May 2024

Scheduling Guidelines

Day Classes – Effective Summer 2024

16 Week Classes

16 Week Classes- MWF/MW

	MWF	MW	MW		3 Hour Labs
	3 Credits	3 Credits	4 Credits		
8:00	8:00-8:50	8:00-9:15	8:00-9:50		8:00-10:50
8:30					
9:00	9:00-9:50			9:00-10:50	
9:30		9:30-10:45			
10:00	10:00-10:50		10:00-11:50		
10:30					
11:00	11:00-11:50	11:00-12:15		11:00-12:50	11:00-
1:00	1:00-1:50			1:00-2:50	
1:30					
2:00	2:00-2:50	2:00-3:15	2:00-3:50		2:00-4:50
2:30					
3:00	3:00-3:50			3:00-4:50	
3:30		3:30-4:45			
4:00	4:00-4:50				
4:30					

7 Week Classes- MWF/MW

	MW	MWF	MW	MW	
	2 Credits	3 Credits	3 Credits	4 Credits	3 Hour Labs

Summer Classes – Effective Summer 2024

Note: 7-week classes will follow the same schedule as is listed above for the academic year.

10 Week Session		5 Week Session	
Classes that meet 4 days per week	Classes that meet 2 days per week	Classes that meet 4 days per week	Classes that meet 2 days per week
9:00 - 10:00	8:00 - 10:00	8:00 - 10:00	8:00 - 12:00
10:15 - 11:15	10:15 - 12:15	10:15 - 12:15	
12:30 - 1:30	12:30 - 2:30	12:30 - 2:30	12:30 - 5:00
2:45 - 3:45	2:45		

ENG 111/112, CST 100: 24

All other classes: 30

Faculty Loads – *Effective Spring 19*

Nine Month:

Must have 12-15 credits **and** 15-20 contact hours per semester (Fall or Spring).
Must have 24-30 credits **and** 30-40 contact hours per year (Fall and Spring).
May teach an overload of up to 40 credit hours or 60 contact hours per year (Fall and Spring).
Summer: May teach up to 10 credits (11-13 credits for overload)
10 Student Engagement Hours per week. See Student Engagement Hours Policy.

Associate Instructors:

Must have 33 – 39 credits ***and*** 39-49 contact hours per year (Fall and Spring).
May teach an overload of up to 3 credit hours ***or*** 4.5 contact hours per year.
Summer: May not teach more than 8 credit or 8 contact hours
12-19 Office Hours per week.

Credits/Contact Hours	Office Hours	Total
18	19	37
21	16	37
23	14	37
26	12	38

Adjunct Instructors: