

Business, Media, and Information Technologies Division
Section Management and Room Utilization Report
Results are Based on Actual Sections Run
Spring 2009

INTRODUCTION

The BMIT Division has an ongoing strategic activity, *Section Management and Room Utilization*, to ensure that the optimal numbers of classes are run each semester so students can complete their programs of study in a timely manner. The goal of the BMIT Division is also to maximize accessibility of classes for students by increasing the efficient use of BMIT instructional resources (classrooms and time) by attaining the following target:

- Number of section cancellations to be no more than 10% per given program area
- BMIT designated-classrooms will be utilized at 90% or above during the time the rooms are available
- BMIT designated-classrooms will be utilized by the appropriate type of classes
- BMIT class seats are filled at 90% or above

The Spring 2009 Report reviews the courses and sections that ran after the official cancellation period for Spring 2009 Semester. Conclusions are presented on enrollment, cancellation rates, room utilization rates, and under-enrolled section decisions.

SECTION MANAGEMENT PROCESS

Course schedulers are encouraged to utilize the following guidelines in determining the number of sections to be offered as well as when to offer those sections:

- Number of sections to be offered per course will be based on a careful analysis of past and current enrollment history of the course. This includes recent enrollments of other courses that are pre-requisites or feeders for the sections under consideration (e.g. is the course first in a sequence or there several lower level courses that feed directly into the course under consideration).
- Courses will be scheduled in sequence as well as clustered to reflect the recommended curriculum completion sequence so as to reduce time conflict for students and also further facilitate the program completion process for students.
- Where practical, low enrolled, specialized courses required for majors will be offered as infrequently as possible, e.g. once every two years.
- Special topic courses (courses that are not required on any curricula) will be scheduled on a faculty- and space- available basis.
- Offering of under-enrolled sections should be considered as the exceptions instead of norms.
- Division-designated classrooms and computer rooms should be scheduled for use for at least 90% of the time those rooms are open, before sections are allowed to go to Resource25 to be placed in the college-wide pool of general classrooms and computer classrooms.

RESULTS

BMIT Cancellation Rates Compared to Lansing Community College Standard

In following these guidelines, some course areas had section increases because of increased demand. Others had sections reduced because of cancellations in previous years; while others had sections maintained at the 2008 levels (*see Table 2*). **The Division achieved a cancellation rate of 4.42%, significantly surpassing the College benchmark of 10%.** Overall, 13 fewer sections were offered in Spring 2009 (656) compared to Spring 2008(669), but 10 more sections ran (617 in Spring 08 and 627 in Spring 09). In addition, 23 fewer sections were cancelled in Spring 2009 (29 sections) compared to Spring 2008 (52 sections).

Of the 16 curriculum paths (course codes) in the Division, 11 program areas had less than 8% cancellation rates (0% - 6.25%) and 5 areas had over 10% cancellation rates (10% to 100%). With the exception of Art Design & Multimedia, the remaining curricula paths had high cancellations because fewer than 12 sections were offered for those pathways. The MTEC and FILM programs are teaching out courses this year and DMAC is in its first year of offering courses. Consequently, cancellation of one or more sections resulted in high cancellation rates.

12 of the 29 cancelled sections were single section courses (see Table 1a). The breakdown of the 12 single sections cancelled this Spring semester is detailed in Table 1b.

This number (12) is a reduction from Spring 2008 semester (18 sections).

Table 1a: Cancelled Single Sections

Pathways	# of Cancelled Single Sections			
	Spring 2006	Spring 2007	Spring 2008	Spring 2009
Accounting (ACCG)	-	1	1	1
Administrative Office Management (OADM/ADMN)	2	1	-	1
Arts, Design, & Multimedia (ARTS)	12	14	5	5
Computer Information Technology (CIT)	7	1	3	1
Credit Union (CUMA)	-	1	1	1
Digital Media (DMAC/ MTEC/ FILM)	1	6	2/1	2
Hospitality (HMFS)	-	3	1	1
Insurance (INSU)	-	-	1	
Labor (LABR)	-	-	1	
Paralegal (LEGL)	1	-	1	
Photo	-	1	-	
Real Estate (REAL)	-	-	-	
Travel	2	1	1	
Total	25	29	18	12

Table 1b: Details of Cancelled Single Sections for Spring 2009

Pathways	# of Sections	Course Codes
Accounting (ACCG)	1	ACCG 292
Administrative (ADMN)	1	ADMN 205
Arts, Design, & Multimedia (ARTS)	5	ARTS 200; ARTS 203; ARTS 213; ARTS 232; ARTS 267
Computer Information Technology (CIT)	1	CITP 290
Credit Union (CUMA)	1	CUMA 100
Hospitality (HMFS)	1	HMFS 251
Media Technology (MTEC)	2	MTEC 221; MTEC 250

