

Dual Enrollment Scheduling Tool: Bell Schedule & Instructional Minutes (EXAMPLE)



MONDAYS

Period	Start Time	End Time	HS Class Period Instructional Minutes		HS Passing Period Instructional Minutes	
0- Before School	7:00 AM	8:25 AM	1:25	Non-Instructional Time		Non-Instructional Time
1	8:30 AM	9:28 AM	0:58	HS Instructional Minutes	0:05	Non-Instructional Time
2	9:33 AM	10:35 AM	1:02	Dual Enrollment	0:00	Non-Instructional Time
Break	10:35 AM	10:45 AM	0:10	Non-Instructional Time	0:05	Non-Instructional Time
3	10:50 AM	11:48 AM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
4	11:53 AM	12:51 PM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
Lunch	12:56 PM	1:23 PM	0:27	Non-Instructional Time	0:05	Non-Instructional Time
5	1:28 PM	2:26 PM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
6	2:31 PM	3:29 PM	0:58	HS Instructional Minutes		Non-Instructional Time
7			0:00			
7/8- After School	3:35 PM	5:00 PM	1:25	Non-Instructional Time		Non-Instructional Time
Total HS Class Period Instructional Minutes					290	
Total HS Passing Period Instructional Minutes					15	
Total HS Instructional Minutes					305	

TUESDAYS

☒ Same as Mondays

Period	Start Time	End Time	HS Class Period Instructional Minutes		HS Passing Period Instructional Minutes	
0- Before School	7:00 AM	8:25 AM	1:25	Non-Instructional Time		Non-Instructional Time
1	8:30 AM	9:28 AM	0:58	HS Instructional Minutes	0:05	Non-Instructional Time
2	9:33 AM	10:35 AM	1:02	Dual Enrollment	0:00	Non-Instructional Time
Break	10:35 AM	10:45 AM	0:10	Non-Instructional Time	0:05	Non-Instructional Time
3	10:50 AM	11:48 AM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
4	11:53 AM	12:51 PM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
Lunch	12:56 PM	1:23 PM	0:27	Non-Instructional Time	0:05	Non-Instructional Time
5	1:28 PM	2:26 PM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
6	2:31 PM	3:29 PM	0:58	HS Instructional Minutes		Non-Instructional Time
7			0:00			
7/8- After School	3:35 PM	5:00 PM	1:25	Non-Instructional Time		Non-Instructional Time
Total HS Class Period Instructional Minutes					290	
Total HS Passing Period Instructional Minutes					15	
Total HS Instructional Minutes					305	

WEDNESDAYS

☐ Same as Mondays

Period	Start Time	End Time	HS Class Period Instructional Minutes		HS Passing Period Instructional Minutes	
0- Before School	7:00 AM	8:25 AM	1:25	Non-Instructional Time		Non-Instructional Time
1	9:00 AM	9:42 AM	0:42	HS Instructional Minutes	0:05	Non-Instructional Time
2	9:47 AM	10:29 AM	0:42	HS Instructional Minutes	0:05	Non-Instructional Time
3	10:34 AM	11:16 AM	0:42	HS Instructional Minutes	0:00	Non-Instructional Time
Lunch	11:16 AM	11:46 AM	0:30	HS Instructional Minutes	0:05	HS Instructional Minutes
4	11:51 AM	12:33 PM	0:42	HS Instructional Minutes	0:05	HS Instructional Minutes
5	12:38 PM	1:20 PM	0:42	Non-Instructional Time	0:05	Non-Instructional Time
6	1:25 PM	2:07 PM	0:42	HS Instructional Minutes		HS Instructional Minutes
			0:00	HS Instructional Minutes		Non-Instructional Time
			0:00			
			0:00	Non-Instructional Time		Non-Instructional Time
Total HS Class Period Instructional Minutes					240	
Total HS Passing Period Instructional Minutes					10	
Total HS Instructional Minutes					250	

THURSDAYS

☒ Same as Mondays

Period	Start Time	End Time	HS Class Period Instructional Minutes		HS Passing Period Instructional Minutes	
0- Before School	7:00 AM	8:25 AM	1:25	Non-Instructional Time		Non-Instructional Time
1	8:30 AM	9:28 AM	0:58	HS Instructional Minutes	0:05	Non-Instructional Time

