College of San Mateo
TIMELINES
FALL 2018 SCHEDULE

January 2018   Term activated. Worksheets may be run using Banner report SWBWKSH.

Remember to run your usual reports (SYADENL, SYADENT, SYADRDW, SYADAGN, SYAEAG1, etc.) to check the accuracy of your entries.

March 2, 2018   Schedule data entry completed. Rooms **must** be accurate in Banner.

Submission of Learning Community details to VPI Office (i.e. verbiage, courses to be linked, cohorts, etc.)

VPI Office will extract the schedule from Banner end of day March 2, and run an SDA report to check Banner entries and room assignments. Any changes made in Banner after this date must be tracked and sent to the VPI Office.

Mar. 12-14, 2018   Division Assistants will have three days to make corrections in Banner before the first draft is sent to CR & Marketing.

CR & Marketing will release a PDF of the schedule sometime during the last weeks of March. You will have one week to look at this draft, and only minor revisions will be allowed. Minor edits are those that do not increase the footprint of the schedule, such as instructor or room changes.

College of San Mateo
FALL 2018
Schedule Development Breakdown
(Term 20108)

DAY SESSIONS - SEMESTER LENGTH

DATES: AUGUST 15 - DECEMBER 10
FINAL EXAM DATES: DECEMBER 11 - 17, 2018

Day	Dates	No. of Meetings
Monday	8/20 - 12/10	15 meetings + final
Tuesday	8/21 - 12/4	16 meetings + final
Wednesday	8/15 - 12/5	16 meetings + final
Thursday	8/16 - 12/6	16 meetings + final
Friday	8/17 - 12/7	16 meetings + final
By Arrangement	8/15 - 12/10	17 meetings

TYPICAL DAY MEETINGS

Day	Dates	No. of Meetings
MWF	8/15 - 12/10	47 meetings + final
MW	8/15 - 12/10	31 meetings + final
TTh	8/16 - 12/6	32 meetings + final
MTWTh	8/15 - 12/10	63 meetings + final
Daily	8/15 - 12/10	79 meetings + final

TYPICAL MEETING TIMES:

Units	Days	Start - End	Start - End	Start - End	Start - End	Hrs/Mtg
2	TTh	8:10 - 9:00	9:10 - 10:00	10:10 - 11:00	11:10 - 12:00	1
	MW	8:10 - 9:00	9:10 - 10:00	10:10 - 11:00	11:10 - 12:00	1
	F	8:10 - 10:00	9:10 - 11:00	10:10 - 12:00	11:10 - 13:00	2

Units	Days	Start - End	Start - End	Start - End	Start - End	Hrs/Mtg
3	TTh	8:10 - 9:25	9:45 - 11:00	11:10 - 12:25	12:45 - 14:00	1.5
	MW	8:10 - 9:25	9:45 - 11:00	11:10 - 12:25	12:45 - 14:00	1.5
	MWF	8:10 - 9:00	9:10 - 10:00	10:10 - 11:00	11:10 - 12:00	1

Units	Days	Start - End	Start - End	Start - End	Start - End	Hrs/Mtg
4	TTh	8:10 - 10:00	10:10 - 12:00	12:10 - 14:00	14:10 - 16:00	2
	MW	8:10 - 10:00	10:10 - 12:00	12:10 - 14:00	14:10 - 16:00	2
	MWF	8:10 - 9:20	9:45 - 10:55	11:10 - 12:20	12:45 - 13:55	1.4
	MTWTh	8:10 - 9:00	9:10 - 10:00	10:10 - 11:00	11:10 - 12:00	1

Units	Days	Start - End	Start - End	Start - End	Start - End	Hrs/Mtg
5	TTh	8:10 - 10:30	11:10 - 13:30	14:10 - 16:30	-	2.6
	MW	8:10 - 10:35	11:10 - 13:35	14:10 - 16:35	-	2.7
	MWF	8:00 - 9:25	9:35 - 11:00	11:10 - 12:35	12:45 - 14:10	1.7
	MTWTh	8:10 - 9:15	9:35 - 10:40	11:10 - 12:15	12:45 - 13:50	1.3
	Daily	8:10 - 9:00	9:10 - 10:00	10:10 - 11:00	11:10 - 12:00	1

