

Table of Contents

Before You Begin	2
Prerequisites and Assumptions	2
If You Need Further Assistance	2
Viewing Class Sections	3
Viewing the Schedule of Classes	5
Basic Data	6
Viewing the Basic Data Page	7
Basic Data – Field Definitions	
Class Meetings Pattern and Faculty Assignment	
Viewing the Meetings Page	
Meetings Tab – Field Definitions	15
Enrollment Controls	
Viewing Enrollment Controls	17
Enrollment Control Page – Field Definitions	19
Class Notes	20
Viewing Class Notes	21
Class Notes – Field Definitions	22
Class Associations	23
Variable Unit Courses	24
Navigate to Adjust Class Associations	24
Class Associations Tab	26
Viewing Class Associations Tab	27
Class Components Tab	
Viewing Class Components Tab	29
Class Requisites Tab	
Viewing Sections of a Class	
Class Status	
Class Enrollment Limits	
Class Search	40



Before You Begin

Prerequisites and Assumptions

Before you can use the CMS (PeopleSoft) Student Administration system to view class section data into the Schedule of Classes, it is assumed that each of the following conditions has been met:

- The end user must have the necessary User ID and secured access to CMS.
- The end user has a general working knowledge of CMS navigation and higher education terminology associated with the Schedule of Classes. Completion of the online "Campus Solutions Basics" class is required.
- The Scheduling Office must "open" external scheduling to Colleges and Departments for the desired term.

If You Need Further Assistance

When you apply what you have learned to your specific tasks, you may have further questions. Here are the best ways to obtain assistance:

- Use the Buddy System and seek help from another department coordinator in your college. They have most likely experienced a similar situation and can share their knowledge.
- Take the online tutorial for "Viewing the Schedule of Classes."
- Call the Scheduling Office (ext. 2381) for further assistance.
- Contact ittraining@fullerton.edu for assistance.



Terminology: *Courses* exist at the catalog level; *Classes* exist at the Schedule of Classes level. (See Glossary)



Viewing Class Sections

Classes (class sections) for your department can be viewed in CMS. "Schedule Building" occurs in the **Maintain Schedule of Classes** module.



The **Maintain Schedule of Classes** component consists of all class sections that rolled from the "Prior Term Copy" process for a specific term.

If the class does not exist in the **Maintain Schedule of Classes**, refer to the training guide for Adding a New Class to the Schedule of Classes.

Step 1 Navigate to the "Maintain Schedule of Classes" page: <u>Home > Curriculum</u> <u>Management ></u> <u>Schedule of Classes ></u> <u>Maintain Schedule of</u> <u>Classes</u>	Menu E Search: > > CSU SA Baseline > > CSUF HR Fullerton SA Customizations > Self Service > > Sudent Admissions > > Curriculum Management > > Course Catalog • • Class Search • • Maintain Schedule of Classes • • Adjust Class Associations • Update Sections of a Class •	Main Menu > Curriculum Management > Schedule of Classes Maintain schedule of classes information. Image: Class Search View the schedule of classes. View the schedule of classes. Image: Class Search View the schedule of classes. Image: Class Search View the schedule of classes. Image: Class Search View the schedule of classes.
The Find an Existing Value page displays. To find a class for a particular semester, you must enter the following search criteria (at minimum): • Academic Institution • Term • Subject Area	Maintain Schedul Enter any information y Find an Existing Val Academic Institution: Term: Subject Area: Catalog Nbr: Academic Career: Campus: Description: Course ID: Course Offering Nbr: Course Offering Nbr: Case Sensitive	e of Classes ou have and click Search. Leave fields blank for a list of all values. Image: Control of the search criteria Image: Control of the search criteria



 Step 2 Enter the Academic Institution = FLCMP, which stands for "Fullerton Campus". Enter the Academic Term. Enter the Subject 	Maintain Schedu Enter any information Find an Existing Va Academic Institution Term:	le of Classes you have and clic lue : = v = v	k Search. Le: FLCMP 2077	ave fields bla	ank for a list of all va	lues.		
Area and Catalog Nbr (if known).	Subject Area: Catalog Nbr:	= 🗸 begins with 🗸	AMST		Q			
Subject Area is the course prefix. For example, American Studies has a Subject	Academic Career: Campus: Description:	= 🗸			\			
Area of AMSI . If you do not know the "Term" or "Subject Area", click	Course ID: begins with Course Offering Nbr: = Course Sensitive							
on the 🤍 icon for a list of valid values.	Search Clea	ar Basic Seam	ch 🖪 <u>Save</u>	Search Crite	eria.			
Step 3 Click the	Search Results View All Academic Institution Term	Subject Area Catalog N	Ibr Academic Car	reer Campus De	escription	First ◀ 1-23 of 23	3 f e	
Note: If only the minimum fields are entered, a list of all available classes within the subject will display.	FLCMP 2077 FLCMP 2077 FLCMP 2077 FLCMP 2077 FLCMP 2077 FLCMP 2077	AMST 101 AMST 201 AMST 300 AMST 301 AMST 318	Undergrad Undergrad Undergrad Undergrad Undergrad	FUL In FUL In FUL In FUL Ar FUL H	tro American Culture tro to American Studies tro to Amer Pop Culture merican Character ollywood and America	000222 1 000224 1 000226 1 000227 1 000231 1		
Step 4 Click on the name of the class you would like to view.	Search Results View All Academic Institution Term FLCMP 2077 2 FLCMP 2 FLCMP 2077 2 FLCMP 2 FLC	Subject Area Catalog N AMST 101 AMST 2011 AMST 300 AMST 301 AMST 318	Ibr Academic Car Undergrad Undergrad Undergrad Undergrad Undergrad	reer Campus De FUL Ini FUL Ini FUL Ar FUL Ar FUL Ho	escription tro American Culture tro to American Studies tro to Amer Pop Culture merican Character ollywood and America	First ◀ 1-23 of 23 Course ID Course Offe 000222 1 000224 1 000226 1 000227 1 000223 1	3 fe	



The **Schedule of Classes** is comprised of 7 tabs (pages) of data. Currently, CSUF uses the following tabs to access relevant data within the Schedule of Classes:

- 1. Basic Data
- 2. Meetings
- 3. Enrollment Cntrl (Control)
- 4. Notes

Basic Data Mee	tings <u>E</u> nrollment Cntrl	<u>R</u> eserve Cap <u>N</u> otes	E <u>x</u> am	n <u>L</u> MS Data		
Course ID: Academic Institution Term: Subject Area: Catalog Nbr:	000222 CSU Fullerton Fall 2007 AMST 101	Course Offeri Undergrad American Stu	ng Nbr: dies	1 Auto	o Create Component	
Class Sections				Find View All	First 💽 1 of 5 ▶ Last	
Session:	1 Regula	r Academic Session Cl	ass Nbr:	10156		
Class Section:	- 01	St	art/End Date:	08/18/2007 12	2/07/2007	
Component:	LEC Lecture	Ev	ent ID:	000099904		
Class Type:	Enrollment					
Associated Class:						
Campus:	, FIII	Fullerton		Add Fee		
cumpusi	FULLERTON	Fullerton Comput				
Location:	tor:	Fulletton Campus		Schedule Print		
Course Administra	ation: 444 abtor	Ana anis an Otheria a		✓ Student Specifie	c Permissions	
Academic Organiz	auon: 114-AMST	American Studies		Dynamic Date Calc Required		
Holiday Schedule:	HSS NONE	Humanities and Social S None (Students)	sciences	Generate Class	Mtg Attendance	
Instruction Mode:	D	In Percon		Sync Attendanc	e with Class Mtg	
Drimary Instr Sect	ion: 01			GL Interface Re	quired	
Class Tanis	ion. 01					
Class Topic						
Course Topic ID:				Print Topic in So	chedule	
Equivalent Course	Group					
Course Equivalent	Course Group:			Override Equiva	lent Course	
Class Equivalent (Course Group:					
Class Attributes			<u>Customize Fin</u>	d View All 🛄 🛛 F	First 🛃 1-2 of 2 🕩 Last	
Course Attribute	Courses Louis	Course Att	<u>ribute Value</u>	Lawer Division		
GE	General Education	1 GE		General Education		
Save Return	to Search + Previous in Lis	t ↓ Next in List I Not	ify			

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data



Basic Data

The **Basic Data** page is the first tab (page) displayed for the class. This page identifies the basic data recorded for a class, including Topic ID's for Variable Topic courses and course attributes. For a list of field definitions displayed on the **Basic Data** page, please refer to page 11 of this guide.

Basic Data Meeting	s <u>E</u> nrollment	t Cntrl 📔 <u>R</u> eserve Cap 📔 🕴 🧍	<u>N</u> otes <mark> E<u>x</u>an</mark>	n LMS Data				
Course ID:	000222	Course (Offering Nbr:	1				
Academic Institution: Term: Subject Area: Catalog Nbr:	CSU Fullerton Fall 2007 AMST 101	Undergr America Intro Am	Undergrad American Studies					
Class Sections				Find View All First 🗹 1 of 5 🕨 Last				
Session:	1	Regular Academic Session	Class Nbr:	10156				
Class Section:	01		Start/End Date:	08/18/2007 12/07/2007				
Component:	LEC	Lecture	Event ID:	000099904				
Class Type:	Enrollment							
Associated Class:	1							
Campus:	FUI	Fullerton		Add Fee				
Leastion	FULLERTO	N Fullerton Campus						
Location: Course Administrator				Schedule Print				
Academic Organizatio		Amorican Studios		Student Specific Permissions				
Academic Group:		American occures		Dynamic Date Calc Required				
Holiday Schedule:	NONE	None (Students)	icial ociences	Generate Class Mtg Attendance				
Instruction Mode:	P	In Person		Sync Attendance with Class Mtg				
Primary Instr Section:	. 01			GL Interface Required				
Class Topic	0,							
Class Topic								
Course Topic ID:				Print Topic in Schedule				
Equivalent Course Gro	up							
Course Equivalent Co	urse Group:			Override Equivalent Course				
Class Equivalent Cou	rse Group:							
Class Attributes			<u>Customize</u> <u>Fir</u>	nd View All 🗮 First 🗹 1-2 of 2 🕨 Last				
Course Attribute		Cours	se Attribute Value					
CLEV Co	iurse Level	1		Lower Division				
Ge Ge	eneral Education	GE		General Education				
Basic Data <u>Meetings En</u>	earch + Previo	us in List + Next in List Eserve Cap Notes Exam Liv	Notify					



Viewing the Basic Data Page

Each *class component* of a course is scheduled as a **class section**, with a unique **Class Nbr** (schedule number).



Class component indicates class activity type, such as lecture, lab, seminar, activity, or supervision.

Component in CMS refers to a group of related pages that pertain to a certain task. Components can contain a single page or multiple pages.

Class Sections – The scroll area in the page header will show the number of class sections scheduled. All scheduled sections of a class are shown as	Basic Data Mee Course ID: Academic Institution Term: Subject Area: Catalog Nbr:	etings Enrollme 000222 ICSU Fullerton Fall 2007 AMST 101	ent Cntrl <u>R</u> eserve Cap Cor Un Arr Intr	Notes Exar urse Offering Nbr: Idergrad herican Studies ro American Culture	m LMS C	Scroll Area Auto Create Col Surjant
"rows".	Class Sections Session: Class Section: Component: Class Type:	1 01 LEC Enrollme	Regular Academic Sess Lecture Int	ion Class Nbr: Start/End Date: Event ID:	Find Vi 10156 08/18/2007 000099904	<u>ew All</u> First I 1 of 5 I <u>Last</u> 12/07/2007
In the example to the right, there are 5 sections of "AMST 101" scheduled for the Fall 2007 term. To move from section	Course Offerin Undergrad American Stud Intro American	<u>Ex</u> am g Nbr: ies Culture	1 Aut	o Create Compone	eni	Scroll Area
to section, use the and b buttons in the scroll area to find the class section you wish to view.	Bession Clas Sta Eve	ss Nbr: rt/End Date: nt ID:	<u>Find View Al</u> 10156 08/18/2007 1 000099904	E First 1 of 5	D <u>Last</u>	
If you want to go directly to the last class section, do so by clicking on the ast button.						



Session: The code that is entered into this field will define the dates of the class. During the spring and fall terms, the majority of CSUF class sections will fall within the Regular Academic Session (1).	Basic DataMeetingCourse ID:Academic Institution:Academic Institution:Term:Subject Area:Catalog Nbr:Catalog Nbr:Catalog Nbr:Class Section:Session:Class Section:Component:	ngs <u>Enrollme</u> 000222 CSU Fullerton Fall 2007 AMST 101 1 1 LEC	Regular Aca	eserve Cap Course (Undergr America Intro Am	Notes Exan Offering Nbr: ad n Studies erican Culture Class Nbr: Start/End Date: Event ID:	m LMS C 1 <u>Find Vi</u> 10156 08/18/2007 000099904	Auto ew All 12.
Other session values are listed to the right.	Class Type: • • • • • •	Enrollme Session Valu Regular Acade Session First 7 Last 8 First 10 Weeks Last 10 Weeks Mini-1, Mini-2, 3 (these run fir and third week CST (Cal State Special Sessio	emt emic s and Mini- st, second, sessions) Teach) on	Summer S Six-week Five-week Second si Eight-wee Eleven-we Special	Session Values (SMA) (SMB) x-week (SMC) k (SMD) eek (SME)		
Component – indicates a class type. Examples of components are: • Lecture • Laboratory • Seminar • Activity • Supervision Some courses may baye multiple	Basic Data Meetin Course ID: Academic Institution: Term: Subject Area: Catalog Nbr: Class Sections Session:	gs <u>Enrolime</u> 000222 CSU Fullerton Fall 2007 AMST 101	nt Cntrl <u>R</u> e	eserve Cap Course C Undergra Americar Intro Ame demic Session	viotes Exan Offering Nbr: ad n Studies erican Culture Class Nbr:	1 1 <u>Find Vie</u> 10156	ata Auto
have multiple components. For example, a course may include both a Lecture and a Lab component. In these cases, only one component can be the <i>Primary</i> ; all other components are <i>Secondary</i> (defined at the catalog level).	Class Section: Component: Class Type:	01 LEC Enrollmer	Lecture nt		Start/End Date: Event ID:	08/18/2007	12.



Class Type - The							
"Component" field							
determines the Class	Basic Data Mee	tinas Enrollm	ent Cntrl 🔰 Reserv	/e Cap	Jotes Exar	n LMSD;	ata
Type field. The primary							
component always has	Course ID:	000222		Course C	ffering Nbr:	1	
a Class Type of	Academic Institution	CSU Fullertor	า		Ū.		
Enrollment and this is	Term:	Fall 2007		Undergra	ad		Auto
the graded component.	Subject Area:	AMST		Americar	n Studies	1	Auto
	Catalog Nbr:	101		Intro Ame	erican Culture		
Secondary components	Class Sections					Find Vie	w All
have a Class Type of	Session:	1	Regular Academ	nic Session	Class Nbr:	10156	
the non-graded	Class Section:	01			Start/End Date:	08/18/2007	12.
components.	Component:	LEC	Lecture		Event ID:	000099904	
Note: For costions that	Class Type:	Enrollme	ent				
Note: For sections that							
term the class type is							
indicated correctly							
When new sections are							
inserted or a new class							
is added, the Class							
Type should be							
correctly identified							
based on the							
"Component".							
The Instruction Mode	Class Sections				<u>Find View All</u>	First 🗹 1 of 5 🕨 L	<u>.ast</u>
field will default to "P"	Session:	1 Regular/	Academic Session	Class Nbr:	10156		
(In-Person), when a	Class Section:	01		Start/End Date:	08/18/2007 12/0	7/2007	
the section is added to	Component:	LEC Lecture		Event ID:	000011469		
the course.	Class Type:	Enrollment					
	Associated Class:	1			Add Fee		
	Campus:	FUL	Fullerton				
	Location:	FULLERTON	Fullerton Campus		Schedule Print		
	Course Administrator:				🗹 Student Specific P	Permissions	
	Academic Organization:	114-AMST	American Studies				
	Academic Group:	HSS	Humanities and Socia	al Sciences	Dynamic Date Cale	c Required	
	Holiday Schedule:	NONE	None (Students)		Generate Class M	tg Attendance	
	Instruction Mode:	Р	In Person		GL Interface Requi	with Class Mtg ired	
	Primary Instr Section:	01					



A checked box in the	Class Sections				Find View	v All First 🗹 1 of 5 🕨 Last	
Schedule Print field	Session:	1 Regular Academic Session Cl		Class Nbr:	10156		
indicates this section	Class Section:	01		Start/End Date:	08/18/2007	12/07/2007	
will print in the	Component:	LEC Lecture		Event ID:	000011469		
<i>Classes</i> as well as be viewable in student self-service.	Class Type:	Enrollment					
	Associated Class:	1			Add Fee		
	Campus:	FUL	Fullerton				
	Location: Course Administrator:	FULLERTON	Fullerton Campus		Schedule Pr	int cific Permissions	
	Academic Organization:	114-AMST	American Studies	American Studies			
	Academic Group: Holiday Schedule:	HSS NONE	Humanities and Social Sciences None (Students)		 Dynamic Date Calc Required Generate Class Mtg Attendance 		
	Instruction Mode:	Р	P In Person		Sync Attendance with Class Mtg		
	Primary Instr Section:	01			GL Interface	Required	
Class Attributes – are nutomatically populated	Class Attributes			Course A	<u>Customize F</u> ttribute Value	<u>"ind </u> View All 🛗 Firs	
atalog data and are	CLEV C	ourse Level		1		Lower Division	
nly updated for	GE G	eneral Education		GE		General Education	
lonors, Service earning, or Web ections.							



Basic Data – Field Definitions

Field definitions and values on the **Basic Data** tab:

Field	Field Definition	Values
Session	Code that defines the dates of the class.	Regular Academic Session, First 7, Last 8, First 10, Last 10, Mini 1, Mini 2, Mini 3, Special
Class Section	Individual offering of a class; the class section number must be unique for every class section of the course.	01-99
Component	Indicates class type or activity.	Lecture, Lab, Activity, Seminar, Supervision
Class Nbr	A unique, 5-digit number, assigned by the system, once a new section is saved.	
Campus	Identifies "Fullerton" as the Campus.	FUL
Location	Identifies "Fullerton" as the Location. Fullerto	n Campus
Course Administration	Not used at CSUF.	
Fee	Additional fee associated with specific class section. Not to be confused with Course Fees	
Academic Organization	This field will populate from the Catalog Data to include the Course Subject area and COSAR Table value.	
Academic Group	Indicates the college to which the course belongs.	
Holiday Schedule	Schedule of all holidays that will fall within that semester.	
Instruction Mode	Method of instruction	P=In Person T=Televised W=Web
Primary Instr Section	Not used at CSUF.	
Schedule Print	Check box indicates if the section will print in the published Schedule of Classes as well as be viewable in Student Self Service. Field defaults as checked.	
Dynamic Date Calc Required	Check box indicating if this course is dynamically dated and thus requires different calculations. Note: This field can only be used with Regular Non-Standard and Self Support Non- Standard sessions. Schedulers should contact the Scheduling Office is a class section is dynamically dated.	
Generate Class Mtg Attendance	Not used at CSUF.	
GL Interface Required	Not used at CSUF.	
Course Topic ID	Used to identify the Topic assigned to a Variable Topics course	
Course Equivalent Course Group	Not used at CSUF.	
Class Attributes	Automatically populated form Course Catalog data and are only updated for Honors class sections and Service Learning sections	CLEV = Course Level GE = General Education EXPR = Experimental Course



Class Meetings Pattern and Faculty Assignment

The **Meetings** page is the second tab (page) displayed for the class. This page identifies the meeting pattern information for a class, including Meeting Pattern, Start/End Dates, Facility ID, Instructor Assignment and section information carried over from the Basic Data page. For a list of field definitions displayed on the **Meetings** page, please refer to page 15 of this guide.

