



4 lecture units (72 hrs)	3 days/wk	Days: Start times: Duration Stop times: Contact hours:	MWF, TThF, MTW, MWTh, TWTh, or MTTh Any block start time 75 minutes per day, no breaks See the Start/Stop Time Scheduling Grid 1.5 hours per day, 72 hours per semester
5 lecture units (90 hrs)	2 days/wk	Days: Start times: Duration Stop times: Contact hours:	MW, TTh, MF, TF, WF, ThF, or FSa Any block start time 150 minutes per day, includes one 10 minute break See the Start/Stop Time Scheduling Grid 2.8 hours per day, 89.6 hours per semester
	3 days/wk	Days: Start times: Duration Stop times: Contact hours:	MWF, TThF, MTW, MWTh, TWTh, or MTTh 7:35 a.m., or block start times D or E 95 minutes per day, no breaks See the Start/Stop Time Scheduling Grid 1.9 hours per day, 91.2 hours per semester
	4 days/wk	Days: Start times: Duration Stop times: Contact hours:	MTWTh Any block start time 70 minutes per day, no breaks See the Start/Stop Time Scheduling Grid 1.4 hours per day, 89.6 hours per semester

- II. Full Semester SATURDAY CLASSES – The first Saturday of instruction is ~~4/22~~ 4/20/19. For full semester Saturday classes please start on that Saturday.
- III. Classes should not be scheduled on noninstructional days (Sundays, holidays, and other non-instructional days). See the 2019/20 District Academic Calendar.

IV. SIXTEEN WEEK LATE AFTERNOON CLASSES (3:40 – 6:00 p.m.)

Late afternoon courses may be scheduled anytime between 3:40 – 6:00 p.m. You may use one the  
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VI. SHORT-TERM CLASSES –[These instructions are primarily for 1 and 2 unit short courses. See the separate document FA2019 Late Start scheduling guidelines for instructions for 3 and 4 unit courses.]

Note: To determine the total Contact Hours for short term classes, multiply (the number of contact hours per session) x (the number of meetings).

“Six Week” Classes: Use the same start times for 1/3 semester classes as for full semester classes (see sections I, II, or III above). Use the following table to determine the class meeting dates.

Class Meets	First Third	Middle Third	Last Third
MW	8/26-9/30 (10 mtgs)	10/2-11/4 (10 mtgs)	-----**
TTh	8/27-9/26 (10 mtgs)	10/1-10/31(10 mtgs)	-----**
Mon only	8/26-9/30(5 mtgs)	10/7-11/4 (5 mtgs)	-----**
Tue only	8/27-9/24 (5 mtgs)	10/1-10/29 (5 mtgs)	11/5-12/3(5 mtgs)
Wed only	8/28-9/25(5 mtgs)	10/2-10/30 (5 mtgs)	11/6-12/4 (5 mtgs)
Thu only	8/29-9/26(5 mtgs)	10/3-10/31 (5 mtgs)	-----**
Fri only	8/30-9/27(5 mtgs)	10/4-11/1 (5 mtgs)	-----**

Half Semester Classes Use the same start times for half semester (8 week) classes as for full semester classes (see sections I, II, or III above). Add an additional 5 minutes (0.1 contact hours) to the end of each class session if the class meets less than 2 hours. Add 10 minutes (0.2 contact hours) to each class session if it meets longer than 2 hours. Use the following table to determine the class meeting dates:

Class Meets