

# Student Resource & Support Network Hourly Activities Record



**Student:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_ **May 2017** **ETS:** \_\_\_\_\_

Part A: Class Time																
Course Title	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Day total ➔																

Instructions	
← Date	
← Day of the week	
← Hours of class time	
↓	
↓	
↓	
↓	
Total class hours ➔	

Part B: Study Time																
1 hr. unsupervised study = 1 hr. class time																
Supervised Library or Tutorial																
Supervised Computer Lab																
Other - explain:																
Day total ➔																

← Hours of study time	
↓	
↓	
↓	
Total study hours ➔	

Part C. Work																
Work Study Hours																
Other Work Hours*																
Volunteer / Work Experience*																
Other - explain*:																
Day total ➔																

← Hours of work activities	
↓	
↓	
↓	
Total work hours ➔	

Part D. Other																
WTW Plan Approved Activities*																
Job Readiness Activities*																
Day total ➔																

← Hours of other activities	
↓	
Total other hours ➔	

▶ **Reminder:** This form must be completed and turned in by the 5th of the next month. Please sign on the back. Bi-weekly total of all ➔

Regulations require that the total hours reported on this monthly form be divided by 4.33 to calculate a weekly average. Therefore:

"20-hour" requirement = 87 total hours per month (about 22 hours per week)

"30-hour" requirement = 130 total hours per month (about 33 hours per week)

"35 hour" requirement = 152 total hours per month (about 38 hours per week)

# Student Resource & Support Network Hourly Activities Record



**Student:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_ **May 2017** **ETS:** \_\_\_\_\_

Part A: Class Time																	Instructions	
Course Title	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st	← Date	
	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	← Day of the week	
							B	B	B	B	B			H	B	B	← Hours of class time	
							R	R	R	R	R			O	R	R	↓	
							E	E	E	E	E			L	E	E	↓	
							A	A	A	A	A			I	A	A	↓	
							K	K	K	K	K			D	K	K	↓	
														A			↓	
<b>Day total →</b>																	<b>Total class hours →</b>	

Part B: Study Time																		
1 hr. unsupervised study = 1 hr. class time																	← Hours of study time	
Supervised Library or Tutorial																	↓	
Supervised Computer Lab																	↓	
Other - explain:																	↓	
<b>Day total →</b>																	<b>Total study hours →</b>	

Part C. Work																		
Work Study Hours																	← Hours of work activities	
Other Work Hours*																	↓	
Volunteer / Work Experience*																	↓	
Other - explain*:																	↓	
<b>Day total →</b>																	<b>Total work hours →</b>	

Part D. Other																		
WTW Plan Approved Activities*																	← Hours of other activities	
Job Readiness Activities*																	↓	
<b>Day total →</b>																	<b>Total other hours →</b>	

\* Indicates activity requiring an ETS signature. All other time must be approved by SRSN staff.

	<b>Bi-weekly total of all →</b>	
(831) 479-6344	<b>Grand total for month →</b>	

SRSN Signature	Date	Print Name & Title (SRSN Staff)	
<i>I declare under penalty of perjury under the laws of the United States and the State of California that the facts contained in this report are true, correct and complete.</i>			
ETS Signature	Date	Student Signature	Date