CMS Campus Solutions 8.9

Schedule a New Course

Business Process Guide

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Scheduling a New Course Overview

While most classes will already exist in the **Maintain Schedule of Classes** component because they will ha ve rolled from the Prior Term Copy pro cess, the **Schedule New Course** component allows you to s chedule a course that has no existing class section data scheduled for the term. There may be no data for the term merely because it wasn't offered in the last like-term or it may not have been proposed or received course approval for offering.

The request for a new course to be schedul ed could begin in a number of different ways. In most cases, the Scheduling Co ordinator will rece ive a new cou rse in the form of a Special or a course in the Ne w Course Proposal cycl e may have completed the review and approval cycle. Once the Scheduling Coordinator has created the new course in the Catalog, and made it available for a particular term, it will be available for scheduling as a class section.

If there are combined class es (cross- listed) that will share the sam e room/time/instructor, then you s hould enter a room/time/instructor for only ONE of the classes and leave the ot her ones blank. The Scheduling Office will complete the Combined Classes process.

If a class is going to be offered by Permission, the Student Specific checkbox must be checked. The department coordinator will give a student permission by entering the student's CWID into the system utilizing Class Permission Numbers and that student will instantly be able to register in student self service for a class that is full or requires pre-requisites that the student does not meet.

The class roster Access must be set to "Approved" for instructors t o enter/view their grade rosters online.

Before You Begin

Prerequisites and Assumptions

Before you can use the PeopleSoft Student Administration system to update or add 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 PeopleSoft.

■ The end user has a general working knowledge of PeopleSoft navigation and higher education terminology associated with the *Schedule of Classes.* Completion of the Campus Solutions Basics class is required.

■ The Scheduling Office must "open" external scheduling to Colleges and Departments for the desired term.

Materials Needed

➢ Special form that has appropriate signatures
➢ Variable Topic form that has appropriate signatures

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 or your college contact. They have most likely experienced a similar situation and can share their knowledge.

■ Take the online tutorial for "Scheduling a New Course."

■ Call the Scheduling Office (ext. 2381) for further assistance.

■ Contact ittraining@fullerton.edu for assistance.

Scheduling a New Course

To Schedule a New Course, first log into PeopleSoft and navigat e to the Schedule a New Course Component, as shown below.

Navigation:

▷ Curriculum Management
📁 Schedule of Classes
📰 Schedule New Course

Schedule New Course
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution:	= ▼	FLCMP	🔍
Term:	= ▼	2087	🔍
Subject Area:	= ▼	MLSC	🔍
Catalog Nbr:	begins with ▼	100R	
Academic Career:	= ▼		▼
Campus:	begins with ▼		🔍
Description:	begins with ▼		
Course ID:	begins with ▼		🔍
Course Offering Nbr:	= ▼		🔍

Enter basic information and click the Search Button

☐ Case Sensitive

[Search]   [Clear]   Basic Search   💾 Save Search Criteria

Search Results

View All							First ◀ 1-2 of 2 ▶ Last	
Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
FLCMP	2087	MLSC	100R	Extd Ed	FUL	Advanced Army Fitness	015276	2
FLCMP	2087	MLSC	100R	Undergrad	FUL	Advanced Army Fitness	015276	1

Finding a New Course

Step 1   To find the course that you wish to add for a semester, enter (at a minimum) the **Academic Institution**, **Term**, **Subject Area**, and **Catalog Nbr**. In CMS the **Term** is set up: the first number represents the century (2); the next two numbers represent the year (08), and the final number represents the semester—1 for intersession, 3 for spring, 5 for summer, and 7 for fall. Therefore in this screenshot the term is for fall of 2008.

Step 2   Click the [Search] button. If only the minimum fields are entered, then a list of all available course offerings within the subject will appear. Select the correct course offering. In this instance the search results produced both career offerings of Extended Education and Undergraduate. Select the Undergraduate offering to move on to the Scheduling a New Course component.

Entering Basic Data for a New Class Section

The **Basic Data** page is the first page to complete in adding a new class section process. This page identifies the basic data recorded for a class, including Topic ID's for Variable Topic courses, and Course Attributes. Information inherited from the Catalog is carried over to each section added. Additional information must be entered and saved before a section is actually scheduled.

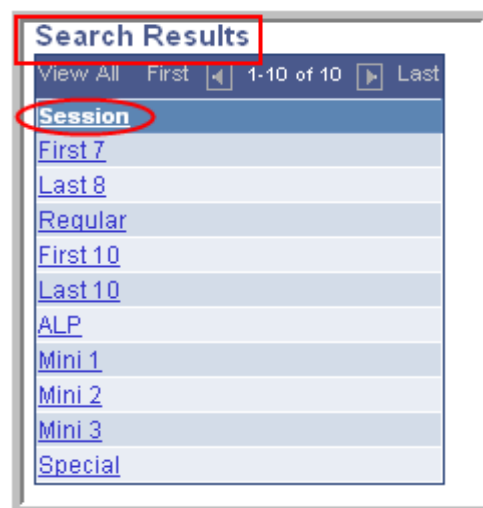|	**DO NOT change or enter any fields not indicated in these procedures.**

Steps for Completing the Basic Data Page

Each *class component* of a course is scheduled as a class section, with a unique **Class Nbr** (schedule number). The scroll area in the page header will show the number of class sections scheduled. All scheduled sections of a class are shown in the *component* as **rows**.

> **Class component** indicates class activity type, such as lecture, lab, seminar, activity, or supervision. A class containing one activity type (component) will be scheduled using one section. A class with mixed activity types (mixed components) such as a lecture and a lab will have a section for the lecture and a separate section set up for the lab, but the two sections will be associated.
>
> **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.

Step 1 Enter the appropriate **Session** code. You can find the list by using the Look Up 🔍 icon. Click on the session you want to use. The **Start/End Dates** will automatically populate, once the Session has been chosen. Save your work.

Search Results

View All   First ◀ 1-10 of 10 ▶ Last

Session
First 7
Last 8
Regular
First 10
Last 10
ALP
Mini 1
Mini 2
Mini 3
Special

Step2 Enter the **Class Section** number; this should always be in chronological order and two digits. Use a leading zero on single digit numbers. Example: section 1 should be 01. If adding subsequent sections, the class section number **MUST** be unique for every class section of this course. Click the 🖫 Save Button. Before clicking the Save button, the Class Nbr is "0." After clicking the Save button, the **Class Nbr** is programmatically assigned.

Regular courses should be scheduled as sections 01 – 39.
Honors sections should be scheduled as sections 40 – 49.
Web sections should be scheduled as sections 50 – 55.
High school sections should be scheduled as sections 60 – 69.
Extension sections should be scheduled by UEE as sections 70 – 79.
Irvine Campus sections should be scheduled as sections 80 – 89.
International sections should be scheduled as sections 90 – 95.

Step 3   The **Associated Class** must be the same as the section number. If scheduling a class with only one component (activity) type, nothing will need to be done with the Associated Class number.

Step 4   The **Start/End Dates** should only be modified after checking with the Scheduling Office. The start and end dates on the Meetings tab, must be the same dates.

The start/end dates must be the same on the Basic Data and Meetings tabs pages. If they are not the same, the meeting pattern will not roll when the Term Roll process is done for the Schedule of Classes.
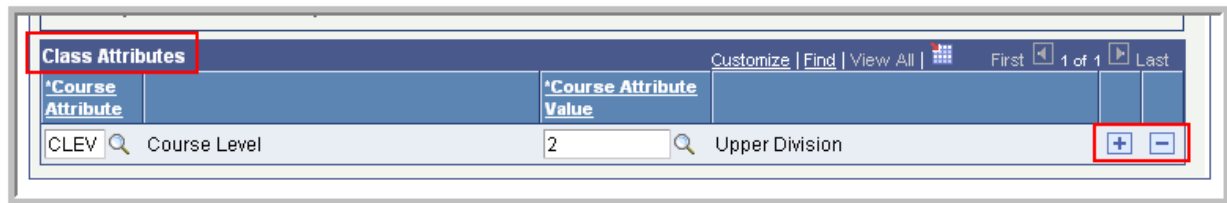
Step 5   Enter the appropriate **Location**. Use the Look Up 🔍 icon for a list of values. Most commonly used will be Fullerton, Irvine, Web, and GGC.

Step 6   The **Instruction Mode** field will default to **"P"** (In-Person), when adding a new section of a course. If the course is not taught in-person, change **Instruction Mode** from the list of valid values you will find in the 🔍.

Step 7   If the section should print in the published *Schedule of Classes*, leave the box checked. If the section should not print in the published *Schedule of Classes*, indicate this by un-checking the **Schedule Print** check box. (This field defaults as checked.)
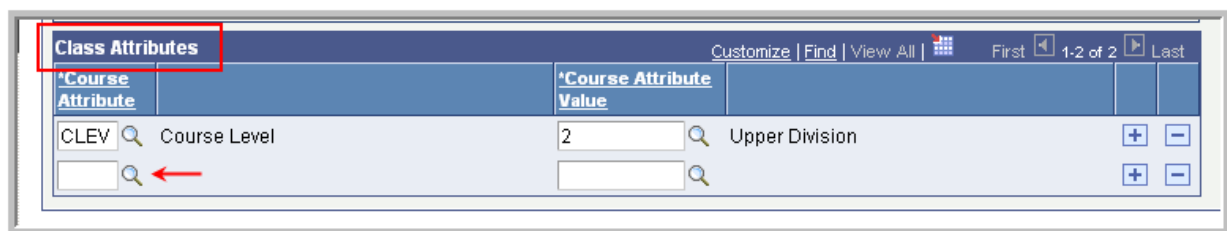
Course Attributes

Step 8 If the class section is an Honors course, a Class Attribute needs to be added to the section.
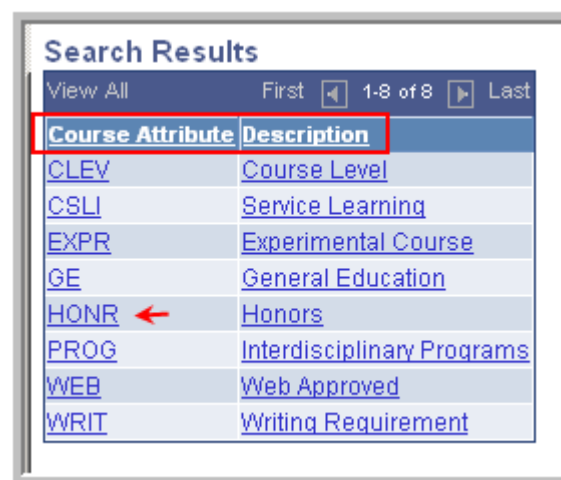
Course Attributes are populated from the Course Catalog, but some may be changed or added at the section level. Course Level is one that would not be changed. Adding Honors to a class section would be the type of attribute that could be changed or added. If the section you are maintaining qualifies to be an Honors section, you would click on the ➕ button in Class Attributes to add a row.
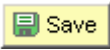
Below are the current results of the Look Up for Course Attributes. While in the new row, click on the 🔍 Button, and select HONR in the 🔍 Results.

HONR will appear in the first field; then select the second 🔍 button and select HONR again. You have now completed the necessary steps to add a second attribute to the new section. It would be the same procedure if you were adding an attribute to a section that already existed.

Step 9   Click on the 🖫 Save button.

Variable Topics
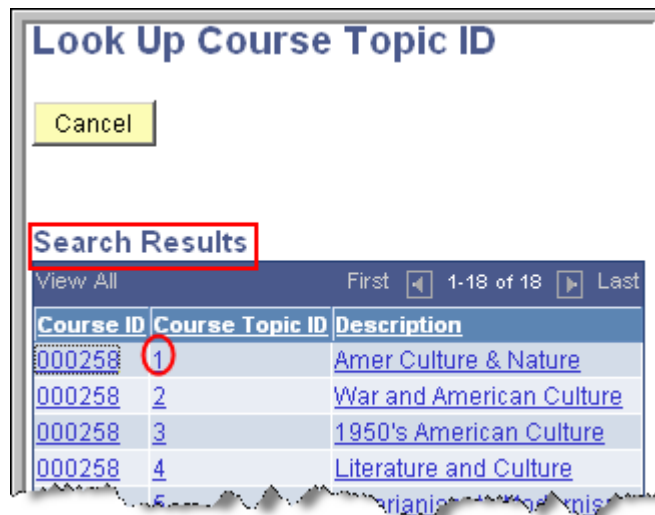
Variable T opic courses are always identi fied with a "T" suffix following th e Course Number as in AMST 471T. A v ariable topic course c onsists of a "generic" umbrella title at the course lev el serving as a placehol der for the specific topic title at the class level. Topics cannot exist independently. Each approved topi c is given an ID number and an as sociated topic title. These T opic ID's are attached t o the cour se at the catalog level so there is an approved list to select from. At th e class level, when maintaining a Variable Topic section, click the Look Up button and select the variable topic to be offered in that section.

The result is what you see below:

When changing the topic, the same procedure is followed. Go into the Look Up, select a different number and the topic is changed to the new number. Save your work.

