

May 2024

## Scheduling Guidelines

***Day Classes – Effective Summer 2024***

**16 Week Classes**

**16 Week Classes- MWF/MW**

	MWF	MW	MW		3 Hour Labs	
	3 Credits	3 Credits	4 Credits			
8:00	8:00-8:50	8:00-9:15	8:00-9:50		8:00-10:50	
8:30						
9:00	9:00-9:50					9:00-10:50
9:30						
10:00	10:00-10:50	9:30-10:45	10:00-11:50			
10:30						
11:00	11:00-11:50	11:00-12:15	12:00-1:50	11:00-12:50	11:00-1:50	
11:30						
12:00	12:00-12:50					12:30-1:45
12:30						
1:00	1:00-1:50		1:00-2:50			
1:30						
2:00	2:00-2:50	2:00-3:15	2:00-3:50	3:00-4:50	2:00-4:50	
2:30						
3:00	3:00-3:50					
3:30						
4:00	4:00-4:50	3:30-4:45				
4:30						

### 16 Week Classes- TR

	TR	TR	TR		3 Hour Labs
	2 Credits	3 Credits	4 Credits		
8:00	8:00-8:50	8:00-9:15	8:00-9:50		8:00-10:50
8:30					
9:00					
9:30	9:30-10:20	9:30-10:45		9:30-11:20	
10:00					
10:30					
11:00	11:00-11:50	11:00-12:15	11:00-12:50		11:00-1:50
11:30					
12:00					
12:30	12:30-1:20	12:30-1:45		12:30-2:20	
1:00					
1:30					
2:00	2:00-2:50	2:00-3:15	2:00-3:50		2:00-4:50
2:30					
3:00					
3:30	3:30-4:20	3:30-4:45			
4:00					
4:30					

### 7 Week Classes- MWF/MW

	MW	MWF	MW			MW		3 Hour Labs				
	2 Credits	3 Credits	3 Credits			4 Credits						
8:00	8:00-9:50	8:00-9:50	8:00-11:00 (Includes two 10 min breaks)			8:00-12:05 (Includes three 10 min breaks)		8:00-2:00 (includes 50 min for breaks)				
8:30												
9:00												
9:30												
10:00	10:00-11:50	10:00-11:50	11:00-2:00 (Includes two 10 min breaks)	9:00-12:00 (Includes two 10 min breaks)	10:00-1:00 (Includes two 10 min breaks)	9:00-1:05 (Includes three 10 min breaks)						
10:30												
11:00												
11:30												
12:00	12:00-1:50	12:00-1:50	12:00-3:00 (Includes two 10 min breaks)	12:00-3:00 (Includes two 10 min breaks)	1:00-4:00 (Includes two 10 min breaks)	12:30-4:35 (Includes three 10 min breaks)						
12:30												
1:00												
1:30												
2:00	2:00-3:50	2:00-3:50	2:00-5:00 (Includes two 10 min breaks)									
2:30												
3:00												
3:30												
4:00									10:00-4:00 (includes 50 min for breaks)			
4:30												
5:00												

### 7 Week Classes- TR

	TR	TR	TR		3 Hour Labs		
	2 Credits	3 Credits	4 Credits				
8:00	8:00-9:50	8:00-11:00 (includes two 10 min breaks)	8:00-12:05 (includes three 10 min breaks)		8:00-2:00 (includes 50 min for breaks)		
8:30							
9:00							
9:30							
10:00							
10:30		11:10-2:10 (includes two 10 min breaks)	9:30-1:05 (includes three 10 min breaks)		8:00-2:00 (includes 50 min for breaks)	9:30-3:30 (includes 50 min for breaks)	
11:00	11:00-12:50						
11:30							
12:00							
12:30							
1:00		2:20-5:20 (includes two 10 min breaks)	12:30-4:35 (includes three 10 min breaks)		8:00-2:00 (includes 50 min for breaks)	9:30-3:30 (includes 50 min for breaks)	
1:30							
2:00	2:00-3:50						
2:30							
3:00							
3:30							
4:00							
4:30							

## ***Night Classes – Effective Summer 2024***

Night classes should meet as indicated below. All classes should start at 5:30 or 6:00, 7:00, or 8:30.

