

LECTURE & LAB UNIT SPLIT CHEAT SHEET

Quick Reference for Schedule Building

RULE TO REMEMBER

Instruction Type 1 Unit Equals

Lecture	1 Contact Hour
Lab	3 Contact Hours

In simple terms:

LECTURE:

1 unit = 1 contact hour
2 units = 2 contact hours
3 units = 3 contact hours
4 units = 4 contact hours

LAB:

1 unit = 3 contact hours
2 units = 6 contact hours
3 units = 9 contact hours
4 units = 12 contact hours

Lecture=	Contact Hour	TLM Total		Lab=	Contact Hour	TLM Total
1 unit	1	12		1 unit	3	36
2 unit	2	24		2 unit	6	72
3 unit	3	36		3 unit	9	108
4 unit	4	48		4 unit	12	144

HOW TO CALCULATE THE UNITS

Lecture

Lecture Contact Hours $\div$ 1 = Lecture Units

Lab

Lab Contact Hours $\div$ 3 = Lab Units

Then:

Lecture Units + Lab Units = Total Course Units

EXAMPLE 1 — 4-UNIT COURSE

Course requires:

3 Lecture Contact Hours + 3 Lab Contact Hours

Lecture:

$3 \div 1 = 3$ Lecture Units

Lab:

$3 \div 3 = 1$ Lab Unit

UNIT SPLIT:

3 Lecture + 1 Lab = 4 Total Units ✓

EXAMPLE 2 — 3-UNIT COURSE

Course requires:

2 Lecture Contact Hours + 3 Lab Contact Hours

Lecture:

$2 \div 1 = 2$ Lecture Units

Lab:

$3 \div 3 = 1$ Lab Unit

UNIT SPLIT:

2 Lecture + 1 Lab = 3 Total Units ✓

EXAMPLE 3 — 5-UNIT COURSE

Course requires:

3 Lecture Contact Hours + 6 Lab Contact Hours

Lecture:

$3 \div 1 = 3$ Lecture Units

Lab:

$6 \div 3 = 2$ Lab Units

UNIT SPLIT:

3 Lecture + 2 Lab = 5 Total Units ✓

NEED TO WORK BACKWARDS?

If you know the units, convert them to contact hours:

Lecture Units $\times$ 1 = Lecture Contact Hours

Lab Units $\times$ 3 = Lab Contact Hours

Example:

A course has:

2 Lecture Units + 2 Lab Units = 4 Units

Lecture:

$2 \times 1 = 2$ Lecture Contact Hours

Lab:

$2 \times 3 = 6$ Lab Contact Hours

Therefore, the course has:

2 Lecture Contact Hours + 6 Lab Contact Hours

COMMON MISTAKES TO WATCH FOR

Do NOT put all of the course units under Lecture if the course has both Lecture and Lab.

For example, if a 4-unit course consists of **3 lecture units and 1 lab unit**, it should NOT be entered as:

-  Lecture = 4 units
-  Lab = 0 units

It should be:

-  Lecture = **3 units**
-  Lab = **1 unit**

The units must reflect the actual **Lecture/Lab composition of the course**.

SAAM / SCHEDULING REMINDER

For **2026–2027**

When reviewing a CRN that contains both Lecture and Lab:

- ✓ **Verify that the units are split correctly between Lecture and Lab.**
 - ✓ **Verify that the contact hours correspond to the correct instructional type.**
 - ✓ **Remember: Lecture = 1 contact hour per unit.**
 - ✓ **Remember: Lab = 3 contact hours per unit.**
 - ✓ **Do not assume an existing CRN is correct — verify the split.**
 - ✓ **For asynchronous sections, verify that contact hours have been updated using the new TLM of 12.00.**
-

QUICK FORMULA

LECTURE

Units × 1 = Contact Hours

LAB

Units × 3 = Contact Hours

TOTAL UNITS

Lecture Units + Lab Units = Course Units

When in doubt: STOP and verify the course outline before entering or changing the CRN.