

<b>Summer Scheduling Guiding Principles</b>	
1	4-day classes must meet all 4 days--no "Canvas" days
2	Hybrid option: 50/50 split (50% face to face and 50% online)
3	2-day options are M/W and T/Th
4	No classes may be offered from 11:00 - 11:10am to allow students to take a class in early and late morning.
5	To allow students to enroll in a 10 credit daytime load, each section beginning before noon must be constrained to at most a three hour block.
6	Non-moonlight eligible classes that require more contact hours should be offered so that meeting times fall within the 2-day schedule time blocks (while maintaining Principle 4). See Summer 5 credit 2-day schedule.
7	For those classes requiring longer class sessions, adjusting class start/end times is permitted (while maintaining Principle 4).
8	ABE classes may flex the times of their classes to meet their unique student needs.
9	Computer labs are scheduled according to the 5 credit scheduling blocks.

<b>8 week, 5 credit</b>		
<b>4-day Schedule</b>		<b>Moonlight</b>
8:00 – 9:25am	M–Th	No
9:35 – 11:00am	M–Th	No
11:10am – 12:35pm	M–Th	No
12:45 – 2:10pm	M–Th	No
2:20–3:45pm	M–Th	No
4:00 – 5:25pm	M–Th	Yes
<b>2-day Schedule</b>		
8:00–11:00am	M/W or T/Th	No
11:10am – 2:10pm	M/W or T/Th	No
12:45 – 3:45pm	M/W or T/Th	No
2:20 – 5:20pm	M/W or T/Th	No
6:00 – 9:00pm	M/W or T/Th	Yes
<b>Hybrid Schedule (all 50/50)</b>	<b>2 class sessions/wk</b>	
8:00 – 9:25am	M/W or T/Th	No
9:35 – 11:00am	M/W or T/Th	No
11:10am – 12:35pm	M/W or T/Th	No
12:45 – 2:10pm	M/W or T/Th	No
2:20–3:45pm	M/W or T/Th	No
4:00 – 5:25pm	M/W or T/Th	Yes
6:00 – 7:25pm	M/W or T/Th	Yes
7:35 – 9:00pm	M/W or T/Th	Yes
<b>Hybrid Schedule (all 50/50)</b>	<b>1 class session/wk</b>	
8:00–11:00am	M, T, W or Th	No
11:10am – 2:10pm	M, T, W or Th	No
12:45 – 3:45pm	M, T, W or Th	No
2:20 – 5:20pm	M, T, W or Th	No
6:00 – 9:00pm	M, T, W or Th	Yes

6 week, 3 credit			6 week, 2 credit			6 week, 1 credit		
<b>4-day schedule</b>		<b>Moonlight</b>	<b>4-day schedule</b>		<b>Moonlight</b>	<b>2-day schedule</b>		<b>Moonlight</b>
8:00 – 9:05am	M–Th	No	8:00 – 8:45am	M–Th	No	8:00 – 8:45am	M/W or T/Th	No
9:35 – 10:40am	M–Th	No	9:35 – 10:20am	M–Th	No	9:35 – 10:20am	M/W or T/Th	No
11:10am – 12:15 pm	M–Th	No	11:10am – 11:55am	M–Th	No	11:10am – 11:55am	M/W or T/Th	No
12:45 – 1:50pm	M–Th	No	12:45 – 1:30pm	M–Th	No	12:45 – 1:30pm	M/W or T/Th	No
2:20 – 3:25pm	M–Th	No	2:20–3:05pm	M–Th	No	2:20–3:05pm	M/W or T/Th	No
4:00 – 5:05pm	M–Th	Yes	4:00 – 4:45pm	M–Th	Yes	4:00 – 4:45pm	M/W or T/Th	Yes
6:00 – 7:05pm	M–Th	Yes	6:00 – 6:45pm	M–Th	Yes	6:00 – 6:45pm	M/W or T/Th	Yes
7:35 – 8:40pm	M–Th	Yes	7:35 – 8:20pm	M–Th	Yes	7:35 – 8:20pm	M/W or T/Th	Yes
<b>3-day schedule</b>			<b>2-day schedule</b>			<b>1-day schedule</b>		
8:00 – 9:25am	M–Th less one day	No	8:00 – 9:25am	M/W or T/Th	No	8:00 – 9:25am	M, T, W or Th	No
9:35 – 11:00am	M–Th less one day	No	9:35 – 11:00am	M/W or T/Th	No	9:35 – 11:00am	M, T, W or Th	No
11:10am – 12:35pm	M–Th less one day	No	11:10am – 12:35pm	M/W or T/Th	No	11:10am – 12:35pm	M, T, W or Th	No
12:45 – 2:10pm	M–Th less one day	No	12:45 – 2:10pm	M/W or T/Th	No	12:45 – 2:10pm	M, T, W or Th	No
2:20–3:45pm	M–Th less one day	No	2:20–3:45pm	M/W or T/Th	No	2:20–3:45pm	M, T, W or Th	No
4:00 – 5:25pm	M–Th less one day	Yes	4:00 – 5:25pm	M/W or T/Th	Yes	4:00 – 5:25pm	M, T, W or Th	Yes
6:00 – 7:25pm	M–Th less one day	Yes	6:00 – 7:25pm	M/W or T/Th	Yes	6:00 – 7:25pm	M, T, W or Th	Yes
7:35 – 9:00pm	M–Th less one day	Yes	7:35 – 9:00pm	M/W or T/Th	Yes	7:35 – 9:00pm	M, T, W or Th	Yes
<b>2-day Schedule</b>			<b>Hybrid Schedule (all 50/50)</b>	<b>2 class sessions/wk</b>		<b>Hybrid Schedule (all 50/50)</b>	<b>1 class session/wk</b>	
8:00–10:10am	M/W or T/Th	No	8:00 – 8:45am	M/W or T/Th	No	8:00 – 8:45am	M, T, W or Th	No
11:10am – 1:20pm	M/W or T/Th	No	9:35 – 10:20am	M/W or T/Th	No	9:35 – 10:20am	M, T, W or Th	No
12:45 – 3:45pm	M/W or T/Th	No	11:10am – 11:55am	M/W or T/Th	No	11:10am – 11:55am	M, T, W or Th	No
2:20 – 4:30pm	M/W or T/Th	No	12:45 – 1:30pm	M/W or T/Th	No	12:45 – 1:30pm	M, T, W or Th	No
6:00 – 8:10pm	M/W or T/Th	Yes	2:20–3:05pm	M/W or T/Th	No	2:20–3:05pm	M, T, W or Th	No
			4:00 – 4:45pm	M/W or T/Th	Yes	4:00 – 4:45pm	M, T, W or Th	Yes
<b>Hybrid Schedule (all 50/50)</b>	<b>2 class sessions/wk</b>		6:00 – 6:45pm	M/W or T/Th	Yes	6:00 – 6:45pm	M, T, W or Th	Yes
8:00 – 9:05am	M/W or T/Th	No	7:35 – 8:20pm	M/W or T/Th	Yes	7:35 – 8:20pm	M, T, W or Th	Yes
9:35 – 10:40am	M/W or T/Th	No						
11:10am – 12:15 pm	M/W or T/Th	No	<b>Hybrid Schedule (all 50/50)</b>	<b>1 class session/wk</b>				
12:45 – 1:50pm	M/W or T/Th	No	8:00 – 9:25am	M, T, W or Th	No			
2:20–3:25pm	M/W or T/Th	No	9:35 – 11:00am	M, T, W or Th	No			
4:00 – 5:05pm	M/W or T/Th	Yes	11:10am – 12:35pm	M, T, W or Th	No			
6:00 – 7:05pm	M/W or T/Th	Yes	12:45 – 2:10pm	M, T, W or Th	No			
7:35 – 8:40pm	M/W or T/Th	Yes	2:20–3:45pm	M, T, W or Th	No			
			4:00 – 5:25pm	M, T, W or Th	Yes			
<b>Hybrid Schedule (all 50/50)</b>	<b>1 class session/wk</b>		6:00 – 7:25pm	M, T, W or Th	Yes			
8:00–10:10am	M, T, W or Th	No	7:35 – 9:00pm	M, T, W or Th	Yes			
11:10am – 1:20pm	M, T, W or Th	No						
12:45 – 3:45pm	M, T, W or Th	No						
2:20 – 4:30pm	M, T, W or Th	No						
6:00 – 8:10pm	M, T, W or Th	Yes						

<b>ABE/ESL: 10 Credit Lecture, 10 Week</b>					
		<b><u>Moonlight</u></b>		<b>Short lab option</b>	<b>Long lab option</b>
8:00 – 10:20	M–Th	No		8:00 – 9:25am	8:00–10:20am
10:30 –12:50	M–Th	No		11:10am – 12:35pm	11:10am – 12:50pm
1:00 – 3:20	M–Th	No		1:00 – 2:10pm	1:00 – 3:20pm
6:00 – 8:20	M–Th	Yes			6:00 – 8:20pm
5 credit options meet M/W or T/Th					
Note: Scheduling of computer labs must align with the 5 credit, 4 day a week schedule.					