Fields on the Basic Data Page that are not to be changed by Departments:

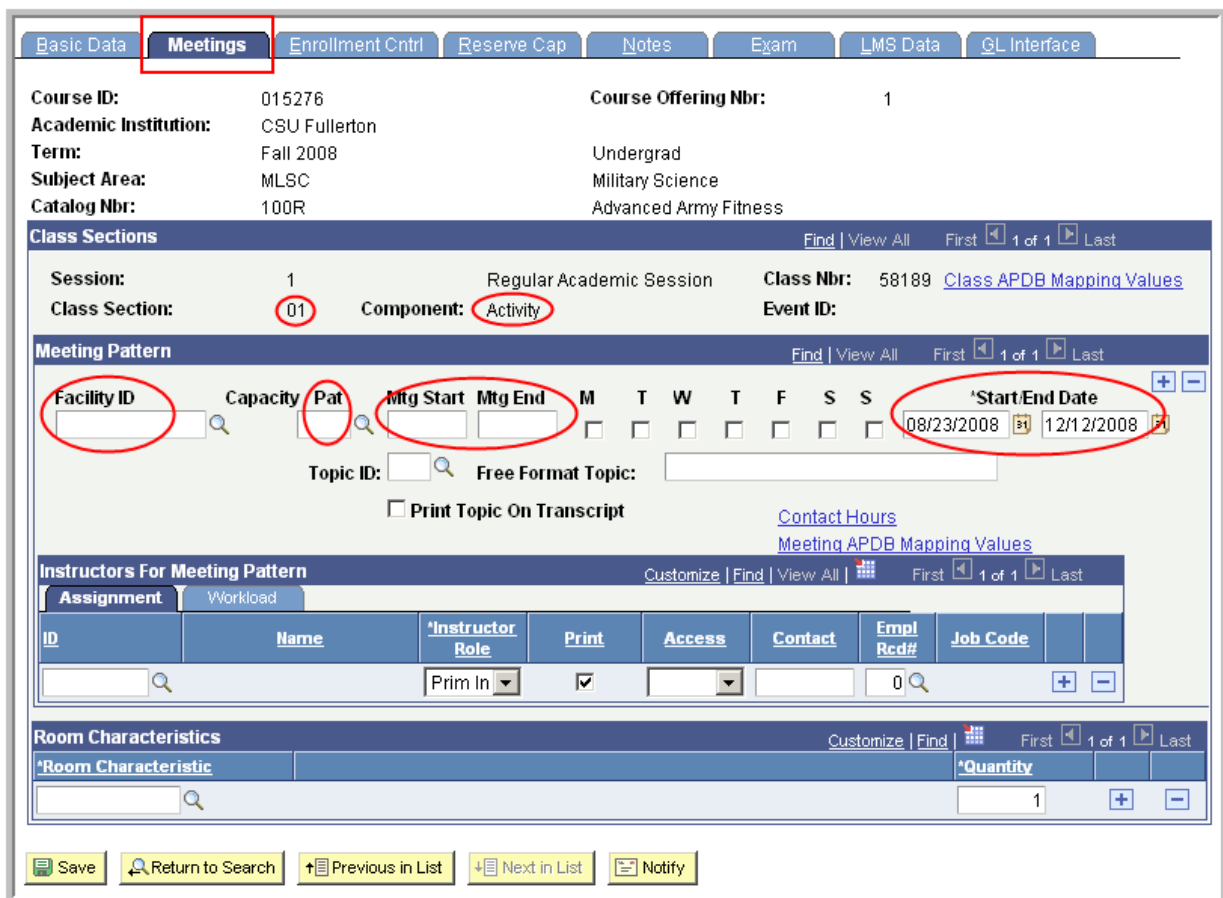| Field	Field Definition	Values
Class Nbr	A unique, 5-digit number, assigned by the system, once a new section is saved.	The system will sequentially assign this number.
Campus Always	FUL	Fullerton
Location Fullerton		Fullerton Campus
Course Administration	Not Used	Not Used
Fee	Additional fee associated 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.	Defaults from Catalog
Academic Group	Indicates the college to which the course belongs.	View only
Holiday Schedule	Schedule of all holidays that will fall within that semester	Defaults from Term Table
Primary Instr Section	Not Used	Not Used
Dynamic Date Calc Required	Check box indicating if this course is dynamically dated and thus requires different calculations	Can only be used with Regular Non-Standard and Self Support Non-Standard sessions. Schedulers should contact the Scheduling Office if a class section is dynamically dated.
Generate Class Mtg Attendance	Not Used	Not Used
GL Interface Required	Not Used	Not Used
Course Topic ID	Used to identify the Topic assigned to a Variable Topics course	Select Topic ID
Course Equivalent Course Group	Not Used	Not Used
Class Attributes	Automatically populated from Course Catalog data and are only updated for Honors class sections and Service Learning sections	Examples: CLEV = Course Level GE = General Education EXPR = Experimental Course

Adding Meeting Information for Class Sections

The **Meetings** page is the second page to complete in add ing a class section. This page identifies the meeting pattern information for a c lass, including Meeting Pattern, Start/End Dates, Facility ID, Instructor Assignment and section information carried over from the Basic Data page. This pag e is used to create the class meeting pattern(s) and assign faculty for each meeting pattern.

> ⚠️ CAUTION **DO NOT change or enter any fields not indicated in these procedures.**

> ⚠️ CAUTION **Every attempt should be made to schedule all sections using the Standard University Scheduling Patterns (Appendix B).**

Step 1 All class sections must contain at least one **Meeting Pattern**. Enter the most important meeting pattern first. Populate the meeting **Pat** field. Meeting patterns are pre-defined. For example: MWF, TTh, etc. Click the 🔍 Button for a list of all meeting patterns. If the meeting pattern is TBA, the **Pat** field will be populated with "TBA." Enter MW as an example. The MW in the

boxes ☑ ☐ ☑ will be checked automatically.

