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

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.