

**OFFICE OF THE REGISTRAR**  
**Prairie View A&M University**  
**SUMMER 2009 and Fall 2009**  
**SCHEDULE BUILD**

# Contact Hour, Day and Time Guidelines

- Maximum Credit Hour Guidelines
  - Summer Issues

| <b>Maximum Credit Hours per Summer Session</b><br>(Overload approvals require the permission of the Dept. Head, Dean and Provost and are processed on the Add/Drop Form through the Office of the Registrar.) | <b>Session</b>                                   | <b>Undergraduate</b> | <b>Graduate</b> |
|---|--|----------------------|-----------------|
|   | <b>A: 3 weeks (only)</b>                         | 3                    | 3               |
|   | <b>1: 5 weeks (only)</b>                         | 6                    | 6               |
|   | <b>0: 10 weeks (only)</b>                        | 12                   | 12              |
|   | <b>B: 3 weeks (only)</b>                         | 3                    | 3               |
|   | <b>2: 5 weeks (only)</b>                         | 6                    | 6               |
| Credits counted in 1 <sup>st</sup> Term Sessions: 1 <sup>st</sup> 3 weeks, 1 <sup>st</sup> 5 weeks; ½ of the credits for 10 weeks   | <b>1<sup>st</sup> Term<br/>June 3 – July 8</b>   | 6                    | 6               |
| Credits counted in 2 <sup>nd</sup> Term Sessions: 2 <sup>nd</sup> 3 weeks; 2 <sup>nd</sup> 5 weeks, ½ of the credits for 10 weeks   | <b>2<sup>nd</sup> Term<br/>July 9 – August 8</b> | 6                    | 6               |

**Office of the Registrar**  
**Prairie View A&M University**  
**\*\*REVISED Contact Hours Guidelines (as of 9/29/04)**

**LEC & SEM**

| Number of credits hours per course | Contact hours per week<br>(*long semester) | Contact hours per semester |
|------------------------------------|--|----------------------------|
| 1                                  | 1  | 15                         |
| 2                                  | 2  | 30                         |
| 3                                  | 3  | 45                         |
| 4                                  | 4  | 60                         |
| 5                                  | 5  | 75                         |
| 6                                  | 6  | 90                         |

**LAB**

| Number of credits hours per course | Contact hours per week<br>(*long semester) | Contact hours per semester |
|------------------------------------|--|----------------------------|
| 1                                  | 2  | 30                         |
| 2                                  | 4  | 60                         |
| 3                                  | 6  | 90                         |

**PRL**

| Number of credits hours per course | Contact hours per week<br>(*long semester) | Contact hours per semester |
|------------------------------------|--|----------------------------|
| 1                                  | .5   | 7.5                        |
| 2                                  | 1  | 15                         |
| 3                                  | 1.5  | 22.5                       |

**Combinations of contact hours**

Based on contact group information from the Course Inventory (Screen 125)

| Example Course | Contact hours for LEC | Contact hours for LAB | Contact hours per week (*long semester) | Contact hours per semester |
|----------------|-----------------------|-----------------------|---|----------------------------|
| GNEG 1011      | 1                     | 1                     | 2                                       | 30                         |
| TECH 4082      | 1                     | 3                     | 4                                       | 60                         |
| TECH 3103      | 1                     | 4                     | 5                                       | 75                         |
| HUPF 3053      | 2                     | 1                     | 3                                       | 45                         |
| BIOL 3064      | 2                     | 4                     | 6                                       | 90                         |
| CODE 5026      | 2                     | 8                     | 10                                      | 150                        |
| NURS 5245      | 2                     | 12                    | 14                                      | 210                        |
| PHYS 2014      | 3                     | 2                     | 5                                       | 75                         |
| CVEG 4024      | 3                     | 3                     | 6                                       | 90                         |
| BIOL 1015      | 3                     | 4                     | 7                                       | 105                        |

\*Contact hours per week will increase for summer sessions. **Contact hours per semester remains consistent for any semester.**

| Method of Instruction   | Contact hours per semester | **SIS will not calculate hours for the faculty workload unless a day and time are specified. To assist with the room utilization report, a building and room should also be designated. It is recommended that contact hours for this type of instruction be scheduled between 5:00 – 10:00 PM or on Friday afternoons. |
|-------------------------|----------------------------|---|
| IND (Independent Study) | Minimum of 15              |   |
| PRA (Practicum)         | Minimum of 15              |   |
| DSR (Dissertation)      | **Minimum of 15            |   |
| THE (Thesis)            | **Minimum of 15            |   |

# Prairie View A&M University

## Summer 2009 Term

### Day/Time Course Offering Guidelines

- 10 week session – Part of Term 1
- First 5 week session – Part of Term S5A
- Second 5 week session – Part of Term S5B
- Start classes on the hour

# Calculations for Summer Course Offerings

- Utilize Banner Hours per week to verify contact hours for summer session (multiply Hours per week by number of weeks in the session)
- Examples (3 credit class)
  - 10 week Session Saturdays only ( $4.6 \times 10 = 46$ )

| Meeting Time | Meeting Type | Start Date  | End Date    | Mon                      | Tue                      | Wed                      | Thu                      | Fri                      | Sat                                 | Sun                      | Start Time | End Time | Hours per Week |
|--------------|--------------|-------------|-------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|------------|----------|----------------|
|              | CLAS         | 02-JUN-2009 | 11-AUG-2009 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0800       | 1150     | 4.600          |

- 1<sup>st</sup> 5 week Session MTWR only ( $9.2 \times 5 = 46$ )

| Meeting Time | Meeting Type | Start Date  | End Date    | Mon                                 | Tue                                 | Wed                                 | Thu                                 | Fri                      | Sat                      | Sun                      | Start Time | End Time | Hours per Week |
|--------------|--------------|-------------|-------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|------------|----------|----------------|
|              | CLAS         | 02-JUN-2009 | 07-JUL-2009 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0800       | 0955     | 9.200          |

## SUMMER 09 CLASSROOM CLOSURE TIMES

|                     | M                      | T        | W        | R        | F        | S      |
|---------------------|------------------------|----------|----------|----------|----------|--------|
| 503 - WOOLF OLK     | 3:50 PM                | 3:50 PM  | 3:50 PM  | 3:50 PM  | 3:50 PM  | CLOSED |
| 504 - GILCHRIST     | 4:50 PM                | 4:50 PM  | 4:50 PM  | 4:50 PM  | 4:50 PM  | CLOSED |
| 508 - W.R. BANKS    | 7:20 PM                | 7:20 PM  | 7:20 PM  | 7:20 PM  | 12:50 PM | CLOSED |
| 512 - E.B. EVANS    | 12:00 PM               | 12:00 PM | 12:00 PM | 12:00 PM | 12:00 PM | CLOSED |
| 537 - HILLIARD      | 3:20 PM                | 3:20 PM  | 3:20 PM  | 3:20 PM  | 2:50 PM  | CLOSED |
| 658 - MAY           | 12:00 PM               | 12:00 PM | 12:00 PM | 12:00 PM | 12:00 PM | CLOSED |
| 669 - NICKS         | 5:00 PM                | 5:00 PM  | 5:00 PM  | 5:00 PM  | 5:00 PM  | CLOSED |
| 676 - NAVY          | 12:00 PM               | 12:00 PM | 12:00 PM | 12:00 PM | 12:00 PM | CLOSED |
| 686 - ARMY          | 12:00 PM               | 12:00 PM | 12:00 PM | 12:00 PM | 12:00 PM | CLOSED |
| 689 - HOBART TAYLOR | 8:20PM                 | 10:00 PM | 820PM    | 10:00 PM | 2:50PM   | CLOSED |
| 704 - CL WILSON     | 12:00 PM               | 12:00 PM | 12:00 PM | 12:00 PM | 12:00 PM | CLOSED |
| 724 - GREAUX        | 12:00 PM               | 12:00 PM | 12:00 PM | 12:00 PM | 12:00 PM | CLOSED |
| 742 - DELCO         | 10:00 PM               | 9:30 PM  | 10:00 PM | 9:30 PM  | 9:30 PM  | 5:50PM |
| 743 - SR. COLLINS   | 6:20 PM                | 7:20 PM  | 7:20 PM  | 7:20 PM  | 6:20 PM  | 5:50PM |
| 758 - LEROY MOORE   | 2:20 PM                | 2:20 PM  | 2:20 PM  | 2:20 PM  | 11:50 AM | CLOSED |
| 774 - NW GRAD       | ----- OFF CAMPUS ----- |          |          |          |          |        |
| 783 - ARCH          | 10:50 PM               | 10:50 PM | 10:50 PM | 10:50 PM | 11:50 AM | CLOSED |
| 789 - JJ            | 4:20 PM                | 4:20 PM  | 5:00 PM  | 6:00 PM  | 3:50 PM  | CLOSED |
| 790 - O'BANION      | 5:00 PM                | 5:00 PM  | 5:00 PM  | 5:00 PM  | 5:00 PM  | CLOSED |
| 791 - WOODLANDS     | -----OFF-----          |          |          |          |          |        |
| 793 - EE            | 9:00 PM                | 9:00 PM  | 9:00 PM  | 9:00 PM  | 11:30 AM | CLOSED |
| 810 - HUNTSVILLE    | ----- OFF CAMPUS ----- |          |          |          |          |        |
| 833 - NURSING       | ----- OFF CAMPUS ----- |          |          |          |          |        |
| 842 - LONE STAR     | ----- OFF CAMPUS ----- |          |          |          |          |        |
| 843 - WINFERN       | ----- OFF CAMPUS ----- |          |          |          |          |        |

Prairie View A&M University  
Fall 2009 Term  
Day/Time Course Offering Guidelines

➤ 15 week session

# 15 Week Session

- **MWF or MTWF Meeting times (3 or 4 credit hours):**

07:00 AM – 07:50 AM

01:00 PM – 01:50 PM

08:00 AM – 08:50 AM

02:00 PM – 02:50 PM

09:00 AM – 09:50 AM

03:00 PM – 03:50 PM

10:00 AM – 10:50 AM

04:00 PM – 04:50 PM

11:00 AM – 11:50 AM

05:00 PM – 05:50 PM

12:00 PM – 12:50 PM

06:00 PM – 06:50 PM

# 15 Week Session

- **TR Meeting times (3 credit hours):**

08:00 AM – 09:20 AM

09:30AM – 10:50 AM

11:00 AM – 12:20 PM

12:30 PM – 01:50 PM

02:00 PM – 03:20 PM

03:30 PM – 04:50 PM

05:00 PM – 06:20 PM

# 15 Week Session

- **MW Meeting times (3 credit hours):**

02:00 PM – 03:20 PM

03:30 PM – 04:50 PM

05:00 PM – 06:20 PM

- **S Meeting times (3 credit hours):**

08:00 AM – 10:50 AM

11:00 AM – 01:50 PM

02:00 PM – 04:50 PM

# 15 Week Session

- **M –F One Day a week meeting times (1 or 3 credit hours):**
  - Begin classes at or after 2:00 PM
  - Start classes on the scheduled times associated with the particular day (Monday, Wednesday or Friday 2:00, 3:00, 4:00 or 5:00; Tuesday or Thursday 2:00, 3:30 or 5:00)
  - One (1) credit classes should look for opportunities in rooms on Thursdays during the time slot of a 4 day a week, 3 or 4 credit hour class (examples: MATH 1113 or MATH 1124)