

## Scheduling Guidelines, Tips and Reminders Winter Session January 3 – January 21, 2022

*\*Monday, January 17: Dr. Martin Luther King Day, Campus Closed*

### **IN-CLASS HOUR REQUIREMENTS – 14-Day Session**

#### Lecture/Seminar

1 unit = 12.5 hours	750 minutes per 14 days	54 minutes each day
2 units = 25.0 hours	1500 minutes per 14 days	1 hours 48 minutes each day
3 units = 37.5 hours	2250 minutes per 14 days	2 hours 42 minutes each day

#### Activity

1 unit = 25.0 hours	1500 minutes per 14 days	1 hours 48 minutes each day
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#### Laboratory

1 unit = 37.5 hours	2250 minutes per 14 days	2 hours 41 minutes each day
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Departments submit the Intersession Course Add/ Change Form to [Trang.Duong@sjsu.edu](mailto:Trang.Duong@sjsu.edu) in DocuSign. The routing will be as followed: (1) Chair, (2) Dean/Dean's designee (2) Trang.Duong@sjsu.edu.

Please note the following when completing the Form:

1. Each class starts with section 01. Free section will start with number 61 and will be crossed list with the paid sections (61 will be crossed with 01, 62 with 02, 63 with 03, etc..). Initially, the enrollment cap will be splitted between paid and free sections. After AARS completes student registration, remaining seats of the free sections will be moved to the paid sections.
2. All the subjects of cross-listed classes must be listed.
3. A 3-unit lecture or seminar class must meet for a total of 37.5 hours/ 2250minutes. Please add additional time for break(s).
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/seminar section.
5. Employee IDs for instructors need to be listed. 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.
6. For supervision classes, provide specific unit assignments for each section.
7. Once registration begins, 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.

For the Free Sections, CPGE will:

- Setup as "No print in Schedule" and department consent.
- Not generate permission numbers.
- Not assign waitlist