Table 2: Sections Management Results for Spring 2009

DEPARTMENT	Program	Spring 2005				Spring 2006				Spring 2007				Spring 2008				Spring 2009			
		# of Sections			% of Cancelled Sections	# of Sections			% of Cancelled Sections	# of Section			% of Cancelled Sections	# of Section			% of Cancelled Sections	# of Section			% of Cancelled Sections
		Offered	Cancelled	Ran		Offered	Cancelled	Ran		Offered	Cancelled	Ran		Offered	Cancelled	Ran		Offered	Cancelled	Ran	
Business	ACCG	40	2	38	5%	47	2	45	4%	52	5	47	9.60%	50	3	47	6.00%	49	3	46	6.12%
	BUSN	36	1	35	3%	36	4	32	11%	48	2	46	4.20%	42	3	39	7.14%	43	4	39	9.30%
	CUMA	-	-	-	-	-	-	-	-	1	1	0	100%	1	1	0	100.00%	1	1	0	100.00%
	HMFS	43	5	38	12%	44	1	43	2%	46	3	43	6.50%	47	4	43	8.51%	49	1	48	2.04%
	HS	-	-	-	-	-	-	-	-	1	0	1	0%	1	0	1	0.00%	1	0	1	0.00%
	INSU	-	-	-	-	-	-	-	-	1	0	1	0%	1	1	0	100.00%	1	0	1	0.00%
	LABR	5	1	4	20%	4	0	4	0%	4	1	3	25.00%	4	1	3	25.00%	3	0	3	0.00%
	LEGL	34	3	31	9%	36	3	33	8%	37	6	31	16.20%	37	1	36	2.70%	36	0	36	0.00%
	MGMT	89	4	85	4%	48	0	48	0%	130	7	123	5.40%	134	2	132	1.49%	140	2	138	1.43%
	MKTG	30	0	30	0%	31	0	31	0%	31	0	31	0%	31	1	30	3.23%	30	1	29	3.33%
	ADMN/ OADM	32	4	28	13%	37	5	32	14%	33	3	30	9.10%	30	1	29	3.33%	32	2	30	6.25%
	REAL	8	1	7	13%	7	0	7	0%	8	1	7	12.50%	7	1	6	14.29%	6	0	6	0.00%
	TRVL	13	6	7	46%	13	3	10	23%	10	2	8	20.00%	9	1	8	11.11%	10	1	9	10.00%
<i>Sub-total</i>		330	27	303	8%	303	18	285	6%	392	31	371	7.90%	394	20	374	5.08%	401	15	386	3.74%
MAIT	ART (ARWS)	109	14	95	13%	106	28	78	26%	93	20	73	21.50%	74	9	65	12.16%	64	7	57	10.94%
	CIT	164	47	117	29%	167	38	129	23%	133	9	124	6.80%	127	13	114	10.24%	132	3	129	2.27%
	DMAC																	13	2	11	15.38%
	FILM	11	1	10	9%	11	1	10	9%	12	0	12	0%	12	1	11	8.33%	3	0	3	0.00%
	HS	-	-	-	-	-	-	-	-	6	0	6	0%	6	0	6	0.00%	6	0	6	0.00%
	MTEC	24	4	20	17%	25	2	23	8%	26	6	20	23.10%	22	3	19	13.64%	7	2	5	28.57%
	PHOT	32	9	23	28%	38	10	28	26%	34	7	27	20.60%	34	6	28	17.65%	30	0	30	0.00%
<i>Sub-total</i>		340	75	265	22%	347	79	268	23%	304	42	262	13.80%	275	32	243	11.64%	255	14	241	5.49%
Division Grand Total		670	102	568	15.20%	650	97	553	14.90%	706	73	633	10.30%	669	52	617	7.77%	656	29	627	4.42%

NOTE: Data has been cleaned up - Second-half of semester courses, as well as E-Army U sections were not included in the data

Impact on Access and Revenue

There is no impact on access, enrollment and or revenue in the Division.

The Division's most viable section offerings are between 600 and 660 sections per semester which translates to between 27,000 and 29,000 billable hours. The number of section that ran Spring 09 is 627.

The number of students impacted by cancellation dropped from 284 student seats in Spring 2008 to 122 student seats in Spring 2009 (*See Table 3*). There was a 58% drop in the number of seats impacted by cancellations. **Student seats represent a duplicated count of students impacted.**

Table 3: Number of Students Impacted By Cancellation

DEPARTMENT	Program	Number of Students Seats		DEPARTMENT	Program	Number of Students Seats	
		2008	2009			2008	2009
Business		2008	2009	MAIT		2008	2009
	ACCG	24	21		ART (ARWS)	45	30
	BUSN	10	26		CIT	82	16
	CUMA	5	1		FILM	3	-
	HMFS	10	5		MTEC	22	0
	INSU	10	-		PHOT	27	-
	LABR	5	-				
	LEGL	5	-				
	MGMT	8	4				
	MKTG	4	4				
	ADMN	8	8				
	REAL	9	-				
	TRVL	7	7				
<i>Sub-total</i>		<i>105</i>	<i>76</i>			<i>179</i>	<i>46</i>
Division Grand Total: Spring 2008: <u>284 seats</u> Spring 2009: <u>122 seats</u>							

Analysis of Cancellation by Days and Time Periods

In analyzing the data, the cancelled sections were classified by “day” and “time period”. “Day” refers to the day the cancelled section was supposed to be run; and “time period” refers to the time the cancelled section was supposed to run. Tables 4 and 5 as well as Charts 1 and 2 show the cancellation rates by the “Days” and “Time Periods” of the cancelled sections. By “Days”, the cancellation rates were highest on Tuesday/Thursday (6 sections). By “Time Periods”, the cancellation rates were highest during Evening Classes (13 sections).

Table 4: Cancellation Rates by Time Periods

<i>Time Period</i>	<i>Total Sections</i>	<i>Sections Cancelled Per Time Period</i>	<i>Total # of Sections Cancelled</i>	<i>Cancellation Rate</i>
Evening Classes 17:00 - 22:00	137	13	29	9.49%
Afternoon Classes 12:00 – 17:00	149	6	29	4.02%
Online	142	3	29	2.11%
Morning Classes 8:00 – 12:00	127	6	29	4.72%
Arranged	111	0	29	0.00%
All day 9:10 - 17:00	3	1	29	33.34%

Chart 1: Cancellation Rates by Time Periods

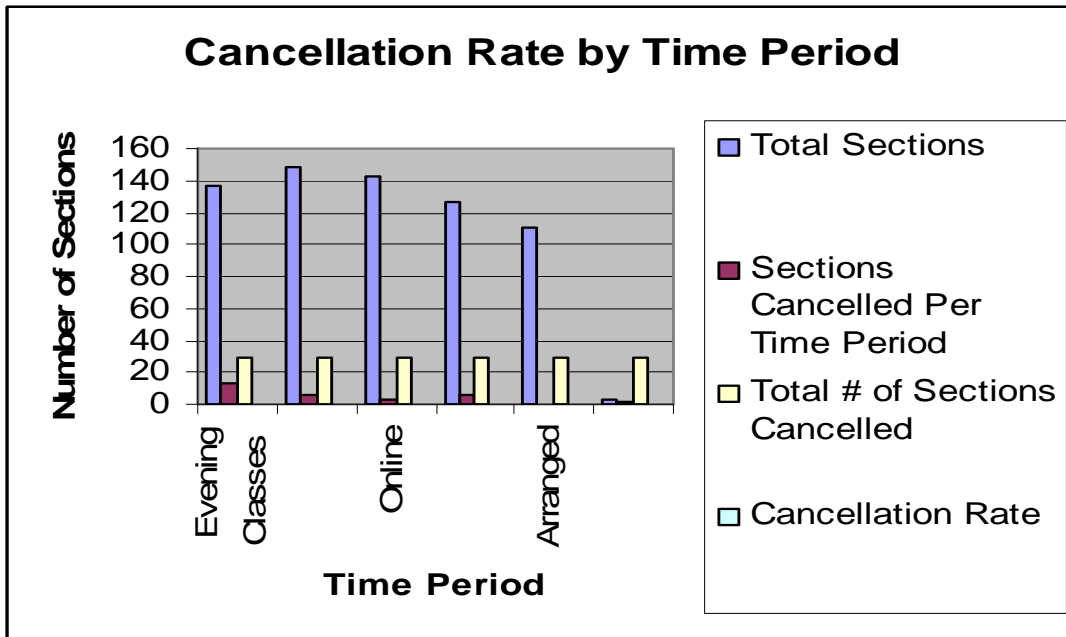
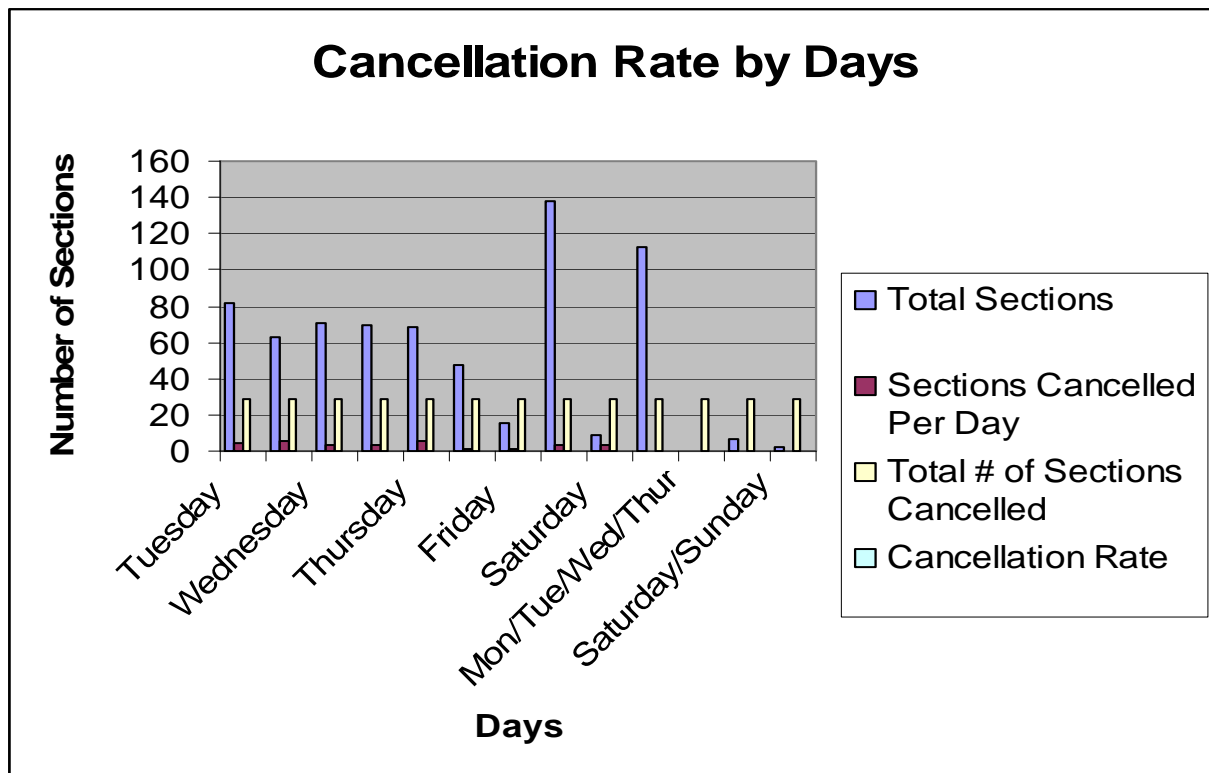