Units	Days	Start - End	Start - End	Start - End	Start - End	Hrs/Mtg
6	TTh	8:10 - 11:00	11:10 - 14:00	14:10 - 17:00	-	3
	MW	8:10 - 11:00	11:10 - 14:00	14:10 - 17:00	-	3
	MWF	8:10 - 10:00	10:10 - 12:00	12:10 - 14:00	14:10 - 16:00	2
	MTWTh	8:10 - 9:25	9:45 - 11:00	11:10 - 12:25	12:45 - 14:00	1.5
	Daily	8:10 - 9:15	9:35 - 10:40	11:10 - 12:15	12:45 - 13:50	1.3

DATES (including Finals): AUGUST 15 - DECEMBER 17

TYPICAL 3 UNIT COURSE:

Days	Dates	Start - End	Start - End	Start - End	Meetings	Total Hours
Monday	8/20 - 12/17	6:00 - 9:05	6:30 - 9:35	7:05 - 10:10	16	52.8
Tuesday	8/21 - 12/11	6:00 - 8:50	6:30 - 9:20	7:10 - 10:00	17	51
Wednesday	8/15 - 12/12	6:00 - 8:50	6:30 - 9:20	7:10 - 10:00	17	51
Thursday	8/16 - 12/13	6:00 - 8:50	6:30 - 9:20	7:10 - 10:00	17	51
Friday	8/17 - 12/14	6:00 - 8:50	6:30 - 9:20	7:10 - 10:00	17	51
Saturday	8/18 - 12/15	8:30 - 11:50	12:30 - 15:50	-	15	54

Contact hours per meeting for MW and/or TTh 3, 4, and 5 unit courses outlined below

Units	Days	Dates	Start Time	No. of Meetings	Hrs/Mtg	Total Hours
3	Mon/Wed	8/15 - 12/17	6:00, 6:30 or 7:05*	33	1.6	52.8
	Tues/Thurs	8/16 - 12/13	6:00, 6:30 or 7:05*	34	1.5	51

Units	Days	Dates	Start Time	No. of Meetings	Hrs/Mtg	Total Hours
4	Mon/Wed	8/15 - 12/17	6:00, 6:30 or 7:05*	33	2	66
	Tues/Thurs	8/16 - 12/13	6:00, 6:30 or 7:05*	34	2	68

Units	Days	Dates	Start Time	No. of Meetings	Hrs/Mtg	Total Hours
5	Mon/Wed	8/15 - 12/17	6:00, 6:30 or 7:05*	33	2.7	89.1
	Tues/Thurs	8/16 - 12/13	6:00, 6:30 or 7:05*	34	2.6	88.4

* extend meeting times as needed to obtain the required hours.

DAY & EVENING SESSIONS - EIGHT-WEEKS

DAY SESSION

Days	First Eight Weeks		Second Eight Weeks	
TTh	8/16 - 10/9	16 meetings	10/11 - 12/6	16 meetings
MW	8/15 - 10/8	15 meetings*	10/15 - 12/10	16 meetings
MWF	8/15 - 10/8	23 meetings*	10/12 - 12/10	24 meetings

EVENING SESSIONS

Days	First Eight Weeks		Second Eight Weeks	
TTh	8/16 - 10/9	16 meetings	10/11 - 12/13	18 meetings
MW	8/15 - 10/8	15 meetings*	10/15 - 12/17	18 meetings

DAY & EVENING SESSIONS - SIX-WEEKS

DAY SESSIONS

Days	First Six Weeks		Second Six Weeks		Third Six Weeks	
TTh	8/16 - 9/20	11 meetings*	9/25 - 10/30	11 meetings*	11/1 - 12/6	10 meetings*
MW	8/15 - 9/24	11 meetings*	9/26 - 10/31	10 meetings*	11/5 - 12/10	10 meetings*
MWF	8/15 - 9/24	17 meetings	9/26 - 10/31	15 meetings*	11/2 - 12/10	15 meetings*

EVENING SESSIONS

Days	First Six Weeks		Second Six Weeks		Third Six Weeks	
TTh	8/16 - 9/20	11 meetings*	9/25 - 10/30	11 meetings*	11/1 - 12/13	12 meetings
MW	8/15 - 9/24	11 meetings*	9/26 - 10/31	10 meetings*	11/5 - 12/17	12 meetings

extend meeting times as needed to obtain the required hours.

