Schedule Building Timeline

Spring 2021

Saturday, January 16, 2021 – Friday, May 14, 2021

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| **Step** | **Dates** | **What Happens** | **Person(s) Responsible** |
| **1** | March 1, 2020 | **Draft Schedule** **uploaded** to Schedule Plus for Spring 2021 | **Scheduler** |
| **2** | September 14, 2020 | **Schedule Due by noon** | **Division Chairs/Deans** |
| **3** | September 15-18, 2020 | **Review Schedule** | **Deans** |
| **4** | September 15-18, 2020 | **Review Schedule** | **Student Services/VP** |
| **3** | September 21-25, 2020 | Schedule Plus-Review section numbers, times/days, section comments, accounting method, rooms, max caps, etc. | **Scheduler** |
| **5** | September 28, 2020 | **Schedule Plus uploaded to Banner** | **Scheduler** |
| **6** | September 28-October 9, 2020 | **Complete Spring 2021 schedule information via Banner reports**(Create web copy, add piggybacked sections, verify class text, add HPD, add HPW, add split load, add NT assignments, link sections, FTE, etc)  | **Scheduler** |
| **7** | November 4, 2020 | **Priority Registration Begins** |  |
| **8** | January 16, 2021 | **Spring Semester Begins** |  |

**SPRING 2021 SCHEDULING INFORMATION**

**HOLIDAYS:**

Monday January 18, 2021 Martin Luther King Day

Friday February 12, 2021 Lincoln Birthday-**Sat 2/13-Classes meet**

Monday February 15, 2021 Washington Day

Monday-Saturday Mar 15 through Mar 20, 2021 Spring Recess

**\*\*\*IMPORTANT Information for Division Chairs\*\*\***

* Lecture and lab scheduling requires that lecture and lab sessions be scheduled separately. Use the designated time blocks and use Session 01 and 02 in Schedule Plus.
* Per HR: Students enrolled in CHDV P142 and CHDV P239 completing their lab hours in the PC Child Development Center are required to have a current TB (Tuberculosis) test on file, along with documented proof of a Live Scan (fingerprints) from the Department of Justice (DOJ).

Schedule Plus Check List

1. Section Numbers – Check sequence and duplication of section numbers
	1. For full-term day classes, section numbers should run 01, 02, 03, etc.
	2. For full-term evening classes, section numbers should run 50, 51, 52, etc.
	3. For short-term classes, look to the month. For instance, a day class beginning in September would have section number 10.
	4. Online classes use 99, 98, 97, 96, etc
	5. Classes taught at the high school should include H, C or J.
2. H01, H02, H03, H99, etc=dual enrollment high school instructor
3. C01, C02, C03, C99, etc=dual enrollment college instructor
4. J01, J02, J03, J99, etc=dual enrollment jointly taught by high school and college instructor

|  |  |  |
| --- | --- | --- |
|  FALL | DAY (6:00 AM-4:30 PM) | EVENING(4:30-10:00 PM) |
| August | 01 | 50 |
| September | 10 | 60 |
| October | 20 | 70 |
| November | 30 | 80 |
| December | 40 | 90 |
|  SPRING |  |  |
| January | 01 | 50 |
| February | 10 | 60 |
| March | 20 | 70 |
| April | 30 | 80 |
| May | 40 | 90 |
|  SUMMER |  |  |
| June | 01 | 50 |
| July | 10 | 60 |

1. Part of Term – is the location correct so a fee is or is not changed. Off campus should be coded with “4” to exclude health fees.
2. Instructor – The primary instructor (instructor to enter grades and responsible for roll sheet) is coded one “1” if there are multiple instructors.
3. Location/Room – Classroom are listed on the drop-down menu. Verify that a classroom does not have a conflict with another class/division. An error will pop up when you try to save. Notify the scheduler of any high school or off campus sites not listed.
4. Day or Evening – Classes beginning before 4:30 should be designated as Day.
5. Times – Class times are entered in military time. TBA hours must include:

 Schedule Plus Notes must have the following:

* 1. Date
	2. Days
	3. Time
	4. In addition to the scheduled hours, students must arrange \_\_\_\_/total required class[lab] hours. ***OR*** Students must arrange \_\_\_\_/total required lab hours according to a scheduled posted in \_\_\_.
1. Dates – Verify that late start sections list the correct starting and ending dates. No change is necessary to full term (Academic Calendar) class dates.
2. Maximum # of students – Verify the number of students does not exceed the classroom capacity.
3. Waitlist Capacity – The waitlist should remain at 25 unless prior agreement with the Vice President.
4. Units – This field should not be modified.
5. Comments – are comments listed in the right field: Schedule Plus Notes or Banner Notes. Be sure the comments are included on Session 01 of Schedule Plus. Notes on any other session will NOT be loaded into Banner. Notes to the Scheduler should be on the left.
	1. Student must arrange weekly lab hours for a total of 27 for the semester.
	2. This class requires regular and consistent online participation.

Check your Porterville College email account for directions on how

to get started with your online class. You may access your email by

logging in to InsidePC, https://insidepc.kccd.edu/ and clicking on

the email icon in the upper-right corner of the browser window. No

health fee or student center fee will be charged.

* 1. This class requires regular and consistent online participation.

All students must meet during the first week of class for a brief overview. Exams will be given on campus (dates of exams entered here). Check your Porterville College email account for directions on how to get started with your online class. You may access your email by logging in to InsidePC, https://insidepc.kccd.edu/ and clicking on the email icon in the upper-right corner of the browser window. No health fee or student center fee will be charged.

* 1. Fifty percent of the instruction for this hybrid class will meet in the classroom; the remaining fifty percent will be conducted online.
	2. Does not meet the Associate Degree requirement.
	3. Student schedules with course dates, times, and places are to be picked up in the Health Careers office prior to the start of the course. Student will be assigned 81 clinical hours with an assigned instructor.
	4. Note: Contact Instructor for course materials. Each student must have a TI 83, TI 83 Plus calculator or a software with equivalent statistical functions with division approval). The calculator may also be checked out from the Library at no cost to students.
	5. This course is only offered during the fall semester.
1. Attendance Method
	1. Weekly Student Census Hours (WSCH) = credit course regularly scheduled by days and hours per week.

Must have three consistent things:

1. co-terminus/full semester dates,
2. Same number of days each week and
3. Same meeting times each day.
	1. Daily Student Census Hours (DSCH) = Any credit course scheduled to meet 5 days or more regularly, but not co-terminus with the primary term

Must have three consistent things:

1. short dates (must be 5 days or more),
2. Meets same number of days each week &
3. Same meeting times each day.
	1. Positive Attendance (P) = Classes not meeting above requirements,
4. Based on actual count of enrolled students present at each class meeting
5. Courses meeting fewer than five days
6. Course irregularly scheduled with respect to number of days per week or number of hours on scheduled day.

* 1. Independent Study (WSCH) (I) = Online Classes-Full term
	2. Independent Study (DSCH) (ID) = Online Classes-Short term
1. Staff Assignment:

Adjunct Faculty

1. Must not exceed .67 FTE unless approved by Sam Aunai, Interim-Vice President
2. All FTE must show under XP (extra pay FTE column)

Fulltime Faculty

1. Semester load equals 1.0 -- loads falling between .97 and 1.03 (inclusive) will not need adjustment
2. “Semester workloads shall not exceed 0.6 above a full load.

Exceptions on a semester-by-semester basis to the above maximum overload amount may be made by written mutual agreement between the faculty member and the College President or designee.”