

PRODUCTION PACKAGE



Prepared by the Office of
Academic Services

FALL 2009

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**Department Heads/School Secretaries
Calendar for Developing the
FALL 2009 LBCC SCHEDULE OF CLASSES**

Date	Activity
1/8	Schools receive the first run of class schedule worksheets, the printer proof and schedule production instructions are emailed. PCC Provost to send Recommendations.
1/8-1/27	School Deans submit corrected first run worksheets to Academic Services office on a flow basis, but no later than JAN. 27, 2009
2/23-3/11	School Deans and Department Heads receive second run worksheets to review and edit, Academic Services emails printer proof and index for proofing.
3/9	Bookstore issues textbook request forms (without class section numbers)
3/11	School Deans and Department Heads must meet to resolve load problems by this date.
3/11	School Deans submit corrected second run schedule worksheets and index list to Academic Services. Submit revisions on a flow basis but <u>NO LATER THAN MAR. 11, 2009</u> Last day to make additions or changes to the printed schedule. <u>After this date</u> , changes must be made on schedule change forms.
	School Deans and Department Heads must resolve workload problems by this date. (last day of cycle to update second run worksheets)
Set by CR&M	CR&M sends out schedule copy pages to appropriate manager to update. Deadline coincides with the due date of the second run of the worksheets.
3/30-3/31	<u>Final review of Printer Proof</u> by department heads & school personnel. Minor changes accepted only. No new classes or notes.
4/6	CR&M emails instructions to consultant regarding ad space in the schedule (date is mid point between galleys and page proofs)
4/6, 7	Academic Services and Department Heads <u>check Galleys</u> from consultant for final review (usually a Monday)
4/10	Textbook requests are due in to the bookstore.
Set by HR	All full time load sheets are due to Human Resources. Please submit them earlier if possible. Instructions will follow from HR as to when load sheets for adjunct faculty are due.
5/13/08	Schedules go on sale
	Priority Registration

GENERAL GUIDELINES FOR FALL 2009

1. Please be as accurate and as complete as possible with the first run of the schedule changes. Please read all directions carefully, and adhere to the deadlines listed on the schedule development calendar.
2. **NEW SESSION CODES:** When scheduling a 15Wk, 9Wk or 6Wk class you must use the new session codes go to: <http://oas.lbcc.edu/scheduling/> to print out a copy of the codes.

3. **FALL Semester DATES:**

Weeks	Begin and End Dates	Notes
18 weeks	Monday, 08-17-2009 – 12-20-2009	
15 weeks	Monday, 09-08-2009 – 12-20-2009	
1 st 9 weeks	Monday, 08-17-2009 – 10-18-2009	
2 nd 9 weeks	Monday, 10-19-2009 – 12-20-2009	
1 st 6 weeks	Monday, 08-17-2009 – 09-27-2009	
2 nd 6 weeks	Monday, 09-28-2009 – 11-08-2009	
3 rd 6 weeks	Tuesday, 11-09-2008 – 12-20-2009	
18 weeks	Monday, 08-17-2009 – 12-20-2009	Non-credit Open-Entry learning labs
18 weeks	Monday, 08-17-2009 – 12-20-2009	Credit Open-Entry learning labs

3. **PASSING TIME:** you must include the passing time when making a time change to a class.
4. Before you schedule classes at an off-campus site not on the Teaching Location Code list, you must contact the office of Extended Instruction at 562-938-4810.
5. Use the Master Course Listing sent from the Curriculum Database Specialist in completing information for the courses and preparing loadsheets. You may only schedule courses as they are listed in this file.
6. For Fall use the **white** schedule change forms and loadsheets.
7. To prevent room conflicts, make out a room chart for your area. A blank room chart is included in this packet. **Note: rooms not scheduled on the first run will become available for other departments as needed.**
8. **Please use a red pencil for all changes and updates on the schedule worksheets.** Line through information you wish to change, and note the replacement information just above the old data. To add classes use the blank worksheet pages provided for that purpose.
9. Header, course, and section notes may be edited by Academic Services or Community Relations and Marketing to tailor remarks for marketing purposes and to trim the schedule.
10. We have eliminated from the worksheets any classes that were cancelled.
11. You must use an **EMPLOYEE ID** number. Teachers can only be scheduled to teach in a subject area entered in PeopleSoft, refer to your Instructor table listing from HR. If you find that an instructor missing, you need to contact the appropriate HR Specialist. They are necessary for timecards, grade reports, and automated reports. They are also required on the schedule worksheets or instructor will be listed as staff.
12. The **class numbers are not permanent from year to year.**
13. To meet state reporting requirements and to ensure that attendance is collected correctly you will need to accurately reflect the LEC component and the LAB component contact hour values in the days and hours fields for each component.
14. Schedule classes to be daily census whenever possible; avoid positive attendance. See guidelines for Attendance Code Collection Rules in the reference material on page 21.
15. Any shaded field on the worksheets is **not available** to be edited.

ESSENTIAL DATA FIELDS

Schedule Worksheets

To add a course, use the blank pages provided with worksheets or Schedule Change Form and complete the following fields:

Subject/Catalog Nbr.	Start & End Time (HRS), include AM or PM
Date-Start (see session table)	Employee ID
Date-End (see session table)	Assignment-Type (Pay Code)
Room	% of Responsibility
Meeting Days	

If the section is part of a combined set:

You will be issued a separate combined class form at a later date for this purpose. Session dates and meeting pattern hours and room must match exactly.

If the course has TBA hours in addition to regularly scheduled hours:

Use the a second meeting pattern of data and insert **TBA**, room, and the instructor.

If class (section) notes are desired or if existing notes are to be modified:

Create and add copy on the worksheet spaces provided for section notes which apply to one section. Be judicious and do not confuse these notes with course notes that apply to all sections!

If multiple instructors or multiple rooms are involved, supply the data in the following fields:

Additional data lines may require entries in these fields:

Employee ID (**MUST** be provided or instructor will appear as "Staff")

Meeting Days

Start and End Time, include AM or PM

Room

Assignment Type

Percentage of Responsibility for teachers

To delete a class: Mark a "**D**" in front of class number and **Line through the printed information.**

To change a class: **Line through the printed data you want to change** and print **above** the new information in any field as required except Class Number or Subject and Catalog Nbr.

To create a double or triple size class: change the value in the Enr Capacity (Limit) field.

INSTRUCTIONS FOR THE SCHEDULE WORKSHEETS

Description of Data Element Fields

- 1. Course Subject and Catalog Number Field:** For courses offered last Fall 2008, this field is preprinted and contains the letter course management abbreviation and number. For new sections you wish to offer, use the correct abbreviation and number found in the listing from the Curriculum Technician. Please use the correct code. Be certain that you are using the correct letters designating repeatability (AB, AC, AD, etc.).
- 2. Course Description:** The descriptive title of the course. Do not edit, all changes must go through the curriculum process, therefore you need to contact the Curriculum Technician, at ext. #4126.
- 3. Course Notes (optional):** Include no more than a short sentence or two about the course; do not repeat concepts found in the course description. Comments are subject to editing by Academic Services and Community Relations and Marketing.
- 4. Class Number Field:** For courses offered last Fall 2008, this field contains a pre-printed five-digit class number. For new classes you add, the system will assign a class number to the course when it is entered in the computer. The class numbers you used last Fall have changed. We will not re-sequence the class numbers after we start building the schedule.
- 5. Sessions:** Each term has several sessions with fixed start and end dates. Select a session from the list in this direction package on page 4.
- 6. Start Date and End Date Fields (do not edit):** Go to page 4 of this packet where a table of session dates have been setup for you to select from.
- 7. Loc:** This code identifies the actual teaching location of the class. Refer to the Teaching Location Codes listing on page 18.
- 8. Comp (do not edit):** This field shows the component type of the course (lecture or laboratory).
- 9. Comp Nbr (do not edit):** This field shows the component number of the course and is used for reference by Academic Services.
- 10. Enr Capacity:** This field has been filled from the Catalog. You must increase the number for each double or triple size section you create. **ZERO** is no longer used to control a class limit you must use **INSTRUCTOR CONSENT**, and indicate it in the section note of the class. These mark ups will be reviewed by Academic Services to ensure open access to classes required by law.
- 11. Attn:** The values in this field will roll forward from the prior like term. For classes being added the attendance field must be completed following the rules in this direction package on page 21. If you change the way the class is scheduled you may have to change this field. If the course has more than one component, all components must have the same attendance code.
- 12. Instruct-Mode:** Select the correct code. These values were originally drawn from the catalog. You will need to make a change only if the class is offered via distance education, the WWW, TV, Work Exp. and Supplemental Learning Assistance in the particular term you are scheduling. Note that the values in this field roll forward from the prior like term. The codes are Lec, Lab, WWW, TV, Wk Exp and SI.

