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|-----------------------------|-----------|--|---|
| 4 lecture units (72 hrs) | 3 days/wk | Days: Start times: Duration Stop times: Contact hours: | MWF, TThF, MTW, MWTh, TWTh, or MTTh Any block start time 75 minutes per day, no breaks See the Start/Stop Time Scheduling Grid 1.5 hours per day, 72 hours per semester |
| 5 lecture units (90 hrs) | 2 days/wk | Days: Start times: Duration Stop times: Contact hours: | MW, TTh, MF, TF, WF, ThF, or FSa Any block start time 150 minutes per day, includes one 10 minute break See the Start/Stop Time Scheduling Grid 2.8 hours per day, 89.6 hours per semester |
| | 3 days/wk | Days: Start times: Duration Stop times: Contact hours: | MWF, TThF, MTW, MWTh, TWTh, or MTTh 7:35 a.m., or block start times D or E 95 minutes per day, no breaks See the Start/Stop Time Scheduling Grid 1.9 hours per day, 91.2 hours per semester |
| | 4 days/wk | Days: Start times: Duration Stop times: Contact hours: | MTWTh Any block start time 70 minutes per day, no breaks See the Start/Stop Time Scheduling Grid 1.4 hours per day, 89.6 hours per semester |

- II. Full Semester SATURDAY CLASSES – The first Saturday of instruction is ~~4/22~~ 4/20/19. For full semester Saturday classes please start on that Saturday.
- III. Classes should not be scheduled on noninstructional days (Sundays, holidays, and other non-instructional days). See the 2019/20 District Academic Calendar.

IV. SIXTEEN WEEK LATE AFTERNOON CLASSES (3:40 – 6:00 p.m.)

Late afternoon courses may be scheduled anytime between 3:40 – 6:00 p.m. You may use one the
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VI. SHORT-TERM CLASSES –[These instructions are primarily for 1 and 2 unit short courses. See the separate document FA2019 Late Start scheduling guidelines for instructions for 3 and 4 unit courses.]

Note: To determine the total Contact Hours for short term classes, multiply (the number of contact hours per session) x (the number of meetings).

“Six Week” Classes: Use the same start times for 1/3 semester classes as for full semester classes (see sections I, II, or III above). Use the following table to determine the class meeting dates.

| Class Meets | First Third | Middle Third | Last Third |
|-------------|---------------------|---------------------|--------------------|
| MW | 8/26-9/30 (10 mtgs) | 10/2-11/4 (10 mtgs) | -----** |
| TTh | 8/27-9/26 (10 mtgs) | 10/1-10/31(10 mtgs) | -----** |
| Mon only | 8/26-9/30(5 mtgs) | 10/7-11/4 (5 mtgs) | -----** |
| Tue only | 8/27-9/24 (5 mtgs) | 10/1-10/29 (5 mtgs) | 11/5-12/3(5 mtgs) |
| Wed only | 8/28-9/25(5 mtgs) | 10/2-10/30 (5 mtgs) | 11/6-12/4 (5 mtgs) |
| Thu only | 8/29-9/26(5 mtgs) | 10/3-10/31 (5 mtgs) | -----** |
| Fri only | 8/30-9/27(5 mtgs) | 10/4-11/1 (5 mtgs) | -----** |

Half Semester Classes Use the same start times for half semester (8 week) classes as for full semester classes (see sections I, II, or III above). Add an additional 5 minutes (0.1 contact hours) to the end of each class session if the class meets less than 2 hours. Add 10 minutes (0.2 contact hours) to each class session if it meets longer than 2 hours. Use the following table to determine the class meeting dates:

Class Meets