

# 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 (TOTAL for 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					
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.