Table 5: Cancellation Rates by Days

<i>Day</i>	<i>Total Sections</i>	<i>Sections Cancelled Per Day</i>	<i>Total # of Sections Cancelled</i>	<i>Cancellation Rate</i>
Tuesday	82	4	29	4.87%
Tuesday/Thursday	63	6	29	9.52%
Wednesday	71	3	29	4.22%
Monday/ Wednesday	69	3	29	4.35%
Thursday	68	5	29	7.35%
Monday	47	1	29	2.13%
Friday	16	1	29	6.25%
Online	138	3	29	2.71%
Saturday	9	3	29	33.33%
Arranged	113	0	29	0.00%
Mon/Tue/Wed/Thur	0	0	29	0.00%
Mon/Tue/Wed/Thur/Fri	7	0	29	0.00%
Saturday/Sunday	2	0	29	0.00%

Chart 2: Cancellation Rates by Days



Under-Enrolled Sections for Spring 2009

A key component of the section management process is the handling of under-enrolled sections in the Division. The Division has developed a system of staging class cancellations to ensure that under-enrolled sections that have a possibility of meeting enrollment pick up additional students during the “cancellation-callback” period. For a variety of reasons, 12 courses were allowed to run with under-enrollment of 4 to 11 students per section. (See Table 6). The 12 under-enrolled courses represent a very small percentage (0.01%) of the 627 courses that ran for Spring 09. An additional 7 courses that were held open until the end of student schedule adjustment week (drops and adds) achieved enrollment targets.

Table 6: # of Under-Enrolled Sections

Pathways	Under-Enrolled (Met Enrollment)	Under-Enrolled (allowed to run under-enrolled)
Accounting (ACCG)	-	1
Administrative (OADM/ADMN)	-	1
Arts, Design, & Multimedia (ARTS)	-	2
Business	-	-
Computer Information Technology (CIT)	6	3
Digital Media (DMAC/ MTEC/ FILM)	1	1
Hospitality (HMFS)	-	-
Paralegal (LEGL)	-	-
Photo	-	3
Real Estate (REAL)	-	-
Travel (TRVL)	-	1
Total	7	12

Conclusions

The BMIT Division leadership is conservative in running under-enrolled sections and accurately predicts which courses will meet enrollment targets. Due to this success, this report recommends that the Division maintain its under-enrolled sections policies and procedures.

Section Management: Conclusions

Overall, enrollment in the BMIT Division is stable and stable across programs with one exception: Art, Design, and Multimedia. The Art, Design, and Multimedia program continues to decrease from 74 sections offered Spring 08 to 64 sections offered Spring 09. Sections that successfully run have decreased from 65 in Spring 08 to 57 in Spring 09 or by 10.94%. The program has made progress in reducing its cancellation rate from a peak of 26 % in Spring 2006 to a current rate of almost 11%. **Since Spring 2005, the ADM program has reduced its offerings from 109 sections to 64 sections. The number of sections that successfully met enrollment targets has reduced from 95 to 57 or by 60%.**

Overall, the Division slightly decreased the number of sections offered from 669 in Spring 2008 to 656 in Spring 2009. However, 18 sections were added after registration began in order to accommodate sections which were completely filled before the end of open registration and for

which there appeared to be high demand. Because of this action, the Division accommodated approximately 360 more students than anticipated. This Spring semester, 122 student seats were impacted by cancellation, as opposed to the 284 student seats in Spring 2008.

The Division's section management process is a success. The cancellation rate for Spring 2009 (4.42%) significantly decreased in comparison to Spring 2008 (7.77%). Over a five-year period, cancellations have dropped from **15.2%** to **4.42%**. The Division has met the College goal of a 10% or less cancellation rate. This report recommends that the section management process continue maintenance mode.

PART B: ROOM UTILIZATION REPORT
(RESULTS ARE AFTER CANCELLATION CALL-BACK)

The College has a 100% chargeback policy for program-assigned rooms. For rooms in the general pool, programs are charged only for the actual time used. Consequently, the BMIT Division has a priority goal to increase the efficient use of BMIT-designated instructional resources with the purpose of improving programs' Return on Revenue (RER) by fully utilizing space. The Division's goal is to improve room utilization to about 90% of the time the room is open, over a five year period.

BMIT Utilization: BMIT Designated Classrooms and College-wide Computer Classrooms

Weekly usage of all classrooms was calculated based on room availability from Monday through Thursday 8:00am - 10:00pm (14 hours/day), as well as Friday to Saturday 8:00am - 5:00pm (9 hours/day) and 74 hours/week. Tables 6 and 7 show the rate of BMIT Division's utilization of both college-wide computer classrooms and BMIT-designated classrooms after Spring 2009 cancellation call-back.

Table 7 shows that the computer classroom with the highest utilization rate is GB 121 at 64.86%. The most under-utilized classrooms continue to be GB 166 (Film Studio) at 13.51% and GB 109 (Air brush room) at 14.86%. Analysis of the utilization results revealed that 7 of the 23 BMIT-designated classrooms or instructional spaces were being utilized at rates of between 86.4% and 50%. There are 9 rooms utilized at less than 30% (29.7% - 13.5%). Room utilization remains consistent rate from Spring 08 to Spring 09.

Table 6: BMIT Utilization of College-Wide Specialized Rooms and Computer Classrooms

	Rooms	Type of Computers	Room Availability (Total Hours)	Weekly Hours)	% of Hours
				Actual Utilization after Spring 2009 Cancellation Period (based on section run)	
1	GB 175	PC	74	23	31.08%
2	A&S 172	PC	74	4.5	6.08%
3	SPS 109	PC	74	0	0.00%
4	SPS 101	PC	74	0	0.00%
5	A&S 379	PC	74	0	0.00%
6	A&S 023	PC	74	0	0.00%
7	A&S 022	PC	74	6	8.10%

Table 7: BMIT Designated Specialized Rooms and Computer Classrooms – Utilization Rates

