



CMS Campus Solutions 8.9

Schedule a New Course

Business Process Guide



Table of Contents

Scheduling a New Course Overview	2
Before You Begin.....	3
If You Need Further Assistance.....	3
Scheduling a New Course	4
Entering Basic Data for a New Class Section	5
Steps for Completing the Basic Data Page	6
Course Attributes	9
Variable Topics.....	11
Fields on the Basic Data Page that are not to be changed by Departments	12
Adding Meeting Information for Class Sections	13
Fields on the Meeting Page that are not to be changed by Departments.....	17
Adding Enrollment Controls for Class Sections.....	18
Fields on the Enrollment Control Page that may not be updated by Departments.....	19
Attaching Class Notes	20
Steps for Attaching Class Notes to Sections.....	20
Fields on the Notes Page that may not be updated by Departments.....	21
Viewing the Class Associations Page	22
Variable Unit Courses.....	23
Viewing the Class Components Page	24
Viewing Class Requisites	25
Adding a Multiple Component Course and Associating the Sections	26
Combining Class Sections.....	30
Update Sections of a Class	31
Appendix A. Instructor Contact Hours and CS Number	33
Appendix B. Standard Meeting Patterns – Classroom “A”	35
Appendix B. Standard Meeting Patterns – Classroom “B”	36

Scheduling a New Course Overview

While most classes will already exist in the **Maintain Schedule of Classes** component because they will have rolled from the Prior Term Copy process, the **Schedule New Course** component allows you to schedule 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 scheduled could begin in a number of different ways. In most cases, the Scheduling Coordinator will receive a new course in the form of a Special or a course in the New Course Proposal cycle 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 classes (cross-listed) that will share the same room/time/instructor, then you should enter a room/time/instructor for only ONE of the classes and leave the other 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 to 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 cmstraining@fullerton.edu for assistance.

Scheduling a New Course

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

Navigation:



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: = [dropdown] FLCMP [magnifying glass]
 Term: = [dropdown] 2087 [magnifying glass]
 Subject Area: = [dropdown] MLSC [magnifying glass]
 Catalog Nbr: begins with [dropdown] 100R [magnifying glass]
 Academic Career: = [dropdown] [dropdown]
 Campus: begins with [dropdown] [magnifying glass]
 Description: begins with [dropdown] [magnifying glass]
 Course ID: begins with [dropdown] [magnifying glass]
 Course Offering Nbr: = [dropdown] [magnifying glass]

Case Sensitive

[Basic Search](#)

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	Ext'd Ed	FUL	Advanced Army Fitness	015276	2
FLCMP	2087	MLSC	100R	Undergrad	FUL	Advanced Army Fitness	015276	1

Note: In the screenshot, a speech bubble points to the search fields with the text: "Enter basic information and click the Search Button". In the search results table, the 'MLSC' and '100R' cells in the second row are circled in red, as is the 'Undergrad' cell in the same row.

