

SAN DIEGO MESA COLLEGE

OFFICE OF INSTRUCTION

CLASS SCHEDULE TIME BLOCKS

Revised 3/18/07

2007 – 2008 Academic Year

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General Scheduling Principles

- Class start times should be uniform and should follow start times on the chart except for special cases approved by the Vice President, Instruction.
- The 3 hour/unit full semester class times are the standard for all other time blocks; other time blocks are scheduled to maximize the ability of students to take (a) class(es) scheduled in the 3 hour/unit time blocks either before and/or after.
- Class time blocks should facilitate students' overall class schedules.
- Class time blocks should facilitate instructors' teaching schedules
- Class start and end times should permit maximum room utilization.
- Color coding of time blocks indicates times coordinated to facilitate the above factors.
- There must be 10 minutes between classes.
- There must be 10 minutes between classes in the same room.
- Class times must be in 5-minute increments.
- Classes may not be scheduled with fewer than the minimum number of permissible hours (16 hours per unit for lecture classes); whenever possible hours should be maximized.
- Classes must be scheduled in accordance with attendance accounting principles for apportionment. See state chancellor's office Student Attendance Accounting Manual.
 - Classes may not be scheduled for less than one contact hour per meeting.
 - Passing time is excluded from contact hours' calculation except for the last passing time in a multi-hour class meeting.
 - Contact hours cannot exceed clock hours.

- For weekly census, full semester-length classes:
 - apportionment hours are equal to weekly contact hours x 16.0 (shown as Total Hours in Isis)
 - faculty teaching/pay hours are equal to meeting contact hours x no. of meetings per semester (shown as Faculty Hours in Isis). [Includes holidays]
 - Total hours are always equal to or greater than faculty hours.

- For daily census, short term classes:
 - apportionment hours are equal to daily contact hours x no. of meetings (shown as Total Hours in Isis)
 - faculty teaching/pay hours are equal to meeting contact hours x no. of meetings per semester (shown as Faculty Hours in Isis)
 - Total hours are always equal to faculty hours.

Summary

CLASS SCHEDULE TIME BLOCKS

CHART A

Number of Class Meetings for Full Semester

CHART B

Two (2) Days Per Week – 3 units/hours Per Week. No Break. Full Semester.

Note: These time blocks are the standard for all other time blocks.

Color coding indicates coordinated time blocks

CHART C

One (1) Evening Per Week – 3 units/hours Per Week. 20 Minute Break. Full Semester.

CHART D

One (1) Day Per Week – 3 units/hours Per Week. 10 Minutes Break. Full Semester.

Note: These time blocks produce minimum contact hours.

CHART E

One (1) Day Per Week – 3 units/hours Per Week. 20 Minute Break. 8 week sessions.

Note: These time blocks produce maximum contact hours.

CHART F

Fifteen (15) Monday, Friday or Saturday Classes – 3 units/hours Per Week. 20 Minute Break. Full Semester.

CHART G

One (1) Day Per Week – 1 unit/hour Per Week. No Break. Full Semester.

Note: For 14 or 15 meetings, extend the meeting time to 65 minutes (1.3 contact hours)

CHART H

One (1) Day Per Week – 2 units/hours Per Week. 10 Minute Break. Full Semester.

CHART I

Two (2) Days Per Week – 4 units/hours Per Week. 10 Minute Break. Full Semester.

CHART J

Three (3) Days Per Week – 4 units/hours Per Week. No Break. Full Semester.

CHART K

Monday, Friday or Saturday (15 Meetings) – 4 units/hours Per Week. 30 Minute Break. Full Semester.

CHART L

Two (2) Days Per Week – 5 units/hours Per Week. 10 Minute Break. Full Semester.

CHART M

Three (3) Days Per Week – 5 units/hours Per Week. No Break. Full Semester.

CHART N

Four (4) Days Per Week – 5 units/hours Per Week. No Break. Full Semester.

CHART O

Monday, Friday or Saturday (15 Meetings) – 5 units/hours Per Week. 40 Minute Break. Full Semester.

CHART A
Number of Class Meetings for Fall 2007 and Spring 2008
Full Semester Length Classes

Day(s)	Fall 2007	Spring 2008
Monday	15	15
Tuesday	16	16
Wednesday	16	16
Thursday	15	16
Friday	15	16
Saturday	15	15
Mon/Wed	31	31
Tues/Thur	31	31
Fri/Sat	30	30
MTWTh	62	63
MTWThF	77	78

CHART B (revised 3/17/07)

Full Semester Length Classes
3 Units/Hours Per Week for Two (2) Days/Week. No Break.

