Scheduling Guidelines, Tips and Reminders

*January 16: Martin Luther King, Jr. Day - Campus Closed

IN-CLASS HOURS REQUIREMENT – 13-Day Session

Seminar/Lecture
1 unit = 12.5 hours 750 minutes per 13 days 1 hour each day
2 units = 25.0 hours 1500 minutes per 13 days 2 hour each day
3 units = 37.5 hours 2250 minutes per 13 days 2 hours 55 minutes each day

Activity
1 unit = 25.0 hours 1500 minutes per 13 days 2 hours each day

Laboratory
1 unit = 37.5 hours 2250 minutes per 13 days 2 hours 55 minutes each day

1. Each department will need to complete the Intersession Course Add/Change form at:
   http://www.sjsu.edu/winter/docs/staff/Intersession-Course-Add-Change-Form.pdf. Send forms to
   Trang Duong via fax (4-2666) or email Trang.Duong@sjsu.edu.

2. A 3-unit lecture or seminar class must meet for a total of 37.5 hours/2250 minutes.

3. Instruction mode should be indicated as listed at:
   http://www.sjsu.edu/academicscheduling/Academic_Scheduling/Instruction_Mode/index.html

4. Please make sure to list all SUBJECTS of the cross-listed classes on the Form.

5. For a multiple component course, e.g. a course that has a lecture and a Lab or Activity, please list
   two sections separately. The lab sections will be number 9999 so that it will get “0” units. All units are
   counted in the lecture section.

6. Indicate room preferred in the “Room Reference” column. CIES will accommodate rooms base on
   availability of the requested room. Due to remodeling, DMH won’t be available during the winter
   session.

7. If you have not finalized instructors on the “Add/Change Form” before submitting, make sure to
   send change to CIES to update schedule. EmployeeID of the instructor needs to be listed in class
   schedule even if no salary to be paid.

8. For Supervision classes, provide specific units assignments for each section. CIES will no
   longer schedule variable-unit sections (i.e. 1-4 units).

9. Once registration starts for Winter 2017 (Oct 19 – Dec 19, tentative), departments may not
   change dates, days of the week, or times. If this information needs to be changed, the section
   will be cancelled and a new section will be created

10. Class Notes (footnotes) indicate up to three class note codes for a section and make sure they
    correspond to what you selected for “No Consent” or “Dept. Consent”.

Revised 7/28/16