY	•••	Hybrid				S	pecial Approval	••	•
Section *	HYA	•••					Instructiona	al Method	HYS	•••	HY Synch					Duration		•••
Cross List			•••				Integratio	n Partner		•••							Overrid	e Duration
<b>▼CLASS TYPE</b>																		
Traditional Class																		
Part of Term	_	• 08/21	/2023	Part-o	of-Term End	Date	12/09/2023	3		Part of	Term Weeks	16						
Open Learning Class			Fin	et								Last						
Registration Dates				51								Last						ſ
-																		L
Start Dates																		
Maximum Extensions	0																	
Credit Hours																		
Credit Hours		4.000										Lecture		3.000				
Credit Hours	O None	O To (	Or									Lecture Indicator	O None	е 🔿 То	O Or			
Indicator																		
Billing Hours		4.000										Lab		3.000				
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Reporting Year	2023	2023-2024							Print							Comments		
Attendance Method	W •••	Weekly, (full	l-term section)						Grada	ble						Syllabus		
Course Section Information		Enrollment Info	ormation Meeting Tim	ies and Inst	ructor Sec	ction Pref	erences											
Times and Instructors	Scheduler Pre																	
Meeting Dates Meetin	ng Location and	Credits														Settings	Olares 6	Delete Copy
SCHEDULE     sting Time Meeting	Тура	Start Date *	End Date *	Mor	n Tue	Wed	Thu	Fri	Sat	Sun	Start Tim	e End Time		Number of Da	WE	Meeting Conflict C		Session Indicator *
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ZOOM	71						0						1.70		1.70	2	7.54	3.000
SEM 210	02						0						1.70		1.70		7.54	0.000
SEM 216	04E						20						3.40		3.40	5	5.08	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.

# 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)

× @	ellucian	Schedule SS	ASECT 9.3.23 [CALBSTU	9.3.21.1 B	AN9-188] (	(PROD)									🖬 /	ADD 🖺	RETRIEVE	Å.	RELATED	🛠 TOOLS
Term: 202	2120 CRN:	21099 Subje	ect: HRC Course:	125 C	Title:	Restaurant	Manageme	ent											St	art Over
Course S	ection Informa	ation Sectio	n Enrollment Information	Meeting T	imes and In	structor	Section Pro	eferences												
· COURSE	E SECTION INF	ORMATION														6	🕽 Insert 🗧	Delete	Copy	👻 Filter
	Subject	HRC	HOTEL, RESTAURANT,	CULINARY	AR		Campus *	1.	Cyp	ress Colle	ge			Grade Mo	de	)				
Cou	urse Number	125 C					Status *		- Acti	ve				Sessi	on H	Hybrid	class			
	Title	Restaurant M	Janagement			Sched	ule Type	HY .	- Hyb	rid				Special Approv	/al	j				
	Section *	HY1				nstructional		HYO .	= .	Other				Durati		 				
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Open L	earning Class	s																		
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ц ц	ink Identifier							Contact Ho		105.00							Voice Respo			ice Available
	porting Year	2021 2	2021-2022							Print							Comments			
			ndependent StudyWeekly	/						Gradable							Syllabus			
							Question Dec										-,			
	ection Informa d Instructors	Scheduler P	n Enrollment Information	Meeting I	mes and In	structor	Section Pre	terences												
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AN	174	04												4.00	4.	.00		70.00		1.000
ONLINE	ONLINE	HY									$\checkmark$			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	Sched	Ile SSASECT 9.3.23 [CA	LBSTU:9.3.21.1 BAN9-188] (TES	ו								📑 ADD 🛛 🖺 RETR	ieve 🛔	RELATED	🔅 тоог
Term: 202010 CRN:	10735	Subject: ANTH Co	urse: 101 C Title: Biolo	gical Anthropo	ology									Star	rt Over
Course Section Informat	ation	Section Enrollment Informa	tion Meeting Times and Instruct	or Section	n Preferences										
· COURSE SECTION INFO	ORMATIC	DN										Insert	Delete	Copy	Y, Filter
Subject	ANTH	ANTHROPOLOG	(		Campus * 1	Cypress	College			Grade Mode					
Course Number	101 C					Active				Session		n-line class			
Title		ical Anthropology			_	. Online				Special Approval					
Section *	OL1					. 72				Duration	_				
Cross List				Integral	tion Partner	•					Override Dura		-		-
CLASS TYPE												Insert	Delete	Copy	Y, Filter
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Open Learning Class			r alt or form End D	1010120											
			First				Last								
Registration Dates	;											Processin	g Rules		
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CREDIT HOURS												🚼 Inser	t 🔲 Delete	📲 Сору	🗣 Filter
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Attendance Method	ID	••• Independent St	udyDaily			Grad	lable					Syllabus			
Course Section Inform	-	Section Enrollment Infor	mation Meeting Times and Instr	ctor Sect	ion Preferences										
Times and Instructors Meeting Dates Me	_	eduler Preferences													
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Times and Instructors Scheduler Preferences															
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72										6.60	6.60	52.5	0		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 S	SASECT 9.3.23 [CALBS]	ru:9.3.21.1 BAN9-188] (	test)									🖬 ADD		E 🛔 RE	LATED 🔅 TOC
Term: 202020 CRN:	21204 Sub	oject: ART Course	: 182 F Title: 8	Basic Drawin	ng											Start Over
Course Section Informa	ation Sect	ion Enrollment Information	Meeting Times and Ins	structor	Section Prefer	rences										
· COURSE SECTION INF	FORMATION													C Insert	Delete	Copy 🕈 Filter
Subject	ART	ART			Can	npus * 2	Fullerto	n College			Grade Mode		)			
Course Number		)			St	tatus * A	Active				Session	0	On-line class			
Title	Basic Draw	ving			Schedule	Type 72	Online				Special Approval					
Section *	* OL1				structional Me		72				Duration					
Cross List	L		)	1	Integration Par	rtner						Override	Duration		_	
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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