Basic Data Me	etings <u>E</u> nrollment Cntrl	<u>R</u> eserve Cap <u>N</u> otes	E <u>x</u> am <u>L</u> MS	Data
Course ID:	000000	Course Offeri	na Nibre 🛛 🗸	
Academic Institutio	000222	course offeri	Ig NDL	
Term.		Lindergrad		
Subject Area:	AMST	American Stur	lies	
Catalog Nbr:	101	Intro American	i Culture	
Class Sections	101		Find View A	Eirst 🔳 1 of 5 🕨 Last
Session:	1	Regular Academic Sessior	Class Nbr: 10	156 <u>Class APDB Mapping Values</u>
Class Section:	01 Compo	nent: Lecture	Event ID: 000	1099904
Meeting Pattern			<u>Find</u> View All	First 🗹 1 of 1 🕩 Last
Facility ID	Capacity Pat Mtg	Start MtgEnd M T W	TFSS	Start/End Date
H224	40 MVVF 10:0	00AM 10:50AM 🗹 🗌 🗹 🛛	08/	18/2007 12/07/2007
H 224	Topic ID:	Free Format Topic:		
11 224	Topio izi			
		rint Topic On Transcript	Contact Hours	
			Meeting APDB Map	ping Values
Instructors For Me	eting Pattern	<u>Customiz</u>	<u>te Find</u> View All 🎫	First 🛄 1 of 1 🕒 Last
	VVorkioad	Instantes Bala	D-i-t Arrow	Contrat
	<u>name</u>	Instructor Role	Print Acces	<u>s Contact</u>
800766339	Horwitz,Ariella C	Prim Instr	Appro ⁻	/e 50
Doom Charactorist	<u></u>			
Room Characterist			Customize	<u> Find</u> III First L 1 of 1 L Last
ROOM CHARACLERISL	<u> </u>			quantity
				I
	to Secret Indiff.			
<u> 3asic Data</u> Meetings	Enrollment Cntrl Reserve	e Cap Notes Exam LMS Data		



Viewing the Meetings Page

All class sections contain at least one Meeting Pattern . The most important meeting pattern is listed first. The meeting Pat field shows the pattern of days when the class is in session. (i.e. MWF, TTH, etc.).	Meeting Pattern Facility ID H224 H 224	Capacity 40	Pat MVVF Topic ID	Mtg Start 10:00AM : Print Te	Mtg End 10:50Al Free For opic On T	M M 🗹 mat To ranscri	T W Dic:	T F	Find Vi S S Ontact Hour	ew All F 08/18/2 rs	First 🛃 1 of 1 💽 Start/End Date 007 12/07/
Faculty assignments are linked to the meeting pattern. A different instructor may be assigned for each meeting pattern. Workload is tied to the instructor.	Meeting Pattern Facility ID H224 H 224 Instructors For I Assignment ID 800766339	Capacity 40 M Reeting Pattern VVorkload Na Horwitz,Ariella	Pat I MVVF Topic ID:	Mtg Start M 10:00AM Print Top Instr Prin	Itg End 10:50AM ree Forma ic On Trai uctor ole h Instr	M T M T M T M M M M M M M M M M M M M M	Indicat I U I U I U I U I I U I I I I I I I I	es the per m	number eeting p ind View A s s c s c t Hours ng APDB M ew All i	of instr attern. Star 3/18/2007	Cuctors
All instructors should be listed on the first meeting pattern with their workload completed. If instructors are assigned to additional meeting patterns, the Workload should indicate "Not Included" as it will already be counted in the first meeting pattern.	Instructors For Mo Assignment 1 10 800766339	eeting Pattern Workload <u>Name</u> Horwitz,Ariella C		Assign Type IFF	APDB De 114-AMS	<u>et ID</u> 3T	Customize	2 <u>Find</u> Vie Load Fa 100.	w All III <u>ctor</u> <u>Vorl</u> 0000 2	First 🛃 1	of 1 E Last Assignment FTE% 20.00



Access – displays levels of access to the grade roster:	Instructors For Mee	e ting Pattern Workload	Custor	<u>nize</u> <u>Find</u> ∨	ïew All 🛗 🛛 First 🔳
5	<u>ID</u>	<u>Name</u>	Instructor Role	<u>Print</u>	Access
Approve access allows the instructor to enter grades and approve the grade roster on the web and Post the grades after approval.	800766339	Horwitz,Ariella C	Prim Instr	V	Approve
Instructors with Grade ability only do not permit them to approve the grades or post them to the web—only the ability to assign a grade. It is up to the department which access to assign instructors. It is highly recommended that each instructor be given Approve access.					



Meetings Tab – Field Definitions

Field definitions and values on the **Meetings** tab:

Field	Field Definition	Valid Values
Class Sections		
APDB Mapping Values (Cls)	Link to reporting fields that calculate faculty workload using the course classification (CS) number and adjusted course credit units (CCU).	
Event ID	Assigned by the system upon saving for any class that has a facility assigned.	System assigned
Meeting Pattern		
Facility ID	Location of class	Example: MH-121, LH-304
Pat	Meeting Pattern	Examples, MWF, TTh
Contact	Not used at CSUF.	
Empl Rcd#	Used for reporting purposes. Relates job information to the instructor assignment class record.	
Job Code	The Instructor's job code as determined by Human Resources.	
APDB Dept ID	Used for APDB reporting to specify the Department of the instructor, from the Academic Organization Table.	
App Load	Check box indicating whether the assignment counts toward the instructor's Total Term FTE%.	
Work Load	System auto calculates default workload hours when you schedule classes based on the academic progress units or course component workload hours for the class.	
Auto Calc	Automatic calculation of workload.	
Assignment FTE%	View only – represents the particular assignment's weight based on the 100T weekly workload hours or the 10T OEE workload hours for the assignment type	
Room Characteristics	Not used at CSUF. Note: All room scheduling preferences are made in the "College Net Resource 25" system.	



Enrollment Controls

The **Enrollment Cntrl (Control)** page is the third page tab (page) displayed for the class. This page is used for the following tasks:

- Change the status of a class section
- Attach consent required
- Set the enrollment limit

For a list of field definitions displayed on the Enrollment Controls page, please refer to page 19 of this guide.





The Wait List Capacity field will be used at CSUF but is currently in the planning stage.

Basic Data Meeting	s Enr	ollment Cntri	<u>R</u> eserve Cap <u>N</u> otes	E <u>x</u> am	LMS Data	
Course ID: Academic Institution:	000222 CSU Full	erton	Course Offering Nbr	:	1	
Term:	Fall 2007		Undergrad			
Subject Area:	AMST		American Studies			
Catalog Nbr:	101		Intro American Cultu	re		
Enrollment Control					Find <u>View All</u>	First 🗹 1 of 5 🕨 <u>Last</u>
Session: Class Section:	1 01	Component:	Regular Academic Session Lecture	Class Nbr: Event ID:	10156 000011469	
Class Status:	Activ	е		Cancel C	lass	
Class Type:		Enrollment	Enrollment Status:	CI	osed	
Consent:		No Consent	Requested Room Capacit	y:	40 Total	
1st Auto Enroll Section	:		Enrollment Capacity:		40 0	
2nd Auto Enroll Section	1:		Wait List Capacity:		0	
Resection to Section:			Minimum Enrollment Nbr:			
🗹 Auto Enroll from W	/ait List		Cancel if Student Enrolled			

📳 Save

🔍 Return to Search 🛛 🔚 Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data



Viewing Enrollment Controls

ha tha Ola a Ot i							
field, "Active" is	Enroliment Control						<u>Find V</u>
selected in order for the	Session:	1		Regular.	Academic Session	Class Nbr:	10156
class to appear online in "Student Self-	Class Section:	01	Compon	ent: Lecture		Event ID:	00001
Service" and in the published <i>Schedule of</i>	Class Status:	Ac	tive			Cancel	Class
Classes. A class must	Class Type:		Enrollm	ent Enre	oliment Status:	с	losed
enrollment to occur.	Consent:		No Con	sent Req	uested Room Capac	itv:	40 To
	1st Auto Enroll Sect	ion:		Enr	ellment Canacitur	-	40
If it is desired to allow enrollment, but not to have a section appear in student self service or in the published <i>Schedule of Classes</i> , then "Active" is selected, but the Schedule Print checkbox is unselected on the Basic Data page. "Tentative" is selected only if there is a good possibility the class will not be offered. Tentative sections will not appear anywhere and students will not be allowed to enroll.					omnent capacity.		40
If students should be allowed to register only after receiving Department or Instructor approval, the "Dept Consent" in the	Course ID: Academic Institution: Term: Subject Area: Catalog Nbr: Enrollment Control	000303 CSU Fulle Fall 2007 AMST 499	erton	Cours Unde Ameri Indep	e Offering Nbr: rgrad ican Studies endent Study	1 <u>Find ⊻ie</u>	
selected. This field is	Session	1		Regular Academ	nic Session Class N	br: 10225	
not used for any other	Class Section:	01	Component:	Supervision	Event ID):	
type of registration restriction.	Class Status:	Active)		Cano	el Class	
	Class Type:		Enrollment	Enrollment	Status:	Closed	
	Consent:		Dept Cnsnt	Requested	Room Capacity:	5 TC	
	1st Auto Enroll Section	1:		Enrollment	Capacity:	5	
				Linvingit	sayawayı	5	



The Enrollment	Enroliment Control					Find	View All
maximum number of	Session:	1		Regular Academic Session	Class Nbr:	1019	56
students allowed to	Class Section:	01	Component:	Lecture	Event ID:	0000	011469
Note: This field	Class Status:	Active	е		Cancel C	lass	
defaults based on last	Class Type:		Enrollment	Enrollment Status:	CI	osed	
ince terrir data.	Consent:		No Consent	Requested Room Capacit	y:	40	Total
	1st Auto Enroll Section:			Enrollment Capacity:		40	0
	2nd Auto Enroll Section:			Wait List Capacity:			0



Enrollment Control Page – Field Definitions

Field definitions and values on the **Enrollment Control** tab:

Field	Field Definition	Valid Values
1 st Auto Enroll Section 2 nd Auto Enroll Section	Upon enrollment in the primary activity section, this feature will auto enroll the student in the	
	associated activity section.	
Requested Room	Not used at CSUF.	
Capacity		
Enrollment Capacity	Maximum enrollment of class, not to exceed	
	capacity of classroom.	
Waitlist Capacity	This field is currently not used (in planning	
	stage).	
Minimum Enrollment Nbr	Not used at CSUF.	
Resection to Section	Not used at CSUF.	
Auto Enroll from Waitlist	If the box is checked, this allows a wait listed	
	student to be automatically enrolled if space	
	becomes available.	
Cancel if Student Enrolled	Not used at CSUF.	



Class Notes

A class note is a note to students about a particular course or particular class sections. Class notes appear at the end of each subject in the published *"Schedule of Classes"* and are attached to each section in Student Self-Service.

