

quick tips

TBA Page: Arranged Hours in Free Format Notes

Avoid using Free Format notes to identify arranged hours. Place the hours in a *numbered note* whenever practical and continue the note text in the Free Format field if necessary.

Arranged hours documented in a numbered note are much easier to identify and won't require filtering in Excel to find.

Example:

Class Nbr	Subject	Catalog	CrsAtr Val	Offer Nb	Session	Sect	Notes Nbr	Start Date	End Date	Start	End	Pat	Pat NI	Contact
30852	DNCE	197B	P	1	GEN	50	1	2005-01-29	2005-05-15	21.00	21.50	TTH	1	2.00

Current Note:

Arrange 6 hours. Auditions on Saturday, 1/29 at 11:45 a.m. in O-2. The Final Performance for the class will be on Sunday, May 15 at 2:00 p.m.

A Better Note Sequence:

Note Nbr XXXX: Arrange 6 hours.

Free Format: Auditions on Saturday, 1/29 at 11:45 a.m. in O-2. The Final Performance for the class will be on Sunday, May 15 at 2:00 p.m.

Classes with arranged hours in Free Format Notes:

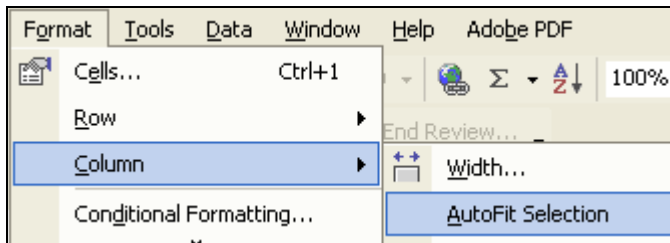
- Report: **TBA Free Format Note Hrs**
 - Palomar Reports\Instruction Services\CIs Sched
 - Criteria:
 - Class has a Free Format Note that includes the term 'hour'
 - Steps
 - Run the report to Excel
 - Using the naming convention of your choice, save the file to your desktop or folder, and then close the file.
 - Start Excel and reopen the file
 - Filter 'Note Text' on contains 'hour'
 - Verify contact hours include both the scheduled and the arranged hours in the note.
 - Update the class component or the TBA hours as necessary

Run the report: TBA Free Format Note Hrs (PALIN198)

- Use the Excel (XLS) option

Class #	Subj	Cat #	Comp	Sect	Assoc	Type	Pat	Seq	Hrs	TBA-W	TBA-D	Note Text
32244	ACCT	103	LEC	6	6	W	SAT	3	4.00	2.00	0	Jan. 15; Feb. 5, 26; Mar. 12
32244	ACCT	103	LEC	6	6	W	SAT	2	4.00	2.00	0	CAMPUS MEETINGS ON
32252	ACCT	104	L/L	50	50	W	WED	1	2.00	0	0	Class Number 32252 has a
31117	AIS	100	LEC	5	5	W	TBA	3	3.00	0	0	Saturday, 1/22 from 2-3:00
31117	AIS	100	LEC	5	5	W	TBA	2	3.00	0	0	An on-campus orientation

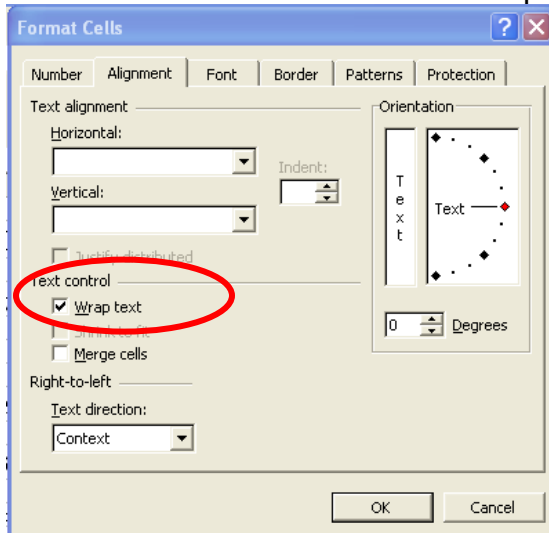
2. Select the entire worksheet and auto fit the column sizes



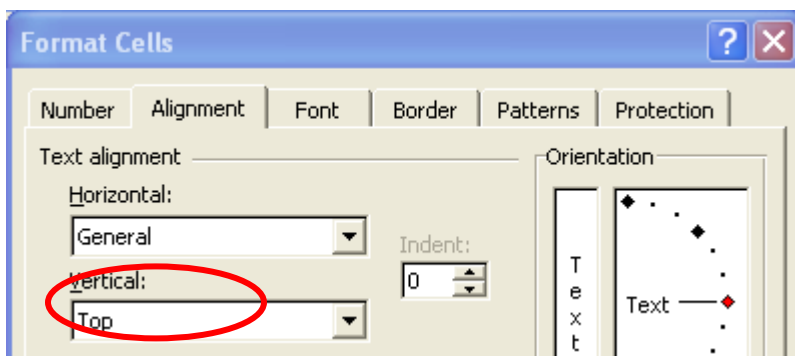
3. Reduce column widths for columns H, I, L as necessary.

4. Set column M width to 35

5. Set column M to allow text to wrap



6. Select the entire worksheet and format cells to a vertical alignment of 'Top'



7. Save and print the document.

Analyzing the Results

Two keys to identify:

- 1) Is the class 100% TBA?
- 2) If not TBA, does ACCT = W?