× Ø ellucian	Schedule SSASEC	CT 9.3.23 [CALBS	STU:9.3.21.1 BAN9-1	88] (PROD)								1	ADD 📲 RETRI	EVE 🛔 RE	LATED	🔆 TOOLS
Term: 202010 CRN: 10	0240 Subject:	ANTH Cours	e: 101LC Titl	e: Biological Anti	nropology <mark>L</mark>	.ab								(	Start	Over
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COURSE SECTION INFO	RMATION												Insert	Delete	Сору	Y. Filter
Subject	ANTH ANT	HROPOLOGY		Ca	impus * 1	)	Cypress Colleg	e			Grade Mode					
	101LC				Status * A		Active				Session	0.	On-line class			
	Biological Anthrop	ology Lab		Schedule	Type 72	2	Online			Sp	ecial Approval	· ·				
Section *	OL1 ·			Instructional N	ethod 72	2	72				Duration					
Cross List				Integration P	artner							Overri	de Duration	_		
CLASS TYPE													🚼 Insert	Delete T	Copy   1	r, Filter
Traditional Class Part of Term	1 00	8/24/2020	Part of Ta	rm End Date 12/	12/2020		Part of Terr	n Weeks 1	e							_
Open Learning Class		0/24/2020	Fait-0i-le	In End Date 12	12/2020		Fait of Tell	I WEEKS /	,							
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Times and Instructors Meeting Dates Me	Scheduler Pref															
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72L								,	3.00		3.00		52.50		1.00	
						Interest										

Important Notes (impacts 320 Attendance Accounting): 1) Use exact weekly contact hours for Hours per Week and use a 17.5 multiplier for Total Contact Hours if the course has any portion asynchronous online (i.e., not ZOOM). Refer to Attachment C to confirm contact hours for asynchronous online course. 2) Ensure weekly student contact hours entered for all full-term sections (W or IW).

