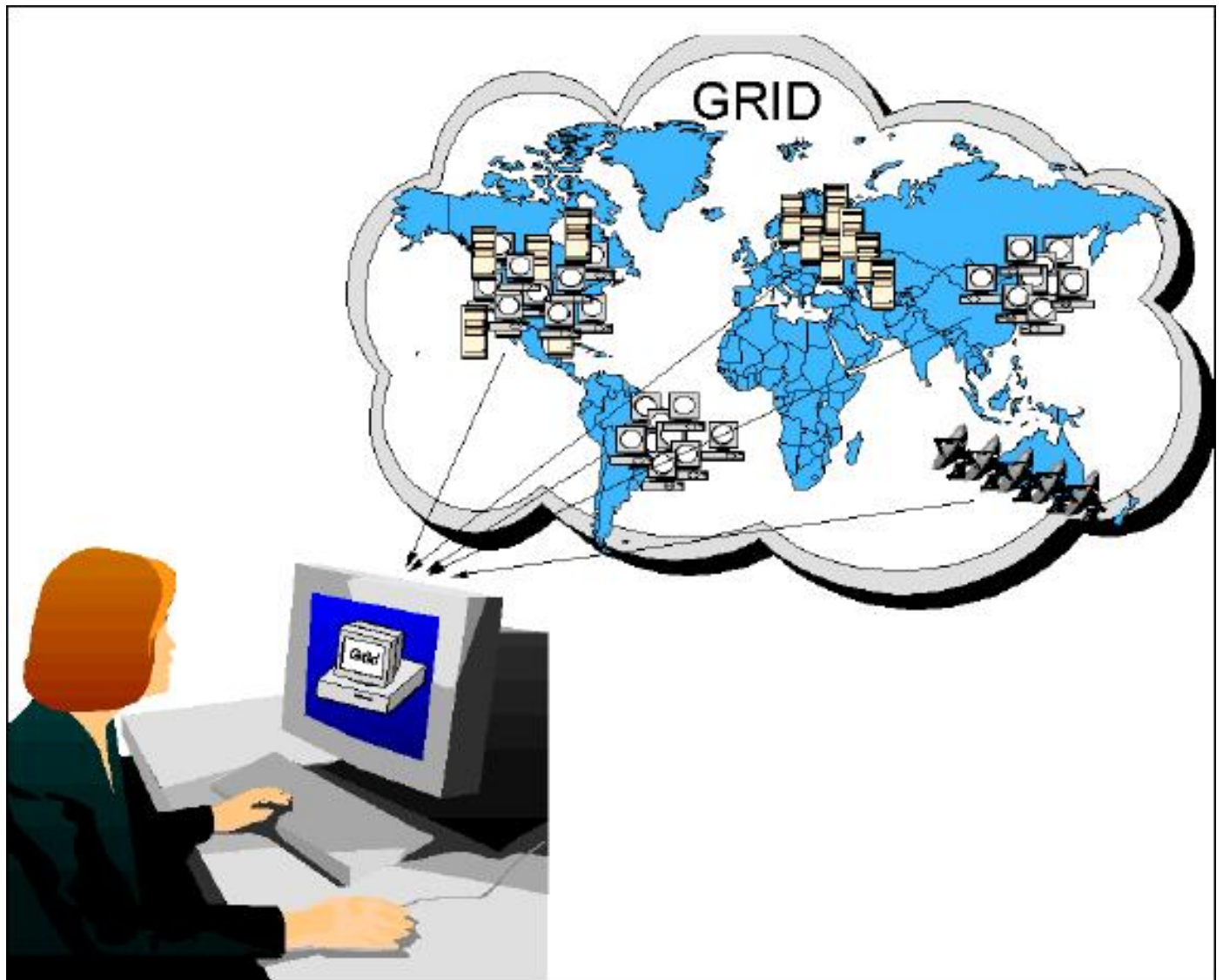


SCHEDULING GRID GUIDELINES



Scheduling Grid Guidelines

2011

Contents

Guidelines for Scheduling	1
Weekly Census Classes Scheduling	2
54 Catalog Hours	3
72 Catalog Hours	6
90 Catalog Hours	8
108 Catalog Hours.....	11
18 Catalog Hours	14
None/HY only	15
36 Catalog Hours	16
WSCH Supplement	17
Daily Census Classes (DSCH) Scheduling Grid.....	18
Daily Census Classes (DSCH) Scheduling Grid Supplement	19
Funding/Accounting Methods	20

Guidelines for Scheduling:

- Do not schedule census classes for less than 50 min, so 30 min, 35 min are not acceptable.
- Do not schedule census classes where sessions times are not a multiple of 5. Example 52, 53, 61....are all not acceptable.
- Do not schedule DSCH classes for less than 5 days.
- Do not schedule weekly or Independent census weekly classes in summer or winter term.
- DSCH cannot have different contact hours on different days or sessions
- Do not schedule DSCH or Daily census classes on a holiday.
- All Labs that are not TBA must follow the scheduling grid for census classes.
- All Labs associated with the Weekly census classes that are not TBA must be scheduled as per the grid.
- All TBA labs associated with WSCH must have regular weekly hours recorded for 16 weeks. If at census we have zero hours for the student, we need to zero out hours for the labs for apportionment.
- All TBA labs associated with DSCH must have regular Daily hours recorded for the number of sessions. If at census we have zero hours for the student, we need to zero out hours for the labs for apportionment.
- The class must be approved as “Distance Education” through the curriculum and must have at least one meeting on line that completely replaces face to face instruction to have the option of using “Alternate accounting Methods for “Weekly” and “Daily”.
- Classes where the Instructional cost is funded by a third party must be non State apportioned unless an ISA overrules.
- Use exception reports on a regular basis instead of waiting at the end of the term.

DSCH: Daily Student Contact Hour
WSCH: Weekly Student Contact Hour

Raj Bajaj
8979
Rev 02, January 2012

Catalog Hour	54	54	72	72	90	90	90	108	108	108	use with only other blocks	18	36	
Lecture Units	3	3	4	4	5	5	5	6	6	6		1	2	
Lab Units	1	1	NA	NA	NA	NA	NA	2	2	2		NA	NA	
Target WSCH	3.4	3.4	4.6	4.5	5.6	5.6	5.7	6.9	6.8	6.8	1	1.3	2.3	
Days/Week	2/Week	1/Week	2/Week	1/Week	4/Week	2/Week	3/Week	3/Week	4/Week	2 Day/Wk	1/Week	1/Week	1/Week	
Actual Minutes/Day	85	170	115	225	70	140	95	115	85	170	50	65	115	
Minutes (including break time)	85	190	125	255	70	150	95	125	85	190	50	65	125	
Any Contact Hour beyond 50 minute is a fraction of 50 minutes. Break time of 10 minutes is included in the multi-hour class and may not be accumulated at the end of the class.	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	
	8:00-9:25	8:00-11:10	8:00-10:05	8:10-12:25	8:00-9:10	8:00-10:30	8:00-9:35	8:00 -10:05	8:00-9:25	8:00-11:10	8:00 -8:50	8:00-9:05	8:00 -10:05	
	9:35-11:00	11:20:2:30	10:15-12:20	12:35-4:50	9:20-10:30	10:40-1:10	9:45-11:20	10:15-12:20	9:35-11:00	11:20:2:30	9:00 - 9:50	9:15-10:20	10:15-12:20	
	11:10-12:35	2:40-5:50	12:30-2:35		10:40-11:50	1:20-3:50	11:30-1:05	12:30-2:35	11:10-12:35	2:40-5:50	10:00 - 10:50	10:30-11:40	12:30-2:35	
	12:45-2:10		2:45-4:50		12:00-1:10	Alt TU/TH 12:50-1:50 College Hour	1:15-2:50	2:45-4:50	12:45-2:10		11-11:50	11:50-12:55	2:45-4:50	
	2:20-3:45	Alt	Alt TU/TH 12:50-1:50 College Hour		1:20-2:30		3:00-4:35		2:20-3:45	Alt	12 - 12:50	1:05-2:10	Alt TU/TH 12:50-1:50 College Hour	
	3:55-5:20				2:40-3:50				Alt 2:00-4:05	Alt TU/TH 12:50-1:50 College Hour	9:00-12:10	2:00-2:50	3:35-4:40	
	Alt TU/TH 12:50-1:50 College Hour	9:00-12:10	2:00-4:05		4:00-5:10	Alt TU/TH 2:00-3:10					3:00-3:50	4:00-4:50	12:50-1:50 College Hour	
	2:00-3:25				Alt TU/TH 2:00-3:10								2:00-3:05	
	3:35-5:00				3:20-4:30								3:15-4:20	
				4:40-5:50										
Evening	Evening	Evening	Evening	Evening	Evening	Evening	Evening	Evening	Evening	Evening	Evening	Evening	Evening	
6:00-7:25	6:00- 9:10	5:00-7:05		6:00-7:10	6:00 - 8:30	5:20-6:55	5:00-7:05	6:00-7:25	6:00- 9:10	6:00-6:50	5:45-6:50	5:00-7:05		
7:35-9:00	Alt 6:30-9:40	7:15-9:20	4:30 - 8:45	7:20-8:30	Alt 6:30-9:00 pm	7:05-8:40	7:15-9:20	7:35-9:00	Alt 6:30-9:40	7:00-7:50	7:00-8:05	7:15-9:20		
Alt 6:30 -7:55		Alt		8:40-9:50		Alt 6:00-7:35 7:45-9:20	Alt	Alt 6:30 - 7:55		8:00-8:50	8:05-9:10	Alt		
Alt 8:05-9:30		6:00- 8:05					6:00- 8:05	8:00-9:25		9:00-9:50		6:00- 8:05		

Alternate blocks for college hour are highlighted in red.

Each College may elect a different College hour

College Hr: Tu/TH 12:50-1:50

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

<u>Lecture Units</u>	<u>3</u>
<u>Lab Units</u>	<u>1</u>
<u>Days/Week</u>	<u>3</u>
<u>Minutes Scheduled</u> <u>(Use this block for scheduling)</u>	<u>50,50,70</u>
<u>Days of the Week</u>	<u>M,W,F</u>
<u>Break Time included</u>	<u>0</u>

Suggested Time Blocks

<u>DAY</u>	<u>Session</u>
<u>8:00-8:50</u>	<u>1</u>
<u>8:00-8:50</u>	<u>2</u>
<u>8:00-9:10</u>	<u>3</u>

Note: Use various combinations as appropriate in the blocks mentioned above

FTES:

<u>Number of students</u>	<u>FTES</u>	<u>WSCH</u>	<u>*Efficiency</u>
<u>20</u>	<u>2.12</u>	<u>68.28</u>	<u>342</u>
<u>25</u>	<u>2.64</u>	<u>85.03</u>	<u>425</u>
<u>30</u>	<u>3.17</u>	<u>102.10</u>	<u>511</u>
<u>35</u>	<u>3.70</u>	<u>119.17</u>	<u>596</u>
<u>40</u>	<u>4.23</u>	<u>136.25</u>	<u>681</u>

Note: * Efficiency is based on a normal load of 0.2 FTE for a 3 unit lecture

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

<u>Lecture Units</u>	<u>3</u>
<u>Lab Unit</u>	<u>1</u>
<u>Days/Week</u>	<u>2</u>
<u>Minutes Scheduled</u> <u>(Use this block for scheduling)</u>	<u>85</u>
<u>Days of the Week</u>	<u>MW OR TUTH</u>
<u>Break Time included</u>	<u>0</u>

Suggested Time Blocks:

<u>DAY</u>	<u>EVENING</u>
8:00-9:25	6:00 – 7:25
9:35 -11:00	7:35 – 9:00
11:10 – 12:35	Alt
12:45 – 2:10	6:30 – 7:55
2:20 – 3:45	8:05 – 9:30
3:55 – 5:20	
<u>ALT</u>	
2:00 – 3:25	
3:35 – 5:00	

FTES:

<u>Number of students</u>	<u>FTES</u>	<u>WSCH</u>	<u>*Efficiency</u>
<u>20</u>	<u>2.12</u>	<u>68.28</u>	<u>342</u>
<u>25</u>	<u>2.64</u>	<u>85.03</u>	<u>425</u>
<u>30</u>	<u>3.17</u>	<u>102.10</u>	<u>511</u>
<u>35</u>	<u>3.70</u>	<u>119.17</u>	<u>596</u>
<u>40</u>	<u>4.23</u>	<u>136.25</u>	<u>681</u>

Note: * Efficiency is based on a normal load of 0.2 FTE for a 3 unit lecture.

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

<u>Lecture Units</u>	<u>3</u>
<u>Lab Units</u>	<u>1</u>
<u>Days/Week</u>	<u>1</u>
<u>Days of the Week</u>	<u>Any Day or Evening</u>
<u>Minutes including break time</u> <u>(Use this block to schedule)</u>	<u>190</u>
<u>Break Time included</u>	<u>20</u>

Suggested Time Blocks

<u>DAY</u>	<u>EVENING</u>
8:00-11:00	6:00 – 9:10
11:20 -2:30	ALT
2:40 – 5:50	6:30 – 9:40
ALT	
9:00 -12:10	

FTES:

<u>Number of students</u>	<u>FTES</u>	<u>WSCH</u>	<u>*Efficiency</u>
<u>20</u>	<u>2.12</u>	<u>68.28</u>	<u>342</u>
<u>25</u>	<u>2.64</u>	<u>85.03</u>	<u>425</u>
<u>30</u>	<u>3.17</u>	<u>102.10</u>	<u>511</u>
<u>35</u>	<u>3.70</u>	<u>119.17</u>	<u>596</u>
<u>40</u>	<u>4.23</u>	<u>136.25</u>	<u>681</u>

Note: * Efficiency is based on a normal load of 0.2 FTE for a 3 unit lecture

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

<u>Lecture Units</u>	<u>4</u>
<u>Days/Week</u>	<u>2</u>
<u>Minutes Scheduled</u> (Use this block to schedule)	<u>125</u>
<u>Days of the Week</u>	<u>MW OR TUTH</u>
<u>Break Time included</u>	<u>10</u>

Suggested Time Blocks:

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

FTES:

<u>Number of students</u>	<u>FTES</u>	<u>WSCH</u>	<u>*Efficiency</u>
<u>20</u>	<u>2.86</u>	<u>92.12</u>	<u>345.39</u>
<u>25</u>	<u>3.57</u>	<u>114.98</u>	<u>431.14</u>
<u>30</u>	<u>4.28</u>	<u>137.85</u>	<u>516.88</u>
<u>35</u>	<u>5</u>	<u>161.04</u>	<u>603.84</u>
<u>40</u>	<u>5.71</u>	<u>183.91</u>	<u>689.58</u>

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

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

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

Suggested Time Blocks

<u>DAY</u>	<u>EVENING</u>
8:10-12:25	4:30-8:45
12:35-4:50	

FTES:

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

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

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

<u>Lecture Units</u>	<u>5</u>
<u>Days/Week</u>	<u>4</u>
<u>Minutes Scheduled</u> (Use this block to schedule)	<u>70</u>
<u>Days of the Week</u>	<u>MTUWTH</u>
<u>Break Time</u>	<u>0</u>

Suggested Time Blocks:

<u>DAY</u>	<u>Alt TU/TH</u>	<u>EVENING</u>
8:00-9:10		6:00-7:10
9:20-10:30	2:00-3:10	7:20-8:30
10:40-11:50	3:20- 4:30	8:40-9:50
12:00-1:10	4:40-5:50	
1:20-2:30		
2:40-3:50		
4:00-5:10		

FTES:

<u>Number of students</u>	<u>FTES</u>	<u>WSCH</u>	<u>*Efficiency</u>
<u>20</u>	<u>3.48</u>	<u>112.09</u>	<u>336.19</u>
<u>25</u>	<u>4.35</u>	<u>140.11</u>	<u>420.24</u>
<u>30</u>	<u>5.22</u>	<u>168.13</u>	<u>504.29</u>
<u>35</u>	<u>6.08</u>	<u>195.83</u>	<u>587.37</u>
<u>40</u>	<u>6.95</u>	<u>223.85</u>	<u>671.41</u>

Note: * Efficiency is based on a normal load of 0.3334 FTE for a 5 unit lecture

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

<u>Lecture Units</u>	<u>5</u>
<u>Days/Week</u>	<u>2</u>
<u>Minutes Scheduled</u>	<u>150</u>
<u>Use this block to schedule</u>	
<u>Days of the Week</u>	<u>MW OR TUTH</u>
<u>Break Time included</u>	<u>10</u>

Suggested Time Blocks:

<u>DAY</u>	<u>EVENING</u>
8:00-10:30	6:00-8:30
10:40-1:10	Alt
1:20-3:50	6:30-9:00
Alt TU/TH	
2:00-4:30	

FTES:

<u>Number of students</u>	<u>FTES</u>	<u>WSCH</u>	<u>*Efficiency</u>
<u>20</u>	<u>3.48</u>	<u>112.09</u>	<u>336.19</u>
<u>25</u>	<u>4.35</u>	<u>140.11</u>	<u>420.24</u>
<u>30</u>	<u>5.22</u>	<u>168.13</u>	<u>504.29</u>
<u>35</u>	<u>6.08</u>	<u>195.83</u>	<u>587.37</u>
<u>40</u>	<u>6.95</u>	<u>223.85</u>	<u>671.41</u>

Note: * Efficiency is based on a normal load of 0.3334 FTE for a 5 unit lecture

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

<u>Lecture Units</u>	<u>5</u>
<u>Days/Week</u>	<u>3</u>
<u>Minutes Scheduled</u>	<u>95</u>
<u>Use this block to schedule</u>	
<u>Days of the Week</u>	<u>MWF / Three days a week</u>
<u>Break Time included</u>	<u>0</u>

Suggested Time Blocks:

<u>DAY</u>	<u>EVENING</u>
8:00-9:35	5:20-6:55
9:45-11:20	7:05-8:40
11:30-1:05	Alt
1:15-2:50	6:00-7:35
3:00-4:35	7:45-9:20

FTEs:

<u>Number of students</u>	<u>FTEs</u>	<u>WSCH</u>	<u>*Efficiency</u>
<u>20</u>	<u>3.54</u>	<u>114.02</u>	<u>341.99</u>
<u>25</u>	<u>4.43</u>	<u>142.68</u>	<u>427.97</u>
<u>30</u>	<u>5.31</u>	<u>171.03</u>	<u>512.98</u>
<u>35</u>	<u>6.2</u>	<u>199.69</u>	<u>598.96</u>
<u>40</u>	<u>7.08</u>	<u>228.04</u>	<u>683.97</u>

Note: * Efficiency is based on a normal load of 0.3334 FTE for a 5 unit lecture

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

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

Suggested Time Blocks:

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

FTES:

<u>Number of students</u>	<u>FTES</u>	<u>WSCH</u>	<u>*Efficiency</u>
<u>20</u>	<u>4.28</u>	<u>137.85</u>	<u>344.63</u>
<u>25</u>	<u>5.36</u>	<u>172.64</u>	<u>431.60</u>
<u>30</u>	<u>6.43</u>	<u>207.10</u>	<u>517.75</u>
<u>35</u>	<u>7.5</u>	<u>241.56</u>	<u>603.91</u>
<u>40</u>	<u>8.57</u>	<u>276.03</u>	<u>690.07</u>

