Scheduling Guidelines, Tips and Reminders
Winter Session: January 2 – January 17, 2020

IN-CLASS HOUR REQUIREMENTS – 12-Day Session

<table>
<thead>
<tr>
<th>Course Type</th>
<th>1 unit = 12.5 hours</th>
<th>750 minutes per 12 days</th>
<th>1 hour 5 minutes each day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture/Seminar</td>
<td>2 units = 25.0 hours</td>
<td>1500 minutes per 12 days</td>
<td>2 hours 5 minutes each day</td>
</tr>
<tr>
<td></td>
<td>3 units = 37.5 hours</td>
<td>2250 minutes per 12 days</td>
<td>3 hours 10 minutes each day</td>
</tr>
<tr>
<td>Activity</td>
<td>1 unit = 25.0 hours</td>
<td>1500 minutes per 12 days</td>
<td>2 hours 5 minutes each day</td>
</tr>
<tr>
<td>Laboratory</td>
<td>1 unit = 37.5 hours</td>
<td>2250 minutes per 12 days</td>
<td>3 hours 10 minutes each day</td>
</tr>
</tbody>
</table>

Each department will need to complete the Intersession Course Add/Change Form and submit through DocuSign or via email to Trang.Duong@sjsu.edu. Since the winter is a compact session, departments are encouraged to consider offering more online classes.

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. CPGE 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 CPGE 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 2020, departments may not change course dates, times, meeting patterns, or modes of instruction. If this information needs to be changed and students already enroll, **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.

Revised 8.26.19