



2026 Winter Session Scheduling Guidelines

January 2 – January 15, 2026

IN-CLASS HOUR REQUIREMENT – 10 days of instruction

For Winter 2026 courses may be offered face-to-face; hybrid; or online via synchronous or asynchronous instruction. **All general education courses** offered **MUST** have signature approval from the Director of General Education, **Dr. Eduardo Montoya**, before being submitted to Extended Education.

Lecture/Discussion

1 unit = 12.5 hours	750 minutes per 10 days	1 hour 15 minutes each day
2 units = 25.0 hours	1500 minutes per 10 days	2 hours 30 minutes each day
3 units = 37.5 hours	2250 minutes per 10 days	3 hours 45 minutes each day

Activity

1 unit = 25.0 hours	1500 minutes per 10 days	2 hours 30 minutes each day
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1. A 3-unit Lecture or Discussion course must meet for a total of 37.5 hours/2250 minutes.
2. Due to Academic Senate resolution 192021, all general education courses **MUST** be approved by the Director of General Education **BEFORE** being submitted to Extended Education.
3. Classes may be taught face-to-face; hybrid; or online via synchronous or asynchronous learning.
4. **For 3-unit lecture/discussion courses**, taught via **face-to-face or synchronous learning**, there are three time slots available:
 - a. **8:00 a.m. – 11:45 a.m.** - Monday through Friday
 - b. **1:00 p.m. – 4:45 p.m.** - Monday through Friday
 - c. **6:00 p.m. – 9:45 p.m.** - Monday through Friday
5. All courses proposed for Winter Session must have a completed and signed “Course add form” submitted to Extended Education by **Oct. 20, 2025** (see attached).

If you have any questions, please contact Jennifer Patino at jpatino@csub.edu .