Note: * Efficiency is based on a normal load of 0.4 FTE for a 6 unit lecture

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

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

Suggested Time Blocks:

<u>DAY</u>	<u>EVENING</u>
8:00-9:25	6:00-7:25
9:35-11:00	7:35-9:00
11:10-12:35	Alt
2:20-3:45	6:30-7:55
ALT TU/TH	8:00-9:25
2:00-3:25	
3:35-5:00	

FTES:

<u>Number of students</u>	<u>FTES</u>	<u>WSCH</u>	<u>*Efficiency</u>
<u>20</u>	<u>4.23</u>	<u>136.24</u>	<u>340.61</u>
<u>25</u>	<u>5.28</u>	<u>170.06</u>	<u>425.15</u>
<u>30</u>	<u>6.34</u>	<u>204.20</u>	<u>510.51</u>
<u>35</u>	<u>7.39</u>	<u>238.02</u>	<u>595.05</u>
<u>40</u>	<u>8.45</u>	<u>272.16</u>	<u>680.41</u>

Note: * Efficiency is based on a normal load of 0.4 FTE for a 6 unit lecture

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

<u>Lecture Units</u>	<u>6</u>
<u>Lab Units</u>	<u>2</u>
<u>Days/Week</u>	<u>2</u>
<u>Minutes Scheduled</u>	<u>190</u>
<u>Use this block to schedule</u>	
<u>Days of the Week</u>	<u>Any Day</u>
<u>Break Time included</u>	<u>20</u>

Suggested Time Blocks:

<u>DAY</u>	<u>EVENING</u>
8:00-11:00	6:00 – 9:10
11:20 -2:30	ALT
2:40 – 5:50	6:30 – 9:40
ALT	
9:00 -12:10	

FTES:

<u>Number of students</u>	<u>FTES</u>	<u>WSCH</u>	<u>*Efficiency</u>
<u>20</u>	<u>4.23</u>	<u>136.24</u>	<u>340.61</u>
<u>25</u>	<u>5.28</u>	<u>170.06</u>	<u>425.15</u>
<u>30</u>	<u>6.34</u>	<u>204.20</u>	<u>510.51</u>
<u>35</u>	<u>7.39</u>	<u>238.02</u>	<u>595.05</u>
<u>40</u>	<u>8.45</u>	<u>272.16</u>	<u>680.41</u>

Note: * Efficiency is based on a normal load of 0.4 FTE for a 6 unit lecture

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

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

Suggested Time Blocks:

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

FTEs:

<u>Number of students</u>	<u>FTEs</u>	<u>WSCH</u>	<u>*Efficiency</u>
<u>20</u>	<u>0.62</u>	<u>19.97</u>	<u>299.39</u>
<u>25</u>	<u>0.77</u>	<u>24.80</u>	<u>371.82</u>
<u>30</u>	<u>0.93</u>	<u>29.95</u>	<u>449.09</u>
<u>35</u>	<u>1.09</u>	<u>35.11</u>	<u>526.35</u>
<u>40</u>	<u>1.24</u>	<u>39.94</u>	<u>598.78</u>

Note: * Efficiency is based on a normal load of 0.0667 FTE for a 1 unit lecture

Full Term Classes - Weekly Census – Fall & Spring only

<u>Units</u>	<u>Use only in combination with 50 minutes or other blocks</u>
<u>Days/Week</u>	<u>1</u>
<u>Minutes Scheduled</u> (Use this block to schedule)	<u>65</u>
<u>Days of the Week</u>	<u>1.3 contact hours</u>
<u>Break Time included</u>	<u>0</u>

Suggested Time Blocks:

DAY	EVENING
8:00-9:05	5:45-6:50
9:15-10:20	7:00-8:05
10:30-11:40	8:05-9:10
11:50-12:55	
1:05-2:10	
2:20-3:25	
3:35-4:40	
ALT	
2:00-3:05	
3:15-4:20	

FTES:

<u>Number of students</u>	<u>FTES</u>
<u>20</u>	<u>0.81</u>
<u>25</u>	<u>1.01</u>
<u>30</u>	<u>1.21</u>
<u>35</u>	<u>1.41</u>
<u>40</u>	<u>1.62</u>

Note: Efficiency will be combined together with multiple sessions.

