



## 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 hour

**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
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					
7:30-8:00					
8:00-8:30					

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	<b>TBA</b>	English 1A	<b>TBA</b>	English 1A
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					
7:00-7:30					
7:30-8:00					
8:00-8:30					

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

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

  8/23/14  

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

Date