TBA Lab Hour Documentation Form

NOTE: All TBA hours must be completed in the Open Math Lab in Building 600 for documentation. Students in the Lab are under the immediate supervision of a mathematics instructor.

Student Name ___________________________________                   W# _________________________

Course Name: ____________________                                         CRN #: _______________________

Number of required TBA hours per week: 1                                      Per Semester: 17 clock hours

Instructions: In the schedule shown below, list your entire current class schedule. Indicate the day(s) and time(s) that you, the student, will attend the Open Math Lab in Building 600 to satisfy your TBA lab hour by writing “TBA” in the appropriate space(s). **Choose a maximum of one hour per week.** You may split your hour into two half hour time slots. **Time spent on fulfilling your TBA lab requirement must NOT overlap days/hours of any other courses you are taking.**

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<tr>
<th>Time</th>
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<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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Las Positas College cannot collect apportionment for a student that has not completed at least one hour in the Open Math Lab prior to the census date. Therefore, the Math Department Policy is that all students should be dropped with an NGR if they have not completed at least one hour by Census, unless extenuating circumstance documentation is provided.

Check all that applies: I have been made aware the TBA Lab Requirement and Math Department Policy via…

- [ ] Print and online schedule for my class
- [ ] My Instructor’s syllabus
- [ ] Class discussions
- [ ] This documentation form

I understand that failure to complete at least one hour prior to Census date will result in me being dropped from this class with an NGR, per departmental policy.

________________________
Student’s Signature Certifying No Day/Hour Overlap Between TBA and Other Scheduled Courses

Date
TBA Lab Hour Documentation Form

NOTE: All TBA hours must be completed in the Open Math Lab in Building 600 for documentation. Students in the Lab are under the immediate supervision of a mathematics instructor.

Student Name: Maria Valdez
W# W98765432

Course Name: Math 38
CRN#: 20094

Number of required TBA hours per week: 1
Per Semester: 17 clock hours

Instructions: In the schedule shown below, list your entire current class schedule. Indicate the day(s) and time(s) that you, the student, will attend the Open Math Lab in Building 600 to satisfy your TBA lab hour by writing “TBA” in the appropriate space(s). Choose a maximum of one hour per week. You may split your hour into two half hour time slots. Time spent on fulfilling your TBA lab requirement must NOT overlap days/hours of any other courses you are taking.

Time Monday Tuesday Wednesday Thursday Friday
9:30-10:00 English 1A English 1A English 1A
10:00-10:30 English 1A English 1A English 1A
10:30-11:00 English 1A TBA English 1A TBA
11:00-11:30
11:30-12:00 Math 38 Math 38
12:00-12:30 Math 38 Math 38
12:30-1:00 Math 38 Psych 1 Math 38 Psych 1
1:00-1:30 Psych 1 Psych 1
1:30-2:00 Psych 1 Psych 1
2:00-2:30
2:30-3:00
3:00-3:30
3:30-4:00
4:00-4:30
4:30-5:00
5:00-5:30
5:30-6:00
6:00-6:30
6:30-7:00

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Check all that applies: I have been made aware the TBA Lab Requirement and Math Department Policy via…

- Print and online schedule for my class
- My Instructor's syllabus
- Class discussions
- This documentation form

I understand that failure to complete at least one hour prior to Census date will result in me being dropped from this class with an NGR, per departmental policy.

Maria Valdez
Student’s Signature Certifying No Day/Hour Overlap Between TBA and Other Scheduled Courses

Date 8/23/14