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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 cmstraining@fullerton.edu for assistance.



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

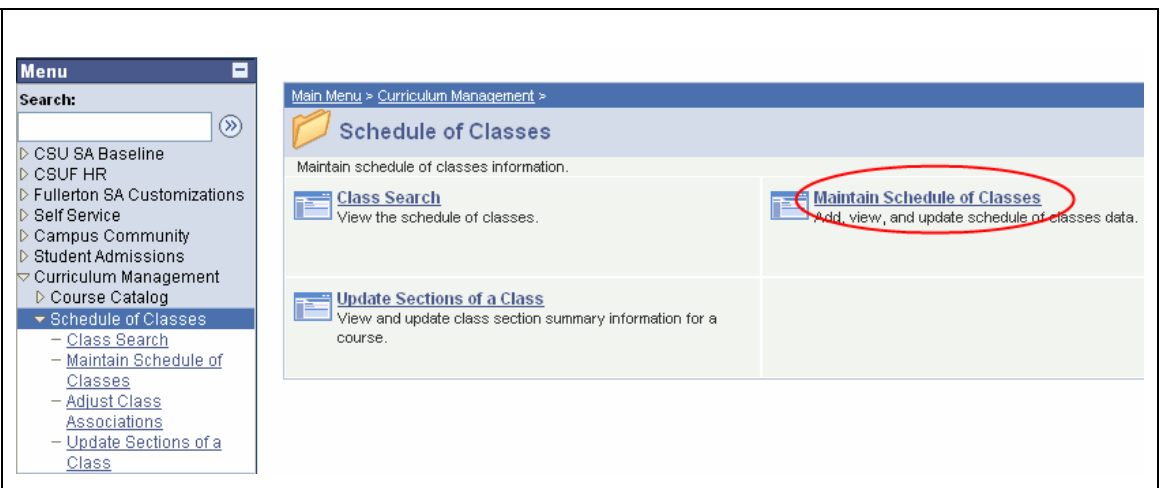
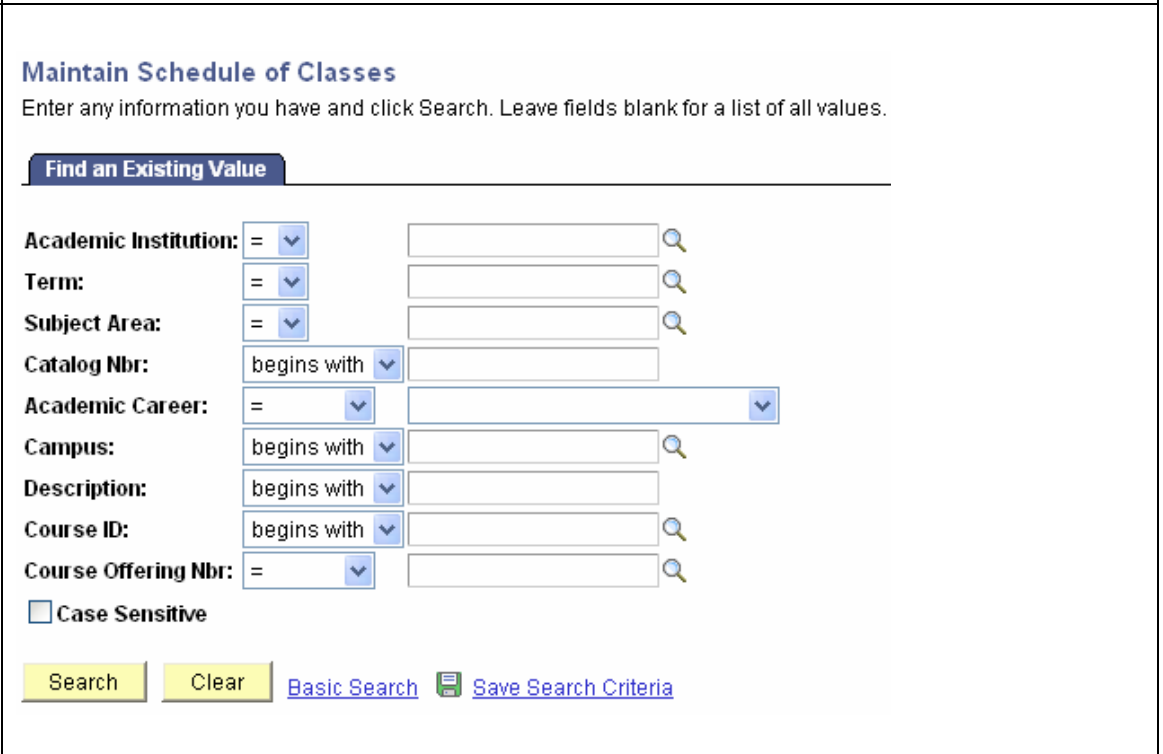
Viewing Class Sections

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.

<p>Step 1</p> <p>Navigate to the “Maintain Schedule of Classes” page:</p> <p>Home > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes</p>	
<p>The Find an Existing Value page displays.</p> <p>To find a class for a particular semester, you must enter the following search criteria (at minimum):</p> <ul style="list-style-type: none"> • Academic Institution • Term • Subject Area 	



Step 2

- Enter the **Academic Institution** = FLCMP, which stands for “Fullerton Campus”.
- Enter the **Academic Term**.
- Enter the **Subject Area** and **Catalog Nbr** (if known).

Subject Area is the course prefix. For example, American Studies has a Subject Area of **AMST**.

If you do not know the “Term” or “Subject Area”, click on the icon for a list of valid values.

Maintain Schedule of Classes

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

Find an Existing Value

Academic Institution: =
Term: =
Subject Area: =
Catalog Nbr: begins with
Academic Career: =
Campus: begins with
Description: begins with
Course ID: begins with
Course Offering Nbr: =

Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

Step 3

Click the button.

Note: If only the minimum fields are entered, a list of all available classes within the subject will display.

Search Results

View All First 1-23 of 23

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offe
FLCMP	2077	AMST	101	Undergrad	FUL	Intro American Culture	000222	1
FLCMP	2077	AMST	201	Undergrad	FUL	Intro to American Studies	000224	1
FLCMP	2077	AMST	300	Undergrad	FUL	Intro to Amer Pop Culture	000226	1
FLCMP	2077	AMST	301	Undergrad	FUL	American Character	000227	1
FLCMP	2077	AMST	318	Undergrad	FUL	Hollywood and America	000231	1

Step 4

Click on the name of the class you would like to view.

