

SPECIAL ARRANGEMENTS FOR W ATTENDANCE METHOD (cont)

Attendance Method: W CH Weekly Census

54 Hours: Target 3.4 and 56.78

# per week	Scheduled Hours	Example	Target Weekly Hr	Target Total Hr
1	3 hours and 10 minutes	F 0800 - 1110	3.4	56.78
2	1 hour and 25 minutes	MW 0800 – 0925	3.4	56.78
3	NOT POSSIBLE			

NOTE: According to State Regulations, no class can be schedule for less than an hour of meeting on a given day. Consequently, a 54 hour meeting portion can not be scheduled 3 times a week. If it is necessary to schedule such a session, consult with the Dean of Student Learning Support for accurate start and end time arrangements.

72 Hours: Target 4.5 and 75.15

# per week	Scheduled Hours	Example	Target Weekly Hr	Target Total Hr
1	4 hours and 15 minutes	M 0800 – 1215	4.5	75.15
2	2 hours and 5 minutes	MW 0800 – 1005	4.6	76.82
3	1 hour and 15 minutes	MWF 0800 – 0915	1.5	75.15
4	NOT POSSIBLE			

NOTE: According to State Regulations, no class can be schedule for less than an hour of meeting on a given day. Consequently, a 72 hour meeting portion can not be scheduled 4 times a week. If it is necessary to schedule such a session, consult with the Dean of Student Learning Support for accurate start and end time arrangements.

90 Hours: Target 5.7 and 95.19

# per week	Scheduled Hours	Example	Target Weekly Hr	Target Total Hr
1	5 hours and 25 minutes	S 1300 – 1825	5.7	95.19
2	2 hours and 30 minutes	MW 1300 – 1530	5.6	93.52
3	1 hour and 35 minutes	MWF 1300 – 1435	5.7	95.19
4	1 hour and 10 minutes	MTWR 1300 – 1410	5.6	93.52
5	NOT POSSIBLE			

NOTE: According to State Regulations, no class can be schedule for less than an hour of meeting on a given day. Consequently, a 90 hour meeting portion can not be scheduled 5 times a week. If it is necessary to schedule such a session, consult with the Dean of Student Learning Support for accurate start and end time arrangements.

108 Hours: Target 6.6 and 110.22

# per week	Scheduled Hours	Example	Target Weekly Hr	Target Total Hr
1 (session 01)	3 hours and 50 minutes	S 0800 – 1150	4	66.80
1 (session 02)	2 hours and 20 minutes	S 1300 – 1520	2.6	43.42
2	3 hours and 5 minutes	S 0800 – 1105	6.6	110.22
3	NOT POSSIBLE			
4	1 hour and 25 minutes	MTWR 1300 – 1425	6.8	113.56
5	1 hour and 5 minutes	MTWRF 1300 – 1405	6.5	108.55

NOTE: that 108 hours meeting once a week needs to exclude the lunch hour period.

NOTE: According to State Regulations, no class can be schedule for less than an hour of meeting on a given day. Consequently, a 108 hour meeting portion can not be scheduled 3 times a week. If it is necessary to schedule such a session, consult with the Dean of Student Learning Support for accurate start and end time arrangements.

If you have a weekly CRN that has more than 108 hours, try to break it's components out into other approved chunks as detailed above. So if a course had 144 hours and was meeting three times a week, you would create two sets of 72 hour values ($72 + 72 = 144$).

If you need to enter Arranged Override hours, use the Target values.

Adding a TBA Meeting

Getting the correct hours for an arranged time depends heavily on the accounting method of the crn. The accounting method dictates the Term Length Multiplier that is used by the system. If the hours entered are mathematically compatible with the appropriate Term Length Multiplier, the course will trigger warning messages and come out as an error during 320 processing.

BE CERTAIN TO EDIT THE **NUMBER OF WEEKS** FIELD ALONG WITH THE **START AND END DATES** ON THE 1ST BLOCK OF **SSASECT** IF USING THE **O, A, or AP PART** of **TERM**.

BE CERTAIN TO EDIT THE **MEETING TYPE** VALUE TO **ARR, VC, or VCL** on the Meeting block.

FOR W Attendance Method

Since the W accounting Method uses a 16.7 TLM, for Arranged lines, the Total Hours must be divisible by 16.7.

The weekly hours however, should reflect 16 weeks.

The **Meeting Type** should be set to **ARR**. The session hours should remain as defaulted.

Catalog	Daily Hours and Weekly Hours	Total Hours
18	1	16.7
27	1.7	28.39
36	2.3	38.41
54	3.4	56.78
72	4.5	75.15
90	5.7	95.19
108	6.6	110.22

FOR IW Attendance Method

Since the IW accounting Method uses a 17.5 TLM, for Arranged lines, the Total Hours must be divisible by 17.5.

The weekly hours however, should reflect 16 weeks.

The **Meeting Type** should be set to either **VC** or **VCL**. If **CWE** or directed study, the **Meeting Type** is **ARR**.

If **VC**, the session hours should be split amongst all lines.

Specific **CWE** values can be found on page 41

Catalog	Daily Hours and Weekly Hours	Total Hours
18	1	16.7
27	1.7	28.39
36	2.3	38.41
54	3.4	56.78
72	4.5	75.15
90	5.7	95.19
108	6.6	110.22

FOR All Other Attendance Methods

Use the Courses Contact hours as defaulted from the catalog and displayed on the first block of **SSASECT** and divide them by the number of weeks to determine your average weekly hour. Round up to 1 decimal. Anything less than 1.3 should be rounded down to 1.0.

Hours	16 Weeks	10 Weeks	9 Weeks	8 Weeks	7 Weeks	6 Weeks	5 Weeks	4 Weeks	3 Weeks	2 Weeks
18	1.0	1.8	2	2.3	2.6	3	3.6	4.5	6	9
36	2.3	3.6	4	4.5	5.1	6	7.2	9	12	18
54	3.4	5.4	6	6.8	7.7	9	10.8	13.5	18	27
72	4.5	7.2	8	9	10.3	12	14.4	18	24	36

Since all other methods do not use a TLM, the total hours should reflect the true total hours. Daily and Weekly hours fields should be the same.

The **Meeting Type** should be set to either **VC** or **VCL**. If **CWE** or directed study, the **Meeting Type** is **ARR**.

If **VC**, the session hours should be split amongst all lines.

Specific **CWE** values can be found on page 41