PE Activity Schedule

6 week, 2 credit PE Total Fitness classes			6 week, 1 credit activity classes		
<b>4-day schedule</b>		<b><u>Moonlight</u></b>	<b>2-day schedule</b>		
8:10 – 9:30am	M–Th	No	8:00 – 9:25am	M/W or T/Th	No
9:40 – 11:00am	M–Th	No	9:35 – 11:00am	M/W or T/Th	No
11:10am – 12:30pm	M–Th	No	11:10am – 12:35pm	M/W or T/Th	No
			12:45 – 2:10pm	M/W or T/Th	No
<u>Note:</u> 2 cr total fitness classes meet 33 hrs/qtr.			2:20–3:45pm	M/W or T/Th	No
However, these classes serve the secondary purpose			4:00 – 5:25pm	M/W or T/Th	Yes
of staffing the Fitness Center. The given schedule			6:00 – 7:25pm	M/W or T/Th	Yes
accomplishes both purposes while still allowing			7:35 – 9:00pm	M/W or T/Th	Yes
students time between classes.					
			<u>Note:</u> 1 cr PE Activity classes meet 22 hours/qtr		

<b>Proposed Summer Final Schedule</b>						
<b>Tuesday, Week 8</b>						
Last day of classroom instruction is Tuesday of week 8.						
<b>Wednesday, Week 8</b>						
	<b>Class Start Time</b>	<b>Final Exam time</b>				
	9:35am	9:35–11:25am				
	12:45pm	12:45–2:35pm				
	3:55pm	3:55–5:45pm				
	6:00pm MW	6:00–7:50pm				
<b>Thursday, Week 8</b>						
	<b>Class Start Time</b>	<b>Final Exam time</b>				
	8:00am	8:00–9:50am				
	11:10am	11:10–1:00pm				
	2:20pm	2:20–4:10pm				
	6:00pm TTh	6:00–7:50pm				
Classes on the 6 week schedule give finals during regularly scheduled class meeting times.						
Classes that do not regularly meet on Wednesday or Thursday and that are regularly scheduled for 110 minutes or more, may have their final on the last regularly scheduled class day.						
Classes without final exams still meet during their final exam time as is expected in other quarters.						

	<b>Scheduling Variances</b>
	To request a variance from the established schedule template:
1	Faculty member requests the department coordinator schedule outside the template
	a.) How it impacts the student schedule and their ability to take other classes
	b.) Reason for the deviation (personal, pedagogical, etc.)
2	Department coordinator takes it to the Division Chair
3	Division Chair consults with the other Chairs to discuss the variance might relate to the overall schedule.

Hours of instruction

<b>Hours of Instruction</b>								
<b>Comparison by quarter</b>								
<b>Current</b>								
	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>				
Minutes/day	50	50	50	80				
Class days	52	49	49	31				
Finals	110	110	110	0				
<b>Total Instructional Minutes</b>	<b>2710</b>	<b>2560</b>	<b>2560</b>	<b>2480</b>				
<b>Proposed</b>								
	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>	<b>Notes</b>			
Minutes/day	50	50	50	85	Typical class 5 min. longer			
Class days	52	49	49	29				
Finals	110	110	110	110	Final exam slot added			
<b>Total Instructional Minutes</b>	<b>2710</b>	<b>2560</b>	<b>2560</b>	<b>2575</b>				



Summer Schedule Proposal  
Comparison to area colleges

	Bellevue	Green River	Pierce	South Seattle	Tacoma	Highline (current)	Highline (proposed)
Dates	7/1-8/14	6/23-8/14	6/25-8/19	6/30-8/22	6/23-8/14	6/23 - 8/14	6/23 - 8/14
Instructional days *	25	27	30	31	27	31	30
Typical Day Schedule	M-Th, 110 min	M-Th, 90 min	M-Th, 80 min	M-Th, 90 min	M-Th, 90 min	M-Th, 80 min	M-Th, 85 min + Final
Total minutes of instruction	2750	2430	2400	2790	2430	2480	2575
Typical class times	7:30-9:20	7:20-8:50	8:-9:20	7:30-9:00	7:30-9:00	7:30 - 8:50	8:00 - 9:25
	9:30-11:20	9:00-10:30	9:30-10:50	9:10-10:40	9:10-10:40	9:00 - 10:20	9:35 – 11:00
	11:30-1:20	10:40-12:10	11-12:20	10:50-12:20	10:50-12:20	10:30 - 11:50	11:10 – 12:35
	1:30-3:20	12:20-1:50	12:30-1:50		12:30-2:00	12:00 - 1:50	12:45 – 2:10
	Evening: 6:00-9:45	Evening: 6:00-9:10	Evening: M,T, Th 5:30 - 8:20p	Evening: 5:45-8:45	Evening: 6:00-9:00	Evening: Varies	Evening: 6:00 - 9:00

\* July 4th holiday not included, since it's not instructional 4/7 years

\*\* Does not include breaks

Comparisons based on web site research, Summer 2014 schedules