

**Summer and Fall 2012
SCHEDULE BUILD**

OFFICE OF THE REGISTRAR

Contact Hour, Day and Time Guidelines

- Maximum Credit Hour Guidelines
 - Summer Issues

Maximum Credit Hours per Summer Session (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.)	Session	Undergraduate	Graduate
	1: 5 weeks (only)	6	6
	0: 10 weeks (only)	12	12
	2: 5 weeks (only)	6	6
Credits counted in 1 st Term Sessions: 1 st 5 weeks; ½ of the credits for 10 weeks	1st Term June 1 – July 6	6	6
Credits counted in 2 nd Term Sessions: 2 nd 5 weeks, ½ of the credits for 10 weeks	2nd Term July 7 – August 12	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 (*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 (*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 (*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
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 2012 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
<input type="text"/>	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

- 1st 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
<input type="text"/>	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

Prairie View A&M University
Fall 2012 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)