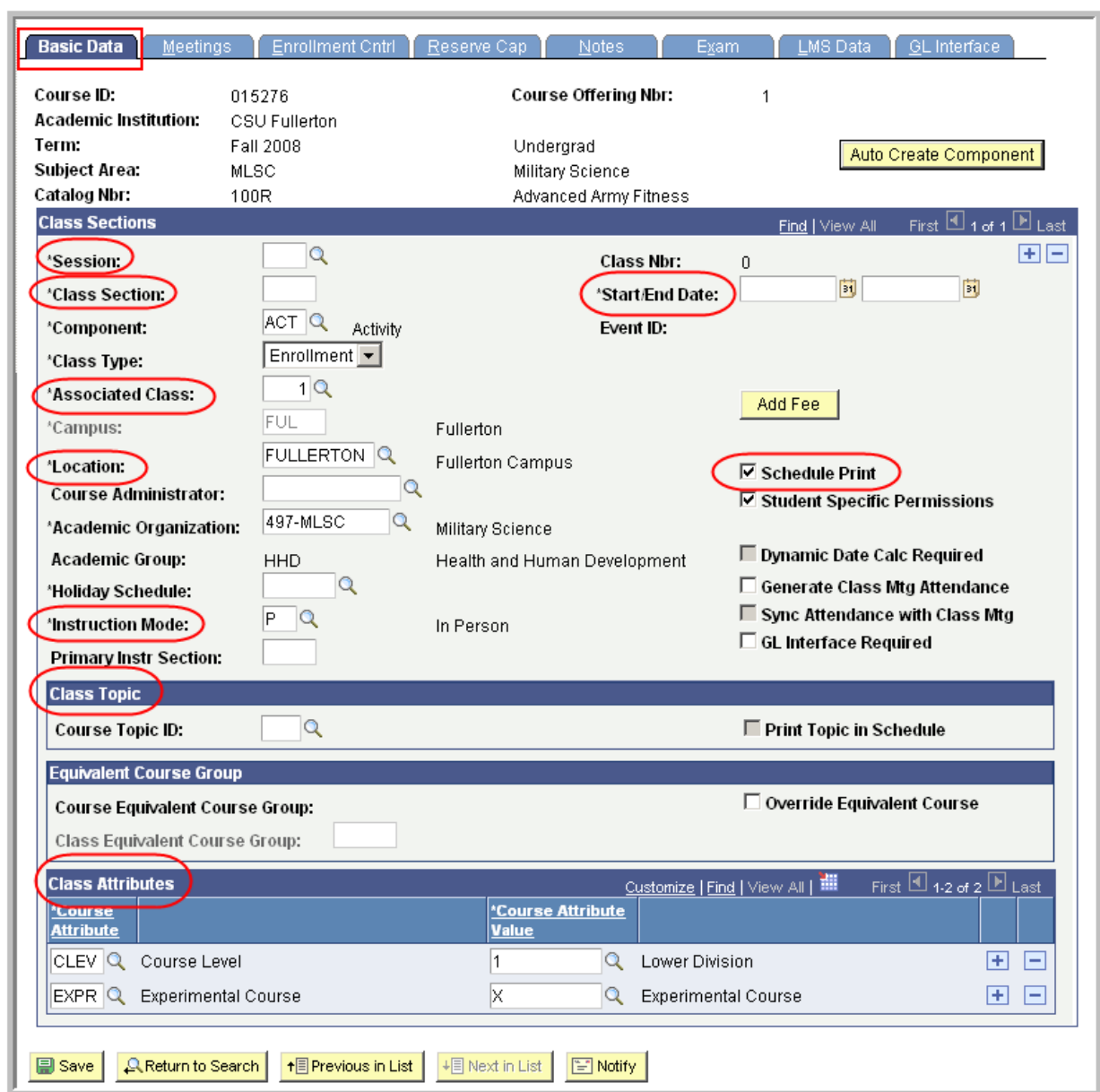
Finding a New Course

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



Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data GL Interface

Course ID: 015276 Course Offering Nbr: 1
 Academic Institution: CSU Fullerton
 Term: Fall 2008 Undergrad
 Subject Area: MLSC Military Science **Auto Create Component**
 Catalog Nbr: 100R Advanced Army Fitness

Class Sections Find | View All First 1 of 1 Last

*Session: [] Class Nbr: 0
 *Class Section: [] *Start/End Date: [] []
 *Component: ACT Activity
 *Class Type: Enrollment
 *Associated Class: 1
 *Campus: FUL Fullerton **Add Fee**
 *Location: FULLERTON Fullerton Campus **Schedule Print**
 Course Administrator: [] **Student Specific Permissions**
 *Academic Organization: 497-MLSC Military Science **Dynamic Date Calc Required**
 Academic Group: HHD Health and Human Development **Generate Class Mtg Attendance**
 *Holiday Schedule: [] **Sync Attendance with Class Mtg**
 *Instruction Mode: P In Person **GL Interface Required**
 Primary Instr Section: []

Class Topic

Course Topic ID: [] **Print Topic in Schedule**

Equivalent Course Group

Course Equivalent Course Group: [] **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
EXPR Experimental Course	X Experimental Course

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

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

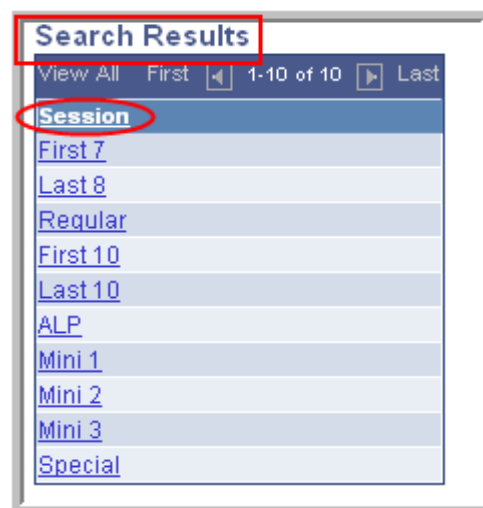
Each *class component* of a course is scheduled as a class section, with a unique **Class Nbr** (schedule number). The scroll area in the page header will show the number of class sections scheduled. All scheduled sections of a class are shown in the *component* as **rows**.