Note: These time blocks are the standard for all other time blocks.
 Color coding indicates coordinated time blocks

	START	END	CLOCK MINUTES	CONTACT MINUTES/HOURS
1a	6:25	7:50	85 minutes	85 minutes
1b	7:00	8:35 8:25		
1c	7:30	8:55		
2	8:00	9:25		
3	9:35	11:00		
4	11:10	12:35		
5	12:45	2:10		
6	2:20	3:45		
7	3:25	4:50		
8	3:55	5:20		
9	4:25	5:50		
10	5:00	6:25		
11	5:30	6:55		
12	6:00	7:25		
13	6:30	7:55		
14	6:35	8:00		
15	7:05	8:30		
16	7:35	9:00		
17	8:05	9:30		
18	8:10	9:35		
19	8:40	10:05		

CHART C
Full Semester Length Evening Classes
Three (3) Units/Hours Per Week Meeting One Day/Week
20 Minutes Break

These time blocks maximize contact hours and are should be used whenever possible for 3 unit/hour evening classes

	START	END	CLOCK MINUTES	CONTACT MINUTES/HOURS
1	5:30	8:35	185 minutes	165 Minutes 3.3 Contact Hours
2	6:00	9:05		
3	6:35	9:40		
4	7:05	10:10		

CHART D
Full Semester Length Day Classes
3 Units/Hours Per Week for One (1) Day/Week
10 Minutes Break

These time blocks produce the minimum contact hours. Only use when it is necessary for close coordination of lectures and labs. Otherwise use Charts D (evening) and E (day).

Note: Time blocks without highlighting give the maximum number of time slots per day.

**Use these same time blocks for Classes Meeting Two (2) Times Per Week
for 3 Unit/Hours Per Meeting**

	START	END	Coincides With	CLOCK MINUTES	CONTACT MINUTES/HOURS
1	6:45	9:25	--/B3	160 Minutes	150 Minutes 3.0 Contact Hours
2	8:00 or 8:20	10:40 or 11:00	B1/B3		
3	9:50	12:30	B2/B5		
4	9:55	12:35	B2/B5		
5	11:10 or 11:20	1:50 or 2:00	B4/B6		
6	12:45	3:25	B5/B7		
7	1:05	3:45	B4/B7		
8	2:20	5:00	B6/B9		
When ever possible use D evening time blocks in place of the ones below. Those below should be used only when it is necessary to coordinate lecture with lab times.					
9	3:55	6:35	B7/B13		
10	4:10	6:50	B6/B13		
11	5:30	8:10	B9/B17		
12	7:05	9:45	B9/--		
13	7:10	9:50	B9/--		

CHART E
Full Semester Day Classes
3 Units/Hours Per Week Meeting One Day/Week
20 Minutes Break

Note: These time blocks maximize contact hours, but are not fully coordinated with main time blocks.
 Use these times also for **8-week Sessions** meeting twice a week.
 Use these times also for 3 hour labs meeting twice a week.

	START	END	Coincides With	CLOCK MINUTES	CONTACT MINUTES/HOURS
1	7:30	10:35	--/B4		
2	7:55	11:00	--/B4	185 Minutes	165 Minutes 3.3 Contact Hours
3	8:30	11:35	--/B5		
4	10:45	1:50	--/B6		
5	11:10	2:15	B3/--		
6	11:45	2:50	B3/--		
7	2:00	5:05	--/B9		
8	2:30	5:35	B5/B10		
9	3:00	6:05	B5/B11		
	Then continue with time blocks on Chart D.				

CHART F
Full Semester Friday or Saturday Classes
3 Units/Hours Per Week Meeting One Day/Week.
20 Minutes Break

	START	END	CLOCK MINUTES	CONTACT MINUTES/HOURS
1	6:30	9:40	190 minutes	170 minutes 3.4 contact hours
2	8:00	11:10		
3	8:30	11:40		
4	9:00	12:10		
5	9:30	12:40		
6	10:00	1:10		
7	11:30	2:40		
8	12:00	3:10		

CHART G
Full Semester Classes
One (1) Unit/Hours Per Week Meeting 1 Day/Week.
No Break

Note: For one (1) unit/hour classes scheduled for only 14 or 15 meetings, **extend the meeting time to 65 minutes (1.3 contact hours).** Schedule within a normal 3-unit time block to minimize room conflicts and optimize student schedules.

	START	END	CLOCK MINUTES	CONTACT MINUTES/HOURS
1	7:00	7:50	50 minutes	50 minutes 1.0 contact hours
2	8:00	8:50		
3	9:00	9:50		
4	10:00	10:50		
5	Etc.	Etc.		