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

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

Suggested Time Blocks:

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

FTES:

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

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

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

NA: Not Available

*Multiple Sessions with different time blocks

Winter/Summer/Short Term Classes		Meeting Sessions		
		24	12	18
Meeting Days		4 Day or Eve	2 Evenings	3 Evenings
Catalog Hours	Lecture_Units	Session Scheduling Time (In Minutes, includes break times)		
18	1	NA	70 or 75	50
27	1.5	65	125	70
36	2	75	170	110
54	3	125	255	170
72	4	170	NA	230
81	4.5	190	NA	255
90	5	210	NA	
108	6	255	NA	

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

Suggested Time Pattern:

Meeting Sessions	24		
Catalog Hours	54	72	90
Days	MTWTH	MTWTH	MTWTH
Session Time	7:35-9:40 AM	7:00-9:50 AM	7:35-11:05 AM
	9:50-11:55 AM	10:00-12:50 PM	9:50-1:20 PM
Afternoon	2:00-4:05	2:00-4:50	2:00-5:30

Evenings

Meeting Sessions	12 (2 Evenings)		18 (3 Evenings)		24 (4 Evenings)		
Catalog Hours	36	54	54	72	72		
Session Time	5:30-8:20 pm	5:30-9:45 pm	6:00-8:50 pm	5:30-9:20 pm	6:00-8:50 pm		
	6:00-8:50 pm	6:00-10:15 pm	6:30-9:20 pm	6:00-9:50 pm	6:30-9:20 pm	81	90
						6:00-9:10 pm	6:00-9:30 pm
						6:30-9:40 pm	6:30-10:00 pm

Notes:

The scheduled blocks are based on the 50 minute contact hour.

DSCH (Daily Census), Sessions cannot be scheduled on a Holiday, use the supplement to schedule.

DSCH (Daily Census) Sessions must be scheduled regularly each day.

For PE or labs scheduled for 54 hours, use the 54 hour block

For additional blocks of time use the supplement or call Raj Bajaj @ 222-8979

*70 to match 70 minute block scheduling used in WSCH to optimize facilities usage

Catalog Hours Lecture or Lab	Meeting Sessions													
	5		6		8		10		11		12		14	
	Session Time	Break Time	Session Time	Break Time	Session Time	Break Time	Session Time	Break Time	Session Time	Break Time	Session Time	Break Time	Session Time	Break Time
18	200	20	170	20	125	10	90	0	85	0	*70 or 75	0	65	0
27	310	40	255	30	190	20	145	10	135	10	125	10	95	0
36	425	60	350	50	255	30	200	20	185	20	170	20	140	10
54	630	90	530	80	390	50	310	40	275	30	255	30	225	20
72	NA		710	110	530	80	425	60	380	50	350	50	290	40
81	NA				590	90	470	70	430	60	390	50	330	40
90	NA						530	80	485	70	435	60	375	50
108	NA						630	90	575	80	530	80	445	60

Catalog Hours Lecture or Lab	Meeting Sessions													
	16		18		20		22		23		24		25	
	Session Time	Break Time	Session Time	Break Time	Session Time	Break Time	Session Time	Break Time	Session Time	Break Time	Session Time	Break Time	Session Time	Break Time
18	50	0	50	0	NA									
27	85	0	75	0	70	0	65	0	NA					
36	125	10	110	10	90	0	85	0	80	0	75	0	70	0
54	190	20	170	20	145	10	135	10	130	10	125	10	125	10
72	255	30	230	30	200	20	185	20	185	20	170	20	155	10
81	290	40	255	30	230	30	205	20	195	20	190	20	185	20
90	320	40	290	40	255	30	230	30	215	20	210	20	200	20
108	390	50	350	50	310	40	275	30	265	30	255	30	245	30