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.



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  Button. Before clicking the Save button, the Class Nbr is "0." After clicking the Save button, the **Class Nbr** is programmatically assigned.

Basic Data
Meetings
Enrollment Cntrl
Reserve Cap
Notes
Exam
LMS Data
GL Interface

Course ID:	015276	Course Offering Nbr:	1
Academic Institution:	CSU Fullerton		
Term:	Fall 2008	Undergrad	Auto Create Component
Subject Area:	MLSC	Military Science	
Catalog Nbr:	100R	Advanced Army Fitness	

Class Sections
Find | View All
First 1 of 1 Last

*Session:	1	Regular Academic Session	*Class Nbr:	58189	+ -
*Class Section:	01		*Start/End Date:	08/23/2008	12/12/2008
*Component:	ACT	Activity	Event ID:		
*Class Type:	Enrollment				
*Associated Class:	1				Add Fee
*Campus:	FUL	Fullerton			<input checked="" type="checkbox"/> Schedule Print
*Location:	FULLERTON	Fullerton Campus			<input checked="" type="checkbox"/> Student Specific Permissions
Course Administrator:					<input type="checkbox"/> Dynamic Date Calc Required
*Academic Organization:	497-MLSC	Military Science			<input type="checkbox"/> Generate Class Mtg Attendance
Academic Group:	HHD	Health and Human Development			<input type="checkbox"/> Sync Attendance with Class Mtg
*Holiday Schedule:	NONE	None (Students)			<input type="checkbox"/> GL Interface Required
*Instruction Mode:	P	In Person			
Primary Instr Section:	01				

Class Topic
Customize | Find | View All
First 1-2 of 2 Last

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

Equivalent Course Group
Customize | Find | View All
First 1-2 of 2 Last

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	+ -
EXPR	Experimental Course	X	Experimental Course	+ -




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.


Step3 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.

Step4 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.

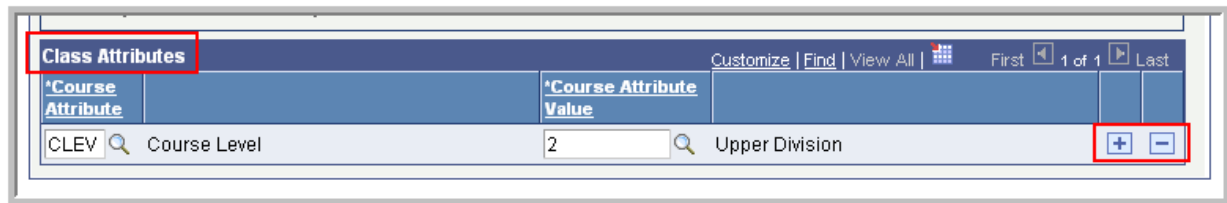
Step 5 Enter the appropriate **Location**. Use the Look Up  icon for a list of values. Most commonly used will be Fullerton, Irvine, Web, and GGC.

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.)

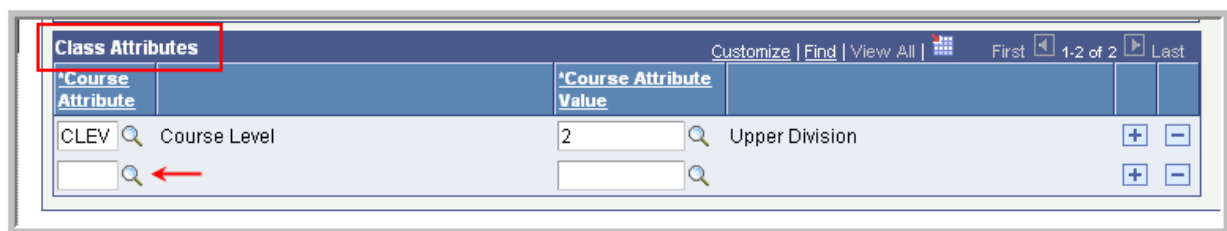
Course Attributes

Step 8 If the class section is an Honors course, a Class Attribute needs to be added to the section.