CHART H
Full Semester Classes
Two (2) Units/Hours Per Week Meeting One Day/Week.
10 Minutes Break

	START	END	CLOCK MINUTES	CONTACT MINUTES/HOURS
1	7:20	9:25	125 Minutes	115 Minutes 2.3 Contact Hours
2	8:55	11:00		
3	10:10	12:35		
4	12:05	2:10		
5	1:40	3:45		
6	3:15	5:20		
7	4:50	6:55		
8	5:20	7:25		
9	5:50	7:55		
10	6:20	8:25		
11	6:50	8:55		
12	7:20	9:25		
13	7:50	9:55		

CHART I (second revision 3/17/07)

**Four (4) Hours/Units Per Week Meeting Two Days/Week
Includes 10 Minutes Break**

	START	END	Coincides With	CLOCK MINUTES	CONTACT MINUTES/HOURS
1	6:30 am	8:35 am	--/B3	125 minutes	115 minutes 2.3 contact hours per meeting
2	7:20	9:25	--/B3		
3a	8:00	10:05	--/B4		
3b	8:45	10:50	B1/B4		
4	9:35	11:40	B2/--		
5	10:15	12:20	B2/B5		
6	11:50	1:55	B4/B6		
7	12:30	2:35	--/--		
8	2:05	4:10	--/B9		
9	2:45	4:50	B5/B10		
10	4:20	6:25	B6/B14		
11a	5:00	7:05	B7/B16		
11b	5:30	7:35			
12	6:35	8:40	B10/--		
13	7:15	9:20			
14	7:45	9:50			

CHART J

**Four (4) Hours/Units Per Week Meeting Three (3) Days/Week
Includes No Break**

Note: This is the preferred pattern for 4 Unit/Hour Classes. Meeting times are “nested” within the Standard Meeting Times (Chart B). There are no overlaps or conflicts.

	START	END	CLOCK MINUTES	CONTACT MINUTES/HOURS
1	6:40	7:50	70 Minutes	70 Minutes 1.4 Contact Hours
2	8:15	9:25		
3	9:50	11:00		
4	11:25	12:35		
5	1:00	2:10		
6	2:35	3:45		
7	4:10	5:20		
8	5:45	6:55		
9	6:15	7:25		
10	6:45	7:55		
11	7:20	8:30		
12	7:50	9:00		
13	8:20	9:30		

CHART K

Full Semester Friday or Saturday Classes Four (4) Unit/Hours Per Week Meeting One Day/Week on Friday or Saturday only 30 Minutes Break

Note: Scheduling 4 Unit/Hours Per Week is not recommended. If used for other days, contact hours must be shortened to 4.3 Hours.

	START	END	CLOCK MINUTES	CONTACT MINUTES/HOURS
1	8:00	12:15	255 minutes	225 minutes 4.5 Contact Hours
2	9:00	1:15		
3	10:00	2:15		

CHART L

Full Semester Day/Evening Classes Five (5) Unit/Hours Per Week Meeting Two (2) Days/Week One 10-minute break

	START	END	Coincides With	CLOCK MINUTES	CONTACT MINUTES/HOURS
1	n/a	n/a		145 Minutes	135 Minutes 2.7 Contact Hours
2	7:00	9:25	--/B2		
3	8:35	11:00	--/B3		
4	9:35	12:00	B2/B5		
5	11:10	1:35	B3/B6		
6	12:10	2:35	--/--		
7	1:45	4:10	--/--		
8	2:45	5:10	--/B8		
9	4:20	6:45	B6/B11		
10	5:30	7:55	B7/B13		
11	6:00	8:25	B7/B14		
12	7:05	9:30	B8/--		
13	7:35	10:00	B9/--		

CHART M

Day/Evening Classes Five (5) Unit/Hours Per Week Meeting 3 Days/Week No Break

Note: This is a good pattern for 5-Unit/Hour Classes. Meeting times are identical to the Standard Meeting Times (Chart B). There are no overlaps or conflicts.

	START	END	CLOCK MINUTES	CONTACT MINUTES/HOURS
1	6:25	7:50	85 Minutes	85 Minutes 1.7 Contact Hours
2	8:00	9:25		
3	9:35	11:00		
4	11:10	12:35		
5	12:45	2:10		
6	2:20	3:45		
7	3:55	5:20		
8	5:30	6:55		
9	6:00	7:25		
10	6:30	7:55		
11	7:05	8:30		
12	7:35	9:00		
13	8:05	9:30		

CHART N

Day/Evening Classes Five (5) Unit/Hours Per Week Meeting 4 Days/Week No Break

Note: This is a good pattern for 5-Unit/Hour Classes. Meeting times nest within the Standard Meeting Times (Chart B). There are no overlaps or conflicts.

	START	END	CLOCK MINUTES	CONTACT MINUTES/HOURS
1	6:40	7:50	70 Minutes	70 Minutes 1.4 Contact Hours
2	8:15	9:25		
3	9:50	11:00		
4	11:25	12:35		
5	1:00	2:10		
6	2:35	3:45		
7	4:10	5:20		
8	5:45	6:55		
9	6:15	7:25		
10	6:45	7:55		
11	7:20	8:30		
12	7:50	9:00		
13	8:20	9:30		

CHART O

**Full Semester Friday or Saturday Classes
Five (5) Units/Hours Per Week Meeting One Day/Week.
40 Minutes Break**

	START	END	CLOCK MINUTES	CONTACT MINUTES/HOURS
1	8:00	1:10	310 Minutes	270 Minutes 5.4 Contact Hours
2	9:00	2:10		
3	10:00	3:10		