NEVER enter information in the Topic ID [Topic ID: ___ 🔍] or Free Format [Free Format Topic: _____] fields. These fields will **NOT** be used. Variable Topics will be assigned in the Basic Data page using the Course Topic ID field (described earlier).
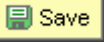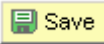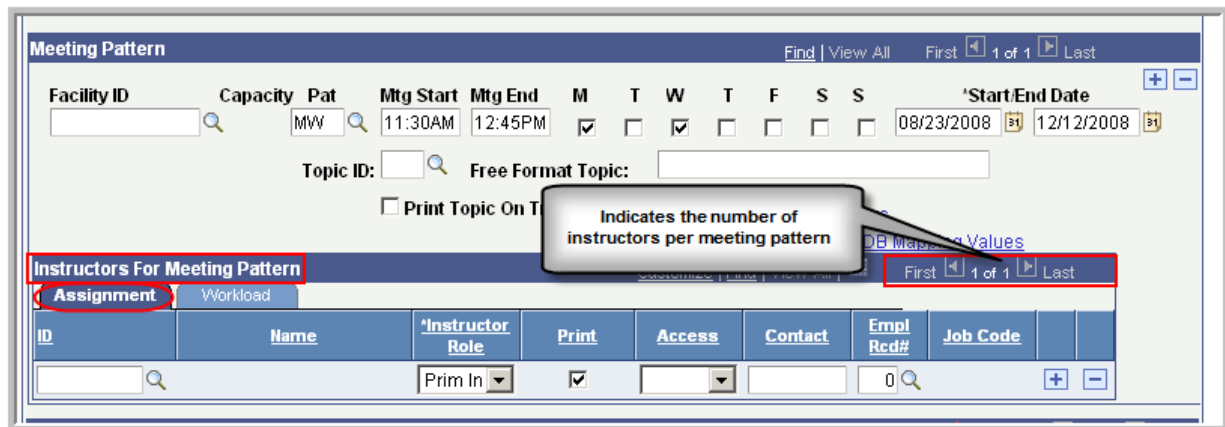
Step 2 Select the start time for the meeting pattern by populating the **Mtg Start** field. If it is 11:30 a.m., you may enter 11:30A and return and the **Mtg Start** and **Mtg End** fields will be populated for you because 11:30 a.m. to 12:45 p.m. on MW is a standard meeting time. Any time you use a standard start time, the pre-determined end time will default in the **Mtg End** field.

The **Start/End Date** fields default from the class section **Session Start-End dates** on the **Basic Data** page.

To accurately reflect the dates the class will meet, each meeting pattern can have unique start and end dates. All Start-End dates must fall within the session start-end dates.

Modify the **Start/End Date** field if different from the Session Start/End dates.

Step 3 Enter the **facility ID**. You may use the drop down menu by clicking the 🔍 Button for a list of facilities. After defining the facility ID, click on the [💾 Save] button. When changing a facility, completely delete the entry, click on the [💾 Save] button and then re-enter the new facility ID.

Step 4 Because faculty assignments are linked to the meeting pattern, you can assign a <u>different instructor</u> for <u>each</u> meeting pattern created. Because of the workload tied to the instructor, even though you have the capability to assign the same instructor to each meeting pattern, it isn't always the best idea.

The critical points to remember are:

⇒ All instructors should be listed on the first meeting pattern with their workload completed.
⇒ Make sure if you assign instructors again to additional meeting patterns that the Workload is changed to "Not Included" as it will already be counted in the first meeting pattern.

<u>To assign an instructor</u>, either enter the Emplid in the **ID** field or click the 🔍 button to the right of the **ID** field. This will allow you to search for a faculty member by name.

Once the **ID** field is populated, the faculty name will appear to the right.

<u>To change an existing instructor</u>, **DO NOT** type over an existing instructor Emplid, but rather delete the row using the ➖ row button. Click on the 💾 Save button. Now add the new instructor and save your work again. If you just type over an existing instructor Emplid, it can result in workload calculations that are not correct.

> **If you are unable to find the faculty member you want to assign to the class section, contact the Scheduling Office for assistance.**
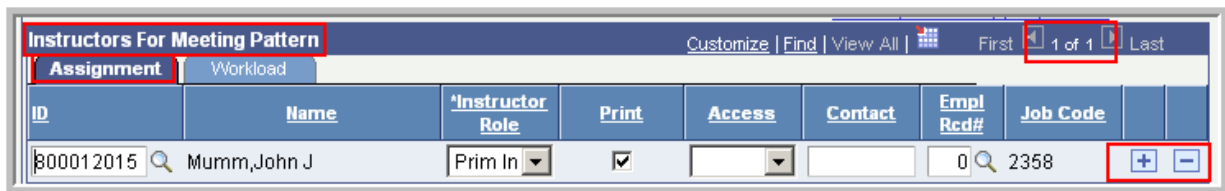
Step 5 At CSUF, all **Instructor Roles** should be set as **Primary**. The **Print** box is defaulted to be checked. This indicates that this instructor will print in the published *Schedule of Classes*.

Step 6 Selecting the level of access to the grade roster. Use the **Access** field to specify one of the following access levels:

Approve access allows the instructor to enter grades and approve the grade roster on the web, and **Post** the grades after approval. Giving an instructor **Grade** ability only, does 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 recommended that instructors be given Approve access.

Step 7 If you are not adding additional instructors to the specific meeting pattern, proceed to Step 8.
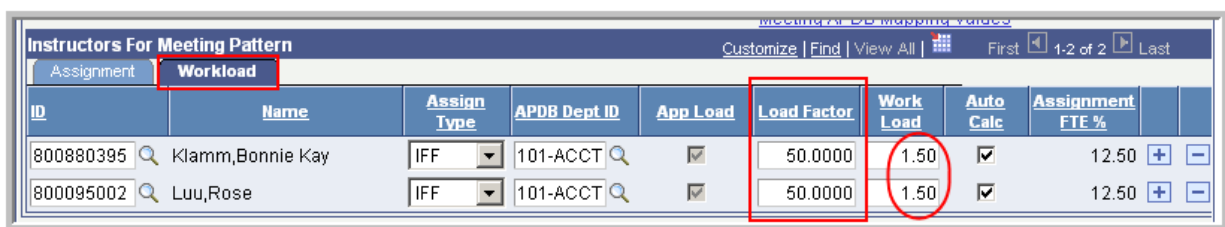
To add additional instructors to the specific meeting pattern, click the insert a row ⊞ button contained within the submenu "Instructors For Meeting Pattern," as shown in the illustration below. If you add instructors, repeat steps 3 – 5.
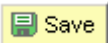
When attaching two or more instructors to a single meeting pattern, you must adjust the **load factor** field for both faculty members so the total load factor is equal to 100%. Do not adjust the Work Load (unit) field; this will automatically calculate based on the Load Factor. This is illustrated below:

Step 8 Click on the 🖫 Save button.

You have completed the data entry for this page and may proceed to the Enrollment Control Page.
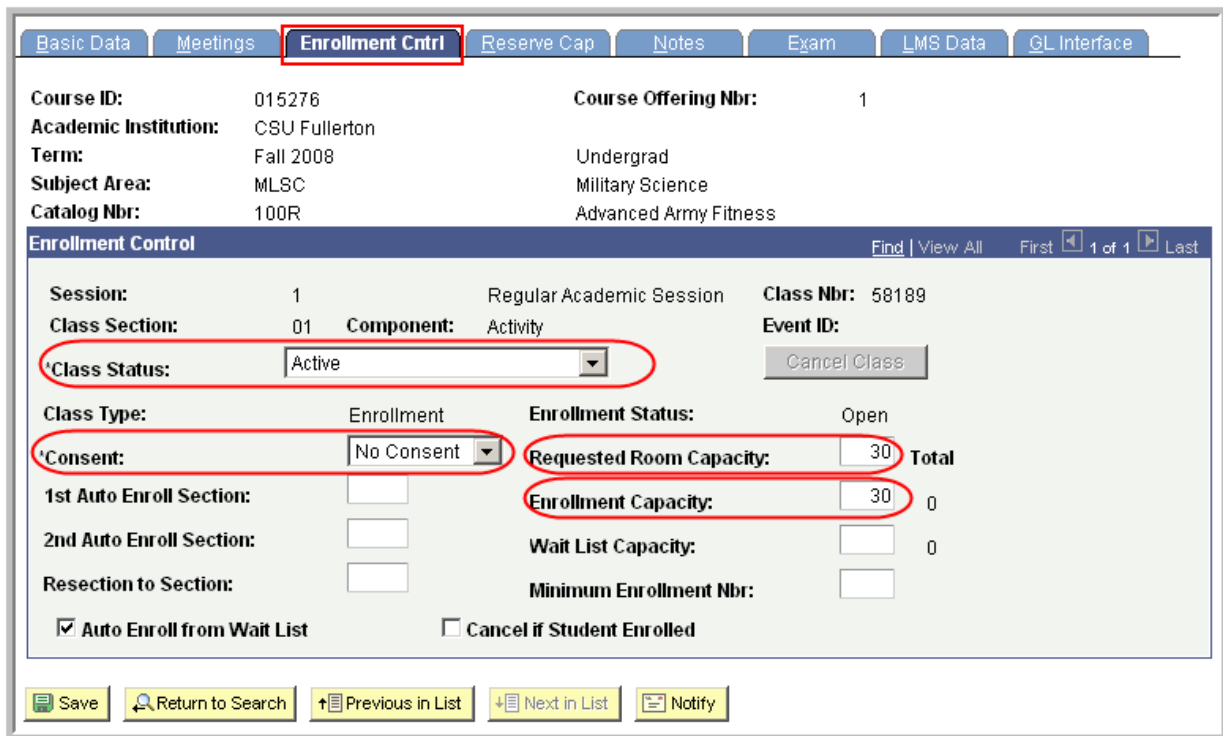
Fields on the Meeting Page that are not to be changed by Departments:

Field	Field Definition	Valid Values
APDB Mapping Values (CS)	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
APDB Mapping Values (Mtg)	Reporting link to enter APDB class values	
Contact Hours	View total course contact hours and weeks of instruction	View Only
CSU Instructor Type	Not Used	Not Used
Contact	Not Used	Not Used
Empl Rcd#	Used for reporting purposes. Relates job information to the instructor assignment class record.	Defaults
Job Code	View Only	View Only
Assign Type	Defaults	Defaults
APDB Dept ID	Used for APDB reporting to specify the Department of the instructor, from the Academic Organization Table	Default
App Load	Check box indicating whether the assignment counts toward the instructor's Total Term FTE%.	Default
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.	Automatically calculates
Auto Calc	Automatic calculation of workload.	Default
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	Auto calculated
Room Characteristics	All room scheduling preferences must be made in College Net Resource 25.	Not Used

Adding Enrollment Controls for Class Sections

The Enrollment Control page is t he third page to complete in crea ting a class section. This page is used for the following tasks:

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

Step 1   In the **Class Status** field select "Active" if you want the class to appear online in student self service and in the published *Schedule of Classes*. A class must be active for student enrollment to occur.

If you want to allow enrollment, but do not want a section to appear in student self service or in the published *Schedule of Classes*, then select "Active" but unselect the **Schedule Print** checkbox on the **Basic Data** page.

Select "Tentative" 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.

> All class **Cancellations** after publication of the *Schedule of Classes* must be submitted to the Scheduling Office on the Schedule Change Form.

Step 2 If students should be allowed to register **only** after receiving Department or Instructor approval, select the "Dept Consent" in the **Consent** field. Do not use this field for any other type of registration restriction.

> The **Wait List Capacity** field will be used at CSUF but is currently in the planning stage. When used, the department would enter a number in the Wait List Capacity field.

Step 3 The **Enrollment Capacity** field is defaulted based on last like-term data. Change if applicable.

Step 4 The **Requested Room Capacity** should only be changed by the Scheduling Office. This number is used by Resource 25 to find a classroom.

Step 5 Click on the 🖫 Save button.

> **Once a student has enrolled in a class section, you will not be able to change the Class Session or Class Association without dropping each student and re-enrolling them after the changes have been made. Consider what you do to each section carefully when maintaining your schedule, well before registration begins.**
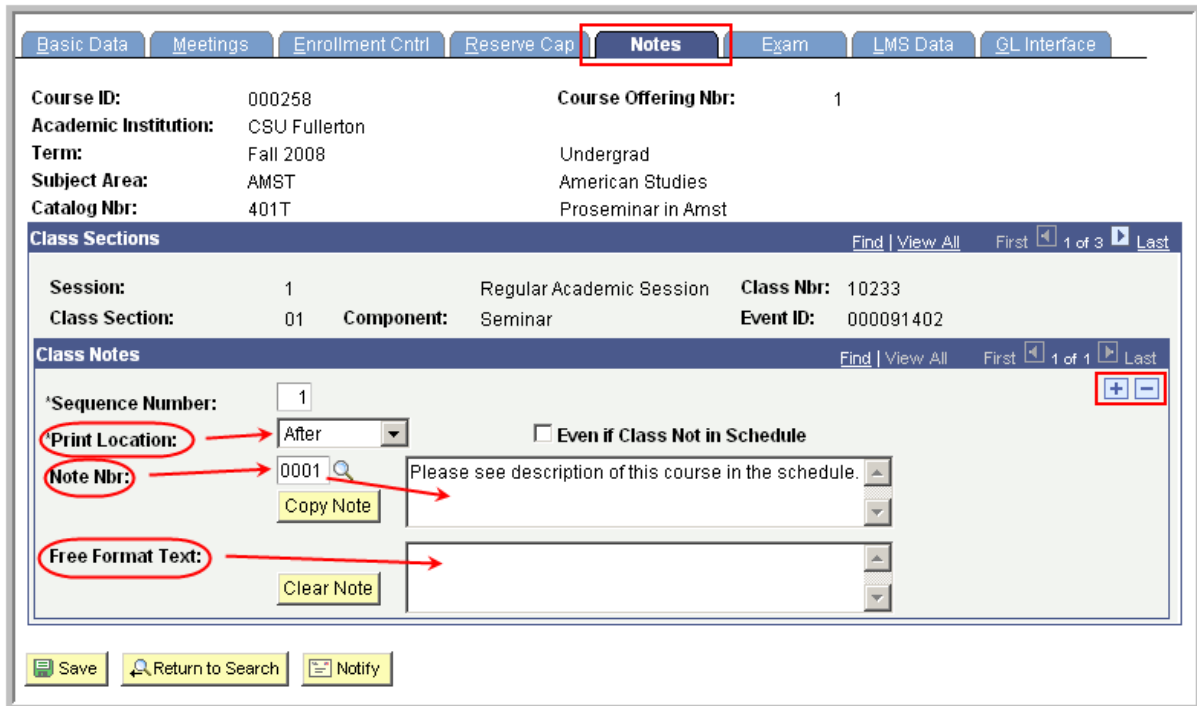
You have completed the data entry for this page and may proceed to the Notes page.

Fields on the Enrollment Control Page that may not be updated by Departments:

Field	Field Definition	Valid Values
1st Auto Enroll Section 2nd Auto Enroll Section	Upon enrollment in the primary activity section, this feature will auto enroll the student in the associated activity section.	Do not use.
Requested Room Capacity	Do not use	Do not use.
Minimum Enrollment Nbr	Do not use	Do not use.
Resection to Section	Do not use	Do not use.
Auto Enroll form Waitlist	Checkbox	Do not use.
Cancel if Student Enrolled	Checkbox	Do not use.

Attaching Class Notes
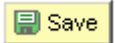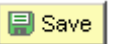
A class note is a note to students about a particular course or particular class sections. Class notes appear at the end of each subject in the publis hed *"Schedule of Classes* and are attached to each section in student se lf-service. This page is used to attach either an existing clas s note which may be edi ted or a free-for m tex t note to class sections.

If a note is meant to appear for each **Class Section** of a course, you must post the Note Nbr to each section individually.
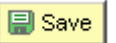
Steps for Attaching Class Notes to Sections:

Step 1   Use the right and left arrows if there is more than one section to locate the appropriate section requiring the note.

Step 2   If there are multiple notes, use the ⊞ button to add a row for each note required.

Step 3   The system will automatically increment the sequence number. This number controls what order the Notes are printed in. You can change the number if you wish.

Step 4   From the **Print Location** field, indicate that the class note should print **After** the class listing. This field can be used when printing a Schedule of Classes report, but does not affect the appearance of the note in Self-Service.

Step 5   Option 1) If the Note you wish to enter is a standard note, then select the appropriate Note Nbr by using the Look Up 🔍 icon. When you select the note, the corresponding text will auto-populate into the upper text box.

Step 6   Option 2) If the Note you wish to enter is not standard, then you can simply type the text you want into the Free Format Text box in the bottom portion of the page. This is an unnumbered Free Format note.

Step 7   Option 3) Edit a Standard Note. Enter a note number, click the Copy Note Button. Text is removed from the top box and copied into the lower box where text can be changed or added. Click the 🖫 Save button after editing the text. The note changes from a standard numbered note to a Free Format Text note (unnumbered).

Step 8   If you have entered a Note Nbr, but you wish to make some edits to the text of the standard note, then click the Copy Note button. The text is removed from the top box and copied into the lower box where text can be changed or added. Click the 🖫 Save button.

> **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 assigned a permanent **Note Nbr**.

Step 9   To add additional class notes click the insert new row ➕ button.
               To delete a class note, click on delete ➖ row button.

Step 10   Click on the 🖫 Save button.

You have successfully completed editing or inserting a class section in the Maintain Schedule of Classes component.

Fields on the Notes Page that may not be updated by Departments:

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.	System Assigned
Even if Class not in Schedule	Not used	Not used

Viewing the Class Associations Page

The **Adjust Class Association** component consists of three pages: **Associations, Components,** and **Requisites**. These pages are primarily view only for department coordinators but contain some valuable information.
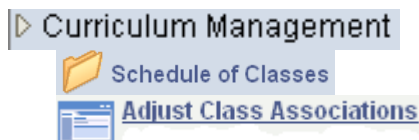
This Component compiles data from the catalog and may be used by the Scheduling Office for the following functions:

- Set variable unit cour ses to fixed u nits. (Conta ct the Sche duling Office if you req uire 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, determines 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 coordinat   or must n otify the Scheduling Office that changes are required. To view   this activity, navigate to the   **Adjust   Class Associations** component, displayed below.

Navigation:

▷ Curriculum Management
    📁 Schedule of Classes
    📋 Adjust Class Associations

Currently, this section is set as a variable   unit section of 1-3 uni ts. A request may be made to change the section to fixed uni   ts. The department should c   ontact the Scheduling Office to request all changes to sections from variable to fixed units.

Viewing the Class Components Page

The **Class Components** page indicates the **Grading Basis** for the section as well as the **Graded Component** and **Primary Component**. This is especially important when a course has multiple components.

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 are associated together. As with CHEM 120A, a section each of Lecture, Activity, and Lab would need to be associated together. This is demonstrated in the training guide for "Adding a Class with Multiple Components" on page 26.

Viewing Class Requisites

The third page under Adjust Cla ss Association is Clas s Requisites and is again, view only.

The Class Requisites page allows you to vi ew the requisites that are attached to a class. Requisites ar e coded at the Cata log leve l and roll to each class section automatically. Requisites shown on this page are enforced during registration.

Adding a Multiple Component Course and Associating the Sections
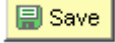
Navigation:
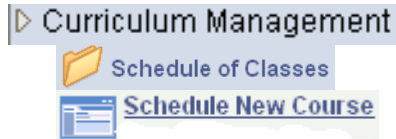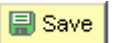
Navigate to **Scheduling a New Course**. CHEM 472A is a course that has two modes of instruction—a Lecture and Laboratory. In CMS they would actually end up with two sections making up class are then associated together.

Step 1 As previously instructed, enter the basic information to produce the desired class, in this case CHEM 472A and click the Save Button

Step 2 Enter the appropriate **Session** code. You can find the list by using the Look Up 🔍 icon. Click on the session you want to use. The **Start/End Dates** will automatically populate, once the Session has been chosen. Click the 💾 Save Button.

Step3 Enter the **Class Section** number; this should always be in chronological order and two digits. Use a leading zero on single digit numbers. Example: section 1 should be 01. If adding subsequent sections, the class section number **MUST** be unique for every class section of this course. Click the 💾 Save Button. Before clicking the Save button, the Class Nbr is "0." After clicking the Save button, the **Class Nbr** is programmatically assigned.

Step 2   The number in the   **Associated Class** field should match the primary
              component, which is usually the lecture. Use this number to associate the
              other components of   the course—the   activity and laboratory sections,
              which you will add using the ⊞ button to add a new row.

Step 3   The Class type for the Primary Component will be input as Enrollment and
              all subsequent components will be designated as Non-Enroll.

| Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface |
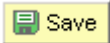
Course ID:	001297
Academic Institution:	CSU Fullerton
Term:	Fall 2008
Subject Area:	CHEM
Catalog Nbr:	472A

Course Offering Nbr: 2

Undergrad
Chemistry and Biochemistry
Advances Biotech Lab

Auto Create Component

Class Sections   Find | View All   First ◄ 2 of 2 ► Last

*Session:	1 🔍 Regular Academic Session
*Class Section:	02
*Component:	LAB 🔍 Laboratory
*Class Type:	Non-Enroll ▼
*Associated Class:	1 🔍
*Campus:	FUL Fullerton
*Location:	FULLERTON 🔍 Fullerton Campus
Course Administrator:	🔍
*Academic Organization:	168-CHEM 🔍 Chemistry and Biochemistry
Academic Group:	NSM Natural Sciences & Mathematics
*Holiday Schedule:	NONE 🔍 None (Students)
*Instruction Mode:	P 🔍 In Person
Primary Instr Section:	02

Class Nbr: 0

Start/End Date: 08/23/2008 12/12/2008

Event ID:

Add Fee

☑ Schedule Print
☑ Student Specific Permissions
☐ Include in Dynamic Date Calc
☐ Dynamic Date Calc Required
☐ Generate Class Mtg Attendance
☐ Sync Attendance with Class Mtg
☐ GL Interface Required

Class Topic

Step 4   The **Meetings** page is completed as instructed earlier in this document for courses that have a single component. See page 13.

Step 5   The **Enrollment Control** page has some additions to make to complete the associations task. Go to the Enrollment Control page.

Step 6 Be sure you are on the Class Section that is the primary component. Go to the **1ˢᵗ Auto Enroll Section** field and enter the section number of the second section within the associated class grouping. In this case it would be section 02. Then the third section number would be entered in the **2ⁿᵈ Auto Enroll Section** number field if there were a third component type. In this case, there are only two— a Discussion and a Lab. Therefore, when students register for section 01 they will automatically be registered in section 02. That will give them the Lecture and Laboratory. Because you associated the two sections as Association number 1 these two sections will be seen as a "group."

Step 7 Click on the 🖫 Save button. After you have completed the information necessary in the **Meetings** page and any **Notes,** you will have completed the addition of a class that requires class associations.

Combining Class Sections

Combined Sections is the component that allows two or more classes to be scheduled in the same room, at the same time, with the same instructor. Classes must be created in the Schedule of Classes prior to combining the sections. For classes that will share the same room, time and instructor--only <u>one</u> class will have a room, time, and instructor assigned in the Schedule of Classes. When combining these sections, the "Skip meeting pattern" box will be unchecked so the system will copy the rooms/times/instructors so they will all be in synch. The Scheduling Office and/or the contact in your dean's office will assume responsibility for combining your cross-listed classes. Combining Sections will be used for cross-listed classes, distance education classes, and other classes that are grouped together in the same space at the same time with the same instructor.

Update Sections of a Class

Navigation:
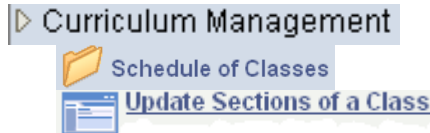
This screen shot demonstrates section information for a multi-component course. Note that both sections have the same class association number (1) and the first section auto-enrolls students in the second section.

This screen shot demonstrates section information for a single-component course. Note that class associations for all sections are unique and there are no auto-enroll sections.

This screen shot demonstrates class enrollment limits.

Update Sections of a Class

Course ID:	004862	Course Offering Nbr:	1
Academic Institution:	CSU Fullerton		
Term:	Fall 2008	Undergrad	
Subject Area:	ENGL	English	
Catalog Nbr:	101	Beginning College Writing	

Class Sections Customize | Find | View All | ⊞ First ◄ 1-8 of 61 ► Last

Class Status | **Class Enrollment Limits**

Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl
Regular	01	13037	Discussion	27				
Regular	02	13038	Discussion	27				
Regular	03	13039	Discussion	27				
Regular	04	13040	Discussion	27				
Regular	05	13041	Discussion	27				
Regular	06	13042	Discussion	27				
Regular	07	13043	Discussion	20				
Regular	08	13044	Discussion	27				

Note: When you click the Help button on a PeopleSoft page, it launches an HTML excerpt of PeopleBooks. While these excerpts may be useful for general descriptions of pages and fields, they are typically less useful for CSUF-specific processes than the Business Process Guides.

Appendix A. Instructor Contact Hours and CS Number

The Course/Supervision (CS) classification number defines course characteristics norms based on the mode of instruction and the level of instruction. Each course is assigned a course classification (CS) number according to the type of instruction required.

To calculate the Instructor Contact Hours take the Weekly Class Hours Per Unit Credit and multiply it by the number of units offered by the class.

Course Classification Number	Course Type	APDB Code	Weekly Class Hrs. Per Unit Credit	Description	Normal Class Side			Workload K-Factor
					LD	UD	GD	
C1	LEC	01	1	Large Lecture	facility limits (50)	-		1.0
C2	LEC	02	1	Lecture Discussion	40 40	40		1.0
C3	LEC	03	1	Lecture – Composition Lecture – Counseling Lecture – Case Study	30 30	30		1.0
C4	SEM	04	1	Discussion	25 25	25		1.0
C5	SEM	05	1	Seminar	20 20	15		1.0
C6	SEM	06	1	Clinical Process	20 10	10		1.0
C7	ACT	07	2	Fine Arts & Science Activities	24	24	24	1.3
C8	ACT	08	2	Education Workshops & Social Science Activities	30	30	30	1.3
C9	ACT	09	2	Music Activity – Large Group	40	40	40	1.3
C10	ACT	10	2	Music Activity – Small Group	10	10	10	1.3
C11	ACT	11	2	Physical Education & Recreation Activities	30	30	30	1.3
C12	ACT	12	2	Speech, Drama, and Journalism Activities	20 20	20		1.3
C13	ACT	13	2	Technical Activities and Laboratories	facility limits	(24)		1.3
C14	ACT	14	2	Remedial Courses	15 15	15		1.3
C15	LAB	15	3	Technical Activities & Laboratories	facility limits	(24)		1.5
C16 LAB		16	3	Science Laboratories	facility limits	(24)		2.0
C17	LAB	17	3	Clinical Practice Laboratories – Off Campus	8	8	8	2.0

