## **Attendance Accounting Calculator**

## **Regular (Face-to-Face)**

To start, the user is able to enter into all yellow highlighted fields in the Calculator (see below). This includes the following elements:

semester, start/end dates, units or load, class meeting days, number of meeting days, and start time

		1	SEMESTER	SPRING		OF WEEKS	16.00												
REGUI	LAR		Dates	01/28/19	05/24/19														
Class Type Regular	CLASS UNITS	START Date	END Date	Class Meeting Days	OF MTG DAYS	MAX MINUTES/ HRS	MIN MINUTES / HRS	# OF WEEKS	CLASS HRS PER MTG DAY (SESSION)	CONTACT HOURS	Weekly Contact Hours	CLOCK TIME	LHE	Course Tir	Meeting me		CLASS CONTACT HOURS	4	CONTACT HOURS CALC
LEC				MW		101.25		16.00	1:24	1.70	3.40	1:25	1.70	7:00 AM	8:25 AM	Max	54.00	1	54.40
LOA	3.00	1/28/19	5/24/19	LECEOPHITCS	30	Minutes /	30 Minutes/ 15 Hours			1.60	3.20	1:20	1.60	7:00 AM	8:20 AM	Max	54.00	2	51.20
Units	3.00	LEC	Days for C	alculation	32	1.69 Hours			1:15	1.50	3.00	1:15	1.50	7:00 AM	8:15 AM	Min	48.00	3	48.00

The calculator will automatically adjust itself as you enter course section meeting information into the calculator. The goal of the calculator is to provide the user appropriate end times based on the total contact hours required for the class.

You will notice there are (3) three options to schedule your section: beyond the maximum (bolded **RED**), within the required range (bolded **GREEN**) or below the minimum (bolded in **YELLOW**):

Class Type Regular	CLASS UNITS	START Date	END Date	Class Meeting Days	# OF MTG DAYS	MAX MINUTES/ HRS	MIN MINUTES / HRS	# OF WEEKS	CLASS HRS PER MTG DAY (SESSION)	CONTACT HOURS	Weekly Contact Hours	CLOCK TIME	LHE	Course Tir	Meeting me		CLASS CONTACT HOURS		CONTACT HOURS CALC	
LEC				MW		101.25		16.00	1:24	1.70	3.40	1:25	1.70	7:00 AM	8:25 AM	Max	54.00	1	54.40	
LOAD	3.00	1/28/19	5/24/19	LECTOPHICS	30	Minutes /	30 Minutes/ 15 Hours			1.60	3.20	1:20	1.60	7:00 AM	8:20 AM	Max	54.00	2	51.20	× /
Units	3.00	LEC	Days for C	alculation	32	1.69 Hours	comours		1:15	1.50	3.00	1:15	1.50	7:00 AM	8:15 AM	Min	48.00	з	48.00	
LAB4				MW		135	120	16.00	1:52	2.30	4.60	2:05	1.91	8:35 AM	10:40 AM	Max	72.00	1	73.60	
LOAD	3.00	1/28/19	5/24/19	LARCE OF MITCS	30	Minutes /	Minutes/2			2.00	4.00	1:50	1.66	8:35 AM	10:25 AM	Max	72.00	2	64.00	
Units	1.00	LAB4	Days for C	alculation	32	2.25 Hours	Hours		1:40	2.00	4.00	1:50	1.66	8:35 AM	10:25 AM	Min	64.00	3	64.00	

Per directive of the VPAA, Schools/Centers should always schedule their course sections at the maximum.

**(EXAMPLE)** Using a 3.0 unit class to be offered for the regular term (16 weeks) on Mondays and Wednesdays, the calculator provides the following 3 options:

Course I Tir	Meeting me		CLASS CONTACT HOURS		CONTACT HOURS CALC
7:00 AM	8:25 AM	Max	54.00	1	54.40
7:00 AM	8:20 AM	Max	54.00	2	51.20
7:00 AM	8:15 AM	Min	48.00	з	48.00

Once you've determine the option that is closest to the maximum required, you may copy over the section meeting information onto your Course Change Workbook.

### Lecture + Lab Combination

You may enter lab information (same as lecture). In addition to entering the course section information you must answer 'Y' that the course section is a lecture/lab combination and provide the total minutes for passing period in between lecture and lab:

LAB4				MW		135	120	16.00	1:52	2.30	4.60	2:05	1.91	8:30 PM	10:35 PM	Max	72.00	1	73.60
LOAD	3.00	1/28/19	5/24/19	LABORTHTOS	30	Minutes /	Minutes/2			2.00	4.00	1:50	1.66	8:30 PM	10:20 PM	Max	72.00	2	64.00
Units	1.00	LA84 (	Days for C	alculation	32	2.25 Hours	Hours		1:40	2.00	4.00	1:50	1.66	8:30 PM	10:20 PM	Min	64.00	3	64.00
LEC+LAB UNITS	4		LEC+LAB	MTG DAYS	60	Enter "Y" for Yes				Passing Period			_						
		Is this a LEC/LAB Combination?		nbination?	¥	ls the Pass	ire a ing Period?	Y	0:10		2	LEC	7:00 AM	8:20 AM					
						1			/	1		1	LAB	8:30 AM	10:35 AM				
									· · ·			2	LEC	10:45 AM	12:05 PM				

As a result, the calculator will propose start/end times for both lecture and laboratory sessions.

Is this a LEC/LAB Combination?	у	Is there a Passing Period?	у	0:10	2	LEC	7:00 AM	8:20 AM
					1	LAB	8:30 AM	10:35 AM
					2	LEC	10:45 AM	12:05 PM

### **Non-Credit Calculator**

To determine total **END Time** for a Non-Credit course, you must select the **CLASS TYPE** (NC) and enter **START** Date, and **END** Date, Class Meetings Days, and Number of Meetings Days:

NON-0		CALCUI	ATOR				
Class Type Non-Credit	CLASS UNITS	START Date	END Date	Class Meeting Days	# OF MTG DAYS	MAX MINUTES/ HRS	MIN MINUTES / HRS
NC		2/12/19	2/19/19	Т	2	600	180
Non-Cred	lit	2/12/19	2/19/19	HC B OF MTGS	2	Minutes / 10	Minutes/3
		NC [	Days for Ca	alculation	2	Hours	Hours

As a result, you will find the total **CLASS CONTACT HOURS** for both Non-Credit lecture and/or laboratory sessions:

NON-	CREDIT	CALCUI	ATOR															
Class Type Nos-Credit	CLASS UNITS	START Date	END Date	Class Meeting Days	# OF MTG DAYS	MAX MINUTES/ HRS	MIN MINUTES / HRS	# OF WEEKS	CLASS HRS PER MTG DAY (SESSION)	CONTACT HOURS	Weekly Contact Hours	CLOCK TIME	LHE	Course I Tir	Meeting	CALC End Time	TOTAL SEME FOR C	STER HOURS
NC	Ψ	2/12/19	2/19/19	T	2	600	180	2.00	8:20	10.00	10.00	9:50	1.11	6:00 PM	8:50 PM	8:50 PM	6.00	20.00
Non-Crea	lit	2/12/19	2/19/19	REPORTS	2	Minutes / 10	Minutes/3									$\mathbf{)}$		
		NC 0	Days for Ca	alculation	2	Hours	Hours		2:30	3.00	3.00	2:50	0.33	6:00 PM	8:50 PM	8:50 PM	6.00	6.00

# To Be Announced (TBA)

To determine total **CLASS CONTACT HOURS** for TBA, you must select the **CLASS TYPE** (LEC or LAB) and enter **CLASS UNITS**, **START** Date, and **END** Date:

ТВА								
Class Type Regular	CLASS UNITS	START Date	END Date	Class Meeting Days	# OF MTG DAYS	MAX MINUTES/ HRS	MIN MINUTES / HRS	# OF WEEKS
LEC	3.00	1/28/19	5/24/19					#N/A
LOAD								#N/A
Units	3.00	1/28/19	5/24/19	TRABOPHTGS	#N/A	#N/A	#N/A	
Regular		LEC [	Days for Ca	alculation	#N/A			

As a result, you will find the total **CLASS CONTACT HOURS** for either lecture and/or laboratory sessions:

TBA																	
Class Type Regular	CLASS UNITS	START Date	END Date	Class Meeting Days	# OF MTG DAYS	MAX MINUTES/ HRS	MIN MINUTES / HRS	# OF WEEKS	CLASS HRS PER MTG DAY (SESSION)	CONTACT HOURS	Weekly Contact Hours	CLOCK TIME	LHE	Course I Tir	Meeting ne		CLASS CONTACT HOURS
LEC	3.00	1/28/19	5/24/19					#N/A	0:00			#N/A					54.00
LOAD								#N/A			<b>\$VALUEI</b>			12:00 AM	12:00 AM	Max	54.00
Units	3.00	1/28/19	5/24/19	TRABOPHICS	#N/A	#N/A	#N/A				<b>SVALUE</b>			12:00 AM	12:00 AM	Max	54.00
Regular		LEC D	Days for Ca	alculation	#N/A						<b>BVALUEI</b>			12:00 AM	12:00 AM	Min	48.00

Verify that both lecture and laboratory total **CLASS CONTACT HOURS** are aligned with the total class contact hours on your proto.

