

quick tips

Classes that Require Special Handling

Three reports are available on the [Palomar Reports – Class Schedule](#) menu to help identify:

- **Classes with arranged hours in numbered notes.**
TBA Sched & Arranged Hrs
- **Classes with arranged hours in Free Form Notes.**
TBA Free Form Note Hrs
- **Variable unit classes that must have the component contact hours set to the proper value.**
Check Variable Unit Hrs

Classes that require entry on the TBA Page:

- Classes with **BOTH** scheduled and arranged hours (e.g. PHOT 100)
 - The scheduled hours can be input as normal.
 - The arranged hours portion is to be input using the TBA Page.

Classes with arranged hours in numbered notes:

- Report: **TBA Scheduled and Arranged**
 - Criteria:
 - Meeting Pattern does not equal TBA
 - Has a class note that identifies arranged hours
 - TBA Page data = 0.00 contact hours
 - Results: Column “Arranged Hrs” = 0.00 means that no data for the arranged hours has been entered on the TBA Page.

What to do with the report results:

- Based upon the information in the class note, update the TBA Page with the appropriate value.

<u>Type</u>	<u>Crse ID</u>	<u>Class #</u>	<u>Sub</u>	<u>Cat #</u>	<u>Comp</u>	<u>Units</u>	<u>Arrng Hrs</u>	<u>Seq#</u>	<u>Note#</u>	<u>Note Text</u>
W	001506	71890	CINE	125	L/L	3.00	0	1	0006	Arrange 3 hours per week.

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TBA Contact Hours

Course ID: 001506	Term: 2057	Session: FUL
Class Nbr: 71890	Subject: CINE 125	Class Mtg Pat: 1
Class Section: 1	Component: L/L	
Acct Attrib: W	Units: 3.00	

Weekly Census TBA Classes (Acct Attrib = W)

Weekly Contact Hours:	<input type="text" value="3.000"/>
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Classes with arranged hours in Free Format Notes:

- Report: **TBA Free Format Notes**
 - [Palomar Reports\Instruction Services\Class Schedule Reports](#)
 - Criteria:
 - Has a Free Format Note that uses 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
 - See **quick tips** "[TBA Page: Arranged Hours in Free Format Notes](#)" for more detailed information.

PALOMAR COMMUNITY COLLEGE DISTRICT													2/28/2005
Free Format Notes: Arranged Hours													
Update TBA Page													
Term 2053													
W = convert arranged hours to weekly hours (divide total hours by 16: arrange 32 hours = 32/16 = 2.0 hours on the TBA Page)													
D,P,E = convert to total hours (multiply weekly hours by 16: arrange 3 hours per week = 3 * 16 = 48.0 hours on the TBA Page)													
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.	
30028	ANTH	297	LAB	3	3	W	TBA	1	9.00	0	0	Arrange 9 hours per week.	
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	
32622	CE	150	LAB	1	1	W	TBA	1	10.00	0	0	Class Number 32622 is for internships. Arrange 10 hours per week.	
32755	CFT	196	LAB	1	1	W	TBA	1	16.00	0	0	Arrange 16 hours per week.	

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.

Variable Unit Classes:

- Variable unit classes must have the Associated Class/Component/Contact Hours adjusted to reflect the appropriate contact hours for the actual units of the class.
 - All variable unit classes
 - Scheduled hours
 - Arranged hours
- How to find classes that **MAY** need data entry adjustments.
 - Report: **TBA Variable Units**
 - Criteria:
 - Catalog Min Units <> Catalog Maximum Units
 - *Calculated contact hours* <> Class Associations\Component\Contact Hours.
 - LEC = 1 Contact Hour per unit
 - L/L = 2 Contact Hours per unit
 - LAB = 3 Contact Hours per unit
 - Results: Column **“Contact”** = contact hours as input in Class Associations\Component\Contact Hours field.
 - Results: Column **“Calculated”** = expected contact hours based upon the formulas above.
- What to do with the query results:
 - *As appropriate*, update the Class Associations\Component\Contact Hours to reflect the hours in the column “Calculated”
 - **NOTE:** Manually verify the query results. Not all classes follow the contact hours formula used in the criteria.
 - **NOTE:** Verify the contact hours for **all** variable unit classes regardless of meeting pattern. This will help to ensure uniform data results for queries that involve variable unit classes.

Term	Class #	Course ID	Subject	Catalog	Cat Min	Cat Max	Pat Nbr	Pat	C.Com	Class Min	Contact	Calculated
2053	33393	029119	AJ	97	.50	20.00	1	TWT	LAB	20.00	1.500	20.00
2053	33393	029119	AJ	97	.50	20.00	1	TWT	LEC	20.00	18.500	20.00

Class Association Components

Associated Class: 50


*Grading Basis: GRD Graded

Graded Component: Lecture

Requirement Designation:

Class Components

*Course Component	Contact	Optional	*Final Exam
Laboratory	1.500	<input type="checkbox"/>	No
Lecture	18.500	<input type="checkbox"/>	Yes

 **Verify which value is correct.**
 If “Contact” value is wrong, update:

- Class Associations\Component\Contact Hours

In this example, no data correction is required. This is a multiple component class and the contact hours for both components add up to 20.0 (the “Calculated” or expected contact hours for the class).