Scheduling Guidelines
Winter Session
January 2 – January 17, 2020

IN-CLASS HOUR REQUIREMENT – 12-DAY SESSION

Lecture/Discussion

1 unit = 12.5 hours  
750 minutes per 12 days  
1 hour 5 minutes each day

2 units = 25.0 hours  
1500 minutes per 12 days  
2 hours 5 minutes each day

3 units = 37.5 hours  
2250 minutes per 12 days  
3 hours 10 minutes each day

Activity

1 unit = 25.0 hours  
1500 minutes per 12 days  
2 hours 5 minutes each day

Laboratory

1 unit = 37.5 hours  
2250 minutes per 12 days  
3 hours 10 minutes each day

1. A 3-unit Lecture or Discussion course must meet for a total of 37.5 hours/2250 minutes.

2. For 3-unit Lectures and Labs, there are three time slots available:
   a. 8:30 a.m. – 11:40 a.m. - Monday through Friday
   b. 1:00 p.m. – 4:10 p.m. - Monday through Friday
   c. 6:00 p.m. – 9:10 p.m. - Monday through Friday

3. All courses proposed for Winter Session must have a signed “Course Add form” submitted to the Extended Education office by Oct. 10, 2019 (see attached).

4. Indicate room preferred in the “Room Preference” column. A preference is not a guarantee of a specified room, but we will accommodate rooms based on the availability of the requested room.

5. Courses may be held Online (OL), in person, (P), or hybrid (HY).

If you have any questions, please contact Jennifer Patino at 661/654-2427 or jpatino@csub.edu.