13. **Auto Enr Comp (do not edit):** This field is provided for reference and is used by Academic Services.
14. **Combined-ID (do not edit):** This field is provided for reference and is used by Academic Services.
15. **Print:** All sections will be printed in the schedule in order to meet the state’s regulations on open access. In a **limited** set of circumstances you may use “do not print”. Those cases will be reviewed in Academic Services. If we do not print a class we have an obligation to announce its availability to the public.
16. **Pat Nbr (do not edit):** This field indicates the number of the meeting pattern in relation to the component. It is provided for reference.
17. **Room:** For rooms, see the list at the end of the production packet. Please note: rooms not scheduled on the first run will become available for all other departments to use on an “as needed” basis.
18. **Days:** Use **M** for Monday, **T** for Tuesday, **W** for Wednesday, **R** for Thursday, **F** for Friday, **S** for Saturday, **SUN** for Sunday, and **Daily** if the class meets Monday through Friday. It is not possible to have a day listed without the time field filled in. If there is no time listed in the time fields, then **TBA** must be entered in the days field.
19. **Start and End Time Fields:** Enter the starting time and the ending time for the class meeting. If the class is TBA, leave times fields blank and put **TBA** in days field.
20. **Empl-ID:** Enter the faculty member’s employee identification number.
21. **Instructor Name:** Enter the last and first name of the instructor. If only one instructor is teaching the course, fill in all information on the first line. If multiple instructors are involved, use data lines 2, 3, etc. If no instructor is provided “STAFF” will be printed.
22. **A-Type:** Enter the three-character type. The codes are:

Code	Description	Code	Description
LCR	Lecture Regular	LCP	Lecture Part-time
LBR	Lab Regular	LBP	Lab Part-time
LCO	Lecture Overtime	LCL	Lecture Long-Term
LBO	Lab Overtime	LBL	Lab Long-Term
LCS	Lecture Saved		
LBS	Lab Saved		

23. **Percent of Responsibility:** Enter the portion of the course hours for which the instructor is responsible in that assignment type. See the examples in this direction package. If you have more than one instructor teaching a component of a course, complete the instructor information (employee ID, assignment type and percentage of responsibility) on the second, third, etc., lines. If the instructor is teaching the class part contract and part paid overload or banked time, complete the contract information on one line, the paid overload or banked time on the others, repeating the complete name and Empl-ID of the instructor on the second line. You will be provided with an excel spreadsheet for all courses that contains the academic year 2007-2008 contact hours values. This resource is intended to help you determine percent of responsibility

when more than one teacher is sharing the instruction or when more than one pay code for a single teacher is to be used.

24. If the class component meets in two or three different rooms, or has different meeting times on different days, or has a (lunch) break in time on one meeting pattern day, use meeting pattern two and complete the day, room and hours information on that pattern as necessary. Then supply the instructor employee ID, assignment type and percentage of responsibility. A meeting may not last more than 6 hours.
25. **W-Load Hrs (do not edit):** This field is automatically calculated from the percent of responsibility values and the catalog.
26. **FTE % (do not edit):** The data in this field is expressed as a percentage of full-time equivalent of a full-time teaching load (1 FTEF).
27. **Class Notes (optional):** In the designated area on the worksheets, print one or two short sentences. Do not use symbols in the note (+, #, etc.). For classes less than 18 weeks the class number and dates will be automatically repeated in a class note. **Please refrain from using numbers in the body of a class note.** Class notes will be edited in Academic Services and Community Relations and Marketing. Be judicious and do not create this note if the information applies to all classes -- use a course note instead.

Automatic Computer Generated Notes

In addition to the class notes, there are two computer-generated notes that will be printed in the printer's proof and schedule, but not on the worksheets.

1. Above class nbr. 70211 begins week of 09/08/2009, ends 12/18/2009
When the date-start or date-end field is other than eighteen weeks.
2. **** Note: \$5.00 material fee paid at registration ****
When the Board has authorized a materials fee.

TBA Hours

If your class has hours to be arranged in addition to the fixed regularly scheduled hours printed in the schedule, insert "**TBA**" on the second pattern number information. On the worksheets we have added three new fields for you to indicate the total "**TBA**" hours a class meets. See examples on page 23. On the schedule change form you would continue to use the comments area to indicate "**TBA**" hours.

SCHEDULE CHANGE FORMS

The Schedule Change Form is used in three ways: (1) to add (**A**) a new class to the schedule, (2) to change (**C**) information already in the schedule, and (3) to delete (**D**) a class in the schedule.

1. Use the corresponding color of Schedule Change Form and loadsheet; i.e., white for fall, green for spring, yellow for summer.
2. All changes must be made with a minimum of one original and the number of copies indicated below:
Original to Academic Services
One copy to the Department Head (optional)
One copy to the School Dean for the division office (optional)

Note: Any schedule changes involving a full-time faculty workload requires a revised loadsheet to be sent to Human Resources.

3. Use a separate Schedule Change Form for each class number changed. If a class is a combined class, use a separate change form for each class that is affected.
4. The Schedule Change Form must be signed or initialed by the appropriate School Dean in the "originated by" space.
5. In the "comments" section, add any remarks you think might be helpful in processing the change.
6. When making any change relating to the instructor's pay, fill in accurately the section relating to date of change.
7. Assign-Type for instructors pay are necessary.
8. The date on the top of the Schedule Change Form should be the date the form is being filled out; the effective date should be the date the change takes effect.
9. If the requested change to the course is not in the curriculum list provided by the Curriculum Technician, all materials will be returned to the School Dean for required curriculum action.

EXAMPLE SCHEDULE CHANGE

10. When Adding a New Class

From: Fill in all blank spaces except "Class Number" with the appropriate information. Be sure to put "A" in A/D/C and fill in all information relating both to the class and instructor. After the class has been added, your office will be notified of the class number assigned by the computer.

To: Leave Blank

Comments: "new class added"

Schedule Change Form											Fall <u>2009</u> Spring _____ Summer _____								
FROM:											Today's Date 8/01/2009								
A/D/C	Class Nbr	Subject	Catalog Nbr	Date Begins	Date Ends	Pat Nbr	1	Days	TR	Start Time	12:00	AM	PM	End Time	1:20	AM	PM	Room	M216
A		HIST	10	8/17/2009	12/20/2009	Line	1	Empl-ID	0002122	Empl-Name	OLSON, D			Assign Type	LCR	% of Resp	100%		
						Line		Empl-ID		Empl-Name				Assign Type		% of Resp			
	Session	Class Limit	Location	Combined Set Nbr	Combined Set Max	Pat Nbr		Days		Start Time	:	AM	PM	End Time	:	AM	PM	Room	
	1	40	LAC			Line		Empl-ID		Empl-Name				Assign Type		% of Resp			
TO:																			
A/D/C	Class Nbr	Subject	Catalog Nbr	Date Begins	Date Ends	Pat Nbr		Days		Start Time	:	AM	PM	End Time	:	AM	PM	Room	
						Line		Empl-ID		Empl-Name				Assign Type		% of Resp			
						Line		Empl-ID		Empl-Name				Assign Type		% of Resp			
	Session	Class Limit	Location	Combined Set Nbr	Combined Set Max	Pat Nbr		Days		Start Time	:	AM	PM	End Time	:	AM	PM	Room	
						Line		Empl-ID		Empl-Name				Assign Type		% of Resp			
						Line		Empl-ID		Empl-Name				Assign Type		% of Resp			
Comments: ADD new class.											Effective Date: 8/17/09			Academic Services Staff Only					
											Originated by: McGee			Schedule:					

11. When Changing Information Already in the Schedule:

From: Place a "C" in the A/D/C field, fill in the class number, course subject and catalog number. Fill in the information to be changed as it currently appears in the latest version of the schedule.

To: Repeat the class number and fill in the change. No more information is necessary in this area.

Examples: Change of Instructor (or change in days, time, room, percentage of responsibility, class limit, session and location).

NOTE: Be sure information is entered on the appropriate line (either one, two, or three). Errors occur when information is not accurately shown on the correct line. See example below:

Schedule Change Form											Fall <u>2009</u> Spring _____ Summer _____								
FROM:											Today's Date 8/03/2009								
A/D/C	Class Nbr	Subject	Catalog Nbr	Date Begins	Date Ends	Pat Nbr	1	Days	MW	Start Time	9:00	AM	PM	End Time	10:50	AM	PM	Room	D144
C		MATH	805	8/17/2009	12/20/2009	Line	1	Empl-ID	0003221	Empl-Name	WILSON, K			Assign Type	LCR	% of Resp	100%		
	72075					Line		Empl-ID		Empl-Name				Assign Type		% of Resp			
	Session	Class Limit	Location	Combined Set Nbr	Combined Set Max	Pat Nbr		Days		Start Time	:	AM	PM	End Time	:	AM	PM	Room	
	1	40	LAC			Line		Empl-ID		Empl-Name				Assign Type		% of Resp			
TO:																			
A/D/C	Class Nbr	Subject	Catalog Nbr	Date Begins	Date Ends	Pat Nbr	1	Days	M	Start Time	9:00	AM	PM	End Time	10:50	AM	PM	Room	D143
C						Line	1	Empl-ID	0005020	Empl-Name	HART, R			Assign Type	LCP	% of Resp	50%		
	72075					Line		Empl-ID		Empl-Name				Assign Type		% of Resp			
	Session	Class Limit	Location	Combined Set Nbr	Combined Set Max	Pat Nbr	2	Days	W	Start Time	9:00	AM	PM	End Time	10:50	AM	PM	Room	D144
						Line	1	Empl-ID	0234565	Empl-Name	BAILEY, P			Assign Type	LCP	% of Resp	50%		
						Line		Empl-ID		Empl-Name				Assign Type		% of Resp			
Comments: Change Rooms, Instructors & Assign-Type											Effective Date: 8/20/09			Academic Services Staff Only					
											Originated by: Franklin			Schedule:					

EXAMPLE SCHEDULE CHANGE

12. Canceling a Class

From: Put "D" in A/D/C field; fill in Class Number, Course Subject and Catalog Number, instructor's name, time, day, room and class location.

