

Block Scheduling Rules

- Classes start at the designated start time for each block. This is either on the hour or the half-hour.
- No classes meet during the passing time, which is the 10 minutes preceding each block starting time. Classes must end on time to allow students to move from one class to the next.
- There are no class meetings MWF 11:00 – 11:50 (section 04) or Friday 1:00 – 4:30. These blocks are institutional service times reserved for meetings/presentations/lectures/student organizations. A separate schedule will be published for scheduling events during these times. MW afternoon classes only meet Monday and Wednesday, but not Friday afternoon.
- For sections 1,2,3, and 11 the class meeting must end at the end of the block time. These four blocks are reserved for sections with a contact time of 3 hours or less.
- Any block listed as a FLEX block can be utilized for a class requiring more than 3 contact hours. The class would start at the beginning of the block time and would extend an even amount for the two class meetings. For example, a class with a required 4 contact hours, scheduled as section 06 would meet two times each week on Monday and Wednesday, beginning at 2:00 each day. Four hours divided by 2 meetings equals two hours each meeting, minus a 10-minute passing period for each meeting. So, each class meeting would last a total of one hour and 50 minutes (2:00pm – 3:50pm). The class must begin on time at 2:00pm and end on time at 3:50pm, to allow for a passing time of 10 minutes to allow any students who are scheduled for a section 07 course to move to that class for the beginning time.
- In the rare case of a class with 5 contact hours per week, the class meeting will run over the passing time and into the next section block. Students will need to be aware that the following section will not be available for them to schedule a class.
- All online, synchronous and asynchronous, with still be designated with E after the section number. Distance education classes will still be designated with a T or R after the section number.
- When scheduling students, be aware of how section numbers work for multiple locations.

Sections 01-09	MWF Classes
Sections 11-19	TTH Classes
Sections 21-24	Saturday Classes
Sections 31-33	Sunday Classes
Sections 41-49 (times may vary from the block schedule)	Santa Rosa Classes (classes held at the satellite)
Sections 51-59 (times may vary from the block schedule)	Springer Classes (classes held at the satellite)
Sections 61-69 (times may vary from the block schedule)	Mora Classes (classes held at the site)
Sections 71-79 (times will vary from the block schedule)	Dual Credit classes taught on the High School Schedule. Section numbers will be specific to the location. Times will be TBA.
Sections 81-89	Vocational/Trades
Sections 91-99	Online asynchronous classes. Times will be TBA.