1) Meeting Pattern = 100% TBA: adjust the component contact hours

- Arranged Hours are *per week*
 - Contact Hours = Arranged Hours
 - Component Contact Hours = 9.0

Class #	Subj	Cat #	Comp	Sctn	Assoc	Type	Pat	Seq	Cmp-Hr	TBA-W	TBA-D	Note Text
31478	ANTH	296	LAB	3	3	W	TBA	1	9.00	0	0	Arrange 9 hours per week.

- Arranged Hours are *in total*
 - Contact Hours = (Arranged Hours/16)
 - Component Contact Hours = 2.0

Class #	Subj	Cat #	Comp	Sctn	Assoc	Type	Pat	Seq	Cmp-Hr	TBA-W	TBA-D	Note Text
30323	COUN	165	L/L	1	1	E	TBA	1	2.00	0	0	Arrange 32 hours.

2) Meeting Pattern does not equal 100% TBA: adjust the TBA Page hours.

- Class is not TBA and Accounting Type equals 'W'
- Arranged hours are in a weekly format
 - TBA Page contact hours = the note hours

Class #	Subj	Cat #	Comp	Sctn	Assoc	Type	Pat	Seq	Cmp-Hr	TBA-W	TBA-D	Note Text
30440	PSYC	100	LEC	15	15	W	MW	1	3.00	1.00	0	Arrange 1 hour per week with instructor for online activities.

TBA Contact Hours

Course ID: 002429 Term: 2053 Session: FUL

Class Nbr: 30440 Subject: PSYC 100 Class Mtg Pat: 1

Class Section: 15 Component: LEC

Acct Attrib: W Units: 3.00

Weekly Census TBA Classes (Acct Attrib = W)

Weekly Contact Hours:

- **Class is not TBA and Accounting Type equals 'W'**
- Arranged hours are the total required TBA hours for the class.
 - TBA Page contact hours = the note hours/16

Class #	Subj	Cat #	Comp	Sctn	Assoc	Type	Pat	Seq	Cmp-Hr	TBA-W	TBA-D	Note Text
31410	BOT	110	LAB	51	51	W	TUE	1	3.00	2.00	0	Arrange 32 hours with instructor for required field trips. For more information go to http://waynesword.palomar.edu/bot10spr.htm

- **Class is not TBA and Accounting Type does not equal 'W'**
 - Accounting Type equals P, D, E
- Arranged Hours are a total for the session
 - Contact Hours = The total of the arranged hours in the note.
 - Arranged hours should not be identified *by the week*. P, D, and E classes are not weekly attendance classes.

Class #	Subj	Cat #	Comp	Sctn	Assoc	Type	Pat	Seq	Cmp-Hr	TBA-W	TBA-D	Note Text
33831	DNCE	197F	L/L	3	3	P	THU	1	2.00	0	11.00	Arrange 11 hours with instructor.

The full 11.0 arranged hours are input on the TBA Page.

Home > Manage Student Records > Establish Courses > Use > Schedule Class Meetings


TBA Contact Hours

Course ID: 001673 Term: 2053 Session: GN1
 Class Nbr: 33831 Subject: DNCE 197F Class Mtg Pat: 1
 Class Section: 3 Component: L/L
 Acct Attrib: P Units: 1.00

Weekly Census TBA Classes (Acct Attrib = W)

Weekly Contact Hours:

Daily Census/Positive Attendance TBA Classes (P,D, and E)

Contact Hours: 
 (If Weekly, do not enter # of class meetings)

Number of Class Meetings:
 (When known -- Contact Hours must be "daily")

OK Cancel

ACCT = 'W': adjust the TBA Page hours.

- Arranged Hours are a total for the session
 - Contact Hours = The total of the arranged hours in the note.

Multiple arranged hours within a single note:

Add all of the arranged hours together and enter them as a single total on the TBA Page.

Class #	Subj	Cat #	Comp	Sctn	Assoc	Type	Pat	Seq	Cmp-Hr	TBA-W	TBA-D	Note Text
32981	EME	106L	LAB	1	1	P	FRI	1	3.00	0	16.00	Group 1 - Skills lab dates: 2/4, 3/4, 4/8, 5/6. Plus 8 hours Emergency Room observation and 8 hours ambulance ride-along. Skills final on 5/17 or 5/19. This class has a material fee of \$32. See instructor first day of class for information.

[Home](#) > [Manage Student Records](#) > [Establish Courses](#) > [Use](#) > [Schedule Class Meetings](#)

TBA Contact Hours

Course ID: 029001 Term: 2053 Session: GN1
 Class Nbr: 32981 Subject: EME 106L Class Mtg Pat: 1
 Class Section: 1 Component: LAB
 Acct Attrib: P Units: 1.00

Weekly Census TBA Classes (Acct Attrib = W)

Weekly Contact Hours:

Daily Census/Positive Attendance TBA Classes (P,D, and E)

Contact Hours: ←

(If Weekly, do not enter # of class meetings)

Number of Class Meetings:

(When known -- Contact Hours must be "daily")

8 hours Emerg Room
 8 hours Ambulance
 16 hours total

Data entry grid: Free Format Notes with arranged hours

- When to populate the Component Contact Hours
- When to populate the TBA Page

ACCT Type	MTG Pat	Hours in weekly format	Hours in total	Update Component Contact Hours	Update TBA Page Hours
Any	100% TBA	Yes		No action. The component contact hours should equal the default catalog contact hours.	
Any	100% TBA		Yes	No action. The component contact hours should equal the default catalog contact hours.	
W	Not = TBA	Yes			Enter the arranged hours.
W	Not = TBA		Yes		Divide the total hours by 16. Arrange 32 hours = 2.0 contact hours
D,P,E	Not = TBA	Yes			Should not occur. Modify the note: The arranged hours should be the total TBA hours required for the class.
D,P,E	Not = TBA		Yes		Enter the total note hours.