



TBA Lab Hour Documentation Form

NOTE: All TBA hours **must be completed inside the Math Learning Center (MLC)** in Building 600 for documentation. Students in the MLC 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: 18 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 – TWO BOXES.** 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					
10:00-10:30					
10:30-11:00					
11:00-11:30					
11:30-12:00					
12:00-12:30					
12:30-1:00					
1:00-1:30					
1:30-2:00					
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					
7:00-7:30					

Las Positas College cannot collect apportionment for a student that has not completed at least one hour in the Math Learning Center 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...

- | | |
|---|---|
| <input type="checkbox"/> Print and online schedule for my class | <input type="checkbox"/> My Instructor's syllabus |
| <input type="checkbox"/> Class discussions | <input type="checkbox"/> This documentation form |

I understand that failure to complete at least one hour before 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



SAMPLE TBA Lab Hour Documentation Form

NOTE: All TBA hours **must be completed inside the Math Learning Center (MLC)** in Building 600 for documentation. Students in the MLC are under the immediate supervision of a mathematics instructor.

Student Name Maria Valdez

W# W98765432

Course Name: Math 39 V10

CRN #: 39999

Number of required TBA hours per week: **1**

Per Semester: **18 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 – TWO BOXES.** 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					
10:00-10:30	Math 39		Math 39		Math 39
10:30-11:00	Math 39		Math 39		Math 39
11:00-11:30	Math 39		Math 39		Math 39
11:30-12:00		TBA			
12:00-12:30					
12:30-1:00					
1:00-1:30	Eng 1A		TBA		
1:30-2:00	Eng 1A				
2:00-2:30	Eng 1A	PSYC 3		PSYC 3	
2:30-3:00	Eng 1A	PSYC 3		PSYC 3	
3:00-3:30	Eng 1A	PSYC 3		PSYC 3	
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					
7:00-7:30					

Las Positas College cannot collect apportionment for a student that has not completed at least one hour in the Math Learning Center 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.

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

 1/20/18
 Date