Actual Utilization after Spring 2009 Cancellation Period (based on sections that run)						
	Rooms	Type of Computers	Type of Room	Hours	Hours Used	Hours %
4	A&S 207		Gourmet Kitchen	74	64	86.4%
18	GB 107		Drawing/Painting Studio	74	19	25.68%
1	GB 108	PC	Computer Lab	74	40	54.05%
16	GB 109		Drawing/Airbrush Studio	74	11	14.86%
11	GB 110	MAC	Computer Lab	74	38	51.35%
9	GB 112	MAC	Computer Lab	74	38	51.35%
12	GB 114	MAC	Computer Lab	74	19	25.68%
20	GB 116	MAC	Computer Lab	74	27	36.49%
14	GB 117	PC	Office Lab	74	22	29.73%
2	GB 118	PC	Computer Lab	74	43.5	58.78%
7	GB 119	PC	Computer Bench Room	74	38.5	52%
5	GB 121	PC	Removable Hard Drive	74	48	64.86%
3	GB 145	PC	Removable Hard Drive	74	24.5	33.11%
19	GB 149		Print/Paint Studio	74	19	25.68%
8	GB 150		Drawing/Painting Studio	74	27	36.49%
15	GB 151		Drawing/Painting Studio	74	12	16.22%
22	GB 162		Photo Studio	74	14	18.92%
13	GB 163	MAC	Digital Darkroom	74	32	43.24%
21	GB 164		Photo Studio	74	13	17.57%
23	GB 166		Film Studio	74	10	13.51%
17	GB 316	PC	Computer Bench Room	74	34.5	46.62%
10	GB 320	PC	Computer Bench Room	74	24	32.43%
6	TLC 111	MAC	Computer Lab	74	36	48.64%

Conclusions

While the Division has made strides in room utilization, at the current enrollment and program offerings in the Division, utilization rates remain steady. To continue improving utilization rates, the Office of Instruction will continue to work with the program areas to place more classes in the BMIT-designated rooms.

Appendix 1

Under-Enrolled Sections for Spring 2009

For a variety of reasons, 12 courses were allowed to run with under-enrollment of 4 to 11 students per section. (See Table 8). The 12 under-enrolled courses represent a very small percentage (0.01%) of the 627 courses that ran for Spring 09. An additional 7 courses that were held open until the end of student schedule adjustment week (drops and adds) achieved enrollment targets. (See Table 9).

Conclusions

The BMIT Division leadership is conservative in running under-enrolled sections and accurately predicts which courses will meet enrollment targets. Due to this success, this report recommends that the Division maintain its under-enrolled sections policies and procedures.

Table 8: Section Management Under-Enrolled Sections For Spring 2009

CRN	COURSE CODE	# ENROLLED	REASON
20289	ACCG 231 Cost/Manageria I II	10 1/16/09: 9	This course is only offered one semester each year. It is the second course in the sequence. The course is a restrictive elective requirement on the Associate degree in Accounting. It is a course that is taken by students sitting for the Uniform CPA exam. We are hopeful we will pick up one or two more students. (The enrollment was at 11 on 1/06/09).
20533	ADMN 220 Administration Management in Organizations	11 1/16/09: 11	We are optimistic that at least one more student will enroll in this course before classes begin. This class currently has a prerequisite of CITA 110. Students following older curriculums were not required to take CITA 110. Students that have taken the individual Microsoft classes instead of CITA 110 require overrides in order to register for this class. This class is offered online and is required on both of the associate degrees.
22324	TRVL 250 Airline Computer Reservation II	8 1/16/09: 7	This course is only offered one semester each year. It is the advanced Worldspan class, the third course in the sequence. It is a required class for the Associate Degree in Travel & Tourism. Since this is a specialty airline computer class, it is not in the students' best interest to waive or substitute this course. Of the eight students registered, seven will be graduating either spring or fall semester 2009. (There were nine students registered on 1/7/09. Hopefully we will be able to add one or more two students before the semester begins).

20909	ARTS 235 Comp Graphics/3-D Animation II	10 1/16/09: 11	Capstone course in Animation curriculum. Students enrolled in class that need course for May graduation.
20910	ARTS 236 Computer Graphics and Production	10 1/16/09: 11	Capstone course in Animation curriculum. Students enrolled in class that need course for May graduation.
23044	CITA 110 Intro to Microsoft Office	10 1/16/09: 19	On-Line. One of two sections added Monday 1/5. First section is nearly full, second likely to achieve enrollment by start date for course. Course will be advertised in Newspaper.
23045	CITA 115 Microsoft PowerPoint	4 1/16/09: 11	On-Line. Section added Monday 1/5. Other sections of course are full, This course predicted to achieve enrollment by start date for course. Course will be advertised in Newspaper.
23047	CITA 119 Microsoft Word	8 1/16/09: 17	On-Line. Section added Monday 1/5. Other sections of course are full, This course predicted to achieve enrollment by start date for course. Course will be advertised in Newspaper.
23048	CITF 108 Microsoft Windows	5 1/16/09: 13	On-Line. Section added Monday 1/5. Other sections of course are full, This course predicted to achieve enrollment by start date for course. Course will be advertised in Newspaper.
20733	CITF 120 Operating Systems Concepts	10 1/16/09: 16	This course predicted to achieve enrollment by start date for course.
20749	CITN 280 IT Security Foundations	11 1/16/09: 11	This course predicted to achieve enrollment by start date for course.
23051	CITP 110 Intro to Computer Programming	7 1/16/09: 21	On-Line. Section added Monday 1/5. Other sections of course are full, This course predicted to achieve enrollment by start date for course. Course will be advertised in Newspaper.
20796	CITS 181 Computer Diagnostic Software	11 1/16/09: 12	Expected to achieve enrollment.
20806	CITW 180 ASP.Net Web Development	10 1/16/09: 11	Expected to Achieve enrollment. Course will be advertised in Newspaper.
20950	DMAC 122 Audio Recording I	9 1/16/09: 7	First semester of this course offering under new curriculum. This course predicted to achieve enrollment by start date for course.

20960	DMAC 141 Ethics and Impact of the Media	8 1/16/09: 12	Problem with Boolean Language in course prerequisites. Problem is corrected for Fall09. Will do prerequisite overrides and announce in all classes effect semester start.
20941	PHOT 215 Color Printing and Management	10 1/16/09: 10	Expected to Achieve enrollment. Only 1 section offered annually. Student need course to complete PHOTO curriculum. Students enrolled in class that need course for May graduation.
20944	PHOT 280 Advanced Projects	10 1/16/09: 11	Capstone course in PHOTO curriculum. Students enrolled in class that need course for May graduation.
20945	PHOT 290 Portfolio Assembly	10 1/16/09: 11	Capstone course in PHOTO curriculum. Students enrolled in class that need course for May graduation.

Appendix 2

BMIT Room Utilization Charts - Spring 2009

KEY

	Active Class Periods/ Set up & Tear Down Times		No Class Scheduled
	Supplemental Instruction		Student Lab Time

A&S 207 (Gourmet Kitchen)

Percentage of Hours Room is in Use: 86.4%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
12:40 PM						
(13) 1:10 PM						
1:40 PM						
(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						

GB 107 (PC Computer Lab)

Percentage of Hours Room is in Use: 25.68 %

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
12:40 PM						
(13) 1:10 PM						
1:40 PM						
(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						
10:40 PM						

GB 108 (PC Computer Lab)

Percentage of Hours Room is in Use: 54.05%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM	Use	Use	Use	Use	Use	
10:40 AM	Use	Use	Use	Use	Use	
11:10 AM	Use	Use	Use	Use	Use	
11:40 AM	Use	Use	Use	Use	Use	
12:10 PM					Use	
12:40 PM					Use	
(13) 1:10 PM	Use		Use			
1:40 PM	Use		Use			
(14) 2:10 PM	Use		Use			
2:40 PM	Use		Use			
(15) 3:10 PM	Use	Use	Use	Use		
3:40 PM	Use	Use	Use	Use		
(16) 4:10 PM	Use	Use	Use	Use		
4:40 PM	Use	Use	Use	Use		
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM	Use	Use	Use	Use		
6:40 PM	Use	Use	Use	Use		
(19) 7:10 PM	Use	Use	Use	Use		
7:40 PM	Use	Use	Use	Use		
(20) 8:10 PM	Use	Use	Use	Use		
8:40 PM	Use	Use	Use	Use		
(21) 9:10 PM	Use		Use			
9:40 PM	Use		Use			
(22) 10:10 PM						
10:40 PM						

GB 109 (Drawing/Airbrush Studio)

Percentage of Hours Room is in Use: 14.86%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
12:40 PM						
(13) 1:10 PM						
1:40 PM						
(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						
10:40 PM						

GB 110 (MAC Computer Lab)

Percentage of Hours Room is in Use: 44.59%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						2/21, 2/28, 3/28, 4/4, 4/18 & 5/2
12:40 PM						
(13) 1:10 PM						
1:40 PM						
(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						
10:40 PM						

GB 112 (MAC Computer Lab)

Percentage of Hours Room is in Use 51.35%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						4/4 & 4/5
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
12:40 PM						
(13) 1:10 PM						
1:40 PM						
(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						
10:40 PM						

GB 114 (MAC Computer Lab)

Percentage of Hours Room is in Use: 25.68%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
12:40 PM						
(13) 1:10 PM						
1:40 PM						
(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						
10:40 PM						

GB 116 (MAC Computer Lab)

Percentage of Hours Room is in Use: 36.49%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
12:40 PM						
(13) 1:10 PM						
1:40 PM						
(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						
10:40 PM						

GB 117 (PC Office Simulation Lab)

Percentage of Hours Room is in Use: 29.73%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
12:40 PM						
(13) 1:10 PM						
1:40 PM						
(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						
10:40 PM						

GB 118 (PC Computer Lab)

