



2022 Winter Session Scheduling Guidelines

January 03 – January 21, 2022

IN-CLASS HOUR REQUIREMENT – 10-DAY SESSION

All instruction will be provided in an **on-line** format
Synchronous or Asynchronous instruction only

General education courses must have approval from the General Education Director before being submitted to Extended Education

Lecture/Discussion

1 unit = 12.5 hours	750 minutes per 10 days	1 hour 15 minutes each day
2 units = 25.0 hours	1500 minutes per 10 days	2 hours 30 minutes each day
3 units = 37.5 hours	2250 minutes per 10 days	3 hours 45 minutes each day

Activity

1 unit = 25.0 hours	1500 minutes per 10 days	2 hours 30 minutes each day
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1. A 3-unit Lecture or Discussion course must meet for a total of 37.5 hours/2250 minutes.
2. All general education courses **MUST** be submitted for approval to the General Education Director (Dr. Andreas Gebauer) with a course syllabus - agebauer@csub.edu .
3. Classes may be taught synchronously with set/posted class meetings or asynchronously.
4. **For 3-unit lecture/discussion courses, taught via synchronous learning, there are three time slots available:**
 - a. **8:00 a.m. – 11:45 p.m.** - Monday through Friday
 - b. **1:00 p.m. – 4:45 p.m.** - Monday through Friday
 - c. **6:00 p.m. – 9:45 p.m.** - Monday through Friday
5. All courses proposed for Winter Session must have a completed and signed “Course add form” before being submitted to Extended Education. Electronic approval is accepted.

If you have any questions, please contact Jennifer Patino at jpatino@csub.edu .