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PART OF TERM CODES

Authorization codes are no longer created based on part of term codes. The authorization code field found in the section enrollment block on SSASECT must be checked in order for codes to be issued.

PT. OF TERM	DESCRIPTION	START	END	COMMENTS
1	Full Term	15-Aug-18	17-Dec-18	*
A	1st Week (not Full Term)	15-Aug-18	17-Dec-18	*
B	2nd Week Start Date	19-Aug-18	17-Dec-18	*
C	3rd Week Start Date	26-Aug-18	17-Dec-18	*
D	4th Week Start Date	4-Sep-18	17-Dec-18	*
E	5th Week Start Date	9-Sep-18	17-Dec-18	*
F	6th Week Start Date	16-Sep-18	17-Dec-18	*
G	7th Week Start Date	23-Sep-18	17-Dec-18	*
H	8th Week Start Date	30-Sep-18	17-Dec-18	*
I	9th Week Start Date	7-Oct-18	17-Dec-18	*
J	10th Week Start Date	14-Oct-18	17-Dec-18	*
K	11th Week Start Date	21-Oct-18	17-Dec-18	*
L	12th Week Start Date	28-Oct-18	17-Dec-18	*
M	13th Week Start Date	4-Nov-18	17-Dec-18	*
N	14th Week Start Date	13-Nov-18	17-Dec-18	*
O	Other Start/End Date	18-Nov-18	17-Dec-18	Use for courses starting on, or after November 18 and ending on, or before December 17. The authorization code field indicator should be checked so authorization codes are created.
Q	First Week **No Authorization Codes**	15-Aug-18	17-Dec-18	Use ONLY for courses starting the first week of the term that have the authorization code field indicator unchecked (usually independent study or open entry/open exit courses). Authorization codes will not be created allowing students to enroll up until the census date of the course. Once the census date for the course is reached, a nightly job ran by ITS will force the field to be checked automatically. At this point, students must go through A&R in order to register.
S	**DO NOT USE**	-	-	**DO NOT USE**
W	No Authorization Codes from **enrollment through LDW**	15-Aug-18	17-Dec-18	Used ONLY for variable unit and/or open entry/open exit (Positive Attendance) sections for which the authorization code field indicator is unchecked. Authorization codes will not be created allowing students to enroll via WebSMART up until the withdrawal date (LDW, 75%) of the course. Once the withdrawal date for the course is reached students will have to register through A&R.
X	Extended Term	5-Aug-18	10-Jan-19	Use for any course starting before school begins (15-Aug-18) or ending after final exams (17-Dec-18). The authorization code field indicator should be checked so authorization codes are created.

ACADEMIC CALENDAR CODES

CALENDAR CODE	DESCRIPTION
FD	Full Term Day Classes
FE	Full Term Evening/Saturday Classes
SD	Short Term Day Classes
SE	Short Term Evening/Saturday Classes
XD	Extended Day Classes
XE	Extended Evening/Saturday Classes

Online classes must be coded as evening classes, and final exams must be given during finals week (December 11-17) for semester-length classes. These classes have no mandatory campus meetings.

For the by arrangement line ("B" session), enter 17 meetings at 2.9 hours for a three unit lecture section. (17 x 2.9 = 49.3 hours) Adjust the meetings and hours per meeting if the section is not a three unit class, keeping close to the minimum number of hours required to grant the corresponding unit(s). (16 hours for 1 lecture unit, 32 hours for 2 lecture units, etc.)

