

# Scheduling Guidelines, Tips and Reminders

Winter Session: January 2 – January 18, 2019

## IN-CLASS HOUR REQUIREMENTS – 13-Day Session

### Lecture/Seminar

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 hours 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
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### Laboratory

1 unit = 37.5 hours	2250 minutes per 13 days	2 hours 55 minutes each day
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Each department will need to complete the [Interession Course Add/Change Form](http://www.sjsu.edu/winter/docs/staff/Interession-Course-Add-Change-Form.pdf) on: <http://www.sjsu.edu/winter/docs/staff/Interession-Course-Add-Change-Form.pdf>. Send Forms to Trang Duong via email ([Trang.Duong@sjsu.edu](mailto:Trang.Duong@sjsu.edu)) or fax (4-2666).

Please note the following when completing the Form:

**1. All the subjects of cross-listed classes must be listed.**

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

3. Refer to instruction mode descriptions on:

[http://www.sjsu.edu/academicscheduling/Academic\\_Scheduling/Instruction\\_Mode/index.html](http://www.sjsu.edu/academicscheduling/Academic_Scheduling/Instruction_Mode/index.html)

4. For a multiple-component class (i.e., a class that has a lecture and a lab or activity), please list the two sections separately. **The secondary component (lab or activity) will be numbered 9999** so that it will receive “0” units. All units are counted in the lecture section.

5. Indicate any room preferences. CIES will accommodate room preferences based on availability.

6. Employee IDs for instructors need to be listed on the schedule, even if no salary will be paid. If instructors have not been finalized on the form before submission, **make sure to send CIES any changes so that the schedule can be updated.**

**7. For supervision classes, provide specific unit assignments for each section.**

8. Once registration begins for Winter 2019 (during Oct 17 – Dec 17 and from first day of instruction on), departments may not change course dates, times, meeting patterns, or modes of instruction. If this information needs to be changed, **the section will be cancelled and a new section will be created.**

9. Indicate up to three class note codes (footnotes) for a section. Please make sure that they correspond with the consent type (“No Consent” or “Dept. Consent”) that is indicated.