



Office of Academic Affairs

SCHEDULE PRODUCTION GUIDEBOOK



Attendance Accounting



Terms and Constants

Resident FTES is the amount of FTES generated by students who are California residents. Credit classes in California Community Colleges are funded based on resident FTES. Students that are not California residents pay an additional out-of-state fee designed to offset the money that is not funded by the state for their attendance.

Total FTES is the amount of FTES generated by all students, regardless of their California residency status.

525 is a number that appears in many of the calculations. It converts student-hours of attendance to FTES and is based on a full-time student attending 15 hours of classes per week for 35 weeks a year.

16.7 is a number that appears in some calculations. It is Rio Hondo College's **Term Length Multiplier**, and is based on the length of our two primary terms (Fall and Spring).

Census enrollment is the enrollment in a class on census day. For full-term credit classes in the Fall and Spring terms, census day is a specific calendar day. Short-term credit classes have a census day that is defined based on the actual schedule of the class.

Weekly Census (W)

In order for a class to be eligible for the weekly census accounting method, it must:

- Be a credit class.
- Be scheduled in the Fall or Spring term.
- Have start and end dates that coincide with the beginning and end of the term.
- Meet for the same number of hours **every week**.

Examples include:

- A full-term class that meets MWF from 8:10-9:00am.
- A full-term class that meets for lecture MWF from 9:10-10:00am and also has lab on Mondays from 11:10am-2:00pm. While this class meets for more hours on Mondays than it does on Wednesdays or Fridays, it meets six hours a week for the whole semester, so it's still eligible for weekly census.

Example classes that are *ineligible* for weekly census include:

- A noncredit class that meets MTWRF, 1:10-3:00pm. Weekly census is only for credit classes.
- A full-term class that meets T, 12:30-3:20pm, but also has several TBA meetings on Saturdays during the semester. This class does not meet for the same number of hours per week and so is ineligible.

Distance Learning/Online Courses

In March 1994, the Board of Governors approved regulations pertaining to attendance for distance learning. These regulations calculated FTES based on the units the student was enrolled in, not the contact hours. In 2002, this changed to a census week formula, as above.

Daily Census (D)

In order for a class to be eligible for the daily census accounting method, it must:

- Be a credit class.
- Have five or more meetings.
- Scheduled regularly, meeting for the same number of hours every scheduled meeting.

Examples include:

- A short-term class that runs from 8/31-10/15 and meets Thursdays from 9:10am-1:00pm.
- A summer session class that meets MTWRF from 9:40-11:10am.
- A winter session class that meets Tuesday from 9:00am – 9:50am and Thursday from 10:00am – 10:50am. Meets the same number of hours each scheduled meeting.

Example classes that are *ineligible* for daily census include:

- A class that meets on two consecutive Saturdays from 1:10-5:25pm. Daily census classes need to have 5 or more meetings.
- A short-term class that runs from 2/1 – 4/15 and meets Mondays from 10:10am-2:00pm and Wednesdays from 10:10am-3:00pm. It's ineligible because the Monday and Wednesday meetings are for different amounts of time.

Alternative Accounting Method

Online classes, hybrid face-to-face/online, work experience, and independent study classes do not necessarily have meeting times and therefore require an alternative mechanism by which FTES is calculated.

Positive Attendance

The Positive Attendance accounting method (also known as 'actual hours of attendance procedure') is used for credit courses when the class is scheduled in such a way that it is ineligible for any of the other accounting methods. Positive Attendance is also used for *all* noncredit classes.

Positive attendance is based on an actual count of enrolled students present at *each* class meeting and applies to the following types of courses:

- Short term credit courses: credit courses scheduled to meet fewer than five days.

Positive Attendance (*cont'd*)

- Irregularly scheduled credit courses: credit courses scheduled irregularly with respect to the number of days of the week and the number of hours that the course meets on the scheduled days.
- Open-entry/open-exit courses.
- In-service training courses: such credit courses, regardless of length, for police, fire, corrections, and other criminal justice system occupations.
- FTES for any credit course, except for independent study and work experience education, may, at the option of the District, be computed using actual hours of attendance procedure (aka positive attendance).
- Apprenticeship classes of related and supplemental instruction: applicable only to other than indentured apprenticeship students in classes of related and supplemental instruction.
- Tutoring courses: such noncredit courses of individual student tutoring.

Records Management

Syllabus: A syllabus must be collected for each class/instructor on or before the first day of class. Please verify that the syllabus includes current Student Learning Outcomes, meeting days/times, TBA requirements (if any), and is in alignment with the Course Outline of Record (COR). (*The COR is provided by Instructional Operations.*) Syllabi should be uploaded to the P:\ drive at the following location: <P:\Academic Affairs\Grade Back Up Materials>

Attendance Rosters:

- **Weekly Census (W)** – Confirm student enrollment is accurate and submit via AccessRIO.
- **Daily Census (D)** – Confirm student enrollment is accurate and submit via AccessRIO.
- **Positive Attendance (P)** – Confirm attendance by census and record all student attendance. Faculty teaching positive attendance classes must keep records on student attendance for each student and each class meeting. For credit classes, faculty report the total hours of student attendance in AccessRIO when submitting grades at the conclusion of the class. Sign-in sheets should be used to document student participation in scheduled hours. This documentation should be submitted to the corresponding Division Office.
- **TBA** – Classes with TBA hours must have a syllabus which documents the number of TBA hours required of each student, based on the Course Outline of Record (COR). (*The COR is provided by Instructional Operations.*) Sign-in sheets are also required which document student participation in scheduled hours.

Grade Rosters: Instructors should provide a “Last Date of Attendance” for students who have self-dropped or were dropped by the instructor after census. If a student has never shown up, they must be dropped.

Comparison of Attendance Accounting Methods

Accounting Method	Course Length	Credit/Noncredit	Census Period	How FTEs Are Calculated
Weekly Census (W) <i>aka WSCH</i>	Full semester courses that meet on a regular basis	Credit courses <i>only</i>	Census week (first Monday of the third week)	$\text{FTEs} = (\text{WSCH} \times \text{TLM}) / 525$ <p>Note: WSCH = census enrollment x class hours per week. TLM = 16.7 = the number of weeks in the semester used for apportionment purposes. (525 is the number of contact hours which equals one FTE 525 hours = 15 hrs/week x 16.7 weeks/semester x 2 semesters)</p>
Daily Census (D) <i>aka DSCH</i>	Short term courses that meet on a regular basis for at least <i>five days</i> but not for the full semester. (Also applies to Summer and Winter term.)	Credit courses <i>only</i>	Census is the day closest to one-fifth of the way through the course	$\text{FTEs} = \text{DSCH} / 525$ <p>Note: DSCH = census enrollment x hours per class meeting that the class meets x number of class meetings (exclusive of holidays).</p>
Positive Attendance (P)	Courses which do not meet on a regular basis or which operate open-entry/open-exit basis.	<p><i>All</i> noncredit courses</p> <p>Credit courses have the option of using positive attendance method.</p>	Actual hours of attendance are added up at the end of the course (from positive attendance roster).	$\text{FTEs} = \text{Total hours} / 525$

Further Reading

The [State Chancellor's Office Student Attendance Accounting Manual](#), especially Chapter 3, goes into great detail about these calculations and additional definitions, such as how to define the census day for a short-term class. It is the source for the formulas used in this document.

Full Term Contact Hours (Weekly)

		1 Meeting Per Week				2 Meetings Per Week				3 Meetings Per Week		
Total Contact Hours	Weekly "Target" Contact Hour (16.7 TLM)	WCH Scheduled	Clock Time Hrs:Mins per meeting	Minutes Per Meeting	Break Minutes	WCH Scheduled per meeting	Clock Time Hrs:Mins per meeting	Minutes Per Meeting	Break Minutes	WCH Scheduled per meeting	Clock Time Hrs:Mins per meeting	Minutes Per Meeting
9	0.539	X	X	X	X	X	X	X	X	X	X	X
18	1.000	1.000	0:50	50	X	X	X	X	X	X	X	X
27	1.600	1.700	1:25	85	X	X	X	X	X	X	X	X
36*	2.300	2.300	2:05	125	10	X	X	X	X	X	X	X
45	2.695	2.700	2:25	145	10	1.4	1:10	70	X	X	X	X
54	3.230	3.400	3:10	190	20	1.7	1:25	85	x	X	X	X
63	3.773	3.800	3:30	210	20	1.9	1:35	95	X	1.3	1:05	65
72	4.300	4.500	4:15	255	30	2.3	2:05	125	10	1.5	1:15	75
81	4.851	5.000	4:50	290	40	2.5	2:15	135	10	1.7	1:35	90
90	5.400	5.700	5:35	325	40	2.8	2:30	150	10	1.9	1:35	95
108	6.500	6.600	6:20	380	50	3.3	3:05	185	20	x	x	x

		4 Meetings Per Week				5 Meetings Per Week		
Total Contact Hours	Weekly "Target" Contact Hour (16.7 TLM)	WCH Scheduled per meeting	Clock Time Hrs:Mins per meeting	Minutes Per Meeting	breaks minutes	WCH Scheduled per meeting	Clock Time Hrs:Mins per meeting	Minutes Per Meeting
9	0.539	X	X	X	X	X	X	X
18	1.000	X	X	X	x	X	X	X
36	2.300	X	X	X	x	X	X	X
45	2.695	X	X	X	X	X	X	X
54	3.230	X	X	X	x	X	X	X
63	3.773	X	X	X	X	X	X	X
72	4.300	X	X	X	x	X	X	X
81	4.851	1.3	1:05	65	X	1.0	1:00	50
90	5.400	1.4	1:10	70	x	X	X	X
108	6.500	1.7	1:25	85	x	x	x	x

Rio Hondo is on a 16.7 term length multiplier (TLM) compressed calendar. Used to establish "target" contact hours.

Total Contact Hours: hours reported on course outline of record.

Weekly "Target Contact Hour" (TCH): total contact hours / TLM.

Example: $54/16.7 = 3.23$

WCH Scheduled per meeting: Contact hours to meet the nearest 5 minute and apportionment standards. Contact hour rounded: $3.23 \approx 3.4$. Also, the Wk-HR on load sheet

No class or part of class shall be scheduled for less than 50 contact minutes per meeting.

*When a 36 hour class is linked directly with a lab and is scheduled twice per week, with coterminus lab/lecture start and end times use the following Clock Time: Day 1- 50 minutes (1.0 TCH) ; Day 2 - 65 minutes (1.3 TCH)

Faculty Load

		Lecture 15 (LC1)	Lecture 16 (LC2)	Lab 20	Lab 21
		(all lectures except Languages)	(Languages only)	Art, English, Journalism, MSC, Music, Nursing, TV, Theatre, Anthropology, Astronomy, Biology Chemistry, Geography, Geology, Physical Sciences, Physics, Physical Ed .	Arch/Drafting, Business, CIT, Child Dev., Education, Engineering, Electronics, DSPS, Fire Tech, Industrial Tech., Language Lab, Library, AJ.
Total Contact Hours	WCH Scheduled	%Load	%Load	%Load	% Load
9	0.50	3.33	3.120	2.50	2.38
18	1.00	6.67	6.250	5.00	4.76
27	1.70	10.00	9.380	7.50	7.14
36	2.30	13.33	12.500	10.00	9.52
45	2.70	16.67	15.630	12.50	11.9
54	3.40	20.00	18.750	15.00	14.29
63	3.80	23.33	21.880	17.50	16.67
72	4.50	26.67	25.000	20.00	19.05
81	5.00	30.00	28.130	22.50	21.42
90	5.70	33.33	31.250	25.00	23.81
108	6.60	40.00	37.500	30.00	28.57
126	7.66	46.67	43.750	35.00	33.33
144	8.75	53.33	50.000	40.00	38.09
162	9.85	60.00	56.250	45.00	42.86
180	10.94	66.67	62.500	50.00	47.62

Total Contact Hours: classroom hours based on the course outline of record. Also, catalog hours.
WCH Scheduled: the contact hour based on the TLM and the "Wk-HR" on load sheet for 16 week term.

Faculty % load: based on CBA negotiated contact hours for a full time faculty.
 *NOTE: WK-HR (load sheet) will change for short term, summer, and winter assignments, the % load does not change.

3. Contact Hours Computation Table

Class Meeting Time	Clock Time Hrs : Mins	Example Start/End Time	Contact Hours	# of 10 Min. Breaks	Comments
50 Minutes	00:50	8:00 - 8:50	1.0	NA	1 CH
65 Minutes	01:05	8:00 - 9:05	1.3	NA	1 CH + 15-minute PCH
70 Minutes	01:10	8:00 - 9:10	1.4	NA	1 CH + 20-minute PCH
75 Minutes	01:15	8:00 - 9:15	1.5	NA	1 CH + 25-minute PCH
80 Minutes	01:20	8:00 - 9:20	1.6	NA	1 CH + 30-minute PCH
85 Minutes	01:25	8:00 - 9:25	1.7	NA	1 CH + 35-minute PCH
90 Minutes	01:30	8:00 - 9:30	1.8	NA	1 CH + 40-minute PCH
95 Minutes	01:35	8:00 - 9:35*	1.9	NA	1 CH + 45-minute PCH
110 Minutes	01:50	8:00 - 9:50	2.0	1	2 full CH
125 Minutes	02:05	8:00 - 10:05	2.3	1	2 CH + 15-minute PCH
130 Minutes	02:10	8:00 - 10:10	2.4	1	2 CH + 20-minute PCH
135 Minutes	02:15	8:00 - 10:15	2.5	1	2 CH + 25-minute PCH
140 Minutes	02:20	8:00 - 10:20	2.6	1	2 CH + 30-minute PCH
145 Minutes	02:25	8:00 - 10:25	2.7	1	2 CH + 35-minute PCH
150 Minutes	02:30	8:00 - 10:30	2.8	1	2 CH + 40-minute PCH
155 Minutes	02:35	8:00 - 10:35*	2.9	1	2 CH + 45-minute PCH
170 Minutes	02:50	8:00 - 10:50	3.0	2	3 full CH
185 Minutes	03:05	8:00 - 11:05	3.3	2	3 CH + 15-minute PCH
190 Minutes	03:10	8:00 - 11:10	3.4	2	3 CH + 20-minute PCH
195 Minutes	03:15	8:00 - 11:15	3.5	2	3 CH + 25-minute PCH
200 Minutes	03:20	8:00 - 11:20	3.6	2	3 CH + 30-minute PCH
205 Minutes	03:25	8:00 - 11:25	3.7	2	3 CH + 35-minute PCH
210 Minutes	03:30	8:00 - 11:30	3.8	2	3 CH + 40-minute PCH
215 Minutes	03:35	8:00 - 11:35*	3.9	2	3 CH + 45-minute PCH

Class Meeting Time	Clock Time Hrs : Mins	Example Start/End Time	Contact Hours	# of 10 Min. Breaks	Comments
230 Minutes	03:50	8:00 - 11:50	4.0	3	4 full class hours
245 Minutes	04:05	8:00 - 12:05	4.3	3	4 CH + 15-minute PCH
250 Minutes	04:10	8:00 - 12:10	4.4	3	4 CH + 20-minute PCH
255 Minutes	04:15	8:00 - 12:15	4.5	3	4 CH + 25-minute PCH
260 Minutes	04:20	8:00 - 12:20	4.6	3	4 CH + 30-minute PCH
265 Minutes	04:25	8:00 - 12:25	4.7	3	4 CH + 35-minute PCH
270 Minutes	04:30	8:00 - 12:30	4.8	3	4 CH + 40-minute PCH
275 Minutes	04:35	8:00 - 12:35*	4.9	3	4 CH + 45-minute PCH
290 Minutes	04:50	8:00 - 12:50	5.0	4	5 full CH
305 Minutes	05:05	8:00 - 1:05	5.3	4	5 CH + 15-minute PCH
310 Minutes	05:10	8:00 - 1:10	5.4	4	5 CH + 20-minute PCH
315 Minutes	05:15	8:00 - 1:15	5.5	4	5 CH + 25-minute PCH
320 Minutes	05:20	8:00 - 1:20	5.6	4	5 CH + 30-minute PCH
325 Minutes	05:25	8:00 - 1:25	5.7	4	5 CH + 35-minute PCH
330 Minutes	05:30	8:00 - 1:30	5.8	4	5 CH + 40-minute PCH
335 Minutes	05:35	8:00 - 1:35*	5.9	4	5 CH + 45-minute PCH
350 Minutes	05:50	8:00 - 1:50	6.0	5	6 full CH
365 Minutes	06:05	8:00 - 2:05	6.3	5	6 CH + 15-minute PCH
370 Minutes	06:10	8:00 - 2:10	6.4	5	6 CH + 20-minute PCH
375 Minutes	06:15	8:00 - 2:15	6.5	5	6 CH + 25-minute PCH
380 Minutes	06:20	8:00 - 2:20	6.6	5	6 CH + 30-minute PCH
385 Minutes	06:25	8:00 - 2:25	6.7	5	6 CH + 35-minute PCH
390 Minutes	06:30	8:00 - 2:30	6.8	5	6 CH + 40-minute PCH
395 Minutes	06:35	8:00 - 2:35*	6.9	5	6 CH + 45-minute PCH

CH = Class Hour. PCH = Partial Class Hour. See Definitions.

Note: Individual class schedules must be based on five-minute increments for starting and ending times (e.g., 8:00 a.m. to 9:25 a.m. or 8:00 a.m. to 11:10 a.m.).

* A partial class hour cannot exceed 45 minutes. Instruction after a 45-minute partial class hour period would require a 10-minute break in the previous clock hour. As a result, classes should be scheduled only for the time lengths listed in the table (or extension). See definitions of *Passing Time/Break* and *Partial Class Hour*.

96-104 F4 load transfer

Calculating Class Hours (Student Contact Hours)

1. Definitions

- a. **Class Hour** : The "class hour" is the basic unit of attendance for computing full-time equivalent student (FTES). It is a period of not less than 50 minutes of scheduled instruction and/or examination. There can be only one "class hour" in each "clock hour," except as provided for multiple class-hour classes. A class scheduled for less than a single 50-minute period is not eligible for apportionment. For purposes of computing full-time equivalent student (FTES), a class hour is commonly referred to as a "contact hour" or "Student Contact Hour" (SCH).
- b. **Clock Hour** : A "clock hour" is a 60-minute time frame, which may begin at any time, for example, 8:00 to 9:00, 8:10 to 9:10, 8:20 to 9:20.
- c. **Passing Time/Break** : Each clock hour is composed of one 50-minute class hour segment and a 10-minute segment referred to as "passing time," "break," etc.. No additional attendance may be claimed for this 10-minute segment, except as provided for a "multiple hour class." (See e. below) Note: The 10-minute break time permitted in each clock hour may not be accumulated during a multiple hour class to be taken at the end of the class and be counted for FTES apportionment.
- d. **Partial Class Hour** : A "partial class hour" is that fractional part of a class hour in a class scheduled for more than one clock hour, starting from and including the 51st minute of the last full clock hour. For example, continuous instruction from 8:00 - 9:35 would have a 45-minute partial class hour (8:51-9:35). 45 minutes is the longest possible partial class hour. Instruction after a 45-minute partial class period hour would require a 10-minute break in the previous clock hour.
- e. **Multiple Hour Class** :

1. A multiple hour class is any period of instruction scheduled continuously for more than one clock hour.
2. In multiple hour class scheduling, each 50 minutes exclusive of breaks (formal or informal) is a class/contact hour. However, the fractional part of a class hour beyond the last full clock hour may be counted for apportionment, starting from and including the 51st minute of the last full clock hour.
3. The divisor for this fractional part of a class shall be 50.
4. There shall be no class break in the last full clock hour or the partial class hour.
5. The sum of class hours cannot exceed the total number of elapsed clock hours for which the class is scheduled. For this rule, "clock hours" is interpreted to mean the total whole number (an integer) of clock hours, each being a 60-minute time frame. For example, if you have a class scheduled from 8:00 to 11:25, the resulting class hours (contact hours) would be 3.7 (see example 2.d below) and are within the maximum number of class hours for the 4 "clock hour" period of 8:00 to 12:00.

2. Examples for Calculating Student Contact Hours (SCH)

a. Single Hour Class Meeting	
Class scheduled from 8:00 to 8:50 (no break)	
8:00 - 8:50	1.0 SCH 1 class hour in 1 clock hour = 1 SCH
Total	1.0 SCH

b. Multiple Hour Class Meeting	
Class scheduled from 8:00 to 9:15 (no break)	
8:00 - 8:50	1.0 SCH 50 Instructional Minutes = 1 SCH
8:50 - 9:15	0.5 SCH 25 Instructional Minutes / 50 = .5 SCH
Total	1.5 SCH

c. Multiple Hour Class Meeting	
Class scheduled from 8:00 to 10:05 (one 10 minute break)	
8:00 - 9:00	1.0 SCH 50 Instructional Minutes plus 10 min break = 1.0 SCH
9:00 - 9:50	1.0 SCH 50 Instructional Minutes = 1.0 SCH
9:50 - 10:05	0.3 SCH 15 Instructional Minutes / 50 = 0.3 SCH
Total	2.3 SCH

d. Multiple Hour Class Meeting	
Class scheduled from 8:00 to 11:25 (two 10 minute breaks)	
8:00 - 9:00	1.0 SCH 50 Instructional Minutes plus 10 min break = 1.0 SCH
9:00 - 10:00	1.0 SCH 50 Instructional Minutes plus 10 min break = 1.0 SCH
10:00 - 10:50	1.0 SCH 50 Instructional Minutes = 1.0 SCH
10:50 - 11:25	0.7 SCH 35 Instructional Minutes / 50 = 0.7 SCH
Total	3.7 SCH