

## 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*

REGULAR		SEMESTER	Dates		# OF WEEKS														
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 Meeting Time		CLASS CONTACT HOURS	CONTACT HOURS CALC		
LEC				MW		10125	90 Minutes / 15 Hours	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	LEC Days for Calculation	30					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 Calculation			32	169 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**):

LEC				MW		10125	90 Minutes / 15 Hours	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	LEC Days for Calculation	30					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 Calculation			32	169 Hours			1:15	1.50	3.00	1:15	1.50	7:00 AM	8:15 AM	Min	48.00	3	48.00
LAB4				MW		135	120 Minutes / 2 Hours	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	LAB4 Days for Calculation	30					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 Calculation			32	2.25 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.



## 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-CREDIT CALCULATOR							
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	T	2	600	180
Non-Credit		2/12/19	2/19/19	NC# OF MTGS	2	Minutes / 10 Hours	Minutes / 3 Hours
		NC Days for Calculation			2		

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

NON-CREDIT CALCULATOR																	
Class Type Non-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 Meeting Time	CALC End Time	TOTAL SEMESTER HOURS FOR COURSE	
NC		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-Credit		2/12/19	2/19/19	NC# OF MTGS	2	Minutes / 10 Hours	Minutes / 3 Hours							6:00 PM 8:50 PM	8:50 PM	6.00	
		NC Days for Calculation			2				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:

TBA								
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	TBA # OF MTGS	#N/A	#N/A	#N/A	
Regular	LEC Days for Calculation				#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 Meeting Time	CLASS CONTACT HOURS
LEC	3.00	1/28/19	5/24/19					#N/A	0:00			#N/A			54.00
LOAD								#N/A			#VALUE!			12:00 AM 12:00 AM	Max 54.00
Units	3.00	1/28/19	5/24/19	TBA # OF MTGS	#N/A	#N/A	#N/A				#VALUE!			12:00 AM 12:00 AM	Max 54.00
Regular	LEC Days for Calculation				#N/A						#VALUE!			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:

POSITIVE ATTENDANCE				TTL HOURS NEEDED	TTL LEC HOURS / SESSION	TTL LAB HOURS / SESSION	LEC HOURS / SESSION	LAB HOURS / SESSION
PA LEC				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	PA LEC # OF MTGS	#N/A	#N/A	#N/A	
Regular	LEC Days for Calculation			#N/A				

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

POSITIVE ATTENDANCE				TTL HOURS NEEDED	TTL LEC HOURS / SESSION	TTL LAB HOURS / SESSION	LEC HOURS / SESSION	LAB HOURS / SESSION										
PA LEC				288.00		288.00		8.00	Is this a LEC/LAB Combination?									
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 Meeting Time		TTL LEC HOURS NEEDED	CLASS CONTACT HOURS RANGE	
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	PA LEC # OF MTGS	#N/A	#N/A	#N/A				#VALUE!			12:00 AM	12:00 AM	Max	144.00	153.00
Regular	LEC Days for Calculation			#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:

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
LECD	3.00	1/28/19	5/24/19					#N/A
DISTANCE LEARNING		1/28/19	5/24/19	LECD # OF MTGS	#N/A	#N/A	#N/A	
LECD Days for Calculation					#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 TIME	LHE	Course Meeting Time	CLASS CONTACT HOURS
LECD	3.00	1/28/19	5/24/19					#N/A			#VALUE!				48.60
DISTANCE LEARNING		1/28/19	5/24/19	LECD # OF MTGS	#N/A	#N/A	#N/A				#VALUE!			12:00 AM	Max 48.60
LECD Days for Calculation					#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			#VALUE!				55.08
DISTANCE LEARNING		1/28/19	5/24/19	LABD # OF MTGS	#N/A	#N/A	#N/A				#VALUE!			12:00 AM	Max 55.08
LABD Days for Calculation					#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.