Search Results

View All First 1-23 of 23

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offe
FLCMP	2077	AMST	101	Undergrad	FUL	Intro American Culture	000222	1
FLCMP	2077	AMST	201	Undergrad	FUL	Intro to American Studies	000224	1
FLCMP	2077	AMST	300	Undergrad	FUL	Intro to Amer Pop Culture	000226	1
FLCMP	2077	AMST	301	Undergrad	FUL	American Character	000227	1
FLCMP	2077	AMST	318	Undergrad	FUL	Hollywood and America	000231	1



Viewing the Schedule of Classes

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](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#)

Course ID: 000222 **Course Offering Nbr:** 1
Academic Institution: CSU Fullerton
Term: Fall 2007 Undergrad [Auto Create Component](#)
Subject Area: AMST American Studies
Catalog Nbr: 101 Intro American Culture

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		Add Fee	
Campus:	FUL	Fullerton		
Location:	FULLERTON	Fullerton Campus	<input checked="" type="checkbox"/> Schedule Print <input checked="" type="checkbox"/> Student Specific Permissions	
Course Administrator:				
Academic Organization:	114-AMST	American Studies	<input type="checkbox"/> Dynamic Date Calc Required <input type="checkbox"/> Generate Class Mtg Attendance <input type="checkbox"/> Sync Attendance with Class Mtg <input type="checkbox"/> GL Interface Required	
Academic Group:	HSS	Humanities and Social Sciences		
Holiday Schedule:	NONE	None (Students)		
Instruction Mode:	P	In Person		
Primary Instr Section:	01			

Class Topic

Course Topic ID:	<input checked="" type="checkbox"/> Print Topic in Schedule
-------------------------	--

Equivalent Course Group

Course Equivalent Course Group:	<input type="checkbox"/> Override Equivalent Course
Class Equivalent Course Group:	

Class Attributes Customize | Find | View All First ◀ 1-2 of 2 ▶ Last

Course Attribute	Course Attribute Value
CLEV Course Level	1 Lower Division
GE General Education	GE General Education

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

[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		Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data
Course ID:	000222	Course Offering Nbr:	1				
Academic Institution:	CSU Fullerton	Term:	Fall 2007	Undergrad	Auto Create Component		
Subject Area:	AMST			American Studies			
Catalog Nbr:	101			Intro American Culture			
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			Add Fee			
Campus:	FUL	Fullerton					
Location:	FULLERTON	Fullerton Campus				<input checked="" type="checkbox"/> Schedule Print	
Course Administrator:							
Academic Organization:	114-AMST	American Studies					
Academic Group:	HSS	Humanities and Social Sciences				<input type="checkbox"/> Dynamic Date Calc Required	
Holiday Schedule:	NONE	None (Students)				<input type="checkbox"/> Generate Class Mtg Attendance	
Instruction Mode:	P	In Person					
Primary Instr Section:	01					<input type="checkbox"/> Sync Attendance with Class Mtg	
							<input type="checkbox"/> GL Interface Required
Class Topic							
Course Topic ID:							<input checked="" type="checkbox"/> Print Topic in Schedule
Equivalent Course Group							
Course Equivalent Course Group:							<input type="checkbox"/> Override Equivalent Course
Class Equivalent Course Group:							
Class Attributes				Customize Find View All	First	1-2 of 2	Last
Course Attribute		Course Attribute Value					
CLEV	Course Level	1	Lower Division				
GE	General Education	GE	General Education				

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#)

Viewing the Basic Data Page

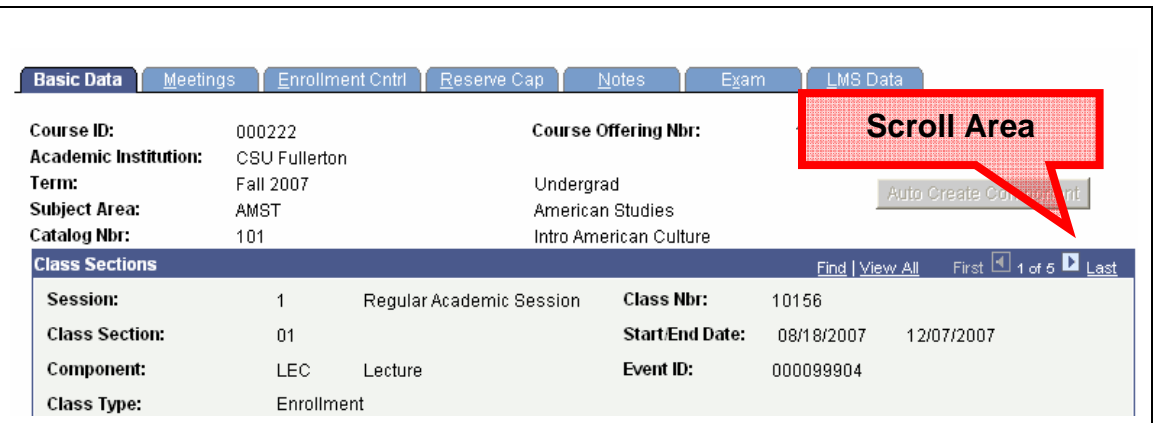
Each *class component* of a course is scheduled as a **class section**, with a unique **Class Nbr** (schedule number).



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 “rows”.




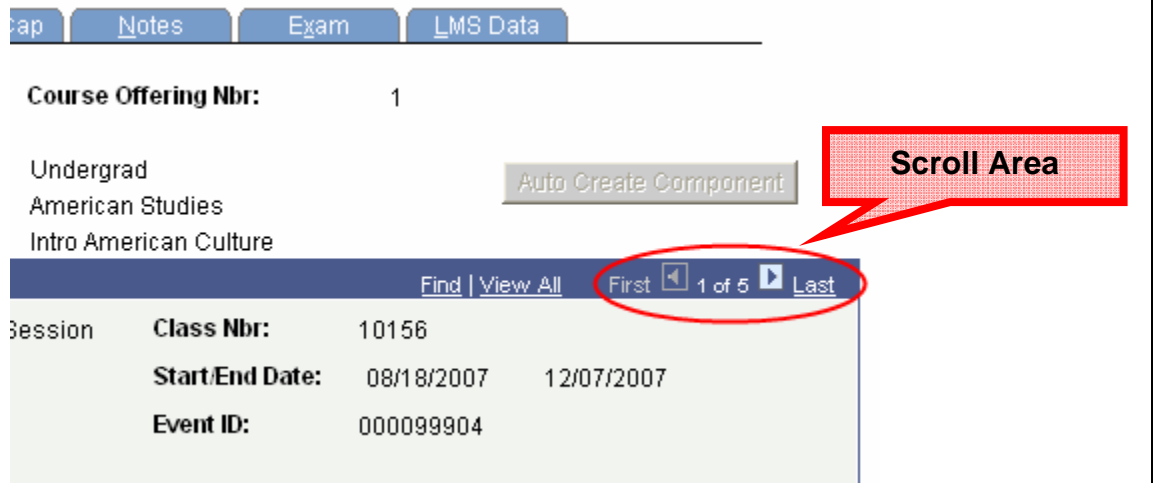
Course ID:	000222	Course Offering Nbr:	1		
Academic Institution:	CSU Fullerton	Undergrad:	Yes		
Term:	Fall 2007	American Studies:	Yes		
Subject Area:	AMST	Intro American Culture:	Yes		
Catalog Nbr:	101				

Session	Class Section	Component	Class Type	Class Nbr	Start/End Date	Event ID
1	01	LEC Lecture	Enrollment	10156	08/18/2007 - 12/07/2007	000099904

In the example to the right, there are 5 sections of “AMST 101” scheduled for the Fall 2007 term.


To move from section to section, use the  and  buttons in the scroll area to find the class section you wish to view.

If you want to go directly to the last class section, do so by clicking on the  button.



Course Offering Nbr: 1

Undergrad
American Studies
Intro American Culture



Session	Class Nbr	Start/End Date	Event ID
1	10156	08/18/2007 - 12/07/2007	000099904



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)**.

Other session values are listed to the right.