To: Leave Blank

(A) Enter the appropriate effective date.

Schedule Change Form													Fall	Spring	Summer		
FROM:													Today's Date 8/29/2009				
A/D/C	Class Nbr	Subject	Catalog Nbr	Date Begins	Date Ends	Pat Nbr	1	Days	R	Start Time	1:00PM	AM (PM)	End Time	4:25PM	AM (PM)	Room	EE158
D	71202	THRH	28	9/8/2009	12/20/2009	Line	1	Empl-ID	0002233	Empl-Name	PAUL, T		Assign Type	LCP	% of Resp	100%	
						Line		Empl-ID		Empl-Name			Assign Type		% of Resp		
	Session	Class Limit	Location	Combined Set Nbr	Combined Set Max	Pat Nbr		Days		Start Time	:	AM PM	End Time	:	AM PM	Room	
	15D	40	PCC			Line		Empl-ID		Empl-Name			Assign Type		% of Resp		
TO:																	
A/D/C	Class Nbr	Subject	Catalog Nbr	Date Begins	Date Ends	Pat Nbr		Days		Start Time	:	AM PM	End Time	:	AM PM	Room	
D	71202					Line		Empl-ID		Empl-Name			Assign Type		% of Resp		
						Line		Empl-ID		Empl-Name			Assign Type		% of Resp		
	Session	Class Limit	Location	Combined Set Nbr	Combined Set Max	Pat Nbr		Days		Start Time	:	AM PM	End Time	:	AM PM	Room	
						Line		Empl-ID		Empl-Name			Assign Type		% of Resp		
						Line		Empl-ID		Empl-Name			Assign Type		% of Resp		
Comments: DELETE - Class Never Met													Effective Date: 8/29/2009		Academic Services Staff Only		
													Originated by: Gjones		Schedule:		

13. Addition of Instructor to Unstaffed Class

From: Put "C" in A/D/C field; fill in the class number, course subject and catalog number. Fill in the information that currently appears in the latest version of the schedule.

To: Fill in the Class Number and items relating to instructor.

Schedule Change Form													Fall	Spring	Summer		
FROM:													Today's Date 8/10/2009				
A/D/C	Class Nbr	Subject	Catalog Nbr	Date Begins	Date Ends	Pat Nbr	1	Days	T	Start Time	6:30	AM (PM)	End Time	9:55	AM (PM)	Room	EE152
C	70035	REAL	80	9/8/2009	12/20/2009	Line	1	Empl-ID		Empl-Name	STAFF		Assign Type		% of Resp	100%	
						Line		Empl-ID		Empl-Name			Assign Type		% of Resp		
	Session	Class Limit	Location	Combined Set Nbr	Combined Set Max	Pat Nbr		Days		Start Time	:	AM PM	End Time	:	AM PM	Room	
	15B	40	PCC			Line		Empl-ID		Empl-Name			Assign Type		% of Resp		
TO:																	
A/D/C	Class Nbr	Subject	Catalog Nbr	Date Begins	Date Ends	Pat Nbr	1	Days		Start Time	:	AM PM	End Time	:	AM PM	Room	
C	70035					Line	1	Empl-ID	0001518	Empl-Name	NELSON, R		Assign Type	LCP	% of Resp		
						Line		Empl-ID		Empl-Name			Assign Type		% of Resp		
	Session	Class Limit	Location	Combined Set Nbr	Combined Set Max	Pat Nbr		Days		Start Time	:	AM PM	End Time	:	AM PM	Room	
						Line		Empl-ID		Empl-Name			Assign Type		% of Resp		
						Line		Empl-ID		Empl-Name			Assign Type		% of Resp		
Comments: Change Staff													Effective Date: 8/18/09		Academic Services Staff Only		
													Originated by: JFK		Schedule:		

PROCEDURES FOR THE PREPARATION OF FALL OR SPRING LOADSHEETS

1. In the case of instructors with split assignments, the School Dean in the area in which the instructor has the majority of his load is responsible for the preparation of the entire loadsheet. Please share the completed loadsheet with the other division offices.
2. Record the instructor's Empl ID number and name (last name and legal first name). Do not use nicknames. Check "New Employee" if the instructor is new.
3. Record the year in the space by the appropriate semester.
4. In the daytime matrix, type the classes assigned to the instructor. Full-time instructors must be assigned at least one class each day unless an assignment exception has been approved.
 - a. Record the course name (example: Engl. 1A) in the lower portion of the appropriate box; the room number (plus campus if other than LAC) in the upper right; the class number in the upper left. For the course name use the correct subdepartment abbreviation from the Master Course File.
 - b. Show with an arrow the exact extent of the class. If the class does not begin and end on the hour or half hour, list the time of the class in the rectangle. If a class is part lecture, part lab, type "lab" in each box of the grid which is laboratory.
 - c. List adjacent to the course name the total hours for the semester of (TBA) classes and work experience classes.
 - d. Indicate the dates and hours of short-term classes clearly in the space adjacent to the course name.
 - e. List the actual dates and total hours of field trips in classes in which there are field trips.
 - f. In the case of co-instructors for a particular course, indicate the period of time (dates, hours) that this instructor is actually teaching the class.
 - g. In the case of classes with multiple class numbers, list these numbers in the rectangle for that class. If this is not possible, list them in some other position on the loadsheet (such as Saturday).
 - h. If a regular or contract instructor has only one class and that class exceeds a 100% load, mark the hourly pay portion of the class by outlining the block of time in red. Outline just inside the black line (so that this will xerox clearly). If a class is part hourly and part contract, be certain that the division is clearly indicated. If there is any question, type the exact division of time in the rectangle.
 - i. Indicate double size classes with * by the room number, triple size classes with ** by the room number. Put the key on the loadsheet for the meaning of * and **.
5. For Full-Time Faculty
In the column labeled Full-Time Teaching Load, record the classes that comprise the instructor's contract assignment, the correct account numbers, and load percentages.
 - a. Record the course number (example: ART 6).
 - b. For each course, record the teaching units. 3 lecture hour = 3 TU; 1 lab hour = .75 TU

See Collective Bargaining Agreement regarding the assignment of units for work experience and clinical practicum.

The teaching units for each course are shown in the Master Course File. These teaching units are computed on a weekly average spread over the entire semester and shown that way on the loadsheet. That is, if a course has 54 hours of lecture and 54 hours of laboratory, taught in nine weeks, the TU's would be 5.25, not 10.5. The TU's on the loadsheet should equal the TU's in the Master Course File for this class. Should you have to compute TU's, carry your arithmetic to three decimals and round back to two places.

- c. A double-size class receives one and one-half times the lecture and lab values; a triple-size class receives double the lecture and lab values (see collective bargaining contract for minimum enrollment required for double and triple-size classes).
- d. Released time for non-classroom assignments is also to be shown in this column. Example: for 20% released time, multiply 20% or $1/5$ times 15 = 3 TU's.
- e. Indicate any overload or underload carried over from the previous semester as "Overload (or underload) carried over from Fall 2005 in the Course No. column and the TU's with a + or - in the TU column. This figure should be included in your total for that semester.
- f. A full-time assignment is 15 TU's. If a contract assignment exceeds 15 TU's, it must be handled in one of the following ways:
 1. The TU's in excess of 15 TU's may be carried forward and the compensatory reduction in load should occur the next semester (see 5.g.).
 2. The amount in excess of 15 TU's may be shown as hourly assignment for which the instructor will receive hourly pay. Do not include any TU's in the full-time teaching load column for which hourly pay is received. For example, if the class is 16.33 TU's and the instructor will receive 1.33 TU's of that as hourly pay, the TU's of the class in the full-time teaching load column should be entered as 15, not 16.33. 1.33 TU's will then be entered in the hourly assignment section.
- g. Total the full-time teaching load. If there is an overload or underload, and this is going to be carried over into the next semester, in the "Comments" section indicate the number of TU's to be carried over. For example, if the teaching load is 16 TU's, in "Comments" state:
1 unit overload to be carried forward to _____ semester. If the teaching load is 13.5 TU's, state that 1.5 units underload is to be carried forward to _____ semester.
- h. Place the correct account numbers and percentages in the account number column, including the account number for any released time. Account numbers of a course are shown in the Master Course File. Do not break down the percentage load by location. The percentage assignment for contract faculty cannot exceed or be less than 100% (unless the instructor is on a partial load). If an instructor is teaching a two-unit overload (17 TU's on contract pay), his percentage load should be recorded as 100% for his assignments (not 113%). In the comments section, indicate that the instructor has a two-unit overload to be carried forward to _____ semester. Next semester his 13 unit teaching load plus two TU's carried over should be recorded as 100%, not 87%). If the instructor has a 13 unit load in the fall, his load percentage is still 100% and the comment section reads, "2 unit underload to be carried forward to _____ semester." See the accounting data reference page for assistance in citing account numbers.

