

quick tips

STYLE SHEET FOR CLASS SCHEDULE

Examples of preferred text style are shown in boxes.

CLASS NOTES

Dates

Saturday, January 15,

Mar. 14; May 5, 23

Times

8:30-9:50 a.m.; 8:30 a.m.-12:20 p.m.; 12-2:05 p.m.

Phone Numbers

760 744-1150, ext. 1234

Miscellaneous

Class Number 12345

Class Schedule

Material Fees

Class Number XXXXX has a material fee of \$XX which must be paid at the Bookstore before the first class meeting.

(Optional note to add to above – “Bring receipt to first class meeting.”)

Class Number XXXXX has a material fee of \$XX. See instructor first day of class for information.

ART 261 has a material fee of \$150 which must be paid at time of enrollment.

Class Number XXXXX has a material fee of \$45 which must be paid at time of enrollment.

VIDEO CLASSES		
Row #	Note #	Note
1	60	This class includes video lectures. Lectures may be viewed online, on cable TV, and DVD. Class meets only on the dates listed below.
2	-	Video series entitled: (name) – (may not apply to all classes)
3	171	Closed Captioned (may not apply to all classes)
4	-	CAMPUS MEETINGS ONLY ON:
5	-	(dates)
6	52	Upon completion of registration, go to Palomar-tv.com for broadcast schedule, textbook, and other course information.

73998 W 3-5:50 pm H-312 PEDROZA J LEC

This class includes video lectures. Lectures may be viewed online, on cable TV, and DVD. Class meets only on the dates listed below.
Video series entitled: Se Habla Espanol
Closed Captioned.
CAMPUS MEETINGS ONLY ON:
Aug. 20, 27; Sept. 3, 17, 24; Oct. 1
Upon completion of registration, go to palomar-tv.com for broadcast schedule, textbook, and other course information.

(Class Number 73998 meets 8/20-10/1)

ONLINE CLASSES (Using no videos, or less than entire series of videos)		
Row #	Note #	Note
1	50	This is an online class. Note 50 displays only for an online class search. It will not display in the printed class schedule.
2	205 206	An on-campus orientation meeting will be held on: OR A mandatory on-campus orientation meeting will be held on:
3	-	(day), (date(s)), from (start/end time) in (room) If orientation to be held in LL-104 or LL-109, the date and time must be reserved with staff in Academic Technology.
4	159	Students registering for this class must consult the following Web site:
5	158	http://www.palomar.edu/blackboard OR URL for class/department. NOTE: Do NOT enter instructor email address. Students must be referred to a web page.

71459 ONLINE LOMELI-HIXON L LEC

An on-campus orientation meeting will be held on:
Thursday, October 16, from 6-7:00 p.m. OR Friday, October 17, from 10-11:00 a.m. in MD-221.
Students registering for this class must consult the following Web site:
http://www.palomar.edu/blackboard

72669 ONLINE CHAU V LEC
ONLINE CHAU V LAB

Students registering for this class must consult the following Web site:
http://www.palomar.edu/blackboard

ONLINE CLASSES (Using entire series of videos)



Row #	Note #	Note
1	50	This is an online class. Note 50 displays only for an online class search. It will not display in the printed class schedule.
2	205 206	An on-campus orientation meeting will be held on: OR A mandatory on-campus orientation meeting will be held on:
3	-	(day), (date(s)), from (start/end time) in (room) If orientation to be held in LL-104 or LL-109, the date and time must be reserved with staff in Academic Technology.
4	159	Students registering for this class must consult the following Web site:
5	158 -	http://www.palomar.edu/blackboard OR URL for class/department. NOTE: Do NOT enter instructor email address. Students must be referred to a web page.
6	187	This class includes video lectures.
7	--	Video series entitled: (name) – (may not apply to all classes)
8	171	Closed Captioned (may not apply to all classes)

70705

ONLINE

GILARDI J

LEC

**An on-campus orientation meeting will be held on:
Saturday, August 23, from 9-10:20 a.m. in NS-137.
Students registering for this class must consult the following Web site:
<http://www.palomar.edu/blackboard>
This class includes video lectures.
Video series entitled: **Biology: The Fabric of Life**
Closed Captioned.**

HYBRID CLASSES (less than 51% distance education)

Row #	Note #	Note
1	-	(X) hours per week of instruction are conducted online.
2	180	This is a hybrid class and requires both classroom attendance and use of Email, the Internet, and other means of electronic communication.
3	159	Students registering for this class must consult the following Web site: OR For more information, consult the following Web site: (optional note)
4	-	URL for class/department. NOTE: Do NOT enter instructor email address. Students must be referred to a web page.
Add the following notes only if the class uses a full video series.		
5	187	This class includes video lectures.
6	--	Video series entitled: (name) – (may not apply to all classes)
7	171	Closed Captioned (may not apply to all classes)

72121	TTh	8:30-9:50 am	MD-231	STEGMAN R	LEC
	TTh	10-10:50 am	MD-231	STEGMAN R	LAB
		ONLINE			LAB

1 hour per week of instruction is conducted online.

This is a hybrid class and requires both classroom attendance and use of Email, the Internet, and other means of electronic communication.

72823	MW	6-8:20 pm	MD-219	LASTRILLA JR. E	LEC
		ONLINE		LASTRILLA JR. E	LAB

32 hours of laboratory are conducted online.

This is a hybrid class and requires both classroom attendance and use of Email, the Internet, and other means of electronic communication.

(Class Number 72823 meets 8/18-10/13)