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data
Course ID:	000222	Course Offering Nbr:	1			
Academic Institution:	CSU Fullerton					
Term:	Fall 2007	Undergrad				<input type="button" value="Auto"/>
Subject Area:	AMST	American Studies				
Catalog Nbr:	101	Intro American Culture				
Class Sections Find View All						
Session:	1	Regular Academic Session	Class Nbr:	10156		
Class Section:	01		Start/End Date:	08/18/2007	12.	
Component:	LEC	Lecture	Event ID:	000099904		
Class Type:	Enrollment					

Session Values

- Regular Academic Session
- First 7
- Last 8
- First 10 Weeks
- Last 10 Weeks
- Mini-1, Mini-2, and Mini-3 (these run first, second, and third week sessions)
- CST (Cal State Teach)
- Special Session

Summer Session Values

- Six-week (SMA)
- Five-week (SMB)
- Second six-week (SMC)
- Eight-week (SMD)
- Eleven-week (SME)
- Special

Component – indicates a class type. Examples of components are:

- Lecture
- Laboratory
- Seminar
- Activity
- Supervision

Some courses may 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 *Primary*; all other components are *Secondary* (defined at the catalog level).

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data
Course ID:	000222	Course Offering Nbr:	1			
Academic Institution:	CSU Fullerton					
Term:	Fall 2007	Undergrad				<input type="button" value="Auto"/>
Subject Area:	AMST	American Studies				
Catalog Nbr:	101	Intro American Culture				
Class Sections Find View All						
Session:	1	Regular Academic Session	Class Nbr:	10156		
Class Section:	01		Start/End Date:	08/18/2007	12.	
Component:	LEC	Lecture	Event ID:	000099904		
Class Type:	Enrollment					



Class Type – The “Component” field determines the **Class Type** field. The primary component always has a **Class Type** of *Enrollment* and this is the graded component.

Secondary components have a **Class Type** of *Non-Enroll*, which are the non-graded components.

Note: For sections that rolled from the prior 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”.

Basic Data		Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data
Course ID:	000222	Course Offering Nbr:		1			
Academic Institution:	CSU Fullerton	Term:		Fall 2007			
Subject Area:	AMST	Undergrad		American Studies			
Catalog Nbr:	101	Intro American Culture		<input type="button" value="Auto"/>			
Class Sections Find View All							
Session:	1	Regular Academic Session	Class Nbr:	10156			
Class Section:	01		Start/End Date:	08/18/2007 12.			
Component:	LEC	Lecture	Event ID:	000099904			
Class Type:	Enrollment						

The **Instruction Mode** field will default to “P” (In-Person), when a new section is added to the course.

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:	000011469		
Class Type:	Enrollment					
Associated Class:	1 <input type="button" value="Add Fee"/>					
Campus:	FUL	Fullerton				
Location:	FULLERTON	Fullerton Campus				
Course Administrator:						
Academic Organization:	114-AMST	American Studies				
Academic Group:	HSS	Humanities and Social Sciences				
Holiday Schedule:	NONE	None (Students)				
Instruction Mode:	P	In Person				
Primary Instr Section:	01					



<p>A checked box in the Schedule Print field indicates this section will print in the published <i>Schedule of Classes</i> as well as be viewable in student self-service.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Class Sections Find View All First 1 of 5 Last</p> <table border="0" style="width: 100%;"> <tr> <td>Session:</td><td>1</td><td>Regular Academic Session</td><td>Class Nbr:</td><td>10156</td></tr> <tr> <td>Class Section:</td><td>01</td><td></td><td>Start/End Date:</td><td>08/18/2007 12/07/2007</td></tr> <tr> <td>Component:</td><td>LEC</td><td>Lecture</td><td>Event ID:</td><td>000011469</td></tr> <tr> <td>Class Type:</td><td colspan="4">Enrollment</td></tr> <tr> <td>Associated Class:</td><td colspan="4">1 <input type="button" value="Add Fee"/></td></tr> <tr> <td>Campus:</td><td>FUL</td><td>Fullerton</td><td colspan="2"></td></tr> <tr> <td>Location:</td><td>FULLERTON</td><td>Fullerton Campus</td><td colspan="2"><input checked="" type="checkbox"/> Schedule Print</td></tr> <tr> <td>Course Administrator:</td><td colspan="4"></td></tr> <tr> <td>Academic Organization:</td><td>114-AMST</td><td>American Studies</td><td colspan="2"><input checked="" type="checkbox"/> Student Specific Permissions</td></tr> <tr> <td>Academic Group:</td><td>HSS</td><td>Humanities and Social Sciences</td><td colspan="2"><input type="checkbox"/> Dynamic Date Calc Required</td></tr> <tr> <td>Holiday Schedule:</td><td>NONE</td><td>None (Students)</td><td colspan="2"><input type="checkbox"/> Generate Class Mtg Attendance</td></tr> <tr> <td>Instruction Mode:</td><td>P</td><td>In Person</td><td colspan="2"><input type="checkbox"/> Sync Attendance with Class Mtg</td></tr> <tr> <td>Primary Instr Section:</td><td>01</td><td></td><td colspan="2"><input type="checkbox"/> GL Interface Required</td></tr> </table> </div>	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:	000011469	Class Type:	Enrollment				Associated Class:	1 <input type="button" value="Add Fee"/>				Campus:	FUL	Fullerton			Location:	FULLERTON	Fullerton Campus	<input checked="" type="checkbox"/> Schedule Print		Course Administrator:					Academic Organization:	114-AMST	American Studies	<input checked="" type="checkbox"/> Student Specific Permissions		Academic Group:	HSS	Humanities and Social Sciences	<input type="checkbox"/> Dynamic Date Calc Required		Holiday Schedule:	NONE	None (Students)	<input type="checkbox"/> Generate Class Mtg Attendance		Instruction Mode:	P	In Person	<input type="checkbox"/> Sync Attendance with Class Mtg		Primary Instr Section:	01		<input type="checkbox"/> GL Interface Required	
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:	000011469																																																														
Class Type:	Enrollment																																																																	
Associated Class:	1 <input type="button" value="Add Fee"/>																																																																	
Campus:	FUL	Fullerton																																																																
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Academic Organization:	114-AMST	American Studies	<input checked="" type="checkbox"/> Student Specific Permissions																																																															
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Primary Instr Section:	01		<input type="checkbox"/> GL Interface Required																																																															
<p>Class Attributes – are automatically populated from the Course Catalog data and are only updated for Honors, Service Learning, or Web sections.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Class Attributes Customize Find View All First</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Course Attribute</th> <th style="width: 45%;">Course Attribute Value</th> <th style="width: 40%;">Course Attribute Value</th> </tr> </thead> <tbody> <tr> <td>CLEV</td> <td>Course Level</td> <td>1 Lower Division</td> </tr> <tr> <td>GE</td> <td>General Education</td> <td>GE General Education</td> </tr> </tbody> </table> </div>	Course Attribute	Course Attribute Value	Course Attribute Value	CLEV	Course Level	1 Lower Division	GE	General Education	GE General Education																																																								
Course Attribute	Course Attribute Value	Course Attribute Value																																																																
CLEV	Course Level	1 Lower Division																																																																
GE	General Education	GE General Education																																																																



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.	Fullerton 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 if 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 from 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
Meetings
Enrollment Cntrl
Reserve Cap
Notes
Exam
LMS Data

Course ID: 000222 **Course Offering Nbr:** 1
Academic Institution: CSU Fullerton
Term: Fall 2007 Undergrad
Subject Area: AMST American Studies
Catalog Nbr: 101 Intro American Culture

Class Sections Find | View All First ◀ 1 of 5 ▶ Last

Session:	1	Regular Academic Session	Class Nbr:	10156 Class APDB Mapping Values
Class Section:	01	Component: Lecture	Event ID:	000099904

Meeting Pattern Find | View All First ◀ 1 of 1 ▶ Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	Start/End Date
H224	40	MWF	10:00AM	10:50AM	☑	☐	☑	☐	☑	☐	☐	08/18/2007 12/07/2007