Example: Part 1- HS Instructional Minutes

2	9:33 AM	10:35 AM	1:02	Dual Enrollment	0:00	Non-Instructional Time
Break	10:35 AM	10:45 AM	0:10	Non-Instructional Time	0:05	Non-Instructional Time
3	10:50 AM	11:48 AM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
4	11:53 AM	12:51 PM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
Lunch	12:56 PM	1:23 PM	0:27	Non-Instructional Time	0:05	Non-Instructional Time
5	1:28 PM	2:26 PM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
6	2:31 PM	3:29 PM	0:58	HS Instructional Minutes		Non-Instructional Time
7			0:00			
7/8- After School	3:35 PM	5:00 PM	1:25	Non-Instructional Time		Non-Instructional Time
Total HS Class Period Instructional Minutes					290	
Total HS Passing Period Instructional Minutes					15	
Total HS Instructional Minutes					305	

FRIDAYS						
☒ Same as Mondays						
Period	Start Time	End Time	HS Class Period Instructional Minutes		HS Passing Period Instructional Minutes	
0- Before School	7:00 AM	8:25 AM	1:25	Non-Instructional Time		Non-Instructional Time
1	8:30 AM	9:28 AM	0:58	HS Instructional Minutes	0:05	Non-Instructional Time
2	9:33 AM	10:35 AM	1:02	Dual Enrollment	0:00	Non-Instructional Time
Break	10:35 AM	10:45 AM	0:10	Non-Instructional Time	0:05	Non-Instructional Time
3	10:50 AM	11:48 AM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
4	11:53 AM	12:51 PM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
Lunch	12:56 PM	1:23 PM	0:27	Non-Instructional Time	0:05	Non-Instructional Time
5	1:28 PM	2:26 PM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
6	2:31 PM	3:29 PM	0:58	HS Instructional Minutes		Non-Instructional Time
7			0:00			
7/8- After School	3:35 PM	5:00 PM	1:25	Non-Instructional Time		Non-Instructional Time
Total HS Class Period Instructional Minutes					290	
Total HS Passing Period Instructional Minutes					15	
Total HS Instructional Minutes					305	

SATURDAYS						
	Start Time	End Time	HS Class Period Instructional Minutes		HS Passing Period Instructional Minutes	
Weekend AM			0:00	Non-Instructional Time	NA	Non-Instructional Time
Weekend PM			0:00	Non-Instructional Time	NA	Non-Instructional Time

SUNDAYS						
	Start Time	End Time	HS Class Period Instructional Minutes		HS Passing Period Instructional Minutes	
Weekend AM			0:00	Non-Instructional Time	NA	Non-Instructional Time
Weekend PM			0:00	Non-Instructional Time	NA	Non-Instructional Time

Dual Enrollment Scheduling Tool: Class Contact Hours (EXAMPLE)

Term	FALL 2024	Term Start Date (MONDAY)	8/26/2024
High School	SAMPLE	DuE Class Meeting Days	Monday
Course	SAMPLE		☒
HS Period	2		☒
Course Start Date	8/26/2024		☐
Course End Date	12/13/2024		☒
Required Contact Hours	54.0		☒
Current Contact Hours	56.0		☐
Current Difference (Contact Hours)	2.0		☐
Current Difference (Percent)	3.70%		

Day	Date	DuE Start Time	DuE End Time	Contact Hours	Non-DuE Day
Monday	8/26/2024	9:35 AM	10:25 AM	1.0	☐
Tuesday	8/27/2024	9:35 AM	10:25 AM	1.0	☐
Wednesday	8/28/2024				☐
Thursday	8/29/2024	9:35 AM	10:25 AM	1.0	☐
Friday	8/30/2024	9:35 AM	10:25 AM	1.0	☐
Saturday	8/31/2024				☐
Sunday	9/1/2024				☐

Monday	9/2/2024				☒	Holiday
Tuesday	9/3/2024	9:35 AM	10:25 AM	1.0	☐	
Wednesday	9/4/2024				☐	
Thursday	9/5/2024	9:35 AM	10:25 AM	1.0	☐	
Friday	9/6/2024	9:35 AM	10:25 AM	1.0	☐	
Saturday	9/7/2024				☐	
Sunday	9/8/2024				☐	