For a list of field definitions displayed on the Notes page, please refer to page 22 of this guide.

	gs 🔰 <u>E</u> nrollment Cntr	Reserve Cap Notes Exam LMS Data
- ID		
Course ID:	000222	Course Offering Nbr:
Academic Institution:	CSU Fullerton	
Term:	Fall 2007	Undergrad
Subject Area:	AMST	American Studies
Catalog Nbr:	101	Intro American Culture
Class Sections		Find <u>View All</u> First 🖪 1 of 5 🕨 <u>Last</u>
Session:	1	Regular Academic Session Class Nbr: 10156
Class Section:	01 Compone	t: Lecture Event ID: 000011469
Class Notes		<u>Find</u> View All First 🖪 1 of 1 🕨 Last
Sequence Number:	1	
Print Location:	After	Even if Class Not in Schedule
Note Nbr:		
	Copy Note	
Free Format Text:		
	Clear Note	
Basic Data Meetings Er	Search TEPrevious in I	st HE Next in List EN Notify



Viewing Class Notes

If a note is meant to appear for each Class Section of a course, a Note Nbr is posted to each section individually.	Course ID: Academic Institution: Term: Subject Area: Catalog Nbr: Class Sections	000222 CSU Fullerton Fall 2007 AMST 101	Course Offering Nbr: 1 Undergrad American Studies Intro American Culture <u>Find View A</u>
	Session: Class Section: Class Notes	1 01 Component:	Regular Academic Session Class Nbr: 10156 : Lecture Event ID: 000011469
	Sequence Number: Print Location: Note Nbr: Free Format Text:	1 After Copy Note Clear Note	Even if Class Not in Schedule
Free Format Text notes are section specific and roll from term to term. This type of note does <u>not</u> update the Notes table and therefore will not be	Course ID: Academic Institution: Term: Subject Area: Catalog Nbr: Class Sections	000222 CSU Fullerton Fall 2007 AMST 101	Course Offering Nbr: 1 Undergrad American Studies Intro American Culture Find View A
assigned a permanent Note Nbr.	Session: Class Section: Class Notes Sequence Number:	1 01 Component: 1	Regular Academic Session Class Nbr: 10156 : Lecture Event ID: 000011469 <u>Find</u> View All
	Print Location:	Anter	



Class Notes – Field Definitions

Field definitions and values on the **Class Notes** tab:

Field	Field Definition	Valid Values
Sequence Number	System creates a class notes sequence number. This number determines the display order of the class notes for a section if there are multiple notes. You can override this number.	
Even if Class not in Schedule	Not used at CSUF.	
Print Location	Determines the printing position of the class note.	Before After
Note Nbr	The sequential number that is assigned to the Class Note.	
Free Format Text	Notes are section specific and roll from term to term. This type of note does not update the Notes table and therefore will not be assigned a permanent Note Nbr.	



Class Associations

The Class Associations component consists of three tabs:

- 1. Class Associations
- 2. Class Components
- 3. Class Requisites

Class Associations	Class <u>C</u> omponents	Class <u>R</u> equisites		
Course ID: Academic Institution:	003532 CSU Fullerton	Course	Offering Nbr:	1
Term:	Fall 2007	Underg	rad	
Subject Area:	EDEL	Elemer	ntary & Bilingual Ed	
Catalog Nbr:	429	Intgrtd	Curr Inst Ele Sch	Class Roll
Session:	1	Regula	r Academic Session	010001101
Class Associations			<u>Find View All</u> F	First 🗹 1 of 2 🕨 <u>Last</u>
Associated Class:	6			
Minimum Units:	3.00	Maximum Ur	its: 3.0	10
Academic Progress	Units: 3.00	FA Units:	3.0	10
Course Count:	1.00	Course Cont	act Hours:	
Billing Factor:	1.000	Instructor Ed	it: No C	hoice
Tuition Group:				
	Use B	lind Grading		
Class Associations Class	Search TE Previous in	List + Next in List	E Notify	

These pages are primarily viewed by department coordinators.

Class Associations compiles data from the catalog and may be used by the Scheduling Office for the following functions:

- Set variable unit courses to fixed units. (Contact the Scheduling Office if you require this type of change.)
- View the Grading Basis for a course.
- View Contact Hours, Associated Class, and Requisites.



Variable Unit Courses

When a course is created in the catalog as a variable unit course, the department coordinator must, at the time of schedule building, determine if a class will be offered as variable unit(s) or fixed unit(s). If it is determined that the class will be offered as a fixed unit class, the department coordinator must notify the Scheduling Office that changes are required.

To view this activity, navigate to the Adjust Class Associations component, displayed below.

Navigate to Adjust Class Associations

Step 1 Navigate to the "Adjust Class Associations" page: <u>Home > Curriculum</u> <u>Management > Adjust</u> <u>Class Associations</u>	Menu Search: >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Main Menu > Curriculum Manager Schedule of Class Maintain schedule of classes info Class Search View the schedule of class Update Sections of a Class View and update class se summary information for a course.	nent > SSES Firmation. ses. Maintain Schedule of Classes Add, view, and update schedule of classes data.	Adjust Class Associations Adjust units, change instructor edit views, and select blind grading option.
The Find an Existing Value page displays. To find a class for a particular semester, you must enter the following search criteria (at minimum): • Academic Institution • Term • Subject Area	Adjust Class Asso Enter any information y Find an Existing Val Academic Institution: Term: Subject Area: Catalog Nbr: Academic Career: Session: Course ID: Course Offering Nbr: Description: Case Sensitive Search Cleater	ciations you have and click Search Image: search Image: search Image: search Image: search	h. Leave fields blank for a lis	st of all values.