H 224 **Topic ID:** **Free Format Topic:**

Print Topic On Transcript Contact Hours

[Meeting APDB Mapping Values](#)

Instructors For Meeting Pattern Customize | Find | View All | ⚙ First ◀ 1 of 1 ▶ Last

Assignment		Workload			
ID	Name	Instructor Role	Print	Access	Contact
800766339	Horwitz,Ariella C	Prim Instr	☑	Approve	50

Room Characteristics Customize | Find | ⚙ First ◀ 1 of 1 ▶ Last

Room Characteristic	Quantity
	1

Save
Return to Search
Notify

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#)



Viewing the Meetings Page

<p>All class sections contain at least one Meeting Pattern. The most important meeting pattern is listed first.</p> <p>The meeting Pat field shows the pattern of days when the class is in session. (i.e. MWF, TTH, etc.).</p>	<p>Meeting Pattern</p> <table border="1"> <thead> <tr> <th>Facility ID</th> <th>Capacity</th> <th>Pat</th> <th>Mtg Start</th> <th>Mtg End</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> <th>Start/End Date</th> </tr> </thead> <tbody> <tr> <td>H224</td> <td>40</td> <td>MWF</td> <td>10:00AM</td> <td>10:50AM</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>08/18/2007 12/07/07</td> </tr> </tbody> </table> <p>Topic ID: Free Format Topic:</p> <p><input type="checkbox"/> Print Topic On Transcript Contact Hours</p>	Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	Start/End Date	H224	40	MWF	10:00AM	10:50AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/18/2007 12/07/07																
Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	Start/End Date																															
H224	40	MWF	10:00AM	10:50AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/18/2007 12/07/07																															
<p>Faculty assignments are linked to the meeting pattern. A different instructor may be assigned for each meeting pattern. Workload is tied to the instructor.</p>	<p>Meeting Pattern</p> <table border="1"> <thead> <tr> <th>Facility ID</th> <th>Capacity</th> <th>Pat</th> <th>Mtg Start</th> <th>Mtg End</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> <th>Start/End Date</th> </tr> </thead> <tbody> <tr> <td>H224</td> <td>40</td> <td>MWF</td> <td>10:00AM</td> <td>10:50AM</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>08/18/2007 12/07/2007</td> </tr> </tbody> </table> <p>Topic ID: Free Format Topic:</p> <p><input type="checkbox"/> Print Topic On Transcript Contact Hours</p> <p>Meeting APDB Mapping Values</p> <p>Instructors For Meeting Pattern</p> <p>Customize Find View All First 1 of 1 Last</p> <p>Assignment Workload</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Instructor Role</th> <th>Print</th> <th>Access</th> <th>Contact</th> <th>Empl Rcd#</th> <th>Job Code</th> </tr> </thead> <tbody> <tr> <td>800766339</td> <td>Horwitz,Ariella C</td> <td>Prim Instr</td> <td><input checked="" type="checkbox"/></td> <td>Approve</td> <td>50</td> <td>0</td> <td>2358</td> </tr> </tbody> </table> <p>Indicates the number of instructors per meeting pattern.</p>	Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	Start/End Date	H224	40	MWF	10:00AM	10:50AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/18/2007 12/07/2007	ID	Name	Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code	800766339	Horwitz,Ariella C	Prim Instr	<input checked="" type="checkbox"/>	Approve	50	0	2358
Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	Start/End Date																															
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800766339	Horwitz,Ariella C	Prim Instr	<input checked="" type="checkbox"/>	Approve	50	0	2358																																				
<p>All instructors should be listed on the first meeting pattern with their workload completed.</p> <p>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.</p>	<p>Instructors For Meeting Pattern</p> <p>Customize Find View All First 1 of 1 Last</p> <p>Assignment Workload</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Assign Type</th> <th>APDB Dept ID</th> <th>App Load</th> <th>Load Factor</th> <th>Work Load</th> <th>Auto Calc</th> <th>Assignment FTE %</th> </tr> </thead> <tbody> <tr> <td>800766339</td> <td>Horwitz,Ariella C</td> <td>IFF</td> <td>114-AMST</td> <td><input checked="" type="checkbox"/></td> <td>100.0000</td> <td>2.40</td> <td><input checked="" type="checkbox"/></td> <td>20.00</td> </tr> </tbody> </table>	ID	Name	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %	800766339	Horwitz,Ariella C	IFF	114-AMST	<input checked="" type="checkbox"/>	100.0000	2.40	<input checked="" type="checkbox"/>	20.00																								
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800766339	Horwitz,Ariella C	IFF	114-AMST	<input checked="" type="checkbox"/>	100.0000	2.40	<input checked="" type="checkbox"/>	20.00																																			



Access – displays levels of access to the grade roster:

Approve access allows the instructor to enter grades and approve the grade roster on the web and **Post** the grades after approval.

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.

The screenshot shows a web interface titled "Instructors For Meeting Pattern". It has a navigation bar with "Assignment" and "Workload" tabs, and options for "Customize", "Find", "View All", and "First". Below the navigation bar is a table with the following data:

ID	Name	Instructor Role	Print	Access
800766339	Horwitz, Ariella C	Prim Instr	<input checked="" type="checkbox"/>	Approve



Meetings Tab – Field Definitions

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

Field	Field Definition	Valid Values
Class Sections		
APDB Mapping Values (CIs)	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.



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



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

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

Course ID: 000222 **Course Offering Nbr:** 1
Academic Institution: CSU Fullerton
Term: Fall 2007 Undergrad
Subject Area: AMST American Studies
Catalog Nbr: 101 Intro American Culture

Enrollment Control				Find View All	First	1 of 5	Last
Session:	1	Regular Academic Session	Class Nbr:	10156			
Class Section:	01	Component: Lecture	Event ID:	000011469			
Class Status:	Active	Cancel Class					
Class Type:	Enrollment	Enrollment Status:	Closed				
Consent:	No Consent	Requested Room Capacity:	40	Total			
1st Auto Enroll Section:		Enrollment Capacity:	40	0			
2nd Auto Enroll Section:		Wait List Capacity:	0				
Resection to Section:		Minimum Enrollment Nbr:					
<input checked="" type="checkbox"/> Auto Enroll from Wait List		<input type="checkbox"/> Cancel if Student Enrolled					

[Save](#) | [Return to Search](#) | [Notify](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#)



Viewing Enrollment Controls

In the **Class Status** field, "Active" is selected in order for 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 it is desired to allow enrollment, but not to have a section appear in student self service or in the published *Schedule of Classes*, 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.

Enrollment Control				Find V
Session:	1	Regular Academic Session	Class Nbr:	10156
Class Section:	01	Component: Lecture	Event ID:	00001
Class Status:	Active	<input type="button" value="Cancel Class"/>		
Class Type:	Enrollment	Enrollment Status:	Closed	
Consent:	No Consent	Requested Room Capacity:	40	Tc
1st Auto Enroll Section:		Enrollment Capacity:	40	

If students should be allowed to register **only** after receiving Department or Instructor approval, the "Dept Consent" in the **Consent** field is selected. This field is not used for any other type of registration restriction.

Course ID:	000303	Course Offering Nbr:	1	
Academic Institution:	CSU Fullerton			
Term:	Fall 2007	Undergrad		
Subject Area:	AMST	American Studies		
Catalog Nbr:	499	Independent Study		
Enrollment Control				Find V
Session:	1	Regular Academic Session	Class Nbr:	10225
Class Section:	01	Component: Supervision	Event ID:	
Class Status:	Active	<input type="button" value="Cancel Class"/>		
Class Type:	Enrollment	Enrollment Status:	Closed	
Consent:	Dept Cnsnt	Requested Room Capacity:	5	Tc
1st Auto Enroll Section:		Enrollment Capacity:	5	



The **Enrollment Capacity** denotes the maximum number of students allowed to enroll in the class.