For the pay line, choose Tuesday (17 meetings) since it has the least amount of holidays. Calculate the minimum number of hours for each meeting that would total as close as possible to the minimum number of hours for the course. Round to the tenth place. Adjust appropriately for sections that are not a three unit class.

For example, 48 hours is the minimum total hours for a three unit lecture class. You will need 2.9 hours per meeting to meet the minimum total hours required for the class. (48 hours/17 meetings = 2.82 hours. Round up to 2.9 hours.) This will give you a total of 49.3 contact hours (2.9 hours/meeting x 17 meetings = 49.3 total hours). A four unit lecture course would be (64 hours/17 meetings = 3.76 hours, round up to 3.8 hours); this will give you a total of 64.6 contact hours (3.8 hours/meeting x 17 meetings = 64.6 total hours).

IMPORTANT DATES (SEMESTER LENGTH CLASSES):

Census ONE:	Tuesday, September 4, 2018
Census TWO:	Tuesday, August 28, 2018
LDE:	Tuesday, August 28, 2018
LDD:	Monday, September 3, 2018
LDW:	Wednesday, November 14, 2018

CLASSES WILL NOT MEET ON THE FOLLOWING DATES:

Flex Days:	Monday, August 13, 2018
	Tuesday, August 14, 2018
	Wednesday, October 10, 2018
Holidays:	Monday, September 3 - Labor Day
	Monday, November 12 - Veteran's Day
	Thursday, November 22 - Thanksgiving Day
Recesses:	Saturday, September 1, 2018
	Sunday, September 2, 2018
	Saturday, November 10, 2018
	Sunday, November 11, 2018
	Friday, November 23, 2018
	Saturday, November 24, 2018
	Sunday, November 25, 2018

- In order to best serve our students, try to schedule classes during the suggested time blocks. This will allow students to take multiple classes. Contact the Instruction Office for assistance if scheduling a course that is not represented in the breakdown.

- Evening sections are those scheduled at 4:30 p.m. or thereafter. For courses that cross from day into evening hours, the section code is determined based on the majority of hours. Code as day for courses with majority of hours prior to 4:30 and code as evening if majority of hours are after 4:30.

- Use Daily Census (DC) for all short courses that meet at least 5 consecutive times. If a DC class has a TBA ("T") session, schedule the T1 session on the same days as the class meets. Leave the meeting time field blank and enter the number of hours in the "Hrs/Meet" field - the system will automatically enter the number of Hrs/Wk in that field. Sections that meet fewer than 5 consecutive times should be coded as Positive Attendance (PA).

- Classes coded as DC attendance method must meet for the same number of hours each day. If a section does not meet for the same number of hours each day, it should be coded as PA.

- **TBA's for weekly census classes** should be entered as 1.0 hour per meeting for 17 meetings for a standard class that requires 16 TBA hours. Adjust hours per meeting as needed for classes that require more than 16 TBA hours, but keep the number of meetings as 17. TBA sessions must be assigned a room.

- Do not enter TBA hours ("T" sessions) in Banner for Independent Weekly (IS), Independent Daily (ID), or Positive Attendance (PA) classes.

- Effective Summer 2017, only use the distance education designations of Online or Hybrid. The Web-Assisted designation/attribute will no longer be used. So for distance education courses that are solely online, they will be designated as online. For courses that have a combination of online and on-campus meetings, they will be designated as hybrid courses.

- Completely online courses are preferred over "online" with one or two mandatory on-campus meetings (which makes them hybrid). However, if mandatory on-campus meetings are necessary, they should be scheduled at off-peak times so as not to create registration conflicts for students. The on-campus meetings will need to be entered in Banner as A sessions.

- When entering hybrid courses remember the B session hours should equal the P session hours. The total A session hours and B session hours should equate to the total course hours.