NOTE: See definition of Online class on page 5.

# Example: Work Experience Class with Lab

Meeting Type *       End Date *       Mon       Tup       Wed       Tup       Fri       Sat       Sun       Start Time       End Time       Number of Days       Meeting Conflict Override       Session Indicator *         ALT       08/21/2023       12/09/2023       1       1       1       1       1       1       1       1       0 <td< th=""><th>× @ ellucian</th><th>Schedule SSASE</th><th>CT 9.3.32 [CALBSTU</th><th>J:9.3.31 BA</th><th>N9-188] (PR</th><th>OD)</th><th></th><th></th><th></th><th></th><th></th><th>🔒 ADD</th><th></th><th>뵯 RELATED</th><th>о 🐥 то</th><th>OOLS</th></td<>	× @ ellucian	Schedule SSASE	CT 9.3.32 [CALBSTU	J:9.3.31 BA	N9-188] (PR	OD)						🔒 ADD		뵯 RELATED	о 🐥 то	OOLS
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Important Notes (impacts 320 Attendance Accounting): 1) Use exact weekly contact hours for Hours per Week and use a 17.5 multiplier for Total Contact Hours for Work Experience courses. Refer to Attachment C to confirm contact hours. 2) Use the ALT code for work experience lab session. 3) Split session credit hours (i.e., course units) between Lecture and Lab sessions.

### **Example: Variable Unit Class**

NOTE: Variable unit classes should have a separate CRN for each unit value needed per term. Enter the appropriate unit and contact hour values in the boxes provided in the *Credit Hours* section on SSASECT.

This does not apply to variable unit open entry/open exit classes. For those classes, schedule with an attendance accounting method of P (positive attendance) and the maximum contact hours for the course all in the same CRN.

### EXAMPLE: 2-Unit section of variable unit class

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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

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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

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ONLINE	ONLINE	72L														15.00	15.00		262.50			.00
UNLINE	UNLINE	12											4			1 00	1.00		17 50		1	00

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: 1<sup>st</sup> Session (not Summer) 300 – 350 Short Term: 2<sup>nd</sup> Session (not Summer) 600 – 699 Off-Campus 800 – 899 Weekends (Friday after 4pm), Sat, Sun
- AN (1, 2..) Anaheim (not Summer)
- DE (1, 2..) Dual Enrollment
- HY (1, 2..) Hybrid Courses
- OL (1, 2..) Online Courses
- OE (1, 2..) Open Entry/Open Exit
- WI (1, 2..) Winter Intersession Courses (Spring only)

#### **Fullerton Courses Only**

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

#### CAMPUS

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

2NH - (Dual Enrollment/HS/Courses under 4 wks long)

#### **Cypress Crosslist Codes**

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

#### Fullerton Crosslist Codes

NA-NZBusiness/CISTA-TZPEOA-OZFine ArtsUA-UZCounselingPA-PZHumanitiesVA-VZSocial SciencesQA-QZLibraryWA-WZTech & EngRA-RZMath/Comp ScienceYA-YZInstruction OffSA-SZNatural SciencesZA-ZZInstruction Off

#### **STATUS**

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

#### SCHEDULE TYPE (Course Section Information tab)

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

#### INSTRUCTIONAL METHOD (Course Section Information tab)

- 02 On-campus Lecture (or primarily lecture if lec/lab)
- 04 On-campus Lab
- 20 Work Experience
- 40 Independent Study
- 71 Synchronous Online
- 72 Asynchronous Online
- 90 Field Experience
- **HYA** Asynch Hybrid (On campus and Asynch Online)
- **HYS** Synch Hybrid (On campus and Synch Online)
- HYO Other Hybrid (On campus and Synch and Asynch Online)

**OLZ** Synchronous and Asynchronous Online (NO On Campus meetings)

#### **SESSION: (types of courses)**

### NOTE: A Distance Ed course "trumps" any other code

- D Daytime
- E Evening (4pm or later)
- H Hybrid
- 0 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

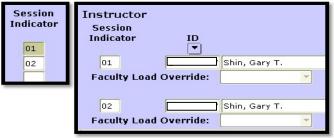
3. The sum of the contact hours for the back-to-back meeting sessions is  $\geq$  50 minutes

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

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

#### **SESSION INDICATOR**

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



#### ROOMS

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

**Online (Synchronous) Courses -** Type "ZOOM" in the building field.

#### SCHEDULE TYPE (Meeting Location and Credits tab)

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

#### **INSTRUCTOR SCREEN**

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

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

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

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

#### **COMMENT SCREEN**

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

comment miles help explain the section.

#### PLEASE READ THE COMMENT LINES FOR ERRORS!

#### DO:

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

#### DO NOT:

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

# Comment lines for Distance Ed classes must begin as follows:

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

#### Examples of comment lines for all other courses:

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

# **Instructional Material Cost Codes**

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

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

#### Banner Codes:

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

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

#### Data Entry Instructions:

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

	pprov
X @ ellucian Schedule Detail SSADETL 9.3.32 (TES	T) strictions [SSARRES]
Term: 202330 CRN: 30570 Subject: THEA Course: 10	5 F Title: Musical Theatre History 8-requisites [SSAPREQ]
Section Links and Corequisites Section Fees Degree Prog	ram Attributes Contract and Block Schedu
DEGREE PROGRAM ATTRIBUTES	
Attribute *	Description
2AC1	F-GE C1 Arts
2001	F-CSU C1 Arts
2003	FC/Arts & Humanities
213A	F-IGETC 3A Arts
2PC1	FC/Paralegal Arts
A70	Drama/Theater Arts
C15	Music
CB	Course Site (Blackboard)
CSUG	CSU GE
IGET	IGETC
MOER	Mix of OER & Non-OER materials

RELATED

Elective Attribute Pool [SSAPOOL]

Specific Section Attribute [SSASATR]

Q

# 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.

Full-term classes:	Leave	e defau	It dates		
CLASS TYPE					
Traditional Class					
Part of Term	1		01/24/2022	Part-of-Term End Date	05/21/2022
Short-term classe	s (not	full-te	rm) WITH meetii	ng days/times: Leave defaul	t dates
Traditional Class					
Part of Term	F8		01/24/2022	Part-of-Term End Date	03/20/2022
Short-term classe	s (not	full-te	rm) WITHOUT m	eeting days/times (INCLUD	<b>ES HYBRII</b>

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

Traditional Class													
Part of Term	F8	 01/2	4/2022	2		Part-c	of-Ter	m E	nd E	Date	02/	27/2	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.

	Meeting Dates	Meeting Location and C	Tues = 03/15/2022											
Example WITH meeting	SCHEDULE	SCHEDULE												
days/time	Meeting Type	Start Date *	End Date *	M	lon	Tue	Wed	Thu	Fri	Sat	Sun			
	CLAS	01/24/2022	03/15/2022			<b>V</b>								
	Meeting Dates	Meeting Location and (	Credits	S	Sun = 02/27/2022									
Example WITHOUT	- SCHEDULE			50	un – 02		-							
meeting days/times	Meeting Type	Start Date *	End Date *	Mo	on T	Tue	Wed	Thu	Fri	Sat	Sun			
	ONL	01/24/2022	02/27/2022											

#### 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 ule Calendar SSAAC	Example Short-term Class ule Calendar SSA	Example Summer Class 3 Calendar SSA
Term: 202120 CRN: 21567 Subject: ACCT	Term: 202120 CRN: 20003 Subject: ACR	Term: 202130 CRN: 30051 Subject: COM
SCHEDULE CALENDAR	SCHEDULE CALENDAR	SCHEDULE CALENDAR
Academic Calendar FT Full	Academic Calendar PC P Type	Academic Calendar PC P Type
Section Begin Date 01/24/2022	Section Begin Date 01/24/2022	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*
	Second 8 weeks	PC
S8	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	<b>Summer Term.</b> Attendance methods are: Daily (D), Independent Daily (ID), Positive Attendance (P), Other Classes – Not Claimed (O).	PC
	If class meets 7 days total or less (<=7 days)	Leave Calendar Type Blank*
WI	Winter Intersession	PC
	If class meets 7 days total or less (<=7 days)	Leave Calendar Type Blank*

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

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

# Dual Enrollment: Parts of Term & Calendar Types Grid

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

Part of Term	Description	Banner Building Codes	Calendar Type
FUL	Fullerton SD (FSDO)	FSDO	See calendars below
	o Ladera Vista Jr HS of the Arts	LVJHS	
	o Nicolas Jr HS	NJHS	
	o Parks Jr HS	PJHS	
GGU	Garden Grove (GGUSD)	GGUSD	See calendars below
	o Bolsa Grande HS		
	o Garden Grove HS	GARDHS	
	o Hare Continuation HS		
	o La Quinta HS		
	o Los Amigos HS		
	o Pacifica HS	PACIHS	
	o Rancho Alamitos HS	RANCHS	
	o Santiago HS		
LAU	Los Alamitos USD		See calendars below
	o Los Alamitos HS	LAS	
OXA	Oxford Academy (OASD)	OXFACD	See calendars below
PYU	Placentia USD (PYLUSD)	PYLUSD	See calendars below
	o Buena Vista Virtual Academy	BVHS	
	o Bernardo Yorba Middle School	BYM	
	o El Camino Real HS	ECRHS	
	o El Dorado HS	EDHS	
	o Esperanza HS	EHS	
	o Parkview		
	o Valencia HS	VALEHS	
	o Yorba Linda HS	YLHS	
	Description	Calendar Type	
	If dual enrollment class meets more than 7 days total	PC	
	If dual enrollment class meets 7 days total or less (<=7 days)	Leave Calendar Type Blank*	
	If dual enrollment class is <b>full term</b> and meets <b>100% online</b>	FT	

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

## **Argos Report - Courseinfo Dashboard**

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

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# **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.
ТСН	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
	nous definitions adapted from CCCCO Memo ES 21-09 Attendance Accounting Guidance for Transitions to

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

# **Frequently Asked Questions**

#### 1. When do I use the 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/saamcompressed-calendar-and-course-scheduling-addendum-final-9-18-08-ada.ashx

## Attachment A: 16.2 Week Full Term Calendar Scheduling Options

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

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

2.0	<< CATALOG WEEKL	Y CONTACT HOUR	RS		_			Lec LHE	2.000	LAB LHE 1	1.500
Number of	Total	CON	TACT HOURS		MINUTES	S PER CLASS		C	LOCK HOUR CL	ASS SCHEDULE	
Class Meetings	Number	Contact Hours Per Day	Contact Hours Per Week	Total Contact Hours	Instructional	Break	Total	Clock Time	Breaks	Example	e
per Week	of Classes	SCH	SCH	SCH	Minutes	Minutes	Minutes	Hrs:Mins	per Class	Meeting Ti	ime
1	16	SCH         SCH         SCH           2.3         2.3         37.26			115	10	125	2:05	1@10	8:00 AM - 10:	:05 AM