Step 2										
	Adjust Cl	lass A	Associ	ations						
Enter the Academic	Enter any ir	nforma	tion you	have an	d click Sear	h. Leave	e fields k	lank for a	list of all values.	
which stands for										
"Fullerton Campus".	Find an E	xistin	g Value							
• Entor the Acadomic										
• Enter the Academic Term.	Academic	Institu	tion: =	*	FLCM	P		Q		
• Entor the Subject	Term:		=	~	2077			Q		
Area and Catalog	Subject Ar	ea:	=	~	EDEL			Q		
Nbr (if known).	Catalog Nb	r:	be	ains wit	n 🗸					
Subject Area is the	Academic	Caree	r: =						~	
course prefix. For	Saccion	0								
and Bilingual	362510H.		-							
Education = EDEL.	Course ID:		90	egins Witi						
If you do not know the	Course Off	ering	Nbr: =	•	×					
"Term" code or "Subject	Description	n:	be	egins wit	h 🔽					
Area", click on the	Case Se	ensitiv	/e							
ICON for a list of valid										
Step 3	Search Re	esults	;							
				First 🗃 1-50 of 50						
Olicitation	View All								First ┥ 1-50 of 50 🕞 L	.ast
Click the			Subject	Catalog	Academic		Course	Course	First ┥ 1-50 of 50 🕨 L	.ast
Click the Search button.	View All Academic Institution	Term	<u>Subject</u> <u>Area</u>	<u>Catalog</u> <u>Nbr</u>	<u>Academic</u> <u>Career</u>	Session	Course ID	<u>Course</u> Offering Nbr	First I-50 of 50 F	.ast
Click the Search button. Note: If only the	VIEW All Academic Institution FLCMP	<u>Term</u>	Subject Area EDEL	Catalog Nbr X932	<mark>Academic</mark> Career Extd Ed	Session Special	Course ID 003474	<u>Course</u> Offering <u>Nbr</u> 1	First 1 -50 of 50 E L Description In-Service Topics Tchrs	.ast
Click the Search button. Note: If only the minimum fields are	VIEW All Academic Institution FLCMP FLCMP	Term 2077 2077	Subject Area EDEL EDEL	Catalog Nbr X932 X934	Academic Career Extd Ed Extd Ed	Session Special Special	Course ID 003474 003476	Course Offering Nbr 1 1	First	.ast
Click the Search button. Note: If only the minimum fields are entered, a list of all available classes within	Academic Institution FLCMP FLCMP FLCMP	Term 2077 2077 2077	Subject Area EDEL EDEL EDEL	Catalog Nbr 	Academic Career Extd Ed Extd Ed Extd Ed	Session Special Special Special	Course D 003474 003476 003477	Course Offering Nbr 1 1 1	First 1-50 of 50 L Description In-Service Topics Tchrs Online Topics-Educators I Online Topics-Educators II	.ast
Click the Search button. Note: If only the minimum fields are entered, a list of all available classes within the subject will display	Academic Institution FLCMP FLCMP FLCMP FLCMP	Term 2077 2077 2077 2077	Subject Area EDEL EDEL EDEL EDEL	Catalog Nbr X932 X934 X935 110	Academic Career Extd Ed Extd Ed Extd Ed Undergrad	Session Special Special Special Regular	Course D 003474 003476 003477 003719	Course Offering Nbr 1 1 1 2	First 1-50 of 50 L Description In-Service Topics Tchrs Online Topics-Educators I Online Topics-Educatrs II Teaching Exper:Exploratn	.ast
Click the Search button. Note: If only the minimum fields are entered, a list of all available classes within the subject will display.	Academic Institution FLCMP FLCMP FLCMP FLCMP FLCMP	Term 2077 2077 2077 2077 2077 2077 2077	Subject Area EDEL EDEL EDEL EDEL EDEL	Catalog Nbr X932 X934 X935 110 315	Academic Career Extd Ed Extd Ed Extd Ed Undergrad	Session Special Special Regular Regular	Course D 003474 003476 003477 003719 003526	Course Offering Nbr 1 1 1 2 2	First 1-50 of 50 L Description In-Service Topics Tchrs Online Topics-Educators I Online Topics-Educatrs II Teaching Exper:Exploratn Intro Elem Class Teach	ast
Click the Search button. Note: If only the minimum fields are entered, a list of all available classes within the subject will display.	Academic Institution FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP	2077 2077 2077 2077 2077 2077 2077	Subject Area EDEL EDEL EDEL EDEL EDEL EDEL	Catalog Nbr 2332 2934 2935 110 315 325	Academic Career Extd Ed Extd Ed Extd Ed Undergrad Undergrad	Session Special Special Special Regular Regular Regular	Course D 003474 003476 003477 003719 003526 003527	Course Offering <u>Nbr</u> 1 1 1 2 1 1 1	First 1-50 of 50 L L Description In-Service Topics Tchrs Online Topics-Educators I Online Topics-Educatrs II Teaching Exper:Exploratn Intro Elem Class Teach Cultural Pluralism El Sch	ast
Click the Search button. Note: If only the minimum fields are entered, a list of all available classes within the subject will display.	Academic Institution FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP	2077 2077 2077 2077 2077 2077 2077 2077	Subject Area EDEL EDEL EDEL EDEL EDEL EDEL	Catalog Nbr 2932 2934 2935 110 315 325 429	Academic Career Extd Ed Extd Ed Extd Ed Undergrad Undergrad Undergrad	Session Special Special Special Regular Regular First 7	Course D 003474 003476 003477 003719 003526 003527 003532	Course Offering Nbr 1 1 1 2 2 1 1 1 1 1	First 1-50 of 50 E L Description In-Service Topics Tchrs Online Topics-Educators I Online Topics-Educators II Teaching Exper:Exploratn Intro Elem Class Teach Cultural Pluralism EI Sch Intgrtd Curr Inst Ele Sch	.ast
Click the Search button. Note: If only the minimum fields are entered, a list of all available classes within the subject will display.	Academic Institution FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP	Term 2077 2077 2077 2077 2077 2077 2077 207	Subject Area EDEL EDEL EDEL EDEL EDEL EDEL EDEL EDE	Catalog Nbr 2932 2934 2935 110 315 325 429 429	Academic Career Extd Ed Extd Ed Undergrad Undergrad Undergrad Undergrad	Session Special Special Special Regular Regular First 7 Regular	Course D 003474 003476 003477 003719 003526 003527 003532 003532	Course Offering Nbr 1 1 1 2 2 1 1 1 1 1 1 1	First 1-50 of 50 E L Description In-Service Topics Tchrs Online Topics-Educators I Online Topics-Educators II Teaching Exper:Exploratn Intro Elem Class Teach Cultural Pluralism EI Sch Intgrtd Curr Inst Ele Sch Intgrtd Curr Inst Ele Sch	.ast
Click the Search button. Note: If only the minimum fields are entered, a list of all available classes within the subject will display.	Academic Institution FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP	2077 2077 2077 2077 2077 2077 2077 2077	Subject Area EDEL EDEL EDEL EDEL EDEL EDEL EDEL EDE	Catalog Nbr 2932 2934 2935 110 315 325 429 429	Academic Career Extd Ed Extd Ed Extd Ed Undergrad Undergrad Undergrad Undergrad	Session Special Special Regular Regular Regular First 7 Regular	Course D 003474 003476 003477 003719 003526 003527 003532 003532	Course Offering Nbr 1 1 1 2 2 1 1 1 1 1 1 1 1	First 1-50 of 50 E L Description In-Service Topics Tchrs Online Topics-Educators I Online Topics-Educators II Teaching Exper:Exploratn Intro Elem Class Teach Cultural Pluralism EI Sch Intgrtd Curr Inst Ele Sch Intgrtd Curr Inst Ele Sch	.ast
Click the Search button. Note: If only the minimum fields are entered, a list of all available classes within the subject will display.	Academic Institution FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP	2077 2077 2077 2077 2077 2077 2077 2077	Subject Area EDEL EDEL EDEL EDEL EDEL EDEL EDEL EDE	Catalog Nbr 2932 2934 2935 110 315 325 429 429	Academic Career Extd Ed Extd Ed Extd Ed Undergrad Undergrad Undergrad Undergrad	Session Special Special Regular Regular First 7 Regular	Course D 003474 003476 003477 003719 003526 003527 003532 003532	Course Offering Hbr 1 1 1 2 1 1 1 1 1 1	First 1.50 of 50 L Description In-Service Topics Tchrs Online Topics-Educators I Online Topics-Educators II Teaching Exper:Exploratn Intro Elem Class Teach Cultural Pluralism El Sch Intgrtd Curr Inst Ele Sch Intgrtd Curr Inst Ele Sch	.ast
Click the Search button. Note: If only the minimum fields are entered, a list of all available classes within the subject will display.	Academic Institution FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP	2077 2077 2077 2077 2077 2077 2077 2077	Subject Area EDEL EDEL EDEL EDEL EDEL EDEL EDEL	Catalog Nbr 2932 2934 2935 110 315 325 429 429	Academic Career Extd Ed Extd Ed Extd Ed Undergrad Undergrad Undergrad Undergrad	Session Special Special Regular Regular First 7 Regular	Course D 003474 003476 003477 003719 003526 003527 003532 003532	Course	First 1-50 of 50 L Description In-Service Topics Tchrs Online Topics-Educators I Online Topics-Educatrs II Teaching Exper:Explorath Intro Elem Class Teach Cultural Pluralism El Sch Intgrtd Curr Inst Ele Sch Intgrtd Curr Inst Ele Sch Intgrtd Curr Inst Ele Sch	Last
Click the Search button. Note: If only the minimum fields are entered, a list of all available classes within the subject will display. Step 4 Click on the name of the class you would like to viou	Academic Institution FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP	2077 2077 2077 2077 2077 2077 2077 2077	Subject Area EDEL EDEL EDEL EDEL EDEL EDEL EDEL EDE	Catalog Nbr 2332 2334 2935 110 315 325 429 429 429 429 Nbr	Academic Career Extd Ed Extd Ed Extd Ed Undergrad Undergrad Undergrad Undergrad	Session Special Special Special Regular Regular First 7 Regular	Course D 003474 003476 003477 003526 003527 003532 003532	Course Offering Nbr 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	First 1-50 of 50 L Description In-Service Topics Tchrs Online Topics-Educators I Online Topics-Educators I Online Topics-Educatrs II Teaching Exper:Exploratn Intro Elem Class Teach Cultural Pluralism El Sch Intgrtd Curr Inst Ele Sch Intgrtd Curr Inst Ele Sch First 1-50 of 50 I I Description	Last
Click the Search button. Note: If only the minimum fields are entered, a list of all available classes within the subject will display. Step 4 Click on the name of the class you would like to view.	Academic Institution FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP View All Academic Institution	2077 2077 2077 2077 2077 2077 2077 2077	Subject Area EDEL EDEL EDEL EDEL EDEL EDEL EDEL EDE	Catalog Nbr 2932 2934 2935 110 315 325 429 429 429 429	Academic Career Extd Ed Extd Ed Extd Ed Undergrad Undergrad Undergrad Undergrad Undergrad	Session Special Special Regular Regular First 7 Regular	Course D 003474 003476 003477 003719 003526 003527 003532 003532	Course Offering Nbr 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	First 1-50 of 50 L Description In-Service Topics Tchrs Online Topics-Educators I Online Topics-Educators I Online Topics-Educators II Teaching Exper:Exploratn Intro Elem Class Teach Cultural Pluralism El Sch Intgrtd Curr Inst Ele Sch Intgrtd Curr In	Last
Click the Search button. Note: If only the minimum fields are entered, a list of all available classes within the subject will display. Step 4 Click on the name of the class you would like to view.	Academic Institution FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP	2077 2077 2077 2077 2077 2077 2077 2077	Subject Area EDEL EDEL EDEL EDEL EDEL EDEL EDEL EDE	Catalog Nbr 2932 2934 2935 110 315 325 429 429 429 429 429	Academic Career Extd Ed Extd Ed Extd Ed Undergrad Undergrad Undergrad Undergrad Undergrad	Session Special Special Regular Regular First 7 Regular Session	Course D 003474 003476 003477 003719 003526 003527 003532 003532 003532	Course Offering Nbr 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	First 1-50 of 50 L Description In-Service Topics Tchrs Online Topics-Educators I Online Topics-Educators I Online Topics-Educators I Teaching Exper:Explorath Intro Elem Class Teach Cultural Pluralism El Sch Intgrtd Curr Inst Ele Sch Intgrtd Curr Inst Ele Sch Pescription Description In-Service Topics Tchrs Online Topics Feducate	Last
Click the Search button. Note: If only the minimum fields are entered, a list of all available classes within the subject will display. Step 4 Click on the name of the class you would like to view.	Academic Institution FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP	2077 2077 2077 2077 2077 2077 2077 2077	Subject Area EDEL EDEL EDEL EDEL EDEL EDEL EDEL EDE	Catalog Nbr 2,932 2,934 2,935 110 315 325 429 429 429 429 429 429 429 429 429 429	Academic Career Extd Ed Extd Ed Extd Ed Undergrad Undergrad Undergrad Undergrad Undergrad Undergrad Extd Ed Extd Ed Extd Ed	Session Special Special Special Regular Regular First 7 Regular Session Special Special	Course D 003474 003476 003477 003719 003526 003527 003532 003532 003532	Course Offering Nbr 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	First 1-50 of 50 L Description In-Service Topics Tchrs Online Topics-Educators I Online Topics-Educators I Interce Elem Class Teach Cultural Pluralism El Sch Intertd Curr Inst Ele Sch Intertd Curr	Last
Click the Search button. Note: If only the minimum fields are entered, a list of all available classes within the subject will display. Step 4 Click on the name of the class you would like to view.	Academic Institution FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP	2077 2077 2077 2077 2077 2077 2077 2077	Subject Area EDEL EDEL EDEL EDEL EDEL EDEL EDEL Subject Area EDEL EDEL EDEL	Catalog Nbr 2,932 2,934 2,935 110 315 325 429 429 429 429 429 429 429 429 429 429	Academic Career Extd Ed Extd Ed Extd Ed Undergrad Undergrad Undergrad Undergrad Undergrad Same Extd Ed Extd Ed Extd Ed	Session Special Special Regular Regular First 7 Regular Session Special Special Special	Course D03474 003476 003477 003719 003526 003527 003532 003532 003532 003532 003532 003532	Course Offering Nbr 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	First	Last
Click the Search button. Note: If only the minimum fields are entered, a list of all available classes within the subject will display. Step 4 Click on the name of the class you would like to view.	Academic Institution FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP	2077 2077 2077 2077 2077 2077 2077 2077	Subject Area EDEL EDEL EDEL EDEL EDEL EDEL EDEL EDE	Catalog Nbr 2,932 2,934 315 315 325 429 429 429 429 429 429 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Academic Career Extd Ed Extd Ed Extd Ed Undergrad Undergrad Undergrad Undergrad Undergrad Extd Ed Extd Ed Extd Ed	Session Special Special Regular Regular First 7 Regular Session Special Special Special Regular	Course D 003474 003476 003477 003719 003526 003527 003532 003532 003532 003532 003532 003477 003476 003476 003477 003719 003555	Course Offering Nbr 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	First 1-50 of 50 ► L Description In-Service Topics Tchrs Online Topics-Educators I Online Topics-Educators I Online Topics-Educators II Teaching Exper:Exploratn Intro Elem Class Teach Cultural Pluralism El Sch Intgrtd Curr Inst Ele Sch Integrtd Curr Inst Ele Sch Integrtd Curr Inst Ele Sch Integrtd Cu	Last
Click the Search button. Note: If only the minimum fields are entered, a list of all available classes within the subject will display. Step 4 Click on the name of the class you would like to view.	Academic Institution FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP	2077 2077 2077 2077 2077 2077 2077 2077	Subject Area EDEL EDEL EDEL EDEL EDEL EDEL EDEL EDE	Catalog Nbr 2X932 2X934 2X935 110 315 325 429 429 429 429 429 429 429 429 429 429	Academic Career Extd Ed Extd Ed Extd Ed Undergrad Undergrad Undergrad Undergrad Extd Ed Extd Ed Extd Ed Extd Ed Extd Ed	Session Special Special Regular Regular First 7 Regular Session Special Special Special Regular	Course D 003474 003476 003477 003719 003526 003527 003532 003532 003532 003532 003532 003532 003532 003532	Course Offering Nbr 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	First 1-50 of 50 ► L Description In-Service Topics Tchrs Online Topics-Educators I Online Topics-Educators I Online Topics-Educators I Teaching Exper:Explorath Intro Elem Class Teach Cultural Pluralism El Sch Intgrtd Curr Inst Ele Sch Intro Elem Cla	Last
Click the Search button. Note: If only the minimum fields are entered, a list of all available classes within the subject will display. Step 4 Click on the name of the class you would like to view.	Academic Institution FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP FLCMP	2077 2077 2077 2077 2077 2077 2077 2077	Subject Area EDEL EDEL EDEL EDEL EDEL EDEL EDEL EDE	Catalog Nbr 2,932 2,934 2,935 110 315 325 429 429 429 429 429 429 429 429 429 429	Academic Career Extd Ed Extd Ed Extd Ed Undergrad Undergrad Undergrad Undergrad Extd Ed Extd Ed Extd Ed Extd Ed Extd Ed Undergrad	Session Special Special Regular Regular First 7 Regular Session Special Special Special Regular Regular	Course D 003474 003476 003477 003719 003526 003527 003532 003532 003532 003532 003532 003532 003532 003532 003532	Course Offering Nbr 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	First 1-50 of 50 L Description In-Service Topics Tchrs Online Topics-Educators I Online Topics-Educators I Online Topics-Educators I Teaching Exper:Exploratn Intro Elem Class Teach Cultural Pluralism EI Sch Intgrtd Curr Inst Ele Sch Intgrtd Curr Ins	Last
Click the Search button. Note: If only the minimum fields are entered, a list of all available classes within the subject will display. Step 4 Click on the name of the class you would like to view.	Academic Institution FLCMP	2077 2077 2077 2077 2077 2077 2077 2077	Subject Area EDEL EDEL EDEL EDEL EDEL EDEL EDEL EDE	Catalog Nbr 2,932 2,934 2,935 110 315 325 429 429 429 429 429 429 429 429 429 429	Academic Career Extd Ed Extd Ed Extd Ed Undergrad Undergrad Undergrad Undergrad Undergrad Extd Ed Extd Ed Extd Ed Extd Ed Undergrad	Session Special Special Special Regular Regular First 7 Regular Special Special Special Special Regular Regular Regular	Course D 003474 003476 003477 003526 003527 003532 003532 003532 003474 003474 003474 003477 003526 003526 003527 003522	Course Offering Nbr 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	First 1-50 of 50 ► L Description In-Service Topics Tchrs Online Topics-Educators I Online Topics-Educators I Teaching Exper:Explorath Intro Elem Class Teach Cultural Pluralism El Sch Intortd Curr Inst Ele Sch Intartd Curr Inst Ele Sch Intartd Curr Inst Ele Sch Interto Topics-Educators I Online Topics-Educators I Intert Class Teach Cultural Pluralism El Sch Interto Curr Inst Ele Sch Interto Curr Inst Ele Sch Interto Curr Inst Ele Sch	Last



Class Associations Tab

The first page under **Class Associations** is accessed through the **Class Associations** tab.

Class Associations	Class <u>C</u> omponents	Class <u>R</u> equisites							
Course ID: Academic Institution:	003532 CSU Fullerton	Course Offer	ring Nbr: 1						
Term:	Fall 2007	Undergrad							
Subject Area:	EDEL	Elementary 8	& Bilingual Ed						
Catalog Nbr:	429	Intgrtd Curr Ir	nst Ele Sch Class Roll						
Session:	1	Regular Acad	demic Session						
Class Associations		Ĩ	Find View All First 🗹 1 of 2 🕨 Last						
Associated Class:	6								
Minimum Units:	3.00	Maximum Units:	3.00						
Academic Progress U	Jnits: 3.00	FA Units:	3.00						
Course Count:	1.00	Course Contact Ho	ours:						
Billing Factor:	1.000	Instructor Edit:	No Choice						
Tuition Group:									
Use Blind Grading									
Save Return to Search + Previous in List + Next in List Notify									



Viewing Class Associations Tab

The minimum units											
and the maximum	Class Associations		<u>Find</u>	<u>View All</u> First [™] 1 of 2 [™] Last							
same unless it is a	Associated Class:	6									
variable credit class.	Minimum Units:	3.00	Maximum Units:	3.00							
The Scheduling Office	Academic Progress Units:	3.00	FA Units:	3.00							
only people who can	Course Count:	1.00	Course Contact Hours	:							
change these fields for	Billing Factor:	1.000	Instructor Edit:	No Choice							
courses. A request	Tuition Group:										
may be made to	Use Blind Grading										
change the section to											
If a class is a Credit by	Class Associations		<u>Find</u>	<u>View All</u> First							
Examination, the FA	Associated Class:	6									
0.00 as this will not	Minimum Units:	3.00	Maximum Units:	3.00							
count towards financial	Academic Progress Units:	3.00	FA Units:	3.00							
other classes, the FA	Course Count:	1.00	Course Contact Hours	s:							
Units will mirror the	Billing Factor:	1.000	Instructor Edit:	No Choice							
graduate supervision	Tuition Group:										
classes, the FA Units		Use Blind (Grading								
equal 1.5 multiplied by the fixed unit value of											
the section.											
The Instructor Edit	Class Associations		Find	View All First 💶 1 of 2 ▶ Last							
field will always display "No Choice."	Associated Class:	6									
meaning that a student	Minimum Units:	3.00	Maximum Units:	3.00							
does not get to choose	Academic Progress Units:	3.00	FA Units:	3.00							
is.	Course Count:	1.00	Course Contact Hours	3:							
	Billing Factor:	1.000	Instructor Edit:	No Choice							
	Tuition Group:										
		Use Blind (Grading								



Class Components Tab

The second page under Class Associations is accessed by clicking on the Class Components tab.

The **Class Components** page indicates the **Grading Basis** for the section as well as the **Graded Component**. This is especially important when a course has multiple components (activity types/learning methods).

Class <u>A</u> ssociations	Class Components	Class <u>R</u> equisites	
L		-	
Course ID:	003532	Course Offering Nbr:	1
Academic Institution:	CSU Fullerton		
Term:	Fall 2007	Undergrad	
Subject Area:	EDEL	Elementary & Bilingual Ed	
Catalog Nbr:	429	Intgrtd Curr Inst Ele Sch	
Session:	1	Regular Academic Sessior	1
Class Association Cor	nponents		Find <u>View All</u> First 🕙 1 of 2 🕨 <u>Last</u>
Associated Class:	б		
Condina Donio	-		
Grading Basis:	CNC C	redit / No Credit	
Graded Component:	Lecture	Grade Roster Print:	Component
Requirement Designa	ition:	Primary Component:	LEC
Class Components		Customize Find View	v All 🛗 🛛 First 🗹 1 of 1 🕩 Last
Course Component Cont	act <u>Optional</u>	Workload Hours Final Exam	Auto Create
Lecture	1.000	1.00 Yes	
🗐 Save 🛛 🚨 Return to	Search + Previous in	List + Next in List Notify	

Class Associations | Class Components | Class Requisites



Viewing Class Components Tab

Grading Basis – determines how the class is being graded.	Course ID: Academic Institution: Term: Subject Area: Catalog Nbr: Session: Class Association Cor	003532 CSU Fullerton Fall 2007 EDEL 429 1 nponents	Cou Una Elei Intg Re <u>c</u>	rse Offering Nbr: dergrad mentary & Bilingual Ed rtd Curr Inst Ele Sch gular Academic Session	1 <u>Find ⊻i</u>
	Grading Basis:	b CNC	Credit / No Credit		
	Graded Component:	Lecture	Grade	Roster Print:	Ct
Graded Component – displays which of the components is graded. Note: Typically, if a class offers a "Lecture", this is the graded component.	Course ID: Academic Institution: Term: Subject Area: Catalog Nbr: Session: Class Association Cor	003532 CSU Fullerton Fall 2007 EDEL 429 1	Cou Una Elei Intg Re <u>c</u>	rse Offering Nbr: dergrad mentary & Bilingual Ed rtd Curr Inst Ele Sch gular Academic Session	1
	Associated Class:	nponents 6			<u>Find Vi</u>
	Grading Basis:	CNC	Credit / No Credit		
	Graded Component:	Lecture	Srade	Roster Print:	Co
If there is more than one section of the class being offered, you can move back and forth between/among class sections by clicking on the left and right arrow buttons, or you can click on the <u>View</u> <u>All</u> link to view all sections of the class vertically down the page.	Course ID:003Academic Institution:CSUTerm:FallSubject Area:EDECatalog Nbr:429Session:1Class Association ComponentAssociated Class:Grading Basis:Graded Component:Requirement Designation:Class ComponentClass ComponentCourseCourseCourseCourseCourseLecture1.0	532 J Fullerton 2007 EL 6 CNC Credit / No C Lecture 0 0	Course Offering Nbr: Undergrad Elementary & Bilingual E Intgrtd Curr Inst Ele Sch Regular Academic Sessi aredit Grade Roster Print: Primary Component: Custonize Find V id Hours Final Exam 1.00 Yes	1 ion <u>Find View All</u> First 1 o Component LEC iew All	f 2 D <u>Last</u> Last eate



An additional feature of the Class Associations page is that for courses with multiple components (activity types/learning method) you are able to view the class associations – which class sections	Class <u>Association</u> Course ID: Academic Institut Term: Subject Area: Catalog Nbr: Session: Class Association	ass <u>R</u> equisites Cour Unde Cher Gene Regu	1 Dd I View All	- First 🖪 .				
together.	Associated Clas	s: 1				<u></u>		
As with CHEM 120A, a	Grading Basis:	U	JOP Under	rgraduate Student				
Lab, and Activity would	Graded Compon	ent: L	ecture	Grade I	Roster Pr	int:	Componen	t
need to be associated	Requirement De	signation:		Primar	y Compoi	nent:		1
Multiple rows will	Course Component	<u>Contact</u>	<u>Optional</u> W	Vorkload Hours Final Exam			First 🗠	<u>Auto (</u>
appear in the Course	Activity	2.000		1.30	Yes			[
Components area, one for Activity, Laboratory,	Laboratory	3.000		1.30	Yes			[
and Lecture.	Lecture	3.000		3.00	Yes			[
The Contact column represents how many 50-minute contact hours must be scheduled for each course component type.	Class Compone Course Component Activity Laboratory	nts <u>Contact</u> 2.000 3.000 3.000	Optional	Workload H	ours 1.30 1.30	<u>Customize Fin Final Exam</u> Yes Yes		
	Lecture	3.000			3.00	res		
The Workload Hours are used in computing faculty load.	The Workload Hours re used in computing aculty load.		<u>Optional</u>	Workload He	ours	<u>Customize Fi</u> <u>Final Exam</u>		
	Activity	2.000			1.30	Yes		
	Laboratory	3.000			1.30	Yes		
	Lecture	3.000			3.00	Yes		



Grade Roster Print will		Class Co	mnonente	Clace Roquis	eitae					
always default to "Component."	Course ID:	001616	inponenta	oldoo <u>R</u> edai	Course Offering Nbr:	1				
	Academic Institution:	CSUE	, illerton		couldo choning har					
	Term [.]	Eall 200	77	Lindorgrad						
	Subject Area				Chamicty and Biochamic	tru				
	Sabject Area. Catalog Mbr:				Chemistry and Blochemis	u y				
	Catalog NDL Catalog NDL	TZUA			General Chemistry					
	Session:	1			Regular Academic Sessio	n				
	Class Association Cor	nponents				<u>Find View All</u> Fi				
	Associated Class:		1							
	Grading Basis:		UOP I	Undergraduate S	Student Option					
	Graded Component:		Lecture	<	Grade Roster Print:	Component				
	Requirement Designa	ation:		Primary Component: LEC						
	Class Components				Customize Find View	🖌 All 📶 💦 First 🗹 🗸				
	Course Component Cont	act.	<u>Optional</u>	Workload Ho	ours <u>Final Exam</u>					
	Activity	2.000			1.30 Yes					
	Laboratory	3.000			1.30 Yes					
	Lecture	3.000			3.00 Yes					



Class Requisites Tab

The third page under Adjust Class Association is **Class Requisites** and is accessed by clicking on the Class Requisites tab.

The Class Requisites page allows users to view the requisites that are attached to a class. Requisites are coded at the Catalog level and roll to each class section automatically. Requisites shown on this page are enforced during registration.

Class <u>A</u> ssociations	Class <u>C</u> omponents	Class Requisites									
Course ID:	014935	Cour	se Offering Nbr:	1							
Academic Institution:	CSU Fullerton		g								
Term:	Fall 2008	Und	ergrad								
Subject Area:	THTR	Thea	atre								
Catalog Nbr:	141B	Voice/Mvmt for Stage I									
Session:	1	Regular Academic Session									
Catalog Requisite											
		,									
Requirement Group	: 000121	Detail THTR 1	41A								
Long Description:	THTR 141A is a	prereguisite and must l	be passed with a minim	num grade 🔺							
	of C.	· ·	•								
Class Association Req	uisites		<u>Find View All</u>	First 🕙 1 of 2 🕨 <u>Last</u>							
Associated Class:	1	I Also	Use Catalog Requisite	1							
Associated elass.			· ·								
Requirement Group		<u>Detail</u>									
Long Description:				A							
	ļ			v							
Save Return to	Search 🔄 Notify										



A Requirement Group will appear, if applicable. There may be Catalog Requisites such as in	Catalog Requisite Requirement Group: Long Description:	000121 THTR 141A is of C.	Detail a prerequisite	THTR 141A and must be passed with a minim	um grade
the example to the right.	Class Association Requisi	tes		Find <u>View All</u>	First 🚺 1 of 2 🕨 Last
There may also be Class Association Requisites, which are special requirements at	Associated Class: Requirement Group: Long Description:		<u>Detail</u>	I≌ Also Use Catalog Requisite	
special requirements at the section level only. When a requisite for the section level exists, the		,			
Catalog requisite may also be enforced, indicated by the checked or unchecked Also Use Catalog Requisite box.					



Viewing Sections of a Class

The **Update Sections of a Class** link provides the ability to view information about all the sections of a single class on one screen.

page: <u>Home > Curriculum</u> <u>Management ></u> <u>Schedule of Classes ></u> <u>Update Sections of a</u> <u>Class</u>	Schedule of Classes Class Search Maintain Schedule of Classes Adjust Class Associations Update Sections of a Class Combined Sections Dynamic Dates Facility and Event Information Class Roster Instructor/Advisor Information Set Up SACR	View the sched Update Section View and updat summary inform course.	Lule of classes.	Maintain Schedule of Classes Add, view, and update schedule of classes data.	Adjust Class Associations Adjust units, change instructor edit views, and select blind grading option.
The Find an Existing Value page displays. To find a class for a particular semester, you must enter the following search criteria (at minimum): • Academic Institution • Term • Subject Area	Jpdate Sections of Enter any information y Find an Existing Value Academic Institution: Term: Subject Area: Catalog Nbr: Academic Career: Campus: Description: Course ID: Course Offering Nbr: Course Offering Nbr: Case Sensitive	of a Class ou have and click = begins with begins with begins with click = click = click = click = click begins with click	Search. Les	ave fields blank for a list	of all values.



Step 2	Find a	n Existi	ing Val	ue									
• Enter the Academic	_				_		_						
Institution = FLCMP,	Academ	ic Instit	tution:	= 🛩	F	LCMP			Q				
"Fullerton Campus".	Term:				2	077			0				
Enter the Academic	Subject	Area:		- ~	С	HEM			0				
Term.	Catalog	Nbr:		begins wit	th 🔽 1:	20A							
Enter the Subject	Academ	ic Care	er:	=	~					*			
Area and Catalog Number	Campus	:		begins wit	th 🔽				Q				
Notes:	Descript	ion:		begins wit	th 🔽								
Subject Area is the	Course	D:		begins wit	th 🔽				0				
course prefix. For	Course	Offering	g Nbr:	-	~				0				
example, Chemistry =	Case	Sensit	ive										
used Catalog Nbr=120A	Searc	h _	Clear	Basic	<u>Search</u>	🗏 <u>Sav</u>	<u>/e Sear</u>	<u>ch C</u>	<u>riteria</u>				
If you do not know the "Term" code or "Subject Area", click on the icon for a list of valid values.													
When all search criteria has been entered, click the Search button.													
The Undate Sections													
of a Class page	Update S	ections	of a C	lass									
displays.	Course ID:		001615		Co	ourse Offerin	g Nbr:		1				
	Academic inst Term:	tution:	Fall 2007	ton	Ur	ndergrad							
	Subject Area: Catalog Nbr:		CHEM 120A		Cr Ge	nemistry and eneral Chemi	Biochemisti istry	ry					
	Class Section	S Class Er	nrollment Lim	its					<u>Customize</u> <u>Fi</u>	nd <u>View All</u>	📒 🛛 First 🗹 1-	8 of 27 🗗 L	.ast
	Session	Section (<u>Class Nbr</u>	<u>Component</u>	Enrollment	t <u>Class</u>	Class Stat	<u>Assoc</u>	<u>Auto Enri 1</u>	Auto Enri 2	Resection 0	<u>Consent</u>	Schd Brint
	Regular	01 1	11329	Lecture	Closed	E	A		1 02	03	<u>ا</u>	4	
	Regular	02 3	31329	Activity	Closed	N	A		1		N	1	
	Regular	03 6	51329	Laboratory	Closed	N	A		1		N	1	
	Regular	04 1	11330	Lecture	Closed	Е	А		4 05	06	N	1	
	Regular	05 3	31330	Activity	Closed	N	A		4		N	1	
	Regular	06 6	51330	Laboratory	Closed	N	А		4		N	1	
	Regular	07 1	11331	Lecture	Closed	E	A		7 08	09	N	1	
	Regular	08 3	31331	Activity	Closed	Ν	А		7		١	1	



Class Status

The first tab under Class Sections is Class Status.

Update Sections of a Class

Course ID: Academic Inst	itution:	001615 CSU Fuller	ton	Cou		1						
Term:		Fall 2007		Und	ergrad							
Subject Area:	ect Area: CHEM Chemistry and Biochemistry											
Catalog Nbr:	Catalog Nbr: 120A G					istry						
Class Section	•							<u>Customize</u> Fi	nd <u>View All</u>	🖩 🛛 🖬 🖬	1-8 of 27 🕨	<u>Last</u>
Class Status	s Class	Enrollment Lim	its									
Session	Section	<u>Class Nbr</u>	<u>Component</u>	Enrollment Status	<u>Class</u> <u>Type</u>	<u>Class</u> <u>Stat</u>	<u>Assoc</u>	<u>Auto Enri 1</u>	<u>Auto Enri 2</u>	Resection	<u>Consent</u>	<u>Schd</u> <u>Print</u>
Regular	01	11329	Lecture	Closed	E	А		1 02	03		N	K
Regular	02	31329	Activity	Closed	N	А		1			N	
Regular	03	51329	Laboratory	Closed	N	А		1			N	
Regular	04	11330	Lecture	Closed	E	А		4 05	06		Ν	V
Regular	05	31330	Activity	Closed	N	А		4			N	V
Regular	06	51330	Laboratory	Closed	N	А		4			N	
Regular	07	11331	Lecture	Closed	E	А		7 08	09		Ν	
Regular	08	31331	Activity	Closed	Ν	А		7			Ν	<

The table on the following page will show how section information is displayed using two examples of a "Multi-Component Course" and a "Single-Component Course".



Section Information for a Multi- Component Course	Course ID: Academic Ins Term: Subject Area: Catalog Nbr:	titution:	001615 CSU Fuller Fall 2007 CHEM 120A	rton	Cou Und Che Gen	r se Offerin ergrad mistry and eral Chem	g Nbr: Biochemis istry	Whe clas enro ass	When a student enrolls in the class they are automatically enrolled in all 3 components associated with the course.		
Example: Chemistry 120A Using CHEM 120A as an example, a course which has multiple components (lecture, activity, lab), all section information is summarized in one place.	Class Section Class Statu Session Regular Regular Regular Regular Regular Regular Regular Regular	s Class Section 01 02 03 04 05 06 07 08	Enrollment Lin 11329 31329 51329 11330 31330 51330 11331 31331	its Component Lecture Activity Laboratory Lecture Activity Laboratory Lecture Activity	Enrollment Status Closed Closed Closed Close Close Close Close Closed Closed	E N E ns 1-3 belic class ass E N	Class Stat A A A A A ong to the ociation. A A	Assoc	Customix Auto Enrl 1 02 4 05 4 7 08 7	nd <u>View All</u> Auto Enrl 2 03 06 09	
Section Information for a Single- Component Course Example: English 101	Course ID: Academic Ins Term: Subject Area Catalog Nbr:	stitution: :	004862 CSU Fulle Fall 2007 ENGL 101	rton	Course Offering Nbr: Undergrad English Beginning College Writing						
Using ENGL 101 as an example, a course which only has a single component (discussion), all available class sections are summarized in one place. To view more sections of the course, use the scroll arrows	Class Section Class Statu Session Regular Regular Regular Regular Regular Regular Regular Regular	ns Class Section 01 03 04 05 06 07 08 09	Enrollment Lir Class Nbr 12935 12937 12938 12939 12940 12940 12941 12942 12942 12943	nits Component Discussion Discussion Discussion Discussion Discussion Discussion Discussion	Enrollment Status Closed Closed Closed Closed Closed Closed Closed Closed	Class Type E E E E E E E E E	Class Stat A A A A A A A A A A A	Assoc	Customize F Auto Enrl 1 1 3 4 5 6 7 8 9	ind <u>View All</u> #	



Class Enrollment Limits

The second tab under Class Sections is Class Enrollment Limits.

Update Sections of a Class

Course ID: Academic Institut Term: Subject Area: Catalog Nbr:	004 tion: CSU Fall ENG 101	862 J Fullerton 2007 GL		Course Offering Undergrad English Beginning Colle) Nbr: ge Writing	1		
Class Sections		1	<u>Custo</u>	<u>nize Find \</u>	view All 🛗	<u>First</u> 🖪 9-16	6 of 61 <mark>▶</mark> <u>Last</u>	
Session	Section	Class Nbr	<u>Component</u>	Enrl Cap	Enrl Tot	Wait Cap	<u>Wait Tot</u>	<u>Min Enrl</u>
Regular	10	12944	Discussion	27				
Regular	11	12945	Discussion	27				
Regular	12	12946	Discussion	20				
Regular	13	20042	Discussion	27				
Regular	14	12948	Discussion	27				
Regular	15	12949	Discussion	23				
Regular	16	12950	Discussion	27				
Regular	17	12951	Discussion	27				



Demonstrates Class Enrollment Limits

Here are two examples showing enrollment caps. The first example, Chemistry 120A, is a multiple-component course and the second example, English 101, is a single component course.

	Update Sections of a Class						
Enrollment Cap Information for a Multi-Component Course <u>Example:</u> <u>Chemistry 120A</u>	Course ID: Academic Institution: Term: Subject Area: Catalog Nbr:		01615 SU Fullerton all 2007 HEM 20A		Course Offering Undergrad Chemistry and B General Chemis	Nbr: liochemistry try	
	Class Sections			<u>Customize Find 🕅</u>			
	Class Status	Class Enr	ollment Limits				
	Session	Section	<u>Class Nbr</u>	Component	Enrl Cap	<u>inri Tot</u>	
	Regular	01	11329	Lecture	24		
	Regular	02	31329	Activity	24		
	Regular	03	51329	Laboratory	24		
	Regular	04	11330	Lecture	23		
	Regular	05	31330	Activity	23		
	Regular	06	51330	Laboratory	23		
	Regular	07	11331	Lecture	24		
	Regular	08	31331	Activity	24		
	Regular	09	51331	Laboratory	24		
Enrollment Cap information for a Single-Component Course Example: English 101	Update Sec Course ID: Academic Institu Term: Subject Area: Catalog Nbr:	ections of a Class 004862 itution: CSU Fullerton Fall 2007 ENGL 101		Course Offering Nbr: Undergrad English Beginning College Writing			
	Class Sections	s Sections			<u>Custo</u>	o <u>mize Find</u> <u>V</u>	
		Class Chi	Class Nbr	Compensat	Epri Can	Engl Tet	
	Begular	01		Discussion	20		
	Regular	02	12830	Discussion	20		
	Regular	03	12937	Discussion	27		
	Regular	04	12938	Discussion	27		
	Regular	05	12939	Discussion	27		
	Regular	06	12940	Discussion	25		
	Regular	07	12941	Discussion	27		
	Regular	08	12942	Discussion	27		



Class Search

The **Class Search** function allows users to search for any scheduled class for a specified term. The **Class Search** function is not tied to any user security and he/she may view class information for any department.

Step 1 Navigate to the "Class Search" page: <u>Home > Curriculum</u> <u>Management > Schedule</u> of Classes > <u>Class Search</u>	Menu Search: Search: Search: Self Service CSUF HR Self Service Campus Community Curriculum Management Course Catalog Schedule of Classes - Class Search Maintain Schedule of Classes - Adjust Class Associations - Update Sections of a Class	
Step 2 Use the drop-down menu to select the Term for the class in which you are searching.	Class Search Select an institution, term and search method. Click GO to continue. Institution Term Fall 1959 Fall 1959 Fall 2004 Fall 2004 Fall 2004 Fall 2005 Fall 2006 Fall 2008 Fall 2009 Intersession 1973 Intersession 1973 Intersession 1975 Intersession 1976 Intersession 1977	
Step 3 Click	Class Search Select an institution, term and search method. Click GO to continue. Institution CSU Fullerton Fall 2007 G G G G G G G G G C C C C C C C C C C	



The Search for Classes	Class Search Search for Classes						
Enter at least 2 search							
criteria to narrow down your search results.	Select at least 2 search criteria. Click Search to view your search results.						
Note: Selecting a Course	CSU Fullerton Fall 2007						
Subject and Course	Class Search Criteria						
number will provide results that best match	Course Subject						
your search criteria.	Course Number is exactly						
	Course Career						
	Show Open Classes Only						
	Show Open Entry/Exit Classes Only						
	Use Additional Search Criteria to narrow your search results.						
	Additional Search Criteria						
	CHANGE INSTITUTION OF TERM CLEAR OF TERMS						
Stop 4							
<u>Step 4</u>	Class Search Criteria						
To search by Course	Course Subject						
down menu to select a	Course Number Elementary & Bilingual Ed Engineering						
subject.	Course Career English Education						
	Environmental Studies European Studies						
	Extended Education Extension International Stds						
	Foreign Languages Education						
	Additional Search Criteria						
	CHANGE INSTITUTION OR TERM CLEAR CRITERIA SEARCH						
The Course Subject now							
displays on the Search for	Course Subject						
Classes page.							
	Course Career						
	Show Open Classes Only						
	Show Open Entry/Exit Classes Only						
	Use Additional Search Criteria to narrow your search results.						
	Additional Search Criteria						
	CHANGE INSTITUTION OR TERM CLEAR CRITERIA SEARCH						



Step 5 Next, enter the Course Number. Note: You may use the drop-down menu next to the "Course Number" field to change how you find the course number.	Class Search Criteria Course Subject English Course Number 101 Course Career contains greater than or equal to is exactive less than or equal to is exactive less than or equal to snow open End y/ Ext classes Only Use Additional Search Criteria to narrow your search results. Additional Search Criteria CHANGE INSTITUTION OR TERM CLEAR CRITERIA				
Note: You can click on the Additional Search Criteria link to include additional criteria for your search.	Use Additional Search Criteria to narrow your search results. Additional Search Criteria Meeting Time between and (example: 1:00PM) Day of Week Include Only These Days Mon Tues Wed Thurs Fri Sat Sun Instructor Last Name is exactly Class Nbr (example: 1136) Course Attribute (example: 1136) Course Attribute Value (example: 1136) Course Title Keyword (example: statistics) Course Title Keyword (example: statistics) Course Component Session Mode of Instruction Campus Location CHANGE INSTITUTION OR TERM CLEAR CRITERIA SEARCH				
Step 6 Click SEARCH to view your search results.	Class Search Criteria Course Subject English Course Number is exactly is exactly 101 Course Career Ø Show Open Classes Only Show Open Entry/Exit Classes Only Use Additional Search Criteria to narrow your search results. Ø Additional Search Criteria CHANGE INSTITUTION OR TERM CLEAR CRITERI				

CSUF TRN Last Date Revised: 02/06/2008



The Class Search Results page now displays. Classes are listed by section. In the example to the right,	Class Search Class Search Results When available, click View All Sections to see all sections of the course.						
three sections display for ENGL 101. Sixty-one sections are available for this class.	CSU Fullerton Fall 2007 The following classes match your search criteria Course Subject: English , Course Number is exactly '101 ', Show Open Classes Only: No						
To view all sections of a class, click on the View All Sections link	view all sections of a liss, click on the						
The following information will also display on this page:		CHANG	E INSTITUTION OR TERM	START A NEW SEARCH			
Days & Times the class section meets Beem location	V ENGL 101 - Begin	vier	w All Sections Fir	st 🖪 1-3 of 61 🛛 Last			
 Room location Instructor Meeting Dates (first and last day the class meets) 	Section 01-DIS(12935 Session Regular	1	Status 🗌				
	MWF 7:00AM - 7:50AM	UH 319 - Seminar	Robert Singer	8/18/2007 - 12/7/2007			
The status of each section will also display:	Section 03-DIS(12937) Status						
🔵 = Open	Days & Times	Room	Instructor	Meeting Dates			
= Closed	MWF 8:00AM - 8:50AM	UH 208 - Lecture Room	Robert Singer	8/18/2007 - 12/7/2007			
🔺 = Wait List	Section 04-DIS(12938	1	Status 📃				
	Days & Times	Room	Instructor	Meeting Dates			
	MWF 8:00AM - 8:50AM	MH 463 - Lecture Room	Dana King	8/18/2007 - 12/7/2007			
		CHANG	e Institution Or Term	START A NEW SEARCH			
Step 7		Viev	v All Sections Fir	st 🖪 1-3 of 61 D Last			
To view section details, click on the Section	Section 01-DIS(12935) Session Regular		Status 📃				
number link.	Days & Times	Room	Instructor	Meeting Dates			
	MWF 7:00AM - 7:50AM	UH 319 - Seminar	Robert Singer	8/18/2007 - 12/7/2007			



The Class Detail page displays. Students will see the same information in the online "Student Self Service" system.	Class Search Class Detail CHEM 120A - 01 CSU Fullerton Fall 200	General Chemistry 08 Lecture						
includes:			Return T	O RESULTS				
Class Status	CLASS DETAILS							
Class Number Session Type	Status	🥏 Open	Career Un	dergraduate				
Dates	Class Number 114	406	Dates 8/2	23/2008 - 12/12/2008				
• Units	Session R	egular Academic Sessior	n Grading Un	dergraduate Student				
Instruction Mode (in	Units 5	units	Ор	tion				
person, televised, web)	Instruction Mode Ir	n Person	Location Ful	lerton Campus				
• Class Components (and if the component is	Class Components A	ctivity Required	Campus Ful	lerton Campus				
required)		harstory Paguirad						
 Associated Class 		aboratory Required						
Grading Basis	L	ecture Required						
Course Career Campus								
Location	MEETING INFORMA	IIUN	T					
Meeting Information	Days & limes	Room	Instructor	Meeting Dates				
 Class Notes (if any were entered) 	MWF 9:00AM - 9:50AM	Lab	Staff	12/12/2008				
 Enrollment Requirements 	ENROLLMENT INFORMATION							
 Course Attributes Class Availability 	Enrollment Requireme	ents MATH 40 or MATH	H 45 is a prerequisite a	and credit must be earned.				
	Course Attribute	Physical Science Laboratory						
Click on either of the two		2220101017						
links displayed to go back	CLASS AUATLADTITY							
to your search results								
	Class Capacity	24	Wait List Capacity	0				
	Enrollment Total	0	Wait List Total	0				
	Available Seats	24						
			RETURN TO RESULTS					
	Available Seats	24	RETURN	TO RESULTS				