

# Scheduling Parameters

## Overarching Principles

1. Schedule classes to meet student needs – schedules should be built prior to staffing
  2. Maintain a comprehensive schedule of offerings
  3. Meet the needs of the entire District – off campus classes should be scheduled as part of initial planning
  4. We must adhere to the scheduling deadlines
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## Scheduling Parameters

Avoid schedules that block students out of two uniform scheduling time blocks

Do not schedule classes less than one hour (50 minutes) per meeting – are not eligible for FTES funding

If you offer a single section per semester – alternate day / evening

Classes cannot be scheduled across terms

Spread GE offerings throughout days / evenings / Centers

Classes must be regularly scheduled – cannot skip days / weeks – avoid positive attendance

If a class meets 6 or more hours in a row, you must schedule a minimum of a 30 minute break

Schedule evening classes to end no later than 10:00 p.m.

Video classes meeting on the same week day will share a classroom and the seminar dates will be coordinated.

If you offer multiple sections of the same course – spread morning/afternoon/evening

Avoid TBA hours

Classes with different components cannot be combined.

There are standard start/end dates for 8 week sessions:

Fast track 1, Aug. 17 – Oct. 12

MW classes Aug. 17 – Oct. 12

TTH classes Aug. 18 – Oct. 8

Fast track 2, Oct. 14 – Dec. 16

MW classes Oct. 14 – Dec. 16

TTH classes Oct. 15 – Dec. 15

Other short term classes should not overlap the 8 week sessions