![San Mateo County Community College District logo]

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

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Academic Calendar 2018–2019

FALL SEMESTER 2018 *(87 Instructional Days including 5 Final Days, plus 3 Flex Days)*

August	13, 14	Flex Days (No Classes)
August	**15**	**Day and Evening Classes Begin**
August	28	Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
August	28	Last Day to **Add** Semester Length Classes
September	1, 2	Declared Recess
September	3	Labor Day (Holiday)
September	3	Last Day to Drop Semester Length Classes Without Appearing on Record
September	4	Census Day
October	5	Last Day to Apply for Degree – Certificate
October	10	Flex Day
November	10, 11	Declared Recess
November	12	Veterans' Day (Holiday)
November	14	Last Day to **Withdraw** from Semester Length Classes
November	22	Thanksgiving Day (Holiday)
November	23 – 25	Declared Recess
December	11 – 17	Final Examinations (Day and Evening Classes)
December	17	Day and Evening Classes End
December 22 – January 1		Winter Recess (Total of Seven District Work Days)

SPRING SEMESTER 2019 *(88 Instructional Days including 5 Final Days, plus 3 Flex Days)*

January	11	Flex Day (No Classes)
January	**14**	**Day and Evening Classes Begin**
January	19, 20	Declared Recess
January	21	Martin Luther King Jr. Day (Holiday)
January	28	Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
January	28	Last Day to **Add** Semester Length Classes
February	3	Last Day to Drop Semester Length Classes Without Appearing on Record
February	4	Census Day
February	15	Lincoln's Birthday (Holiday)
February	16, 17	Declared Recess
February	18	Presidents' Day (Holiday)
March	1	Last Day to Apply for Degree – Certificate
March	6	Flex Day (No Classes)
March	29	Flex Day (No Classes)
March 31 – April 6		Spring Recess
April	1	Cesar Chavez Day Observed (Holiday)
April	25	Last Day to **Withdraw** From Semester Length Classes
May	18 - 24	Final Examinations (Day and Evening Classes)
May	24	Day and Evening Classes End
May	25, 26	Declared Recess
May	27	Memorial Day (Holiday)

TENTATIVE SUMMER SESSION 2019

June 10 – July 20		Six Week Session
June 10 – July 27		Seven Week Session
June 10 – August 3		Eight Week Session
July 4		Independence Day (Holiday)

SMCCCD
2018-2019 ACADEMIC CALENDAR

FALL 2018

July 2018

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018 — PTC

S	M	T	W	Th	F	S	PTC
			1	2	3	4	X
5	6	7	8	9	10	11	1, A or X
12	13	14	15	16	17	18	1, A or B
19	20	21	22	23	24	25	C
26	27	28	29	30	31		

September 2018 — PTC

S	M	T	W	Th	F	S	PTC
						1	D
2	3	4	5	6	7	8	E
9	10	11	12	13	14	15	F
16	17	18	19	20	21	22	G
23	24	25	26	27	28	29	H
30							

October 2018 — PTC

S	M	T	W	Th	F	S	PTC
	1	2	3	4	5	6	H
7	8	9	10	11	12	13	I
14	15	16	17	18	19	20	J
21	22	23	24	25	26	27	K
28	29	30	31				L

November 2018 — PTC

S	M	T	W	Th	F	S	PTC
				1	2	3	L
4	5	6	7	8	9	10	M
11	12	13	14	15	16	17	N
18	19	20	21	22	23	24	O
25	26	27	28	29	30		O

December 2018 — PTC

S	M	T	W	Th	F	S	PTC
						1	O
2	3	4	5	6	7	8	O
9	10	11	12	13	14	15	O
16	17	18	19	20	21	22	O or X
23	24	25	26	27	28	29	
30	31						

January 2019 — PTC

S	M	T	W	Th	F	S	PTC
	1	2	3	4	5		X
6	7	8	9	10	11	12	X
13	14	15	16	17	18	19	X
20	21	22	23	24	25	26	
27	28	29	30	31			

SPRING 2019

February 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SUMMER 2019

June 2019

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Legend:
- ⬭ HOLIDAY
- 🟨 FLEX DAY
- ▦ FINAL EXAMS DAY/EVENING
- 🟪 CLASSES BEGIN
- ▥ DECLARED RECESS

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