

Scheduling Parameters for Summer 2016

Summer Schedule Overarching Principles

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

Uniform scheduling time blocks for 3 unit lecture day classes:

6-week session 6/20/16 – 8/1/16

2 hours per meeting

8-9:50 a.m. MTWTh

10-11:50 a.m. MTWTh

(MTWTh classes end 7/23—24 days)

8-week session 6/20/16 – 8/15/16

1 ½ hours per meeting

7-8:15 a.m. MTWTh

8:30-9:45 a.m. MTWTh

10-11:15 a.m. MTWTh

(MTWTh classes end 8/15—32 days)

Day classes needing more than 2-hour but less than 3-hour 20 minute meeting times per day should schedule those additional minutes so that they do not block a session ending at 9:50 or beginning at 10:00.

Afternoon classes should start at 1:00 p.m.

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

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

Spread general education 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

Video seminars will be scheduled in shared rooms – seminar dates will be coordinated by the Division Office.

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

Avoid TBA hours

Classes with different components cannot be combined.

There are standard start/end dates:

4-week session May 24 – June 17

6-week session June 20 – August 1

8-week session June 20 – August 15

Classes may not overlap these sessions