2.5	<< CATALOG WEEKL	Y CONTACT HOUP	RS					Lec LHE	2.500	LAB LHE	1.875
Number of	Total	CON	TACT HOURS		MINUTES	S PER CLASS		C	LOCK HOUR CL	ASS SCHEDULE	
Class Meetings	Number	Contact Hours Per Day	Contact Hours Per Week	Total Contact Hours	Instructional	Break	Total	Clock Time	Breaks	Exam	ple
per Week	of Classes	SCH	SCH	SCH	Minutes	Minutes	Minutes	Hrs:Mins	per Class	Meeting	Time
1	16	2.8	2.8	45.36	140	10	150	2:30	1@10	8:00 AM - 1	L0:30 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 WEEKL	Y CONTACT HOUF	RS					Lec LHE	3.000	LAB LHE	2.250
Number of	Total	CON	TACT HOURS		MINUTE	S PER CLASS		CI	LOCK HOUR CL	ASS SCHEDULE	
Class Meetings	Number	Contact Hours Per Day	Contact Hours Per Week	Total Contact Hours	Instructional	Break	Total	Clock Time	Breaks	Exam	ple
per Week	of Classes	SCH	SCH	SCH	Minutes	Minutes	Minutes	Hrs:Mins	per Class	Meeting	; Time
1	16	3.4	3.4	55.08	170	20	190	3:10	2@10	8:00 AM -	11:10 AM
2	32	1.7	3.4	55.08	85	0	85	1:25	NO BRK	8:00 AM -	9:25 AM

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

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

### 16.2 WEEK FULL TERM SCHEDULING OPTIONS (Continued)

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

5.0	<< CATALOG WEEKL	Y CONTACT HOUR	S					Lec LHE	5.000	LAB LHE	3.750
Number of	Total	CON	TACT HOURS		MINUTES	PER CLASS		(	CLOCK HOUR CLA	SS SCHEDULE	
Class Meetings per Week	Number of Classes	Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Exan Meeting	•
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 WEEKL	Y CONTACT HOUR	RS					Lec LHE	5.500	LAB LHE	4.125
Number of	Total	CON	TACT HOURS		MINUTES	S PER CLASS		(	CLOCK HOUR CLA	SS SCHEDULE	
Class Meetings per Week	Number of Classes	Contact Hours         Contact         Total           Per Day         Hours Per         Contact           SCH         SCH         SCH		Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Exai Meetin	mple g Time	
1	16	6.0	6.0	97.2	300	50	350	5:50	5@10	8:00 AM -	1:50 PM
2	32	3.0	6.0	97.2	150	20	170	2:50	2@10	8:00 AM -	10:50 AM
3	48	2.0	6.0	97.2	100	10	110	1:50	1@10	8:00 AM -	9:50 AM
4	64	1.5	6.0	97.2	75	0	75	1:15	NO BRK	8:00 AM -	9:15 AM

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

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

7.0	<< CATALOG WEEKL	Y CONTACT HOUF	RS					Lec LHE	7.000	LAB LHE	5.250
Number of	Total	CON	TACT HOURS		MINUTES	S PER CLASS		(	CLOCK HOUR CLA	SS SCHEDULE	
Class Meetings per Week	Number of Classes	Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Exam Meeting	•
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 - 1	1:35 AM
4	64	2.0	8.0	129.60	100	10	110	1:50	1@10	8:00 AM -	9:50 AM

### 16.2 WEEK FULL TERM SCHEDULING OPTIONS (Continued)

7.5	<< CATALOG WEEKL	Y CONTACT HOUR	RS					Lec LHE	7.500	LAB LHE	5.625
Number of	Total	CON	TACT HOURS		MINUTE	S PER CLASS		C	lock hour cl/	ASS SCHEDULE	
Class Meetings	Number	Contact Hours Per Day	Contact Hours Per Week	Total Contact Hours	Instructional	Break	Total	Clock Time	Breaks	Exan	nple
per Week	of Classes	SCH	SCH	SCH	Minutes	Minutes	Minutes	Hrs:Mins	per Class	Meetin	g 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 WEEKL	Y CONTACT HOUF	RS					Lec LHE	8.000	LAB LHE	6.000
Number of	Total	CON	TACT HOURS		MINUTES	S PER CLASS		C	LOCK HOUR CL	ASS SCHEDULE	
Class Meetings	Number	Contact Hours Per Day	Contact Hours Per Week	Total Contact Hours	Instructional	Break	Total	Clock Time	Breaks	Exar	nple
per Week	of Classes	SCH	SCH	SCH	Minutes	Minutes	Minutes	Hrs:Mins	per Class	Meetin	g 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 WEEKL	Y CONTACT HOUR	IS					Lec LHE	8.500	LAB LHE	6.375	
Number of	Total	CON	TACT HOURS		MINUTE	S PER CLASS		CLOCK HOUR CLASS SCHEDULE				
Class Meetings per Week	Number of Classes	Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Exam Meeting		
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 - 1	12:30 PM	
4	64	2.4	9.6	155.52	120	10	130	2:10	1@10	8:00 AM - 1	L0:10 AM	

9.0	<< CATALOG WEEKLY	Y CONTACT HOUR	RS		-			Lec LHE	9.000	LAB LHE	6.750
Number of	Total	CON	TACT HOURS		MINUTES	S PER CLASS		CLOCK HOUR CLASS SCHEDULE			
Class Meetings per Week	Number of Classes	Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Exan Meeting	
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 WEEKL	Y CONTACT HOUF	RS			Lec LHE	9.500	LAB LHE	7.125		
Number of	Total	CON	TACT HOURS		MINUTES	S PER CLASS		CLOCK HOUR CLASS SCHEDULE			
Class Meetings per Week	Number of Classes	Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Exar Meetin	•
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 WEEKL	Y CONTACT HOUR	RS		Lec LHE	10.000	LAB LHE	7.500			
Number of	Total	CON	TACT HOURS		MINUTES	S PER CLASS		CLOCK HOUR CLASS SCHEDULE			
Class Meetings per Week	Number of Classes	Contact Hours Per Day SCH	Contact Hours Per Week SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class	Exar Meetin	nple g 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:

 A partial class hour cannot exceed 45 minutes (i.e., contact hours ending in .1 or .2). Instruction after a 45-minute partial class hour period would require a 10-minute break in the previous clock hour. As a result, classes should be scheduled only for the time lengths listed in the table (or extension). See the CCCCO Calculating Class Hours document for more details: <u>https://www.cccco.edu/-/media/CCCCO-Website/College-Finance-and-Facilities/Manuals/ada-contact-hour-computation-chart-edited-2-a11y.pdf</u>

<sup>2.</sup> 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		<< CATA		T HOURS		Lec LHE	0.500	Lab LHE 0.375
Tatal	Ηοι	ırs	MIN	UTES PER CL	ASS	CL	OCK HOUR C	LASS SCHEDULE
Total Number of Class Meetings	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		<< CATA		T HOURS		Lec LHE	1.000	Lab LHE 0.750
Total	Ηοι	ırs	MIN	UTES PER CL	ASS	CL	OCK HOUR C	LASS SCHEDULE
Number of Class Meetings	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

SHUKT TERIVI & SUIVIVIER SCHEDULING UPTIONS (CONTINUED	RM & SUMMER SCHEDULING OPTIONS (Continu	ued)
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1.5		<< CATA	LOG CONTAC	T HOURS		Lec LHE	1.500	Lab LHE 1.125
Total	Ηοι	ırs	MIN	UTES PER CL	ASS	CL	OCK HOUR C	LASS SCHEDULE
Number of Class Meetings	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

2.0		<< CATALO	OG CONTACT HOU	IRS		Lec LHE	2.000	Lab LHE	1.500
Total	Hou	irs	MINU	JTES PER CLASS		CLC	OCK HOUR CLAS	S SCHEDULE	
Number of Class Meetings	Hours Per Day SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class		ample ing 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

2.5		<< CATAL	OG CONTACT HOU	IRS		Lec LHE	2.500	Lab LHE	1.875
Total	Hou	ırs	MINU	JTES PER CLASS		CLC	OCK HOUR CLAS	S SCHEDULE	
Total Number of Class Meetings	Hours Per Day SCH	Total Contact Hours SCH	Instructional Minutes	Break Minutes	Total Minutes	Clock Time Hrs:Mins	Breaks per Class		ample ing 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

3.0		<< CATA	LOG CONTACT	HOURS		Lec LHE	3.000	Lab LHE 2.250
Total	Hou	ırs	MIN	UTES PER CLA	۹SS	CLO	оск hour c	LASS SCHEDULE
Number of Class Meetings	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