Percentage of Hours Room is in Use: 50.68%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
12:40 PM						
(13) 1:10 PM						
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(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						
10:40 PM						

GB 119 (PC Computer Bench Lab)

Percentage of Hours Room is in Use: 42.47%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
12:40 PM						
(13) 1:10 PM						
1:40 PM						
(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						
10:40 PM						

GB 121 (PC Removable Hard Drive Lab)

Percentage of Hours Room is in Use: 60.81%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
12:40 PM						
(13) 1:10 PM						
1:40 PM						
(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						
10:40 PM						

GB 145 (PC Removable Hard Drive Lab)

Percentage of Hours Room is in Use: 21.62%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
12:40 PM						
(13) 1:10 PM						
1:40 PM						
(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						

GB 149 Paint/Print Studio)

Percentage of Hours Room is in Use: 25.68%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
12:40 PM						
(13) 1:10 PM						
1:40 PM						
(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						
10:40 PM						

GB 150 (Drawing/Painting Studio)

Percentage of Hours Room is in Use: 36.49%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
12:40 PM						
(13) 1:10 PM						
1:40 PM						
(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						
10:40 PM						

GB 151 (Drawing/Painting Studio)

Percentage of Hours Room is in Use: 16.22%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
12:40 PM						
(13) 1:10 PM						
1:40 PM						
(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						
10:40 PM						

GB 162 (Photo Studio)

Percentage of Hours Room is in Use 12.16%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
12:40 PM						2/21, 2/28, 3/28, 4/4, 4/18 & 5/2
(13) 1:10 PM						
1:40 PM						
(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						
10:40 PM						

GB 163 (MAC Photo Digital Darkroom)

Percentage of Hours Room is in Use: 36.39%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
12:40 PM						2/21, 2/28, 3/28, 4/4, 4/18 & 5/2
(13) 1:10 PM	Yellow	Yellow		Yellow		Cyan
1:40 PM	Yellow	Yellow		Yellow		Cyan
(14) 2:10 PM	Yellow	Yellow		Yellow		Cyan
2:40 PM	Yellow	Yellow		Yellow		Cyan
(15) 3:10 PM	Yellow	Yellow		Yellow		Cyan
3:40 PM	Yellow	Yellow		Yellow		Cyan
(16) 4:10 PM	Yellow	Yellow				Cyan
4:40 PM	Yellow	Yellow				Cyan
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM	Yellow	Yellow	Yellow	Yellow		
6:40 PM	Yellow	Yellow	Yellow	Yellow		
(19) 7:10 PM	Yellow	Yellow	Yellow	Yellow		
7:40 PM	Yellow	Yellow	Yellow	Yellow		
(20) 8:10 PM	Yellow		Yellow	Yellow		
8:40 PM	Yellow		Yellow	Yellow		
(21) 9:10 PM				Yellow		
9:40 PM				Yellow		
(22) 10:10 PM						
10:40 PM						

GB 164 (Photo Studio)

Percentage of Hours Room is in Use: 10.81%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						2/21, 2/28, 3/28, 4/4, 4/18 & 5/2
12:40 PM						
(13) 1:10 PM						
1:40 PM						
(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						
10:40 PM						

GB 166 (Film Studio)

Percentage of Hours Room is in Use: 13.51%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
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(13) 1:10 PM						
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(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						
10:40 PM						

GB 316 (PC Computer Bench Lab)

Percentage of Hours Room is in Use: 45.27%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
12:40 PM						
(13) 1:10 PM						
1:40 PM						
(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						
10:40 PM						

GB 320 (PC Computer Bench Lab)

Percentage of Hours Room is in Use: 32.43%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						
9:40 AM						
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
12:40 PM						
(13) 1:10 PM						
1:40 PM						
(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM						
(18) 6:10 PM						
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						
10:40 PM						

TLC 111 (MAC Computer Lab)

Percentage of Hours Room is in Use: 48.64%

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:10 AM						
8:40 AM						
9:10 AM						2/21 & 2/22
9:40 AM						4/25 & 4/26
10:10 AM						
10:40 AM						
11:10 AM						
11:40 AM						
12:10 PM						
12:40 PM						
(13) 1:10 PM						
1:40 PM						
(14) 2:10 PM						
2:40 PM						
(15) 3:10 PM						
3:40 PM						
(16) 4:10 PM						
4:40 PM						
(17) 5:10 PM						
5:40 PM					2/20	
(18) 6:10 PM					4/24	
6:40 PM						
(19) 7:10 PM						
7:40 PM						
(20) 8:10 PM						
8:40 PM						
(21) 9:10 PM						
9:40 PM						
(22) 10:10 PM						
10:40 PM						