6. Adjunct (Part-Time) Faculty

- * A loadsheet will be produced for your use from the computer.

7. Limitations on hourly assignments:

- a. Full-time faculty: limited to a maximum of nine (9) hours per week; if over, it requires the Vice President of Academic Affairs signature.
- b. Adjunct (part-time) faculty: are limited to sixty percent of a teaching load (9 lecture TU's maximum per week for 18 weeks); and forty percent of a teaching load (6 lecture TU's maximum per week for 18

weeks) for those with limited service credentials. Note that this is on a per week basis. Calculate short-term classes carefully for this determination of load.

8. Load Exceptions

- a. Recommendations for teaching less than a five-day week are to be requested by means of load-exception sheet, signed by the Department Head and School Dean, stapled to the back of the loadsheet and turned in with the loadsheets to the Vice President, Academic Affairs.
 - b. Requests for load exceptions not included on the load exception sheet are to be requested in writing to the Vice President, Academic Affairs by the Department Head and School Dean. This request must be approved before completion of the loadsheet for submission to Human Resources.
9. In the space entitled "Effective Date", record the effective date of this assignment.
10. If the faculty member is receiving any of his pay from non-district sources, the percentage load and account numbers must indicate clearly what part of the load is being charged to the special project and verified with Fiscal Operations that they are budgeted and the account is in the system.
11. The full-time faculty member must record five office hours on the loadsheet. If the instructor has less than 100% time assigned as a teacher, his number of office hours may be reduced proportionally. (See the contract.)
12. Each instructor (contract) with an overload assignment must sign the loadsheet.
13. If there are less than 12 hours between the end of the last regular contract assignment on one day and the beginning of the first regular contract assignment on the following day, the contract instructor must sign the statement on the front of the loadsheet.
14. The Department Head and the School Dean must sign and date the loadsheet in the space provided.
15. If requested, the School Dean must turn in the loadsheets to the Vice President, Academic Affairs by the due date on the calendar.
16. A copy of the loadsheet must be provided to the instructor.

REVISION OF LOADSHEET DUE TO CHANGE IN SCHEDULE

1. Any time the schedule is changed so that a schedule change form is required, send a revised or original loadsheet to Human Resources. (This is also true if a class is staffed after the schedule is printed.)

Exception: you do not need to submit a copy of the revised loadsheet if the change is limited to one or more of the following:

1. Room changes
2. Class notes (other than those which affect load)
3. Maximum class size

In all other cases, please submit a copy of the revised loadsheet to Human Resources.

2. Minor changes in the loadsheet may be made on the division copy of the loadsheet and a copy of the revised loadsheet turned in to Human Resources and the schedule change form to Academic Services. More extensive changes may require the production of a new loadsheet. In either case the loadsheet must be labeled revised and dated.

**QUICK LOOK UP
ACCOUNTING DATA REFERENCE**

Complete information about accounting codes is contained in the Chart of Accounts document issued to activity managers (deans and department heads) by Fiscal Affairs. The following codes have been extracted from the document for your convenience in preparing a loadsheet. The thirteen character account number is composed of four subfields which are read left to right as follows:

Account	Fund	Dept ID	Program
6 Characters	2 Characters	6 Characters	4 Characters

In the spaces below you may want to note the program and activity center numbers for your area. While the most common program code is 0010, vocational curricula and grant funded courses use other codes.

Fall and Spring

Account	Fund	Dept ID	Program
111000	01	_____	_____ regular faculty, teaching
133000	01	_____	_____ adjunct faculty, teaching*
133500	01	_____	_____ hourly faculty, teaching**
116000	01	_____	_____ long-term substitute
123000	01	_____	_____ department head release time
123500	01	_____	_____ faculty release time

Summer

For summer program codes you will use (**6666 – June session**) and (**7788 – July-August session**)

Account	Fund	Dept ID	Program
131000	131000	_____	_____ summer school hourly
132000	132000	_____	_____ summer school daily or contract

*CHI bargaining unit faculty

**Includes full-time faculty teaching an hourly assignment

TEACHING LOCATION CODES

Location	Description	Abbrev-Code		Location	Description	Abbrev-Code
ARC	ARC	ARC		QUEENMRY	Queen Mary	QMA
ASD	Arts&Services Disabled	ASD		SATELITE	Satellite	SAT
BELHTSME	BelHtsMethCh	BHM		TBA	TBA	TBA
BRETMANO	Breth Manor	BRE		WEINGART	Weingart Ctr	WEI
CABRILLO	Cabrillo HS	CEC		WILSONHI	Wilson Hi	WEC
CALBOWL	Cal Bowl	CAL		WORKSITE	Work Exp - Job	WKE
CDC	CDC	CDC				
ELECTRNG	Electrical Traing Institute	ETI				
FIRETRNG	Fire Trng	FTG				
HEARTWEL	Heartwell Pk	HTP				
HARTWELGF	Hartwel Golf	HTG				
HOOVERMD	Hoover Mdl	HEC				
INSTRUCT	Instructional TV	TEL				
INTERNET	Internet On-Line	WEB				
LAC	LAC	LAC				
LBPOLAC	LB Pol Ac	LPA				
LBSRCTR	LB Sr Ctr	LSC				
LBPREP	LB Prep Academy	LBP				
PCC	PCC	PCC				
POLYHS	Poly HS	PEC				

Before you can schedule a class at an off campus site, you must have a **signed PERMIT or CONTRACT on file with the Office of Extended Instruction**. Therefore, if you are using a site or want to add a location not on the list, you must contact **Leah Flores** in the School of Learning Resources, Teaching and Technologies at **ext. # 4810**.

ROOM CHART FORM

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
7:00 AM							7:00 AM
8:00 AM							8:00 AM
9:00 AM							9:00 AM
10:00 AM							10:00 AM
11:00 AM							11:00 AM
12:00 PM							12:00 PM
1:00 PM							1:00 PM
2:00 PM							2:00 PM
3:00 PM							3:00 PM
4:00 PM							4:00 PM
5:00 PM							5:00 PM
6:00 PM							6:00 PM
7:00 PM							7:00 PM
8:00 PM							8:00 PM
9:00 PM							9:00 PM

COLLEGE CALENDAR 2009-2010

Go the following website below for a copy of the 2009-2010 Calendar.

<http://www.lbcc.edu/calendar.html>

ATTENDANCE CODE COLLECTION AND RULES

Weekly Attendance classes use code (W)

1. All regular 18 week classes, except non-credit classes as noted below.
2. Regular 18 week, Work Experience and Online classes.

Positive or Actual Hour Attendance classes use code (P)

1. All noncredit classes (numbered 600 to 699) are positive attendance.
2. All in-service classes for police and fire personnel (in-service code value I) are positive attendance.
3. All classes for apprentices (numbered 500 to 599) are positive attendance.
4. All classes that meet for less than five class meetings are positive attendance.
5. All classes that cross a semester dateline are positive attendance.

Open-Entry/Open-Exit classes use code (E)

1. All classes that are scheduled open-entry/open-exit.

No Attendance for classes that use code (100)

1. A contract education class that is closed to the public, funded privately and offered under a contract between the college and an employer or community organization collects no attendance and claims no state reimbursement.

Daily Census Attendance classes use code (D)

1. A credit class that also meets criteria 2-5 below.
2. Begin and start dates are within the dates for the full-term session and are therefore less than 16 weeks long.
3. Meets on a regular day pattern in which the contact hours for each meeting day are the same.
4. Census day is the meeting that represents 20% of all scheduled meetings for the class.
5. Work Experience and Online classes that meet less than 18 weeks long.

MEETING PATTERNS

Below are examples, where you separate the information for the meeting pattern such as the (room, days and hours) and the information about the teacher or teachers assigned to provide instruction.

HIST 10, U.S. History

Class Nbr 72303

Lec Component

Pat Nbr. 1	Room: M216	Days: T R	Hrs: 8:00 am – 9:30 am		
Empl-ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%
0000123	Olson, D.	LCR	67.00	2.00	10.00
0000123	Olson, D.	LCO	33.00	1.00	5.00

PEG 10AD, Badminton

Class Nbr 71303

Lab Component

Pat Nbr. 1	Room: R100	Days: M W F	Hrs: 10:00 am-11:00 am		
Empl-ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%
0000126	Brown, G	LBR	50.00	1.50	7.50
0000129	Shaw, W.	LBR	50.00	1.50	7.50

HOW TO SCHEDULE A CLASS WITH LEC AND LAB IN FALL

Below are examples of how you need to separate the information about the pattern of instructional meetings (room, days and hours) and the information about the teacher or teachers assignment to provide instruction *based on the components of the course (lecture and lab)*. This entry would be made with two components because the course has both lecture (2 hours a week) and laboratory (3 hours a week) using whole line numbers to identify a meeting pattern and an instructor assignment:

18-week session

JOURN1A, Introduction to Desktop Publication

Class Nbr 75303

Lecture Component

Pat Nbr. 1 Room: P111 Days: T Hrs: 8:00 am-10:00 am

Empl

Empl ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%
0000123	Redmond, N.	LCR	100.00	2.00	13.33

JOURN1A, Introduction to Desktop Publication

Class Nbr 75304

Lab Component

Pat Nbr. 2 Room: P126 Days: T R Hrs: 10:00 am-11:30 am

Empl-ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%
0000123	Redmond, N.	LBO	33.33	1.00	5.00
0000456	Truitt, J.	LBP	66.67	2.00	10.00

HOW TO SCHEDULE A CLASS WITH TBA HOURS

Three new fields have been added to the worksheets for **TBA Hours**. Therefore, you should start scheduling the **total TBA hours and meeting days** a class meets in the new fields provided and class notes.

EXCEPTIONS you will not schedule TBA hours for classes that are 1) Non-Credit 2) OE or O18 Open-Entry and 3) Work Experience classes.

1. Use **Weekly Hrs.** only when scheduling an 18-week class with TBA hours. (See example below).
2. Use **Daily Hrs. and Daily Mtgs.** when scheduling TBA classes that are less than the 18-week session, such as a 15-weeks, 9-weeks, 6-weeks, etc. (See example below).

1. Weekly Hrs 18-WEEK CLASS

MUSIC49AD, Viking Show Band

Class Nbr 70303

Lec Component

Pat Nbr. 1	Facility: G118	Days: T	Hrs: 7-9PM	Daily Hrs:	and Daily Mtgs:	or Weekly Hrs:	C-Total Hrs:
Empl-ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%		
0000123	Kim, P.	LCP	100.00	2.00	13.33		36.0

MUSIC49AD, Viking Show Band

Class Nbr 70304

Lab Component

Pat Nbr. 1	Facility: G118	Days: T	Hrs: 9-10PM	Daily Hrs:	and Daily Mtgs:	or Weekly Hrs:	C-Total Hrs:
Empl-ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%		
0000123	Kim, P.	LBP	25.00	1.00	5.00		72.0
Pat Nbr. 2	Facility: G118	Days: TBA	Hrs:	Daily Hrs:	and Daily Mtgs:	or Weekly Hrs: 3	C-Total Hrs: 72.0
Empl-ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%		
0000123	Kim, P.	LBP	75.00	3.00	15.00		

Class Notes: (+3 Hours TBA)

2. Daily Hrs and Daily Mtgs 9-WEEK CLASS

MUSIC94, Beginning Recording Techniques

Class Nbr 75299

Lec Component

Pat Nbr. 1	Facility: G118	Days: S	Hrs: 2-6PM	Daily Hrs:	and Daily Mtgs:	or Weekly Hrs:	C-Total Hrs:
Empl-ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%		
0000678	Allen, N.	LCR	100.00	4.00	13.33		36.0

MUSIC94, Beginning Recording Techniques

Class Nbr 75300

Lab Component

Pat Nbr. 2	Facility: G118	Days: TBA	Hrs:	Daily Hrs: 2	and Daily Mtgs: 18	or Weekly Hrs:	C-Total Hrs:
Empl-ID	Name	A-Type	% of Resp	W-Load Hrs	FTE%		
0000678	Allen, N.	LBR	100.00	4.00	10.00		36.0

Class Notes: (+2 Hours TBA)

HOW TO SCHEDULE A CLASS FOR SUPPLEMENTAL INSTRUCTION

1. Below are examples, of how you need to separate the information for instructional meeting patterns that include a lecture, lab and supplemental learning assistance component. For each component you will need to schedule a meeting pattern (room, days and hours) the teacher assignment. (See example below).

2. For the **TBA** Supplemental Learning Assistance hours, use **Weekly Hrs.** if scheduling an 18-week class with TBA hours. (See example below on page). Use **Daily Hrs. and Daily Mtgs.** when scheduling TBA classes that are less than the 18-week session, such as a 15-weeks, 9-weeks, 6-weeks, etc. (See example on page)

WELD211, Fundamentals of Welding & Tools of Trade
Class Nbr 70303

Lec Component

Pat Nbr.	1	Facility:	PCC-UU144	Days:	MTWR	Hrs:	7:30-8:45AM	Daily Hrs:	and Daily Mtgs:	or Weekly Hrs:	C-Total Hrs:	90.0
Empl-ID		Name		A-Type		% of Resp		W-Load Hrs			FTE%	
0000123		Smith, P.		LCP		100.00		100.00			13.33	

WELD211, Fundamentals of Welding & Tools of Trade
Class Nbr 70304

Lab Component

Pat Nbr.	1	Facility:	PCC-VV150	Days:	MTW	Hrs:	9-10PM	Daily Hrs:	and Daily Mtgs:	or Weekly Hrs:	C-Total Hrs:	239.4
Empl-ID		Name		A-Type		% of Resp		W-Load Hrs			FTE%	
0000123		Smith, P.		LBR		84.96		83.72			5.00	

Pat Nbr.	2	Facility:	PCC-VV150	Days:	R	Hrs:		Daily Hrs:	and Daily Mtgs:	or Weekly Hrs:	C-Total Hrs:	239.4
Empl-ID		Name		A-Type		% of Resp		W-Load Hrs			FTE%	
0000123		Park, T.		LBV		000.00		00.00			00.00	

WELD211, Fundamentals of Welding & Tools of Trade
Class Nbr 70305

Supplemental Assistance Component

Pat Nbr.	1	Facility:	PCC-MM110	Days:	TBA	Hrs:		Daily Hrs:	and Daily Mtgs:	or Weekly Hrs:	10	C-Total Hrs:	10.0
Empl-ID		Name		A-Type		% of Resp		W-Load Hrs			FTE%		
0000000		Staff		LCP		100.00		00.56			02.80		

ROOM LISTS

LAC ROOM CHARTS..... Pages 24 -29

PCC ROOM CHARTS..... Pages 30– 32

Facility		Furniture	Facility	Academic	Assignments		Short
ID	Capacity	Type	Type	Organization	Evening	Comments	Description
LAC-A115	15	OT	LAB	DSPS/COUNSELING	DSPS/Counseling		A115
LAC-A133	46	OT	LEC	DSPS/COUNSELING	DSPS/Counseling		A133
LAC-B101	39	DP	LAB	ELECT	ElectroMechanical		B101
LAC-B103A	0		INACTIVE	INACTIVE	INACTIVE		B103A
LAC-B103B	0	0	INACTIVE	INACTIVE	INACTIVE		B103B
LAC-B105	54	LP	LAB	ELECT	Electricity		B105
LAC-B201	25	LP	LEC	ELTC	Electronics		B201
LAC-B203	70	DP	LEC	ELTC	Electronics		B203
LAC-B204	50	OT	LEC/LAB	LEARN	General/Elect	Elect Evenings-4PM	B204
LAC-B211	40	OT	LEC/LAB	LEARN	General/Elect	Elect Evenings-4PM	B211
LAC-B213	24	OT	LAB	FELECT	Electricity	Robotics Lab	B213
LAC-B300	35	DM	LEC	ARCHT	Drafting	Computers	B300
LAC-B301A	35	DM	LEC	English	English		B301A
LAC-B301B	35	DM	LEC	General	General		B301B
LAC-B302	42	DP	LAB	ARCHT	Drafting		B302
LAC-B303B	30	OT	LAB	ARCHT	Drafting	Computer Lab	B303B
LAC-B303C	40	TM	LEC	MATH	LearnAcademicResource		B303C
LAC-B308	6	TM	LAB	ARCHT	Drafting		B308
LAC-C101	146	TP	LEC	ADN/CART	Hist/SocialSci, CreativeArt		C101
LAC-C102	51	TM	LEC	ADN/HTECH	Hist/SocialSci, Nursing		C102
LAC-C200	12	OT	OTHER	ADN/VOCN	Nursing		C200
LAC-C201	50	LM	LAB	ADN/VOCN	Nursing	Learning Center	C201
LAC-C204	30	LM	LAB	ADN/VOCN	Nursing	Learning Center	C204
LAC-C206	36	LM	LAB	AH	Allied Health		C206
LAC-C208	51	TM	LEC	ADN/VOCN	Nursing		C208
LAC-C300	43	OT	LAB	AH	Allied Health		C300
LAC-C301	25	OT	LAB	ADN/VOCN	Nursing		C301
LAC-C302	39	LM	LAB	AH	Allied Health		C302
LAC-C303	39	LM	LAB	ADN/VOCN	Nursing		C303
LAC-C305	20	TM	LAB	ADN/VOCN	Nursing		C305
LAC-C306	39	LM	LAB	ADN/VOCN	Nursing		C306
CDC-CD100	10	OT	LAB	CDECE	Child Development	Clark Ave.	CD120
CDC-CD101	40	TM	LEC	CDECE	Child Development	Clark Ave.	CS101
CDC-CD111	17	OT	LAB	CDECE	Child Development	Clark Ave.	CS111
CDC-CD115	14	OT	LAB	CDECE	Child Development	Clark Ave.	CS115
CDC-CD116	14	OT	LAB	CDECE	Child Development	Clark Ave.	CS116
LAC-D101	80	TM	LEC	MATH	Math		D101
LAC-D102	39	TM	LEC	MATH	Math		D102
LAC-D112	39	TM	LEC	MATH	Math		D112
LAC-D113	39	TM	LEC	MATH	Math		D113
LAC-D114	36	TM	LEC	MATH	Math		D114
LAC-D115	36	TM	LEC	MATH	Math		D115
LAC-D116	36	TM	LEC	MATH	Math		D116

Facility		Furniture	Facility	Academic	Assignments		Short
ID	Capacity	Type	Type	Organization	Evening	Comments	Description
LAC-D117	40	OT	LAB	MATH	Math	Computers Lab	D117
LAC-D118	40	OT	LAB	MATH	Math	Computers Lab	D118
LAC-D119	77	TM	LEC	MATH	Math		D119
LAC-D135	140	TP	LEC	MATH	Math		D135
LAC-D143	43	TM	LEC	MATH	Math		D143
LAC-D144	42	TM	LEC	MATH	Math		D144
LAC-D201-1	36	OT	LAB	LIFE SCI	Life Science	Bio/Computers Lab	D201
LAC-D208	37	OT	LAB	LIFE SCI	Life Science	Micro Lab	D208
LAC-D211	40	OT	LAB	LIFE SCI	Life Science	Anatomy Lab	D211
LAC-D212	12	OT	LAB	LIFE SCI	Life Science	Dissection Lab	D212
LAC-D214	22	OT	LAB	LIFE SCI	Life Science	Study Lab	D214
LAC-D215	47	OT	LAB	LIFE SCI	Life Science	Marine Bio	D215
LAC-D217	40	OT	LAB	LIFE SCI	Life Science	Botany Lab	D217
LAC-D226	40	OT	LAB	LIFE SCI	Life Science	Physio Lab	D226
LAC-D228	38	TP	LEC	LIFE SCI	Life Science		D228
LAC-D235	40	TM	LEC	LIFE SCI	Life Science		D235
LAC-D237	72	TM	LEC	LIFE SCI	Life Science		D237
LAC-D301	35	OT	LAB	PHYS SCI	Physical Science	Chem Lab	D301
LAC-D304	40	OT	LAB	PHYS SCI	Physical Science	Chem Lab	D304
LAC-D312	40	OT	LAB	PHYS SCI	Physical Science	Geology Lab	D312
LAC-D314	36	OT	LAB	PHYS SCI	Physical Science	Physics Lab	D314
LAC-D316	8	OT	LAB	PHYS SCI	Physical Science	Physics Lab	D316
LAC-D318	36	OT	LAB	PHYS SCI	Physical Science	Physics Lab	D318
LAC-D319	24	OT	LAB	PHYS SCI	Physical Science	Chem Lab	D319
LAC-D324	10	OT	LAB	PHYS SCI	Physical Science	Study/Computers	D324
LAC-D326	80	TM	LEC	PHYS SCI	Physical Science	Astronomy	D326
LAC-D333	40	TM	LEC	PHYS SCI	Physical Science		D333
LAC-D334	74	TM	LEC	PHYS SCI	Physical Science		D334
LAC-E131	TBA	OT	LAB	EWRC	EWRC	Cafeteria	E131
LAC-E134	13	OT	LAB	THRT	Tourism	Cafeteria	E134
LAC-E202	30	LM	LEC	SP	Not Available	Valhalla Room	E202
LAC-F101	51	OT	LEC	FACS/CDECE	FACS/Child Development		F101
LAC-F103	15	OT	LAB	FACS/CDECE	FACS/Child Development	Computers Lab	F103
LAC-F109	30	OT	LAB	FACS	FACS	Food Lab	F109
LAC-F110	120	TP	LEC	FACS/CDECE	FACS/Child Development		F110
LAC-F112	53	LM	LEC/LAB	FACS/CDECE	FACS/Child Development		F112
LAC-F117	30	OT	LAB	FACS	FACS	Interior Design Lab	F117
LAC-F126	30	OT	LAB	FACS	FACS	Sewing Lab	F126
LAC-G109	0	OT	LAB	MUSIC	Music		G109
LAC-G113	0	OT	LAB	MUSIC	Music	Studio "A"	G113
LAC-G115	0	OT	LAB	MUSIC	Music		G115
LAC-G117	0	OT	LAB	MUSIC	Music		G117
LAC-G118	65	TP	LAB	MUSIC	Music		G118
LAC-G119	0	OT	LAB	MUSIC	Music		G119
LAC-G120	12	TP	LAB	MUSIC	Music	Piano	G120

Facility		Furniture	Facility	Academic	Assignments		Short
ID	Capacity	Type	Type	Organization	Evening	Comments	Description
LAC-G122	70	OT	LAB	MUSIC	Music	Studio "C"	G122
LAC-G123	15	OT	LAB	MUSIC	Music	Studio "B"	G123
LAC-G126	70	OT	LAB	MUSIC	Music	Studio "B"	G126
LAC-G126B	6	OT	LAB	MUSIC	Music		G126B
LAC-G132	20	OT	LAB	MUSIC	Music	Piano	G132
LAC-G136	2	OT	LAB	MUSIC	Music		G136
LAC-G137	2	OT	LAB	MUSIC	Music		G137
LAC-G138	2	OT	LAB	MUSIC	Music		G138
LAC-G139	3	OT	LAB	MUSIC	Music		G139
LAC-G144	21	OT	LAB	MUSIC	Music	Studio Video	G144
LAC-H100	33	OT	LAB	TART	Theatre Arts		H100
LAC-H103	99	TP	LAB	TART	Theatre Arts		H103
LAC-J 141	40	TP	LAB	CART	Creative Arts	Auditorium	J 141
LAC-K102	98	TP	LEC	ART	Art		K102
LAC-K111	24	OT	LAB	ART	Art	Metalsmithing	K111
LAC-K112	35	OT	LAB	ART	Art	Power Tools	K112
LAC-K113	28	OT	LAB	ART	Art	Sculpture	K113
LAC-K115	45	LM	LAB	ART	Art	Ceramics	K115
LAC-K119	24	OT	LAB	ART	Art	Photo/Dark Room	K119
LAC-K120	15	OT	LAB	ART	Art	LAB	K120
LAC-K127	25	OT	LAB	ART	Art	Computers	K127
LAC-K130	24	OT	LAB	ART	Art	Printmaking	K130
LAC-K135	24	OT	LAB	ART	Art	Graphic Design	K135
LAC-K136	35	OT	LAB	ART	Art	Fiber Art	K136
LAC-K137	30	OT	LAB	ART	Art	Drawing	K137
LAC-K143	27	OT	LAB	ART	Art	Illustration	K143
LAC-K144	22	OT	LAB	ART	Art	Painting	K144
LAC-M101	45	TM	LEC	Foreign Language	Foreign Language		M101
LAC-M102	31	TM	LEC	Foreign Language	Foreign Language		M102
LAC-M103	35	OT	LAB	Foreign Language	Foreign Language		M103
LAC-M104	55	LM	LEC	Business Administration	Business Administration	Omni Lock	M104
LAC-M105	40	TM	LEC	Foreign Language	Foreign Language		M105
LAC-M107	30	OT	LAB	Office Tech	Office Tech	Computers	M107
LAC-M109	25	OT	LAB	Office Tech	Office Tech	Computers	M109
LAC-M112	36	OT	LAB	Office Tech	Office Tech	Computers	M112
LAC-M114	40	LM	LEC	Business Administration	Business Administration	Omni Lock	M114
LAC-M115	38	OT	LAB	CBIS	CBIS	Computers	M115
LAC-M116	40	OT	LEC	Office Tech/BusAdmn	Office Tech/BusAdmn	Omni Lock	M116
LAC-M117	37	OT	LEC	CBIS	CBIS	Computers	M117
LAC-M119	40	OT	LEC	CBIS	CBIS	Computers	M119
LAC-M201	49	TM	LEC	History/Government	History/Government		M201
LAC-M203	49	TM	LEC	History/Government	History/Government		M203
LAC-M204	40	TM	LEC	Social Science	Business Administration		M204
LAC-M206	54	TM	LEC	Social Science	Social Science		M206

Facility		Furniture	Facility	Academic	Assignments		Short
ID	Capacity	Type	Type	Organization	Evening	Comments	Description
LAC-M207	40	TM	LEC	Public Services	Public Services		M207
LAC-M211	48	TM	LEC	Social Science	Social Science		M211
LAC-M213	48	TM	LEC	History/Government	History/Government		M213
LAC-M214	50	TM	LEC	Public Services	Public Services	Omni Lock	M214
LAC-M215	42	OT	LEC	Social Science	Social Science		M215
LAC-M216	53	TM	LEC	History/Government	History/Government		M216
LAC-M218	53	TM	LEC	Social Science	Social Science		M218
LAC-M219	50	TM	LEC	Social Science	Social Science		M219
LAC-M221	48	OT	LEC	Social Science	Social Science		M221
LAC-N115	29	OT	LAB	CBIS	CBIS	Computers	N115
LAC-O106	32	TM	LEC	Speech	Speech		O106
LAC-O107	35	TM	LEC	Speech	Speech		O107
LAC-O108	32	TM	LEC	Speech	Speech		O108
LAC-O109	33	TM	LEC	Speech	Speech		O109
LAC-P101	34	TM	LEC	English	English		P101
LAC-P104	33	OT	LAB	English	English		P104
LAC-P105	37	OT	LEC	English	English		P105
LAC-P109	31	OT	LEC	English	English		P109
LAC-P111	30	DP	LAB	English	English	Computers	P111
LAC-P120	31	OT	LEC	English	English		P120
LAC-P121	34	OT	LEC	English	English		P121
LAC-P123	28	TM	LEC	English	English		P123
LAC-P125	10	DM	LAB	English	English		P125
LAC-P126	30	TM	LEC	English/Jornalism	English/Jornalism	Computers	P126
LAC-P127	32	TM	LEC	English	English		P127
LAC-Q106	28	TM	LEC	PhysicalEd/ForeignLan	Business Admn		Q106
LAC-Q110	100	OT	GYM	PhysicalEd/Theatre Arts	PhysicalEd/Theatre Arts		Q110
LAC-Q113	100	OT	GYM	PhysicalEd/Theatre Arts	PhysicalEd/Theatre Arts		Q113
LAC-Q117	100	OT	GYM	Physical Education	Physical Education	Women's Gym	Q117
LAC-BB CTS	100	OT	LAB	Physical Education	Physical Education	Basketball Courts	BB CTS
LAC-BB FLD	100	OT	LAB	Physical Education	Physical Education	Baseball Field	BB FLD
LAC-ECTS	40	OT	LAB	Physical Education	Physical Education	East Tennis Courts	ECTS
LAC-FB FLD	100	OT	LAB	Physical Education	Physical Education	Football Field	FB FLD
LAC-FLD	100	OT	LAB	Physical Education	Physical Education	PE, Athletic Field	FLD
LAC-POOL	100	OT	LAB	Physical Education	Physical Education	(Olympic Swim Pool)	POOL
LAC-SB FLD	100	OT	LAB	Physical Education	Physical Education	Softball Field	SB FLD
LAC-SOCFLD	100	OT	LAB	Physical Education	Physical Education	Soccer Field	SOCFLD
LAC-T CTS	100	OT	LAB	Physical Education	Physical Education	Tennis Courts	T CTS
LAC-TRACK	100	OT	LAB	Physical Education	Physical Education	Track and Field	TRACK
LAC-WCTS	40	OT	LAB	Physical Education	Physical Education	West Tennis Courts	WCTS
LAC-R100	100	OT	GYM	Physical Education	Physical Education	Men's Gym	R100

Facility		Furniture	Facility	Academic	Assignments		Short
ID	Capacity	Type	Type	Organization	Evening	Comments	Description
LAC-R107	100	OT	GYM	Physical Education	Physical Education	Weight Room	R107
LAC-R107C	50	TM	LEC	Physical Education	Physical Education		R107C
LAC-R200	100	OT	GYM	Physical Education	Physical Education	Men's Gymnastics	R200
LAC-R203	100	OT	GYM	Physical Education	Physical Education	Mat Room	R203
LAC-R211	100	OT	GYM	Physical Education	Physical Education	Women's Gymnastics	R211
LAC-S111	100	OT	LAB	Physical Education	Physical Education	Weight Room	S111
LAC-S112	44	OT	520	Physical Education	Physical Education	North Room	S112
LAC-S113	33	OT	520	Physical Education	Physical Education	South Room	S113
LAC-S114	100	OT	520	Adaptive Physical Ed	Adaptive Physical Ed	Adaptive Equip.	S114
LAC-TBA	0	OT	LAB	General	General		TBA
LAC-TT100	18	OT	LAB	Learn Resources Dept	Computer Lab	Temporary Trailer	TT100
LAC-TT101	24	OT	LAB	CPAS	Computer Lab	Temporary Trailer	TT101
LAC-W130	45	TM	LEC	Foreign Language	Foreign Language		W130
LAC-W131	42	TM	LEC	Hist/Gov't	Hist/Gov't		W131
LAC-W132	45	TM	LEC	English	English		W132
LAC-W133	44	TM	LEC	SocSci	Business		W133
LAC-W134	40	TM	LEC	Counseling/ESL	ESL/Counseling	ESL Daily 1-5pm	W134
LAC-W135	36	TM	LEC	Hopitality/ESL	ESL/Hospitality	ESL Daily 1-5pm	W135
LAC-W150	32	TM	LAB	CBIS	CBIS		W150
LAC-W154	12	TM	LAB	CBIS	CBIS		W154
LAC-W156	24	TM	LEC				W156
LAC-W158	48	TM	LEC				W158
LAC-Z101	46	TM	LEC	Aviation	Aviation		Z101
LAC-Z105	47	OT	LAB	Aviation	Aviation	Aviation Lab	Z105
LAC-Z110	125	OT	LAB	Auto Mechanic	Auto Mechanic	Automotive Lab	Z110
LAC-Z112	38	TM	LEC	Auto Mechanic	Auto Mechanic		Z112
LAC-Z134	5	OT	LAB	Auto Mechanic	Auto Mechanic		Z134
LAC-Z135	63	TM	LEC	General	General		Z135
LAC-Z136	63	TM	LEC	General	General		Z136
LAC-Z137	63	TM	LEC	Aviation	Aviation		Z137
LAC-Z138	5	OT	LAB	AVPLT	AVPLT	Simulator Lab	Z138
DM = Moveable desks							
TM = Moveable tablet armchairs							
LM = Moveable tables							
DP = Permanent desks							
TP = Permanent tablet armchairs							
LP = Permanent tables							
OT = Other type							

FACILITY	Capacity and	Type of Room	Assignment	Assignment	Carpet	FAN/AC	Comments	Short
ID	Furniture Type		Day	Evenings				Description
PCC-AA202	64 stations	CAOT Lab	Office Occup.		Yes	AC		AA202
PCC-AA205	45 stations	CAOT Lab	Office Occup.		Yes	AC		AA205
PCC-AA206	56 stations	CAOT Lab	Office Occup.		Yes	AC	Word Processing	AA206
PCC-AA207	45 T & C	LEC	Bus. Adm.	Bus. Adm.	Yes	Fan	Long Tables	AA207
PCC-BB129	75 T & C	LEC	Math	Math	No	Fan		BB129
PCC-BB130	40 T & C	LEC	ESL	ESL	Yes	Fan		BB130
PCC-BB131	30 Chairs	LAB	ESL	ESL	No	Fan	Long Tables	BB131
PCC-BB222	40 T/A chairs	LEC	ESL	ESL	Yes	Fan		BB222
PCC-BB223	36 stations	ESL Lab.	ESL	ESL	Yes	AC	Carrels	BB223
PCC-BB224	34 T/A chairs	LEC	ESL	ESL	Yes	Fan		BB224
PCC-BB227	34 T/A chairs	LEC	ESL	ESL	Yes	Fan		BB227
PCC-BB228	41 T/A chairs	LEC	ESL	ESL	Yes	Fan		BB228
PCC-BB229	30 T/A chairs	LEC	ESL	ESL	Yes	Fan		BB229
PCC-BB230	35 T/A chairs	LEC	ESL	ESL	Yes	Fan		BB230
PCC-BB231	29 computers	Study Lab	ESL	ESL	Yes	AC		BB231
PCC-BB233	36 computers	Study Lab	ESL	ESL	Yes	AC		BB233
PCC-BB235	45 T & C	LEC	ESL	ESL	Yes	AC		BB235
PCC-CC101	H. P. L.	H. P. L.	PE		Yes	Fan		CC101
PCC-CC102	Dance Aerob.	Aerobics Lab.	PE		No	Fan		CC102
PCC-CC104	Weight Trng.	Weight Trng. Lab.	PE		No	Fan		CC104
PCC-DD145	45 T/A chairs	LEC	Public Services	Fire Science	No	Fan		DD145
PCC-DD146	45 T/A chairs	LEC	English	English	No	Fan		DD146
PCC-DD240	37 T & C	LEC	ESL	ESL	Yes	Fan		DD240
PCC-DD242	30 T & C	LEC	English	English	Yes	Fan		DD242
PCC-DD243	30 T & C	Foreign Lang. Lab	Foreign Lang. Lab.	Foreign Lang. Lab	Yes	Fan		DD243
PCC-DD244	41 T/A	LEC	CDECE	CDECE	Yes	AC		DD244
PCC-DD245	32T/A chairs	LEC	Math	Math	Yes	Fan		DD245
PCC-DD247	53 T/A chairs	LEC	Language Arts	Language Arts	Yes	Fan		DD247
PCC-EE150	35 T & C	LEC	ESL	ESL	Yes	AC		EE150
PCC-EE152	34 T & C	LEC	ESL	ESL	Yes	AC	9 T/A	EE152
PCC-EE154	60 T & C	LEC	Math	Math	Yes	AC		EE154
PCC-EE156	45 T & C	LEC	Hist/Pol Sci	Hist/Pol Sci	Yes	AC		EE156
PCC-EE158	50 T & C	LEC	Speech	Speech	Yes	AC		EE158
PCC-EE159	54 T & C	LEC	Hist/Pol Sci	Hist/Pol Sci	Yes	AC		EE159
PCC-EE160	73 T & C	LEC	Social Science	Social Science	Yes	AC		EE160
PCC-EE249	29 stations	Computer Lab.	Computer Science		Yes	AC		EE249
PCC-EE250	24 chairs (art desks)	Art, Photo Lab	Art/Photography		Yes	Fans	15 T/A	EE250
PCC-EE251	22 stations	Computer Lab.	Computer Science		Yes	AC		EE251
PCC-EE253	20 T/A chairs	LEC	Computer Science	CSA	Yes	Fans		EE253
PCC-EE255	24 Photo Equip.	Photo Studio	Art/Photography	Art/Photography	Yes	Fans		EE255
PCC-EE257	23 T & C	LEC	CSA		Yes	AC		EE257
PCC-EE258		Photo LAB	Art/Photography	Art/Photography	No	Fan		EE258
PCC-EE260	30 T/A chairs/ 4 Beds	EMT	Allied Health/EMT	Allied Health/EMT	No	Fans		EE260

FACILITY	Capacity and	Type of Room	Assignment	Assignment	Carpet	FAN/AC	Comments	Short
ID	Furniture Type		Day	Evenings				Description
PCC-EE261	35 T & C	LEC	ESL	ESL	Yes	AC		EE261
PCC-EE262	45 T/A chairs	LEC	Social Science	Social Science	No	No		EE262
PCC-EE263	39 T/A chairs	LEC	ESL	ESL	Yes	AC		EE263
PCC-EE265	30 T & C	LEC	ESL	ESL	Yes	AC		EE265
PCC-EE266	34 T/A chairs	LEC	ESL	ESL	Yes	AC		EE266
PCC-EE267	27 T & C	LEC	ESL	ESL	Yes	AC		EE267
PCC-EE269	34 T & C	LEC	ESL	ESL	Yes	AC		EE269
PCC-EE271	28 T & C	LEC	ESL	ESL	Yes	AC		EE271
PCC-FF101	74 chairs	Test Room	CSA		Yes	Fans	Max. Cap. 80	FF101
PCC-FF104	46 T/A chairs	LEC	Social Science	Social Science	Yes	Fans		FF104
PCC-FF105	48 T & C	LEC	Counseling/LAR	Counseling/LAR	Yes	AC	Testing Center	FF105
PCC-FF107	Auditorium 166 w/tablets		Provost	Provost	No	Fans		FF107
PCC-GG113	24 T & C	Lib/Learn Ctr	Learning Resources		Yes	AC	small group instruction	GG113
PCC-GG114	16 T & C	READ LAB	Reading		Yes	AC	8 tables w computers/2 chairs	GG114
PCC-GG115	57 T & C	LEC	Reading		Yes	AC		GG115
PCC-GG116	15 T & C	Tutor LAB	Learning Resources		Yes	AC		GG116
PCC-GG129	0 chairs	Learning Center	Learning Resources		Yes	AC	Carrels and tables	GG129
PCC-H103	Other Type	LAB	CD LAB					H103
PCC-H121	Other Type	LAB	CD LAB					H121
PCC-H123	Other Type	LAB	CD LAB					H123
PCC-H131	Other Type	LAB	CD LAB					H131
PCC-H133	Other Type	LAB	CD LAB					H133
PCC-H141	Other Type	LAB	CD LAB					H141
PCC-H143	Other Type	LAB	CD LAB					H143
PCC-H144	Other Type	LAB	CD LAB					H144
PCC-MM101	46 T/A chairs	LEC	VN Nursing	VN Nursing	No	AC		MM101
PCC-MM105	25 T & C	LAB	T&I/CSA		No	AC		MM105
PCC-MM107	30 T & C	LAB	VN Nursing	VN Nursing	No	AC		MM107
PCC-MM110	35 T/A chairs	LAB	T&I/CSA		No	AC		MM110
PCC-MM117	30 stations	SHMET Shop	T&I-Sheet Metal	T&I-Sheet Metal	No	Fans	Drafting tables	MM117
PCC-MM118	27 stations	CABMK Shop	T&I-Const. Trades	T&I-Const. Trades	No	Fans		MM118
PCC-MM119	20 stations	AC/R Shop	T&I-AC/Refrig.	T&I-AC/Refrig.	No	Fans	Classroom within shop area	MM119
PCC-MM120	24 stations	CARP Shop	T&I-Const. Trades	T&I-Const. Trades	No	Fans		MM120
PCC-MM121	36 stations	CNC Lab.	T&I-Mach. Tech.	T&I-Mach. Tech.	No	AC		MM121
PCC-MM122	24 T/A chairs	LAB	T&I/CSA	T&I/CSA	No	Fans		MM122
PCC-MM123	41 T/A chairs	LEC	T&I/CSA	T&I/CSA	Yes	AC		MM123
PCC-MM124	20 T/A chairs	LAB	T&I/CSA	T&I/CSA	No	Fans		MM124
PCC-MM126A	43 T/A chairs	LEC	T&I/CSA	T&I/CSA	Yes	AC		MM126A
PCC-MM126B	47 T/A chairs	LEC	T&I/CSA	T&I/CSA	Yes	AC		MM126B
PCC-MM128A	47 T & C	LEC	T&I/Auto	T&I/Auto	Yes	AC	Computers/Automotive	MM128A
PCC-MM128B	40 T & C	LEC	T&I/CSA	T&I/CSA	Yes	AC		MM128B
PCC-MM130	25 T/A chairs	LAB	T&I/CSA	T&I/CSA	No	Fan	Old Masonry classroom/shop	MM130
PCC-MM130X	8 T/A chairs	LAB	T&I/CSA	T&I/CSA	No	Fan		MM130X

FACILITY	Capacity and	Type of Room	Assignment	Assignment	Carpet	FAN/AC	Comments	Short
ID	Furniture Type		Day	Evenings				Description
PCC-NN100	12 Plants & Trees	Greenhouse	T&I/Horticulture	T&I/Horticulture	Grass	Fans		NN100
PCC-OO123	15 s-T & C	CDC LAB	Child Dev.	Child Dev.	Yes	AC	Small children's furniture	OO123
PCC-OO125	14 s-T & C	CDC LAB	Child Dev.	Child Dev.	Yes	AC	Small children's furniture	OO125
PCC-OO127	15 s-T & C	CDC LAB	Child Dev.	Child Dev.	Yes	AC	Small children's furniture	OO127
PCC-PP101	35 sT & C	CDC	Child Dev.	Child Dev.	Yes	AC	Small children's furniture	PP101
PCC-QQ131	22 T/A chairs	ABODY LAB	T&I/Auto Body	T&I/Auto Body	No	Fan	Classroom and shop	QQ131
PCC-QQ131J	57 T/A chairs	ABODY LEC	T&I/Auto Body	T&I/Auto Body	No	Fan	Classroom and shop	QQ131J
PCC-RR141	30 Equipment	Diesel Shop	T&I/Diesel	T&I/Diesel	No	Fans		RR141
PCC-UU140	32 T/A chairs	LEC	T&I/Mach. Tool	T&I/Mach. Tool	No	Fans		UU140
PCC-UU140A	Equipment	MACHT Shop	T&I/Mach. Tool	T&I/Mach. Tool	No	Fans		UU140A
PCC-UU144	35 T/A chairs	LEC	T&I/CSA	T&I/CSA	No	Fan		UU144
PCC-UU146	35 T/A chairs	LEC	T&I/CSA	T&I/CSA	No	Fan		UU146
PCC-VV150	48 stations	WELD shop	T&I/Welding	T&I/Welding	No	Fans		VV150