3.5		<< CATA	LOG CONTACT	Lec LHE	3.500	Lab LHE 2.625		
Total	Hours		urs MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
Number of Class Meetings	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

4.0		<< CATA	LOG CONTACT	HOURS		Lec LHE	4.000	Lab LHE 3.000
Total	Hours		Hours MINUTES PER CLASS		CLOCK HOUR CLASS SCHEDULE			
Number of Class	Hours Per Day	Total Contact Hours	Instructional	Break	Total	Clock Time	Breaks	Example
Meetings	SCH	SCH	Minutes	Minutes	Minutes	Hrs:Mins	per Class	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

	SHORT TERM & SUMMER SCHEDULING OPTIONS (Continued)									
4.5		<< CATA	LOG CONTACT	HOURS		Lec LHE	4.500	Lab LHE 3.375		
Total	Hou	ırs	MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE				
Number of Class Meetings	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		

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5.0		<< CATA	LOG CONTACT	Lec LHE	5.000	Lab LHE 3.750		
Total	Ηοι	ırs	MIN	UTES PER CLA	\SS	CLOCK HOUR CLASS SCHEDULE		LASS SCHEDULE
Number of Class Meetings	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

5.5		<< CATA	LOG CONTACT	Lec LHE	5.500	Lab LHE 4.125		
Total	Hours		Hours MINUTES PER CLASS			CLOCK HOUR CLASS SCHEDULE		
Number of Class Meetings	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

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

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

#### NOTES:

- 1. Use a 17.5 multiplier for Total Contact Hours if the course has *any portion asynchronous online* (i.e., not ZOOM). This applies to courses with an IW or ID attendance accounting method.
- 2. Each catalog contact hour is equal to 17.5 total contact hours for the term.
- 3. For less than full-term classes, divide the Total Contact Hours by the number of weeks class is scheduled to determine Hrs/Day and Hrs/Wk.

Catalog Contact Hours	Hours per Day (Full-term)	Hours per Week (Full-term)	Hours per Week/per Day (Less than Full-term)	Total Contact Hours
0.5	0.5	0.5	8.75/# Weeks	8.75
1	1	1	17.5/# Weeks	17.5
1.5	1.5	1.5	26.25/# Weeks	26.25
2	2	2	35/# Weeks	35
2.5	2.5	2.5	43.75/# Weeks	43.75
3	3	3	52.5/# Weeks	52.5
3.5	3.5	3.5	61.25/# Weeks	61.25
4	4	4	70/# Weeks	70
4.5	4.5	4.5	78.75/# Weeks	78.75
5	5	5	87.5/# Weeks	87.5
5.5	5.5	5.5	96.25/# Weeks	96.25
6	6	6	105/# Weeks	105
6.5	6.5	6.5	113.75/# Weeks	113.75
7	7	7	122.5/# Weeks	122.5
7.5	7.5	7.5	131.25/# Weeks	131.25
8	8	8	140/# Weeks	140
8.5	8.5	8.5	148.75/# Weeks	148.75
9	9	9	157.5/# Weeks	157.5
9.5	9.5	9.5	166.25/# Weeks	166.25
10	10	10	175/# Weeks	175
10.5	10.5	10.5	183.75/# Weeks	183.75
11	11	11	192.5/# Weeks	192.5
11.5	11.5	11.5	201.25/# Weeks	201.25
12	12	12	210/# Weeks	210
12.5	12.5	12.5	218.75/# Weeks	218.75
13	13	13	227.5/# Weeks	227.5
13.5	13.5	13.5	236.25/# Weeks	236.25
14	14	14	245/# Weeks	245
14.5	14.5	14.5	253.75/# Weeks	253.75
15	15	15	262.5/# Weeks	262.5
15.5	15.5	15.5	271.25/# Weeks	271.25
16	16	16	280/# Weeks	280