### **16 Week Night Classes**

<b>1 hour per week</b>	<b>3 hours per week</b>		<b>4 hours per week</b>	
<b>1 night per week</b>	<b>1 night per week</b>	<b>2 nights per week</b>	<b>1 night per week</b>	<b>2 nights per week</b>
6:00-6:50	6:00-8:50 (Includes two 10 min breaks)	5:30-6:45	6:00-9:50 (Includes three 10 min breaks)	
7:00-7:50	7:00-9:50 (Includes two 10 min breaks)	7:00-8:15		7:00-8:50
		8:30-9:45		

### **7 Week Night Classes**

<b>3 Credit Classes</b>		<b>4 credit Classes</b>	
<b>2 nights per week</b>	<b>Hybrid: 1 night per week</b>	<b>2 nights per week</b>	<b>Hybrid: 1 night per week</b>
6:00-9:00 (includes two 10 min breaks)	6:00-9:00 (includes two 10 min breaks)	5:30-9:35 (includes three 10 min breaks)	5:30-9:35 (includes three 10 min breaks)
7:00-10:00 (includes two 10 min breaks)	7:00-10:00 (includes two 10 min breaks)		

## ***Summer Classes – Effective Summer 2024***

*Note: 7-week classes will follow the same schedule as is listed above for the academic year.*

10 Week Session		5 Week Session	
Classes that meet 4 days per week	Classes that meet 2 days per week	Classes that meet 4 days per week	Classes that meet 2 days per week
9:00 - 10:00	8:00 - 10:00	8:00 - 10:00	8:00 - 12:00
10:15 - 11:15	10:15 - 12:15	10:15 - 12:15	
12:30 - 1:30	12:30 - 2:30	12:30 - 2:30	12:30 - 5:00
2:45 - 3:45	2:45 - 4:45	2:45 - 4:45	
5:30 - 6:30	5:30 - 7:30	5:30 - 7:30	5:30 - 10:00
		7:45 - 9:45	
1 night per week	5:30 - 10:00		

## **Class Size – Effective Spring 19**

### ***Face-to-Face***

ENG 111/112, ENF, FRE 101/102, SPA 101/102, ASL 101/102, BUS 202, CST 100, SDV 101: 24

Science Labs: 24

BLD/DRF/MEC/PED: 24

Computer Labs: 22

Electrical/HVAC/Welding: 14

ART: 18

Culinary labs: 14

Internships: Variable

All other classes: 30

### ***Virtual***

ENG 111/112, CST 100: 24

All other classes: 30

## **Faculty Loads – Effective Spring 19**

### ***Nine Month:***

Must have 12-15 credits **and** 15-20 contact hours per semester (Fall or Spring).

Must have 24-30 credits **and** 30-40 contact hours per year (Fall and Spring).

May teach an overload of up to 40 credit hours or 60 contact hours per year (Fall and Spring).

Summer: May teach up to 10 credits (11-13 credits for overload)

10 Student Engagement Hours per week. See [Student Engagement Hours Policy](#).

### ***Associate Instructors:***

Must have 33 – 39 credits **and** 39-49 contact hours per year (Fall and Spring).

May teach an overload of up to 3 credit hours **or** 4.5 contact hours per year.

Summer: May not teach more than 8 credit or 8 contact hours

12-19 Office Hours per week.

Credits/Contact Hours	Office Hours	Total
18	19	37
21	16	37
23	14	37
26	12	38

### ***Adjunct Instructors:***

Fall: May not teach more than 12 credits

Spring: May not teach more than 12 credits

Summer: May not teach more than 8 credits

One office hour per week for each class taught.

## **Modalities**

### ***Virtual Classes***

Virtual classes should have a section number that starts with V and all content will be delivered asynchronously on-line or a section number that starts with Z and content delivered synchronously online. Please continue to use HY or DV for hybrid or dual enrollment classes that may happen to have a virtual synchronous component.

## ***Hybrid Classes***

Hybrid classes should have a section number that starts with HY and meet less than 50% of the required 750 minutes per credit hour. Meetings should be held at regular intervals throughout the semester (weekly or with exception). Hybrid classes should be scheduled so that rooms are appropriately utilized. For example, if a hybrid class meets every Tuesday from 9:30 – 10:45, there should be another hybrid class that meets on Thursday from 9:30 – 10:45 in the same room. Additionally, if a hybrid class meets every other Monday evening from 5:30 – 7:15 starting the first week of classes, another hybrid class could meet at the same day/time starting the second week of classes. This will ensure full room utilization.

## ***Night Classes***

Classes that start at 5:00 or later are considered night classes and should have a section number that starts with N.

*Rev. August 2017, January 2018, May 2018, October 2020, May 2023*