Note **DSCH Classes cannot be offered on a holiday.**

NA: Not Available

*70 to match 70 minute block scheduling

Working Draft for Accounting Methods by Term and Type of Class

Type of Class	FALL	Accounting/Met hod	SPR	Accounting/ Method	RCCD COD	WIN	Accounting/ Method	SUM	Accounting /Method	RCCD COD
Full Term Regularly Scheduled for every week	yes	Weekly	yes	Weekly	A	yes	Daily	yes	Daily	D
Short Term Regularly Scheduled	yes	Daily	yes	Daily	D	yes	Daily	yes	Daily	D
TBA Exclusive Labs	yes	Positive	yes	Positive	E,F,G, H	yes	Positive	yes	Positive	E,F,G, H
Open Entry Open Exit	yes	Positive	yes	Positive	J,K	yes	Positive	yes	Positive	J,K
Classes Less than five Meeting Times	yes	Positive	yes	Positive	E,F,G, H,J,K	yes	Positive	yes	Positive	E,F,G, H,J,K
Open Campus On Line Full Term	yes	Ind Weekly or Alternate Weekly accounting method	yes	Ind Weekly or Alternate Weekly accounting method	B	yes	Ind Daily or Alternate Daily Accounting Method	yes	Ind Daily or Alternate Daily Accounting Method	I
Open Campus On Line Short Term	yes	Ind Daily or Alternate Daily Accounting Method	yes	Ind Daily or Alternate Daily Accounting Method	I	yes	Ind Daily or Alternate Daily Accounting Method	yes	Ind Daily or Alternate Daily Accounting Method	I
Open Campus Web Enhanced full Term, must be scheduled for 100 % of face to face instruction	yes	Weekly	yes	Weekly	A	yes	Daily	Yes	Daily	D
Open Campus Web Enhanced short term	yes	Daily	yes	Daily	D	yes	Daily	yes	Daily	D
Open Campus Hybrid full Term	yes	Ind Weekly or Alternate Weekly accounting method	yes	Ind Weekly or Alternate Weekly accounting method	B	yes	Ind Daily or Alternate Daily Accounting Method	yes	Ind Daily or Alternate Daily Accounting Method	I
Open Campus Hybrid Short Term	yes	Ind Daily or Alternate Daily Accounting Method	yes	Ind Daily or Alternate Daily Accounting Method	I	yes	Ind Daily or Alternate Daily Accounting Method	yes	Ind Daily or Alternate Daily Accounting Method	I
Independent Study Labs short term	yes	Daily	yes	Daily	N	Yes	Daily	yes	Daily	N
Independent Study Labs Full Term	yes	Weekly	yes	Weekly	M	Yes	Daily	yes	Daily	N

Note: Daily and Weekly applies to only Credit Courses

RCCD Codes:

- A Census Weekly
- B Census Weekly Ind Study or Alternate Weekly Accounting Method
- C Census Weekly Work Exp
- D Census Daily
- E Positive Att Credit
- F Positive Att Credit IS
- G Positive Att NonCredit
- H Positive Att NonCredit IS
- I Ind Study/Daily or Alternate Daily Accounting Method
- J PAC (Open Entry/Exit)
- K PANC (Open Entry/Exit)
- M Independent Study Labs Full Term
- N Independent Study Labs short term
- X NonState Supported
- Y Non State Supported with Grades Required

Compiled By: Raj Bajaj

Date: Jan 2012

COTF

Sub Group: SOG

Ownership: Academic Affairs

Objective: Section Accounting Method must be identified correctly.