How to Find and Calculate Contact Hours

Catalog on Public Website: www.kvcc.edu

**Calculate Contact Hours from Strategy Code:**

Strategy code (credits – lecture hours – lab hours): 3-2-3
Contact hours (lecture hours + lab hours): 5

Strategy code (credits – lecture hours – lab hours): 3-3-0
Contact hours (lecture hours + lab hours): 3

**Find Strategy Code:**

1. Catalog at top of page
2. Select Semester and Department
3. Strategy code is at the beginning of each course description
How to Find and Calculate Contact Hours

My Valley Registration Area

Calculate Contact Hours from Strategy Code:

Strategy code (credits – lecture hours – lab hours): 3-2-3
Contact hours (lecture hours + lab hours): 5

Strategy code (credits – lecture hours – lab hours): 3-3-0
Contact hours (lecture hours + lab hours): 3

Find Strategy Code:

1.

2. Quick Links
   - Current Address
   - Register or Drop Classes
   - Account Information

3. Select Term
   - Select a Term: Fall 2014
   - Submit

4. Add/Drop Classes:
   - Add Classes Worksheet
   - CRNs
   - Submit Changes
   - Class Search

5. Look-Up Classes to Add:

6. Look-Up Classes to Add:
   - Fall 2014
   - Accounting 101
   - Principles of Accounting 1
   - View Sections

7. Look-Up Classes to Add:

8. Class Schedule Listing

9. Catalog Entries
   - ACC 101 - Principles of Accounting 1
     - 4-4-0 (Lecture/Discussion)/4-0-0 (Online)

10. Return to previous menus or search again
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My Valley Tuition Bill

After Registering for Classes:

1. Log into My Valley
2. Under the Quick Links section click View or Pay Tuition
3. A printable tuition bill will be displayed that details your course charges, payments or credits, and your net balance due.
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My Classes Display

After Registering for Classes:

1. Log into My Valley
2. My Classes is a section that displays at the top of the page
3. Contact hours are listed under the course number

My Classes

- Fall 2014

WPE 153  
11005  
Contact/Bill Hrs: 1.5  
Credit Hrs: 1

Weight Training for Fitness  
Tue,Thu 11:00AM-12:20PM

TTC 6060  
Robert Vezeau

This class may not have started yet, please check your schedule

Looking for your classes' Moodle courses? Click the Moodle icon above: