Scheduling Guidelines, Tips and Reminders
Winter Session: January 2 – January 19, 2018

*Monday, January 15: Martin Luther King, Jr. Day - Campus Closed

IN-CLASS HOUR REQUIREMENTS – 13-Day Session

<table>
<thead>
<tr>
<th>Activity</th>
<th>1 unit = 25.0 hours</th>
<th>1500 minutes per 13 days</th>
<th>2 hours each day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory</td>
<td>1 unit = 37.5 hours</td>
<td>2250 minutes per 13 days</td>
<td>2 hours 55 minutes each day</td>
</tr>
</tbody>
</table>

Each department will need to complete the Intersession Course Add/Change Form on: http://www.sjsu.edu/winter/docs/staff/Intersession-Course-Add-Change-Form.pdf. Send Forms to Trang Duong via email (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

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 2018 (Oct 18 – Dec 18, tentative), 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.