

**SAN DIEGO MESA COLLEGE**  
**OFFICE OF INSTRUCTION**  
**SUMMER SESSION SCHEDULING PRINCIPLES**  
**Updated November 21, 2005; April 4, 2006; November 8, 2006; October 21, 2007**

The Regular Mesa College summer session is organized around one 8- and two 5-week sessions with 3-hour/unit classes providing the scheduling standard. These sessions and the time blocks listed below should be used whenever possible. Additional sessions (6- and 4week) are available for courses that do not lend themselves to these primary sessions.

- No weekend classes are offered in Summer.
- Evening classes are offered only during the 8-Week Session or Sessions that “nest” within this session.
- The early 6-Week Session (6WK2: June 2—July 12) is for Online courses only.

**For 3-Hour/Unit Classes (Regular Summer Session)**

- 8-Week Session: Day and evening classes are offered. Meeting days are M/W, T/Th, M-Th, and Friday. No weekend classes.
- 5-Week Sessions: Day classes only are offered through 1 pm; mornings only. Meeting days are M-Th only. **NOTE: Do NOT use M-F; this scheduling pattern results in minimum contact hours.**
- 3-unit/hour classes should be scheduled to produce 51-54 hours total.

**General Scheduling Principles**

1. Class start times should be uniform. Classes must follow start times on chart except for special cases approved by Vice President, Instruction.
2. Class end times should facilitate students’ overall class schedules.
3. Class start and end times should permit maximum room utilization.
4. The 3 hour/unit full semester class times are the standard for all other time blocks; end times for other time blocks scheduled so students may take next 3 hour/unit class.
5. There must be 10 minutes between classes or students will not be able to register.
6. There must be 10 minutes between classes scheduled in the same room.
7. Classes may not be scheduled with fewer than the minimum number of permissible hours (16 hours per unit for lecture classes; etc.).
8. Classes must be scheduled in accordance with attendance accounting principles for apportionment. See Student Attendance Accounting Manual.
9. **Class times must be scheduled in 5-minute increments.**

SEE Summer 2008 CALT Dates for Complete List of All Possible Summer Sessions

**3-Unit/Hour Classes**  
**Summer 2008 8-Week Session**  
**June 17-August 9 (Day and Evening Classes)**  
**Note: 10 mins is added to MW classes to Maximize Hours**

	Days	Times	Minutes per Meeting	# Meetings	Total Hours
<b>Morning classes</b>	TTh	8:00 am-11:10 am	170 mins + 20 mins break	16	54.4
		11:30 am – 2:40 pm			
	<b>MW</b>	<b>8:00 am – 11:20 am</b>	<b>180 mins + 20 mins break</b>	<b>15</b>	<b>54.0</b>
		<b>11:30 am – 2:50 pm</b>			
	M-Th	9:00 am – 10:25 am	85 min (no break)	31	52.7
10:35 am-12:00 noon					
<b>Afternoon classes</b>	TTh	1:15-4:25 pm	170 mins + 20 mins break	16	54.4
		2:15-5:25 pm			
	<b>MW</b>	<b>1:15 pm – 4:35 pm</b>	<b>180 mins + 20 mins break</b>	<b>15</b>	<b>54.0</b>
		<b>2:15 pm – 5:35 pm</b>			
	M-Th	1:15-2:40 pm	85 mins (no break)	31	52.7
3:00-4:25 pm					
<b>Evening classes</b>	TTh	6:00-9:10 pm	170 mins + 20 mins break	16	54.4
		6:30-9:40 pm			
	<b>MW</b>	<b>6:00 pm – 9:20 pm</b>	<b>180 mins + 20 mins break</b>	<b>15</b>	<b>54.0</b>
		<b>6:30 pm – 9:50 pm</b>			

**Summer 2008 5-Week Session: June 2-July 3 and July 7-August 9 (Morning Classes Only)**

**Note: 5 mins added to 5-Wk1 classes**

Note: The times below coordinate best with the 8-week M-Th classes.

	<b>Days</b>	<b>Times</b>	<b>Minutes per Meeting</b>	<b># Meetings</b>	<b>Total Hours</b>
<b>Morning Classes Only</b>	M-Th	8:00-10:25	135 mins + 10 mins break	20 (5Wk1 and 5Wk2)	54.0
	M-Th	10:35-1:00			

**Summer 2008 4-Week Sessions: June 2 – June 28, and July 7—August 2 (4WK1 and 4Wk2)**

**Day and Online or Hybrid Classes Only; No Evening or Weekend Classes**

Note: the M-F times below coordinate with the 5-Wk Session times.

	<b>Days</b>	<b>Times</b>	<b>Minutes per Meeting</b>	<b># Meetings</b>	<b>Total Hours</b>
<b>Morning classes only</b>	<b>M-Th</b>	<b>8:00 am – 11:10 am</b>	<b>170 mins + 20 mins break</b>	<b>16</b>	<b>54.0</b>
	M-F	8:00 am - 10:25 am 10:35 am – 12:55 pm	135 mins + 10 mins break	20	54.0

**NOTES**

**Maximum Hours Are Calculated on an 18-Week Semester:**

1 unit/hour/week:	18 hours total
2	36
3	54
4	72
5	90

**Five Unit Classes – Schedule Up to 90 Hours (5 x 18 = 90).**

**Distance Education: Schedule All Online Classes (TBA) at Maximum Hours**

**Three-Hour Labs Scheduled Three Times per Week in 5-Week Sessions**  
Adjust End Times to Maximize Hours