

# PROCEDURE:

## 5.1.2p1. Class Schedules

*Revised:* August 2009; September 16, 2010; September 21, 2011; September 18, 2013; September 17, 2014; September 21, 2016; August 16, 201; August 15, 2018; August 17, 2022

*Last Reviewed:* August 2009; September 16, 2010; September 21, 2011; September 19, 2012; September 18, 2013; September 17, 2014; September 16, 2015; September 21, 2016; August 16, 2017; August 15, 2018; August 21, 2019; August 19, 2020; August 17, 2021; August 17, 2022; August 15, 2023; August 21, 2024

*Adopted:* August 2008

### I. PURPOSE

Ogeechee Technical College will schedule classes based on the requests of employers, the needs of students, the availability of faculty, and factors such as the ability to provide security and services.

### II. RELATED AUTHORITY

State Board Policy 5.1.2. General Program and Program Specific Standards

### III. APPLICABILITY

This procedure applies to Ogeechee Technical College credit classes.

### IV. DEFINITIONS

None.

### V. ATTACHMENTS

None.

### VI. PROCEDURE

Ogeechee Technical College will schedule classes based upon the requests of employers, the needs of students, the availability of faculty, and factors such as the ability to provide security and services.

#### **Class Schedules**

Courses may be offered during the day, evening, weekend, or online.

Each student's actual schedule may vary according to the program selected, availability of courses, and full-time or part-time status.

#### **Academic Business Hours**

Normal academic business hours are from 8 a.m. until 10 p.m., Monday through Thursday. Program faculty may make exceptions to normal academic business hours with approval of the Academic Dean.

**Semester Schedule of Classes**

A specific listing of course offerings, including the days and times, is made available prior to the beginning of each term via [www.ogeecheetech.edu](http://www.ogeecheetech.edu) under Student Services/Class Schedule.

**VII. RECORD RETENTION**

Class schedules are maintained electronically in the Banner system.