

Planning Your

Schedule

Working students sometimes try to take too many classes. The following chart will help you decide how many units to take depending on how many hours you work:

If you work	Take no more than
40 hours per week	6 units
30 hours per week	9 units
20 hours per week	12 units
5 to 15 hours per week	14-16 units

If you enroll as a full-time student, you will take at least 12 units per semester. Generally, one unit of credit equals one hour of class time plus two hours of study time per week, adding up to 36 hours per week. If you also work 20 hours per week, you have committed 56 hours to school and work time. As you can see, you'll need to plan your schedule carefully and include time for leisure and family commitments.

Use the sample schedule below as a guide for planning your own schedule. You might want to make several photocopies of the blank schedule on the facing page to use for planning other semesters.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30 8:00							
8:30 9:00							
9:30 10:00							
10:30 11:00							
11:30 12:00							
12:30 1:00							
1:30 2:00							
2:30 3:00							
3:30 4:00							
4:30 5:00							
5:30 6:00							
6:30 7:00							
7:30 8:00							
8:30 9:00							
9:30 10:00							