Note: This field defaults based on last "like term" data.

Enrollment Control				Find View All
Session:	1	Regular Academic Session	Class Nbr:	10156
Class Section:	01	Component: Lecture	Event ID:	000011469
Class Status:	Active	<input type="button" value="Cancel Class"/>		
Class Type:	Enrollment	Enrollment Status:	Closed	
Consent:	No Consent	Requested Room Capacity:	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
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.	
Requested Room Capacity	Not used at CSUF.	
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.

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

Course ID:	000222	Course Offering Nbr:	1
Academic Institution:	CSU Fullerton		
Term:	Fall 2007	Undergrad	
Subject Area:	AMST	American Studies	
Catalog Nbr:	101	Intro American Culture	

Class Sections				Find View All	First 1 of 5 Last
Session:	1	Regular Academic Session	Class Nbr:	10156	
Class Section:	01	Component: Lecture	Event ID:	000011469	

Class Notes		Find View All	First 1 of 1 Last
Sequence Number:	1		
Print Location:	After	<input type="checkbox"/> Even if Class Not in Schedule	
Note Nbr:		<input type="text"/>	
	<input type="button" value="Copy Note"/>		
Free Format Text:		<input type="text"/>	
	<input type="button" value="Clear Note"/>		

<input type="button" value="Save"/>	<input type="button" value="Return to Search"/>	<input type="button" value="Previous in List"/>	<input type="button" value="Next in List"/>	<input type="button" value="Notify"/>
-------------------------------------	---	---	---	---------------------------------------

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#)



Viewing Class Notes

<p>If a note is meant to appear for each Class Section of a course, a Note Nbr is posted to each section individually.</p>	<p>Course ID: 000222 Course Offering Nbr: 1 Academic Institution: CSU Fullerton Term: Fall 2007 Undergrad Subject Area: AMST American Studies Catalog Nbr: 101 Intro American Culture</p> <p>Class Sections Find View All</p> <p>Session: 1 Regular Academic Session Class Nbr: 10156 Class Section: 01 Component: Lecture Event ID: 000011469</p> <p>Class Notes Find View All</p> <p>Sequence Number: 1 Print Location: After <input type="checkbox"/> Even if Class Not in Schedule Note Nbr: <input type="text"/> Copy Note Free Format Text: <input type="text"/> Clear Note</p>
<p>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.</p>	<p>Course ID: 000222 Course Offering Nbr: 1 Academic Institution: CSU Fullerton Term: Fall 2007 Undergrad Subject Area: AMST American Studies Catalog Nbr: 101 Intro American Culture</p> <p>Class Sections Find View All</p> <p>Session: 1 Regular Academic Session Class Nbr: 10156 Class Section: 01 Component: Lecture Event ID: 000011469</p> <p>Class Notes Find View All</p> <p>Sequence Number: 1 Print Location: After <input type="checkbox"/> Even if Class Not in Schedule Note Nbr: <input type="text"/> Copy Note Free Format Text: <input type="text"/> Clear Note</p>



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 Components
Class Requisites

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 Session	Class Roll

Class Associations			
		Find View All	First ◀ 1 of 2 ▶ Last
Associated Class:	6		
Minimum Units:	3.00	Maximum Units:	3.00
Academic Progress Units:	3.00	FA Units:	3.00
Course Count:	1.00	Course Contact Hours:	
Billing Factor:	1.000	Instructor Edit:	No Choice
Tuition Group:			
<input type="checkbox"/> Use Blind Grading			

Save
Return to Search
Previous in List
Next in List
Notify

[Class Associations](#) | [Class Components](#) | [Class Requisites](#)

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

<p>Step 1</p> <p>Navigate to the “Adjust Class Associations” page:</p> <p>Home > Curriculum Management > Adjust Class Associations</p>	<p>The screenshot shows the 'Schedule of Classes' menu with 'Adjust Class Associations' highlighted. The main content area shows three tiles: 'Class Search', 'Maintain Schedule of Classes', and 'Adjust Class Associations' (circled in red). Below these are 'Update Sections of a Class' and 'Update Sections of a Class'.</p>
<p>The Find an Existing Value page displays.</p> <p>To find a class for a particular semester, you must enter the following search criteria (at minimum):</p> <ul style="list-style-type: none"> • Academic Institution • Term • Subject Area 	<p>Adjust Class Associations</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Academic Institution: = [v] FLCMP [magnifying glass]</p> <p>Term: = [v] [] [magnifying glass]</p> <p>Subject Area: = [v] [] [magnifying glass]</p> <p>Catalog Nbr: begins with [v] []</p> <p>Academic Career: = [v] [] [v]</p> <p>Session: = [v] [] [v]</p> <p>Course ID: begins with [v] [] [magnifying glass]</p> <p>Course Offering Nbr: = [v] [] [magnifying glass]</p> <p>Description: begins with [v] []</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>



Step 2

- Enter the **Academic Institution** = FLCMP, which stands for “Fullerton Campus”.
- Enter the **Academic Term**.
- Enter the **Subject Area** and **Catalog Nbr** (if known).
Subject Area is the course prefix. For example, Elementary and Bilingual Education = EDEL.
 If you do not know the “Term” code or “Subject Area”, click on the icon for a list of valid values.

Adjust Class Associations

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

Find an Existing Value

Academic Institution: =
Term: =
Subject Area: =
Catalog Nbr: begins with
Academic Career: =
Session: =
Course ID: begins with
Course Offering Nbr: =
Description: begins with
 Case Sensitive

Step 3

Click the button.

Note: If only the minimum fields are entered, a list of all available classes within the subject will display.

Search Results

View All First 1-50 of 50 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Session	Course ID	Course Offering Nbr	Description
FLCMP	2077	EDEL	X932	Extd Ed	Special	003474	1	In-Service Topics Tchrs
FLCMP	2077	EDEL	X934	Extd Ed	Special	003476	1	Online Topics-Educators I
FLCMP	2077	EDEL	X935	Extd Ed	Special	003477	1	Online Topics-Educatrs II
FLCMP	2077	EDEL	110	Undergrad	Regular	003719	2	Teaching Exper:Exploratr
FLCMP	2077	EDEL	315	Undergrad	Regular	003526	1	Intro Elem Class Teach
FLCMP	2077	EDEL	325	Undergrad	Regular	003527	1	Cultural Pluralism El Sch
FLCMP	2077	EDEL	429	Undergrad	First 7	003532	1	Intgrtd Curr Inst Ele Sch
FLCMP	2077	EDEL	429	Undergrad	Regular	003532	1	Intgrtd Curr Inst Ele Sch

Step 4

Click on the name of the class you would like to view.

Search Results

View All First 1-50 of 50 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Session	Course ID	Course Offering Nbr	Description
FLCMP	2077	EDEL	X932	Extd Ed	Special	003474	1	In-Service Topics Tchrs
FLCMP	2077	EDEL	X934	Extd Ed	Special	003476	1	Online Topics-Educators I
FLCMP	2077	EDEL	X935	Extd Ed	Special	003477	1	Online Topics-Educatrs II
FLCMP	2077	EDEL	110	Undergrad	Regular	003719	2	Teaching Exper:Exploratr
FLCMP	2077	EDEL	315	Undergrad	Regular	003526	1	Intro Elem Class Teach
FLCMP	2077	EDEL	325	Undergrad	Regular	003527	1	Cultural Pluralism El Sch
FLCMP	2077	EDEL	429	Undergrad	First 7	003532	1	Intgrtd Curr Inst Ele Sch
FLCMP	2077	EDEL	429	Undergrad	Regular	003532	1	Intgrtd Curr Inst Ele Sch



Class Associations Tab

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

Class Associations | [Class Components](#) | [Class Requisites](#)

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 Session

[Class Roll](#)

Class Associations Find | [View All](#) First ◀ 1 of 2 ▶ Last

Associated Class:	6		
Minimum Units:	3.00	Maximum Units:	3.00
Academic Progress Units:	3.00	FA Units:	3.00
Course Count:	1.00	Course Contact Hours:	
Billing Factor:	1.000	Instructor Edit:	No Choice
Tuition Group:			

Use Blind Grading

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

[Class Associations](#) | [Class Components](#) | [Class Requisites](#)



Viewing Class Associations Tab

The **minimum units** and the **maximum units** should be the same unless it is a variable credit class. The Scheduling Office staff members are the only people who can change these fields for variable credit courses. A request may be made to change the section to fixed units.

Class Associations			
		Find View All	First 1 of 2 Last
Associated Class:	6		
Minimum Units:	3.00	Maximum Units:	3.00
Academic Progress Units:	3.00	FA Units:	3.00
Course Count:	1.00	Course Contact Hours:	
Billing Factor:	1.000	Instructor Edit:	No Choice
Tuition Group:			
<input type="checkbox"/> Use Blind Grading			

If a class is a Credit by Examination, the **FA Units** will be set to 0.00 as this will not count towards financial aid credit load. For all other classes, the **FA Units** will mirror the **Minimum Units**. For graduate supervision classes, the **FA Units** equal 1.5 multiplied by the fixed unit value of the section.

Class Associations			
		Find View All	First 1 of 2 Last
Associated Class:	6		
Minimum Units:	3.00	Maximum Units:	3.00
Academic Progress Units:	3.00	FA Units:	3.00
Course Count:	1.00	Course Contact Hours:	
Billing Factor:	1.000	Instructor Edit:	No Choice
Tuition Group:			
<input type="checkbox"/> Use Blind Grading			

The **Instructor Edit** field will always display "No Choice," meaning that a student does not get to choose who his/her instructor is.

Class Associations			
		Find View All	First 1 of 2 Last
Associated Class:	6		
Minimum Units:	3.00	Maximum Units:	3.00
Academic Progress Units:	3.00	FA Units:	3.00
Course Count:	1.00	Course Contact Hours:	
Billing Factor:	1.000	Instructor Edit:	No Choice
Tuition Group:			
<input type="checkbox"/> 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 Associations | **Class Components** | Class Requisites

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 Session

Class Association Components Find | View All First 1 of 2 Last

Associated Class: 6
Grading Basis: CNC Credit / No Credit
Graded Component: Lecture **Grade Roster Print:** Component
Requirement Designation: **Primary Component:** LEC

Class Components Customize | Find | View All First 1 of 1 Last

Course Component	Contact	Optional	Workload Hours	Final Exam	Auto Create
Lecture	1.000	<input type="checkbox"/>	1.00	Yes	<input type="checkbox"/>

- Save
- Return to Search
- Previous in List
- Next in List
- Notify

[Class Associations](#) | [Class Components](#) | [Class Requisites](#)



Viewing Class Components Tab

<p>Grading Basis – determines how the class is being graded.</p>	<p>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 Session</p> <p>Class Association Components Find Vi</p> <p>Associated Class: 6 Grading Basis: CNC Credit / No Credit Graded Component: Lecture Grade Roster Print: Cc</p>												
<p>Graded Component – displays which of the components is graded.</p> <p>Note: Typically, if a class offers a “Lecture”, this is the graded component.</p>	<p>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 Session</p> <p>Class Association Components Find Vi</p> <p>Associated Class: 6 Grading Basis: CNC Credit / No Credit Graded Component: Lecture Grade Roster Print: Cc</p>												
<p>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 View All link to view all sections of the class vertically down the page.</p>	<p>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 Session</p> <p>Class Association Components Find View All First 1 of 2 Last</p> <p>Associated Class: 6 Grading Basis: CNC Credit / No Credit Graded Component: Lecture Grade Roster Print: Component Requirement Designation: Primary Component: LEC</p> <p>Class Components Customize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Course Component</th> <th>Contact</th> <th>Optional</th> <th>Workload Hours</th> <th>Final Exam</th> <th>Auto Create</th> </tr> </thead> <tbody> <tr> <td>Lecture</td> <td>1.000</td> <td><input type="checkbox"/></td> <td>1.00</td> <td>Yes</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Course Component	Contact	Optional	Workload Hours	Final Exam	Auto Create	Lecture	1.000	<input type="checkbox"/>	1.00	Yes	<input type="checkbox"/>
Course Component	Contact	Optional	Workload Hours	Final Exam	Auto Create								
Lecture	1.000	<input type="checkbox"/>	1.00	Yes	<input type="checkbox"/>								



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, Lab, and Activity would need to be associated together.

Multiple rows will appear in the **Course Components** area, one for Activity, Laboratory, and Lecture.

Class Associations | **Class Components** | Class Requisites

Course ID: 001615 **Course Offering Nbr:** 1
Academic Institution: CSU Fullerton
Term: Fall 2007 Undergrad
Subject Area: CHEM Chemistry and Biochemistry
Catalog Nbr: 120A General Chemistry
Session: 1 Regular Academic Session

Class Association Components Find | View All First

Associated Class: 1
Grading Basis: UOP Undergraduate Student Option
Graded Component: Lecture **Grade Roster Print:** Component
Requirement Designation: **Primary Component:** LEC

Class Components Customize | Find | View All First 1-3 of 3

Course Component	Contact	Optional	Workload Hours	Final Exam	Auto
Activity	2.000	<input type="checkbox"/>	1.30	Yes	
Laboratory	3.000	<input type="checkbox"/>	1.30	Yes	
Lecture	3.000	<input type="checkbox"/>	3.00	Yes	

The **Contact** column represents how many 50-minute contact hours must be scheduled for each course component type.

Class Components Customize | Find

Course Component	Contact	Optional	Workload Hours	Final Exam
Activity	2.000	<input type="checkbox"/>	1.30	Yes
Laboratory	3.000	<input type="checkbox"/>	1.30	Yes
Lecture	3.000	<input type="checkbox"/>	3.00	Yes

The **Workload Hours** are used in computing faculty load.

Class Components Customize | Find

Course Component	Contact	Optional	Workload Hours	Final Exam
Activity	2.000	<input type="checkbox"/>	1.30	Yes
Laboratory	3.000	<input type="checkbox"/>	1.30	Yes
Lecture	3.000	<input type="checkbox"/>	3.00	Yes



Grade Roster Print will always default to "Component."

[Class Associations](#) | **[Class Components](#)** | [Class Requisites](#)

Course ID: 001615 **Course Offering Nbr:** 1
Academic Institution: CSU Fullerton
Term: Fall 2007 Undergrad
Subject Area: CHEM Chemistry and Biochemistry
Catalog Nbr: 120A General Chemistry
Session: 1 Regular Academic Session

Class Association Components Find | View All

Associated Class: 1
Grading Basis: UOP Undergraduate Student Option
Graded Component: Lecture **Grade Roster Print:** Component
Requirement Designation: **Primary Component:** LEC

Class Components Customize | Find | View All | First

Course Component	Contact	Optional	Workload Hours	Final Exam
Activity	2.000	<input type="checkbox"/>	1.30	Yes
Laboratory	3.000	<input type="checkbox"/>	1.30	Yes
Lecture	3.000	<input type="checkbox"/>	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 Associations **Class Components** **Class Requisites**

Course ID:	014935	Course Offering Nbr:	1
Academic Institution:	CSU Fullerton		
Term:	Fall 2008		Undergrad
Subject Area:	THTR		Theatre
Catalog Nbr:	141B		Voice/Mvmt for Stage I
Session:	1		Regular Academic Session

Catalog Requisite

Requirement Group:	000121	Detail	THTR 141A
Long Description:	THTR 141A is a prerequisite and must be passed with a minimum grade of C.		

Class Association Requisites Find | View All First 1 of 2 Last

Associated Class:	1	<input checked="" type="checkbox"/> Also Use Catalog Requisite
Requirement Group:	<input type="text"/>	Detail
Long Description:	<input type="text"/>	

Save Return to Search Notify



A **Requirement Group** will appear, if applicable.

There may be **Catalog Requisites** such as in the example to the right.

There may also be **Class Association Requisites**, which are 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.

Catalog Requisite

Requirement Group: 000121 [Detail](#) THTR 141A

Long Description: THTR 141A is a prerequisite and must be passed with a minimum grade of C.

Class Association Requisites Find | View All First 1 of 2 Last

Associated Class: 1 **Also Use Catalog Requisite**

Requirement Group: [Detail](#)

Long Description:



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.

<p>Step 1</p> <p>Navigate to the “Update Sections of a Class” page:</p> <p>Home > Curriculum Management > Schedule of Classes > Update Sections of a Class</p>	
<p>The Find an Existing Value page displays.</p> <p>To find a class for a particular semester, you must enter the following search criteria (at minimum):</p> <ul style="list-style-type: none"> • Academic Institution • Term • Subject Area 	<p>Update Sections of a Class</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Academic Institution: = [dropdown] FLCMP [magnifying glass]</p> <p>Term: = [dropdown] [text box] [magnifying glass]</p> <p>Subject Area: = [dropdown] [text box] [magnifying glass]</p> <p>Catalog Nbr: begins with [dropdown] [text box]</p> <p>Academic Career: = [dropdown] [dropdown]</p> <p>Campus: begins with [dropdown] [text box] [magnifying glass]</p> <p>Description: begins with [dropdown] [text box]</p> <p>Course ID: begins with [dropdown] [text box] [magnifying glass]</p> <p>Course Offering Nbr: = [dropdown] [text box] [magnifying glass]</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>



Step 2

- Enter the **Academic Institution** = FLCMP, which stands for “Fullerton Campus”.
- Enter the **Academic Term**.
- Enter the **Subject Area** and **Catalog Number**.

Notes:

Subject Area is the course prefix. For example, Chemistry = CHEM.

In this example, we used Catalog Nbr=120A

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 button.

Find an Existing Value

Academic Institution: = FLCMP

Term: = 2077

Subject Area: = CHEM

Catalog Nbr: begins with 120A

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

The **Update Sections of a Class** page displays.

Update Sections of a Class

Course ID: 001615 Course Offering Nbr: 1
 Academic Institution: CSU Fullerton
 Term: Fall 2007 Undergrad
 Subject Area: CHEM Chemistry and Biochemistry
 Catalog Nbr: 120A General Chemistry

Class Sections												
Class Status Class Enrollment Limits												
Session	Section	Class Nbr	Component	Enrollment Status	Class Type	Class Stat	Assoc	Auto Enrl 1	Auto Enrl 2	Resection	Consent	Schd Print
Regular	01	11329	Lecture	Closed	E	A	1	02	03		N	<input checked="" type="checkbox"/>
Regular	02	31329	Activity	Closed	N	A	1				N	<input checked="" type="checkbox"/>
Regular	03	51329	Laboratory	Closed	N	A	1				N	<input checked="" type="checkbox"/>
Regular	04	11330	Lecture	Closed	E	A	4	05	06		N	<input checked="" type="checkbox"/>
Regular	05	31330	Activity	Closed	N	A	4				N	<input checked="" type="checkbox"/>
Regular	06	51330	Laboratory	Closed	N	A	4				N	<input checked="" type="checkbox"/>
Regular	07	11331	Lecture	Closed	E	A	7	08	09		N	<input checked="" type="checkbox"/>
Regular	08	31331	Activity	Closed	N	A	7				N	<input checked="" type="checkbox"/>



Section Information for a Multi-Component 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.

Course ID: 001615 Course Offering Nbr:
 Academic Institution: CSU Fullerton
 Term: Fall 2007 Undergrad
 Subject Area: CHEM Chemistry and Biochemistry
 Catalog Nbr: 120A General Chemistry

When a student enrolls in the class they are automatically enrolled in all 3 components associated with the course.

Class Sections									
Class Status Class Enrollment Limits									
Session	Section	Class Nbr	Component	Enrollment Status	Class Type	Class Stat	Assoc	Auto Enrl 1	Auto Enrl 2
Regular	01	11329	Lecture	Closed	E	A	1	02	03
Regular	02	31329	Activity	Closed	N	A	1		
Regular	03	51329	Laboratory	Closed	N	A	1		
Regular	04	11330	Lecture	Closed	E	A	4	05	06
Regular	05	31330	Activity	Closed	N	A	4		
Regular	06	51330	Laboratory	Closed	N	A	4		
Regular	07	11331	Lecture	Closed	E	A	7	08	09
Regular	08	31331	Activity	Closed	N	A	7		

Sections 1-3 belong to the same class association.

Section Information for a Single-Component Course

Example: English 101

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 .

Course ID: 004862 Course Offering Nbr: 1
 Academic Institution: CSU Fullerton
 Term: Fall 2007 Undergrad
 Subject Area: ENGL English
 Catalog Nbr: 101 Beginning College Writing

Class Sections									
Class Status Class Enrollment Limits									
Session	Section	Class Nbr	Component	Enrollment Status	Class Type	Class Stat	Assoc	Auto Enrl 1	Auto Enrl 2
Regular	01	12935	Discussion	Closed	E	A	1		
Regular	03	12937	Discussion	Closed	E	A	3		
Regular	04	12938	Discussion	Closed	E	A	4		
Regular	05	12939	Discussion	Closed	E	A	5		
Regular	06	12940	Discussion	Closed	E	A	6		
Regular	07	12941	Discussion	Closed	E	A	7		
Regular	08	12942	Discussion	Closed	E	A	8		
Regular	09	12943	Discussion	Closed	E	A	9		



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.

<p>Enrollment Cap Information for a Multi-Component Course</p> <p>Example: <u>Chemistry 120A</u></p>	<h3>Update Sections of a Class</h3> <p>Course ID: 001615 Course Offering Nbr:</p> <p>Academic Institution: CSU Fullerton</p> <p>Term: Fall 2007 Undergrad</p> <p>Subject Area: CHEM Chemistry and Biochemistry</p> <p>Catalog Nbr: 120A General Chemistry</p> <p>Class Sections Customize Find V</p> <p>Class Enrollment Limits</p> <table border="1"> <thead> <tr> <th>Session</th> <th>Section</th> <th>Class Nbr</th> <th>Component</th> <th>Enrl Cap</th> <th>Enrl Tot</th> </tr> </thead> <tbody> <tr><td>Regular</td><td>01</td><td>11329</td><td>Lecture</td><td>24</td><td></td></tr> <tr><td>Regular</td><td>02</td><td>31329</td><td>Activity</td><td>24</td><td></td></tr> <tr><td>Regular</td><td>03</td><td>51329</td><td>Laboratory</td><td>24</td><td></td></tr> <tr><td>Regular</td><td>04</td><td>11330</td><td>Lecture</td><td>23</td><td></td></tr> <tr><td>Regular</td><td>05</td><td>31330</td><td>Activity</td><td>23</td><td></td></tr> <tr><td>Regular</td><td>06</td><td>51330</td><td>Laboratory</td><td>23</td><td></td></tr> <tr><td>Regular</td><td>07</td><td>11331</td><td>Lecture</td><td>24</td><td></td></tr> <tr><td>Regular</td><td>08</td><td>31331</td><td>Activity</td><td>24</td><td></td></tr> <tr><td>Regular</td><td>09</td><td>51331</td><td>Laboratory</td><td>24</td><td></td></tr> </tbody> </table>	Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	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	
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Regular	09	12943	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.

<p>Step 1</p> <p>Navigate to the "Class Search" page:</p> <p>Home > Curriculum Management > Schedule of Classes > Class Search</p>	<p>The screenshot shows the 'CAL STATE FULLERTON' header and a 'Menu' sidebar. The 'Menu' sidebar has 'Schedule of Classes' expanded to 'Class Search'. The main content area is titled 'Class Search' and contains instructions: 'Select an institution, term and search method. Click GO to continue.' Below this are two dropdown menus: 'Institution' set to 'CSU Fullerton' and 'Term' set to 'Fall 1959'. There are radio buttons for 'Search for Classes' (selected) and 'Browse Catalog', and a green 'GO' button.</p>
<p>Step 2</p> <p>Use the drop-down menu to select the Term for the class in which you are searching.</p>	<p>This screenshot shows the 'Class Search' page with the 'Term' dropdown menu open. The 'Institution' dropdown is still set to 'CSU Fullerton'. The 'Term' dropdown list shows various terms, with 'Fall 2007' highlighted. The 'GO' button is not yet visible.</p>
<p>Step 3</p> <p>Click .</p>	<p>This screenshot shows the 'Class Search' page with 'Institution' set to 'CSU Fullerton' and 'Term' set to 'Fall 2007'. The 'Search for Classes' radio button is selected. The green 'GO' button is circled in red.</p>



The **Search for Classes** page now displays.

Enter at least 2 search criteria to narrow down your search results.

Note: Selecting a **Course Subject** and **Course Number** will provide results that best match your search criteria.

Class Search

Search for Classes

Select at least 2 search criteria. Click Search to view your search results.

CSU Fullerton | Fall 2007

Class Search Criteria

Course Subject: [Dropdown]

Course Number: [is exactly] [Text Box]

Course Career: [Dropdown]

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 4

To search by **Course Subject**, use the drop-down menu to select a subject.

Class Search Criteria

Course Subject: [Dropdown Menu Open]

Course Number: [is exactly] [Text Box]

Course Career: [Dropdown]

Use Additional Search

▶ Additional Search Criteria

CHANGE INSTITUTION OR TERM | CLEAR CRITERIA | SEARCH

The Course Subject now displays on the **Search for Classes** page.

Class Search Criteria

Course Subject: English

Course Number: [is exactly] [Text Box]

Course Career: [Dropdown]

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: (dropdown menu open with options: contains, greater than or equal to, **is exactly**, less than or equal to, Show Open Entry/Exit Classes Only)

Course Career:

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

CHANGE INSTITUTION OR TERM | CLEAR CRITERIA | SEARCH

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 (dropdown menu open with options: Mon, Tues, Wed, Thurs, Fri, Sat, Sun)

Instructor Last Name: is exactly

Class Nbr: (example: 1136)

Course Attribute: (example: GE Classes)

Course Attribute Value: (example: Class Category)

Course Title Keyword: (example: statistics)

Course Component: (dropdown menu)

Session: (dropdown menu)

Mode of Instruction: (dropdown menu)

Campus: (dropdown menu)

Location: (dropdown menu)

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

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](#)



The Class Search Results page now displays. Classes are listed by section.

In the example to the right, three sections display for ENGL 101. Sixty-one sections are available for this class.

To view all sections of a class, click on the [View All Sections](#) link.

The following information will also display on this page:

- **Days & Times** the class section meets
- **Room** location
- **Instructor**
- **Meeting Dates** (first and last day the class meets)

The status of each section will also display:

- = Open
- = Closed
- ▲ = Wait List

Class Search

Class Search Results

When available, click View All Sections to see all sections of the course.

CSU Fullerton | Fall 2007

The following classes match your search criteria Course Subject: **English**, Course Number is exactly '101', Show Open Classes Only: **No**

● Open ■ Closed ▲ Wait List

[CHANGE INSTITUTION OR TERM](#) [START A NEW SEARCH](#)

▼ ENGL 101 - Beginning College Writing

[View All Sections](#) First 1-3 of 61 Last

Section	01-DIS(12935)	Status	■
Session	Regular		
Days & Times	Room	Instructor	Meeting Dates
MWF 7:00AM - 7:50AM	UH 319 - Seminar	Robert Singer	8/18/2007 - 12/7/2007
Section	03-DIS(12937)	Status	■
Session	Regular		
Days & Times	Room	Instructor	Meeting Dates
MWF 8:00AM - 8:50AM	UH 208 - Lecture Room	Robert Singer	8/18/2007 - 12/7/2007
Section	04-DIS(12938)	Status	■
Session	Regular		
Days & Times	Room	Instructor	Meeting Dates
MWF 8:00AM - 8:50AM	MH 463 - Lecture Room	Dana King	8/18/2007 - 12/7/2007

[CHANGE INSTITUTION OR TERM](#) [START A NEW SEARCH](#)

Step 7

To view section details, click on the Section number link.

View All Sections First 1-3 of 61 Last			
Section	01-DIS(12935)	Status	■
Session	Regular		
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.

Information on this page includes:

- **Class Status**
- **Class Number**
- **Session Type**
- **Dates**
- **Units**
- **Instruction Mode** (in person, televised, web)
- **Class Components** (and if the component is required)
- **Associated Class**
- **Grading Basis**
- **Course Career**
- **Campus**
- **Location**
- **Meeting Information**
- **Class Notes** (if any were entered)
- **Enrollment Requirements**
- **Course Attributes**
- **Class Availability**

Click on either of the two [RETURN TO RESULTS](#) links displayed to go back to your search results.

Class Search

Class Detail

CHEM 120A - 01 General Chemistry

CSU Fullerton | Fall 2008 | Lecture

[RETURN TO RESULTS](#)

CLASS DETAILS

Status	● Open	Career	Undergraduate
Class Number	11406	Dates	8/23/2008 - 12/12/2008
Session	Regular Academic Session	Grading	Undergraduate Student Option
Units	5 units	Location	Fullerton Campus
Instruction Mode	In Person	Campus	Fullerton Campus
Class Components	Activity Required Laboratory Required Lecture Required		

MEETING INFORMATION

Days & Times	Room	Instructor	Meeting Dates
MWF 9:00AM - 9:50AM	MH 587 - Computer Lab	Staff	8/23/2008 - 12/12/2008

ENROLLMENT INFORMATION

Enrollment Requirements	MATH 40 or MATH 45 is a prerequisite and credit must be earned.
Course Attribute	Physical Science Laboratory

CLASS AVAILABILITY

Class Capacity	24	Wait List Capacity	0
Enrollment Total	0	Wait List Total	0
Available Seats	24		

[RETURN TO RESULTS](#)