Course Classification Number	Course Type	APDB Code	Weekly Class Hrs. Per Unit Credit	Description	Normal Class Side			Workload K-Factor
					LD	UD	GD	
C18	ACT	18	3	Major Intercollegiate Sports	20	20	-	6.0
C19	ACT	19	3	Minor Intercollegiate Sports	20	20	-	3.0
C20	ACT	20	3	Major Performance	20	20	20	3.0
C21	ACT	20	3	Music Performance	40	40	40	3.0
S1	SUPV	48	n/a	Independent Study, Studio Inst ruction, Supervi sed Activities	48	48	48	n/a
S2	SUPV	36	n/a	Independent Study, Field Work, Studio In struction, Supervised Activities	36	36	36	n/a
S3	SUPV	25	n/a	Practice Te aching, Wo rk Study, Thesis P roject and Independent Study	-	25	25	n/a

Appendix B. Standard Meeting Patterns – Classroom "A"

MWF/TR Pattern in Morning

M	W	F	T	R
7:00a – 7:50 a	7:00a – 7:50 a	7:00a – 7:50 a	7:00a – 8:15a	7:00a – 8:15a
8:00a – 8:50a	8:00a – 8:50a	8:00a – 8:50a	8:30a – 9:45a	8:30a – 9:45a
9:00a – 9:50a	9:00a – 9:50a	9:00a – 9:50a	10:00a – 11:15a	10:00a – 11:15a
10:00a – 10:50a	10:00a – 10:50a	10:00a – 10:50a	11:30a – 12:45p	11:30a – 12:45p
11:00a – 11:50a	11:00a – 11:50a	11:00a – 11:50a		
12:00p – 12:50p	12:00p – 12:50p	12:00p – 12:50p		

Early Afternoon Combined with Single-Day Late Afternoon/Evening Classes

MW		TR		Friday-Only Classes	
1:00p – 2:15p		1:00p – 2:15p		2:00p – 4:45p	
2:30p – 3:45p		2:30p – 3:45p		5:00p – 7:45p	
M	**T**	**W**	**R**		
4:00p – 6:45p	4:00p – 6:45p	4:00p – 6:45p	4:00p – 6:45p		
7:00p – 9:45p	7:00p – 9:45p	7:00p – 9:45p	7:00p – 9:45p		

Early Afternoon Combined with Two-Day Late Afternoon/Evening Classes (See footnote)

MW	TR	Friday-Only Classes
1:00p – 2:15p	1:00p – 2:15p	2:00p – 4:45p
2:30p – 3:45p	2:30p – 3:45p	5:00p – 7:45p
MW	**TR**	
4:00p – 5:15p[1]	4:00p – 5:15p[1]	
5:30p – 6:45p[1]	5:30p – 6:45p[1]	
7:00p – 8:15p[1]	7:00p – 8:15p[1]	
8:30p – 9:45p[1]	8:30p – 9:45p[1]	

[1]This 75-minute, two-day pattern may be used in th e afternoon and evening, *only* if both 4:00 – 5:15 and the 5:30 – 6:45 of MW or T R are utilized to house two classes. Please avoid scheduling just M W 4:00 – 5:15 or MW 5:30 – 6:45. Example: Class 101 runs MW at 4:00 and Class 102 runs MW at 5:30; we refer to this as efficient classroom "stacking." If you have to leave MW 4:00 or MW 5:30 vacant, use the three-hour, one-day option instead for each class. The same concept applies for th e evening time patterns.

Appendix B. Standard Meeting Patterns – Classroom "B"

MW/TR/Friday Only Classes
(In order to set up a "B" cla ssroom with the two- day pattern, <u>you must al so sche dule Friday-only</u>
<u>classes</u>. The Friday-only pattern is listed only once below, but the rule applies for all "B" situations.)

MW	TR	Friday-Only Classes
7:00a – 8:15a	7:00a – 8:15a	8:00a – 10:45a
8:30a – 9:45a	8:30a – 9:45a	11:00a – 1:45p
10:00a – 11:15a	10:00a – 11:15a	2:00p – 4:45p
11:30a – 12:45p	11:30a – 12:45p	5:00p – 7:45p

Early Afternoon Combined with One-Day Late Afternoon/Evening Classes

MW		TR	
1:00p – 2:15p		1:00p – 2:15p	
2:30p – 3:45p		2:30p – 3:45p	
M	**T**	**W**	**R**
4:00p – 6:45p	4:00p – 6:45p	4:00p – 6:45p	4:00p – 6:45p
7:00p – 9:45p	7:00p – 9:45p	7:00p – 9:45p	7:00p – 9:45p

Early Afternoon Combined with Two-Day Late Afternoon/Evening Classes (See footnote)

MW	TR
1:00p – 2:15p	1:00p – 2:15p
2:30p – 3:45p	2:30p – 3:45p
MW	**TR**
4:00p – 5:15p[1]	4:00p – 5:15p[1]
5:30p – 6:45p[1]	5:30p – 6:45p[1]
7:00p – 8:15p[1]	7:00p – 8:15p[1]
8:30p – 9:45p[1]	8:30p – 9:45p[1]

[1]This 75-minute, two-day pattern may be used in the afternoon and evening **only** if both 4:00 – 5:15 and the 5:30 – 6:45 of MW or TR are utilize d to house two classes. Please don' t schedule just MW 4:00 – 5:15 or MW 5:30 – 6:45. Example: Class A runs MW at 4:00 and Class B runs MW at 5:30; we refer to this as efficient classroom "stacking." If you have to leave MW 4:00 or MW 5:30 vacant, use the three-hour, one-day option instead. The same concept applies for the evening time patterns.

NOTE:
For morning hours: Never mix an "A" Pattern and a "B" Pattern in the same classroom. This reduces classroom utilization and should be avoided. An exa mple would be offering a class MWF 8:00 – 8:50 and MW 10:00 – 11:15 in the same classroom. The MWF at 8:00 should be scheduled in a classroom se t up in the "A" pattern an d the M W at 10:00 b elongs in a cl assroom set u p in the "B" pattern.

NOTES: