**Spring 2016 Preferred Class Schedule**

Please return to Sydney Sims by February 20, 2015

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please list your preferred class schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSES** | **DAYS** | **TIME** | **ROOMING PREFERENCE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

On the chart below, please indicate preferred times with XX and available times with X. Leave blank the times you are not available.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **START TIME** | **MON** | **TUES** | **WED** | **THU** | **FRI** | **SAT** |
| 7:30 am |  |  |  |  |  |  |
| 8:00 or 8:30 am |  |  |  |  |  |  |
| 10:00 am |  |  |  |  |  |  |
| 11:30 am |  |  |  |  |  |  |
| 1:00 pm |  |  |  |  |  |  |
| 2:30 or 3:00pm |  |  |  |  |  |  |
| 4:00 pm |  |  |  |  |  |  |
| 6:00 or 7:00 pm |  |  |  |  |  |  |

**Full-time instructors:**

Please give day and time for any committees or other regular commitments:

Do you wish to apply loadbanked or overload units from previous semesters? If so, explain:

**Part-time instructors:**

Reminder: part-time instructors may teach a maximum of 10 units in the district.

How many classes/units are you currently teaching? ­­­\_\_\_\_/\_\_\_\_ How many would you like to teach? \_\_\_\_/\_\_\_\_

(classes/units) (classes/units)

If you will be teaching at Oxnard or Ventura College, please give day/time and units:

**OTHER HELPFUL INFORMATION:**

Would you prefer **full-semester** (17-week), **late-start** (14-week), or **8-week** classes? (underline all that apply)

Would you prefer **1.5, 2 or 2.5-hour** blocks **or 3, 4 or 5-hour** blocks? (underline)

Please add any information your Department Chair might need to help in scheduling and rooming:

**Signature: Date:**

**Disclaimer: The information you provide on this form will be used as a guideline; it is not a guarantee of your schedule.**