### **Positive Attendance**

To determine total **CLASS CONTACT HOURS** for Positive Attendance, you must enter **CLASS UNITS**, **START** Date, and **END** date into either (or both) PA LEC and PA LAB calculators:

POSIT	IVE ATT	ENDAN	ICE	TTL HOURS NEEDED	TTL LEC HOURS / SESSION	TTL LAB HOURS / SESSION	LEC HOURS / SESSION	LAB HOURS / SESSION
PA LE	C			288.00		288.00		8.00
Class Type Regular	CLASS UNITS	START Date	END Date	Class Meeting Days	# OF MTG DAYS	MAX MINUTES/ HRS	MIN MINUTES / HRS	# OF WEEKS
LEC	8.00	1/5/19	5/25/19					#N/A
LOAD								#N/A
Units	8.00	1/5/19	5/25/19	PALECEOPHTGS	#N/A	#N/A	#N/A	
Regular		LEC [	Days for C	alculation	#N/A			

As a result, you will find the total **CLASS CONTACT HOURS** for either lecture and/or laboratory sessions:

POSIT	IVE ATT	ENDAN	ICE	TTL HOURS NEEDED	TTL LEC HOURS / SESSION	TTL LAB HOURS / SESSION	LEC HOURS / SESSION	LAB HOURS / SESSION										
PA LEC	0			288.00		288.00		8.00	Is this a LEC	/LAB Combin	ation?							
Cluss Type Regular	CLASS UNITS	START Date	END Date	Class Meeting Days	# OF MTG DAYS	MAX MINUTES/ HRS	MIN MINUTES / HRS	# OF WEEKS	CLASS HRS PER MTG DAY (SESSION)	CONTACT HOURS	Weekly Contact Hours	CLOCK TIME	LHE	Course Tir	Meeting me	TTL LEC HOURS NEEDED	CLASS CONT RAM	ACT HOURS
LEC	8.00	1/5/19	5/25/19					#N/A	0:00			#N/A				0.00	144.00	153.00
LOAD								#N/A			#VALUE!			12:00 AM	12:00 AM	Max	144.00	153.00
Units	8.00	1/5/19	5/25/19	PALECENTHING	#N/A	#N/A	≢N/A				#VALUE!			12:00 AM	12:00 AM	Max	144.00	153.00
Regular		LEC (	Days for C	alculation	#N/A						#VALUE!			12:00 AM	12:00 AM	Min	128.00	136.00

Verify that both lecture and laboratory total **CLASS CONTACT HOURS** are aligned with the total class contact hours on your proto.

## **Distance Learning**

To determine total **CLASS CONTACT HOURS** for Distance Learning, you must select Class Type (LECD or LABD), CLASS UNITS, START Date, and END date:

DISTA	NCE LE	ARNING	1					
Class Type DISTANCE LEARNING	CLASS UNITS	START Date	END Date	Class Meeting Days	# OF MTG DAYS	MAX MINUTES/ HRS	MIN MINUTES / HRS	# OF WEEKS
LECD	3.00	1/28/19	5/24/19					#N/A
DISTANCE	LEARNING	1/28/19	5/24/19	LE CO BOP HTGS	#N/A	#N/A	€N/A	
		LECD [	Days for Ca	alculation	#N/A			

As a result, you will find the total **CLASS CONTACT HOURS** for both lecture and laboratory sessions:

#### (Lecture Distance @ 3 units)

DISTANCE LEARNING																	
Class Type DISTANCE LEARNING	CLASS UNITS	START Date	END Date	Class Meeting Days	# OF MTG DAYS	MAX MINUTES/ HRS	MIN MINUTES / HRS	# OF WEEKS	CLASS HRS PER MTG DAY (SESSION)	CONTACT HOURS	Weekly Contact Hours	CLOCK	LHE	Course Meeting Time			CLASS CONTACT HOURS
LECD	3.00	1/28/19	5/24/19					#N/A			#VALUEI					Max	48.60
DISTANCE LEARNING		1/28/19	5/24/19	LECDBOPHTCS	#N/A	#N/A	#N/A				#VALUE!			12:00 AM		Max	48.60
		LECD [	Days for Ca	alculation	#N/A						#VALUE!			12:00 AM		Min	48.60

### (Laboratory Distance @ 3 units)

DISTANCE LEARNING																	
Class Type DISTANCE LEARNING	CLASS UNITS	START Date	END Date	Class Meeting Days	# OF MTG DAYS	MAX MINUTES/ HRS	MIN MINUTES / HRS	# OF WEEKS	CLASS HRS PER MTG DAY (SESSION)	CONTACT HOURS	Weekly Contact Hours	CLOCK TIME	LHE	Course Meeting Time			CLASS CONTACT HOURS
LABD	3.00	1/28/19	5/24/19					#N/A			#VALUET					Max	55.08
DISTANCE LEARNING		1/28/19	5/24/19	LARD BOT MTGS	#N/A	#N/A	#N/A				#VALUE!			12:00 AM		Max	55.08
		LABD Days for Ca		alculation	#N/A						#VALUE!			12:00 AM		Min	55.08

Verify that both lecture and laboratory total **CLASS CONTACT HOURS** are aligned with the total class contact hours on your proto.