Monday	9/9/2024	9:35 AM	10:25 AM	1.0	☐
Tuesday	9/10/2024	9:35 AM	10:25 AM	1.0	☐
Wednesday	9/11/2024				☐
Thursday	9/12/2024	9:35 AM	10:25 AM	1.0	☐
Friday	9/13/2024	9:35 AM	10:25 AM	1.0	☐
Saturday	9/14/2024				☐
Sunday	9/15/2024				☐

Monday	9/16/2024	9:35 AM	10:25 AM	1.0	☐
Tuesday	9/17/2024	9:35 AM	10:25 AM	1.0	☐
Wednesday	9/18/2024				☐
Thursday	9/19/2024	9:35 AM	10:25 AM	1.0	☐
Friday	9/20/2024	9:35 AM	10:25 AM	1.0	☐
Saturday	9/21/2024				☐
Sunday	9/22/2024				☐

Monday	9/23/2024	9:35 AM	10:25 AM	1.0	☐
Tuesday	9/24/2024	9:35 AM	10:25 AM	1.0	☐
Wednesday	9/25/2024				☐
Thursday	9/26/2024	9:35 AM	10:25 AM	1.0	☐
Friday	9/27/2024	9:35 AM	10:25 AM	1.0	☐
Saturday	9/28/2024				☐
Sunday	9/29/2024				☐

Monday	9/30/2024	9:35 AM	10:25 AM	1.0	☐
Tuesday	10/1/2024	9:35 AM	10:25 AM	1.0	☐
Wednesday	10/2/2024				☐
Thursday	10/3/2024	9:35 AM	10:25 AM	1.0	☐
Friday	10/4/2024	9:35 AM	10:25 AM	1.0	☐
Saturday	10/5/2024				☐
Sunday	10/6/2024				☐

Monday	10/7/2024	9:35 AM	10:25 AM	1.0	☐
Tuesday	10/8/2024	9:35 AM	10:25 AM	1.0	☐
Wednesday	10/9/2024				☐
Thursday	10/10/2024	9:35 AM	10:25 AM	1.0	☐
Friday	10/11/2024	9:35 AM	10:25 AM	1.0	☐
Saturday	10/12/2024				☐
Sunday	10/13/2024				☐

Monday	10/14/2024	9:35 AM	10:25 AM	1.0	☐
Tuesday	10/15/2024	9:35 AM	10:25 AM	1.0	☐
Wednesday	10/16/2024				☐
Thursday	10/17/2024	9:35 AM	10:25 AM	1.0	☐
Friday	10/18/2024	9:35 AM	10:25 AM	1.0	☐
Saturday	10/19/2024				☐
Sunday	10/20/2024				☐

Monday	10/21/2024	9:35 AM	10:25 AM	1.0	☐	Rally Day
Tuesday	10/22/2024	9:35 AM	10:25 AM	1.0	☐	
Wednesday	10/23/2024				☒	
Thursday	10/24/2024	9:35 AM	10:25 AM	1.0	☐	
Friday	10/25/2024	9:35 AM	10:25 AM	1.0	☐	
Saturday	10/26/2024				☐	
Sunday	10/27/2024				☐	

Monday	10/28/2024	9:35 AM	10:25 AM	1.0	☐
Tuesday	10/29/2024	9:35 AM	10:25 AM	1.0	☐
Wednesday	10/30/2024				☐
Thursday	10/31/2024	9:35 AM	10:25 AM	1.0	☐
Friday	11/1/2024	9:35 AM	10:25 AM	1.0	☐
Saturday	11/2/2024				☐
Sunday	11/3/2024				☐

Day	Date	DuE Start Time	DuE End Time	Contact Hours	Non-DuE Day
Monday	11/4/2024	9:35 AM	10:25 AM	1.0	☐
Tuesday	11/5/2024	9:35 AM	10:25 AM	1.0	☐
Wednesday	11/6/2024				☐
Thursday	11/7/2024	9:35 AM	10:25 AM	1.0	☐
Friday	11/8/2024	9:35 AM	10:25 AM	1.0	☐
Saturday	11/9/2024				☐
Sunday	11/10/2024				☐

Monday	11/11/2024				☒	Holiday
Tuesday	11/12/2024	9:35 AM	10:25 AM	1.0	☐	
Wednesday	11/13/2024				☐	
Thursday	11/14/2024	9:35 AM	10:25 AM	1.0	☐	
Friday	11/15/2024	9:35 AM	10:25 AM	1.0	☐	
Saturday	11/16/2024				☐	
Sunday	11/17/2024				☐	

Monday	11/18/2024	9:35 AM	10:25 AM	1.0	☐
Tuesday	11/19/2024	9:35 AM	10:25 AM	1.0	☐
Wednesday	11/20/2024				☐
Thursday	11/21/2024	9:35 AM	10:25 AM	1.0	☐
Friday	11/22/2024	9:35 AM	10:25 AM	1.0	☐
Saturday	11/23/2024				☐
Sunday	11/24/2024				☐

Monday	11/25/2024				☒	Holiday
Tuesday	11/26/2024				☒	Holiday
Wednesday	11/27/2024				☐	Holiday
Thursday	11/28/2024				☒	Holiday
Friday	11/29/2024				☒	Holiday
Saturday	11/30/2024				☐	
Sunday	12/1/2024				☐	

Monday	12/2/2024	9:35 AM	10:25 AM	1.0	☐
Tuesday	12/3/2024	9:35 AM	10:25 AM	1.0	☐
Wednesday	12/4/2024				☐
Thursday	12/5/2024	9:35 AM	10:25 AM	1.0	☐
Friday	12/6/2024	9:35 AM	10:25 AM	1.0	☐
Saturday	12/7/2024				☐
Sunday	12/8/2024				☐

Monday	12/9/2024	9:35 AM	10:25 AM	1.0	☐
Tuesday	12/10/2024	9:35 AM	10:25 AM	1.0	☐
Wednesday	12/11/2024				☐
Thursday	12/12/2024	9:35 AM	10:25 AM	1.0	☐
Friday	12/13/2024	9:35 AM	10:25 AM	1.0	☐
Saturday	12/14/2024				☐
Sunday	12/15/2024				☐

Monday	12/16/2024				☐
Tuesday	12/17/2024				☐
Wednesday	12/18/2024				☐
Thursday	12/19/2024				☐
Friday	12/20/2024				☐
Saturday	12/21/2024				☐
Sunday	12/22/2024				☐

Monday	12/23/2024				☐
Tuesday	12/24/2024				☐
Wednesday	12/25/2024				☐
Thursday	12/26/2024				☐
Friday	12/27/2024				☐
Saturday	12/28/2024				☐
Sunday	12/29/2024				☐

Monday	12/30/2024				☐
Tuesday	12/31/2024				☐
Wednesday	1/1/2025				☐
Thursday	1/2/2025				☐
Friday	1/3/2025				☐
Saturday	1/4/2025				☐
Sunday	1/5/2025				☐

Monday	1/6/2025				☐
Tuesday	1/7/2025				☐
Wednesday	1/8/2025				☐
Thursday	1/9/2025				☐
Friday	1/10/2025				☐
Saturday	1/11/2025				☐
Sunday	1/12/2025				☐

Traditional High School Day Schedule Example						
Period	Start Time	End Time	HS Class Period Instructional Minutes		HS Passing Period Instructional Minutes	
0- Before School	7:00 AM	8:25 AM	1:25	Non-Instructional Time		Non-Instructional Time
1	8:30 AM	9:28 AM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
2	9:33 AM	10:35 AM	1:02	HS Instructional Minutes	0:00	Non-Instructional Time
Break	10:35 AM	10:45 AM	0:10	Non-Instructional Time	0:05	Non-Instructional Time
3	10:50 AM	11:48 AM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
4	11:53 AM	12:51 PM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
Lunch	12:56 PM	1:23 PM	0:27	Non-Instructional Time	0:05	Non-Instructional Time
5	1:28 PM	2:26 PM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
6	2:31 PM	3:29 PM	0:58	HS Instructional Minutes		
			0:00			Non-Instructional Time
7/8- After School	3:35 PM	5:00 PM	1:25	Non-Instructional Time		Non-Instructional Time
Total HS Class Period Instructional Minutes					352	
Total HS Passing Period Instructional Minutes					20	
Total HS Instructional Minutes					372	

School Day with 1 Dual Enrollment Class (Non-EC/MC Program or School)						
Period	Start Time	End Time	HS Class Period Instructional Minutes		HS Passing Period Instructional Minutes	
0- Before School	7:00 AM	8:25 AM	1:25	Non-Instructional Time		Non-Instructional Time
1	8:30 AM	9:28 AM	0:58	Dual Enrollment	0:05	Non-Instructional Time
2	9:33 AM	10:35 AM	1:02	HS Instructional Minutes	0:00	Non-Instructional Time
Break	10:35 AM	10:45 AM	0:10	Non-Instructional Time	0:05	Non-Instructional Time
3	10:50 AM	11:48 AM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
4	11:53 AM	12:51 PM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
Lunch	12:56 PM	1:23 PM	0:27	Non-Instructional Time	0:05	Non-Instructional Time
5	1:28 PM	2:26 PM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
6	2:31 PM	3:29 PM	0:58	HS Instructional Minutes		
			0:00			Non-Instructional Time
7/8- After School	3:35 PM	5:00 PM	1:25	Non-Instructional Time		Non-Instructional Time
Total HS Class Period Instructional Minutes					294	
Total HS Passing Period Instructional Minutes					15	
Total HS Instructional Minutes					309	>240 Minutes

School Day with 2 Dual Enrollment Classes (Non-EC/MC Program or School)						
Period	Start Time	End Time	HS Class Period Instructional Minutes		HS Passing Period Instructional Minutes	
0- Before School	7:00 AM	8:25 AM	1:25	Non-Instructional Time		Non-Instructional Time
1	8:30 AM	9:28 AM	0:58	HS Instructional Minutes	0:05	Non-Instructional Time
2	9:33 AM	10:35 AM	1:02	Dual Enrollment	0:00	Non-Instructional Time
Break	10:35 AM	10:45 AM	0:10	Non-Instructional Time	0:05	Non-Instructional Time
3	10:50 AM	11:48 AM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
4	11:53 AM	12:51 PM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
Lunch	12:56 PM	1:23 PM	0:27	Non-Instructional Time	0:05	Non-Instructional Time
5	1:28 PM	2:26 PM	0:58	Dual Enrollment	0:05	Non-Instructional Time
6	2:31 PM	3:29 PM	0:58	HS Instructional Minutes		
7			0:00			Non-Instructional Time
7/8- After School	3:35 PM	5:00 PM	1:25	Non-Instructional Time		Non-Instructional Time
Total HS Class Period Instructional Minutes					232	
Total HS Passing Period Instructional Minutes					10	
Total HS Instructional Minutes					242	>240 Minutes

School Day with 3 Dual Enrollment Classes (EC/MC School or Program)						
Period	Start Time	End Time	HS Class Period Instructional Minutes		HS Passing Period Instructional Minutes	
0- Before School	7:00 AM	8:25 AM	1:25	Non-Instructional Time		Non-Instructional Time
1	8:30 AM	9:28 AM	0:58	Dual Enrollment	0:05	Non-Instructional Time
2	9:33 AM	10:35 AM	1:02	Dual Enrollment	0:00	Non-Instructional Time
Break	10:35 AM	10:45 AM	0:10	Non-Instructional Time	0:05	Non-Instructional Time
3	10:50 AM	11:48 AM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
4	11:53 AM	12:51 PM	0:58	HS Instructional Minutes	0:05	HS Instructional Minutes
Lunch	12:56 PM	1:23 PM	0:27	Non-Instructional Time	0:05	Non-Instructional Time
5	1:28 PM	2:26 PM	0:58	Dual Enrollment	0:05	Non-Instructional Time
6	2:31 PM	3:29 PM	0:58	HS Instructional Minutes		
			0:00			Non-Instructional Time
7/8- After School	3:35 PM	5:00 PM	1:25	Non-Instructional Time		Non-Instructional Time
Total HS Class Period Instructional Minutes					174	
Total HS Passing Period Instructional Minutes					10	
Total HS Instructional Minutes					184	>180 Minutes