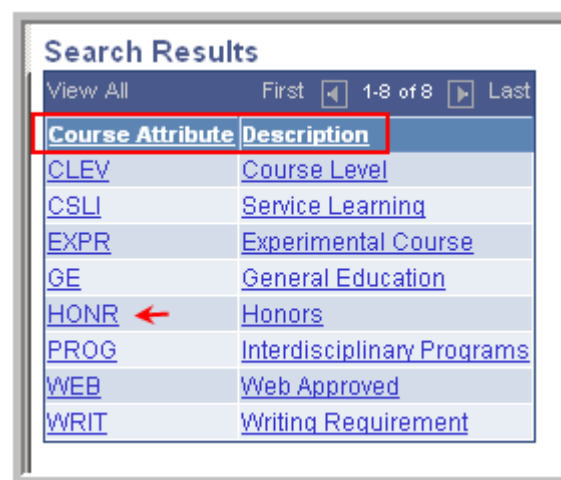
Class Attributes		Customize Find View All First 1 of 1 Last	
*Course Attribute	*Course Attribute Value		
CLEV Course Level	2	Upper Division	+ -

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.




Class Attributes		Customize Find View All First 1-2 of 2 Last	
*Course Attribute	*Course Attribute Value		
CLEV Course Level	2	Upper Division	+ -
<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -

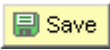
Below are the current results of the Look Up for Course Attributes. While in the new row, click on the **🔍** Button, and select HONR in the **🔍** Results.



Search Results	
View All First 1-8 of 8 Last	
Course Attribute	Description
CLEV	Course Level
CSLI	Service Learning
EXPR	Experimental Course
GE	General Education
HONR	Honors
PROG	Interdisciplinary Programs
WEB	Web Approved
WRIT	Writing Requirement

Class Attributes				Customize	Find	View All	First	1-2 of 2	Last
*Course Attribute		*Course Attribute Value							
CLEV	Course Level	2	Upper Division	+	-				
HONR	Honors	HONR	Honors	+	-				

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  button.

Variable Topics

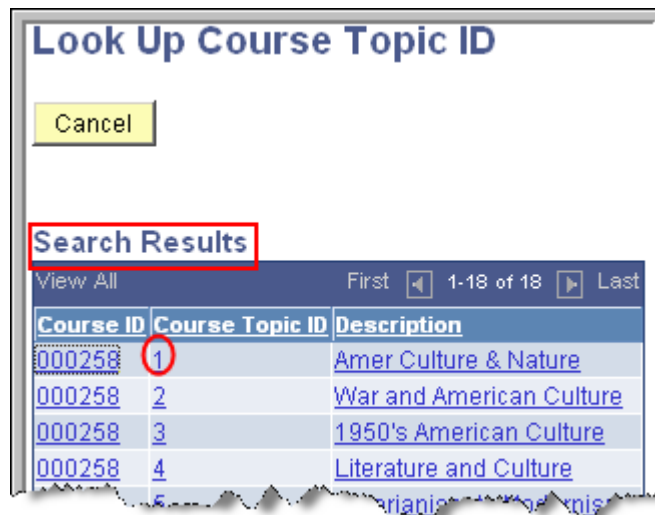


Class Topic

Course Topic ID:

Print Topic in Schedule

Variable Topic courses are always identified with a “T” suffix following the Course Number as in AMST 471T. A variable topic course consists of a “generic” umbrella title at the course level serving as a placeholder for the specific topic title at the class level. Topics cannot exist independently. Each approved topic is given an ID number and an associated topic title. These Topic ID’s are attached to the course at the catalog level so there is an approved list to select from. At the class level, when maintaining a Variable Topic section, click the Look Up button and select the variable topic to be offered in that section.



Look Up Course Topic ID

Search Results

View All First 1-18 of 18 Last

Course ID	Course Topic ID	Description
000258	1	Amer Culture & Nature
000258	2	War and American Culture
000258	3	1950's American Culture
000258	4	Literature and Culture
000258	5	American Culture & Nature

The result is what you see below:



Class Topic

Course Topic ID:

[Amer Culture & Nature](#) Print Topic in Schedule

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:

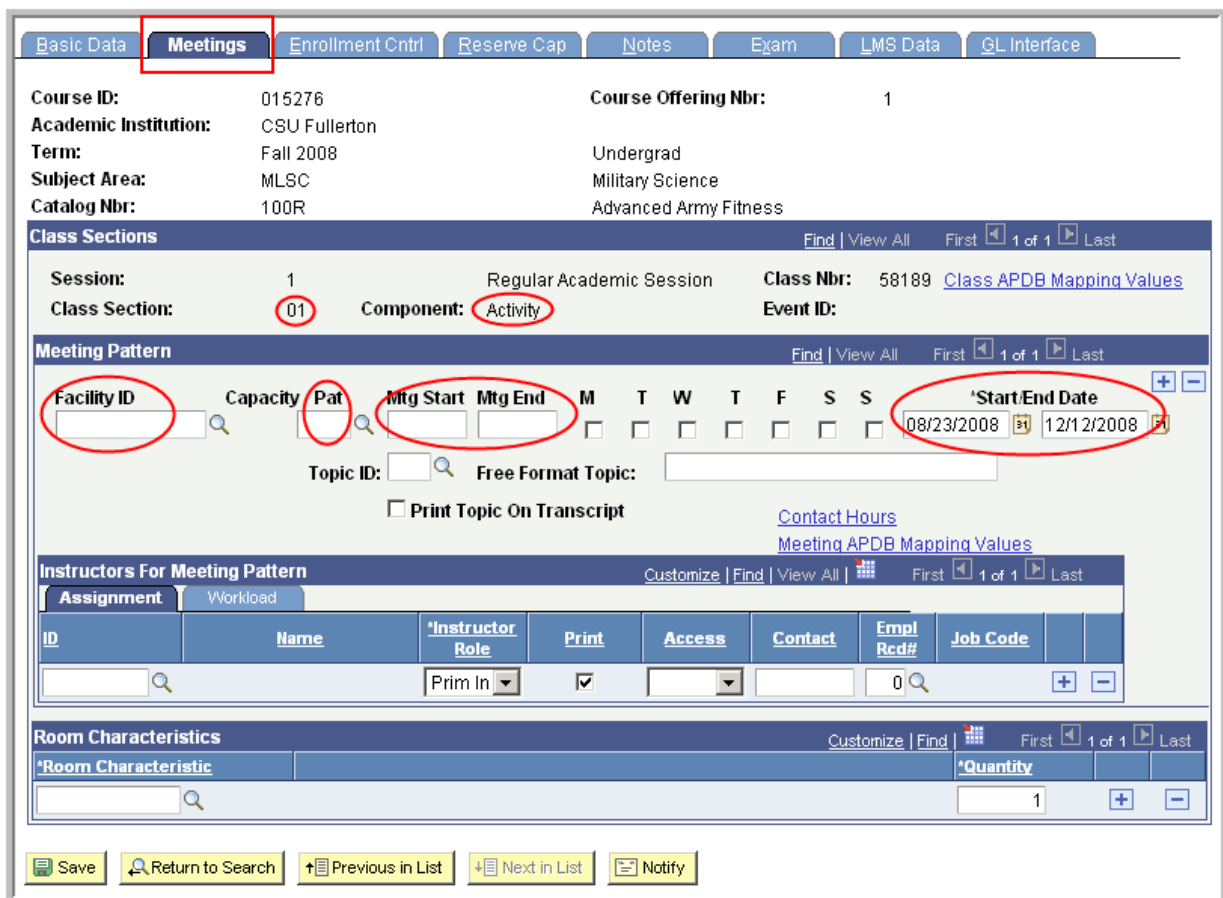
Field	Field Definition	Values
Class Nbr	A unique, 5-digit number, assigned by the system, once a new section is saved.	The system will sequentially assign this number.
Campus	Always FUL	Fullerton
Location	Fullerton	Fullerton Campus
Course Administration	Not Used	Not Used
Fee	Additional fee associated 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 adding a class section. 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. This page is used to create the class meeting pattern(s) and assign faculty for each meeting pattern.




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



The screenshot shows the 'Meetings' page for a course. The 'Meetings' tab is active. The 'Class Sections' section shows Session 1, Class Section 01, and Component Activity. The 'Meeting Pattern' section shows Facility ID, Capacity, Pat, Mtg Start, Mtg End, and *Start/End Date (08/23/2008 to 12/12/2008). The 'Instructors For Meeting Pattern' section shows one instructor with role 'Prim In'. The 'Room Characteristics' section shows one room with quantity 1.




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

M	T	W
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

 boxes will be checked automatically.



NEVER enter information in the Topic ID  or Free Format


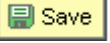
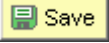
Free Format Topic: fields. These fields will **NOT** be used. Variable Topics will be assigned in the Basic Data page using the Course Topic ID field (described earlier).

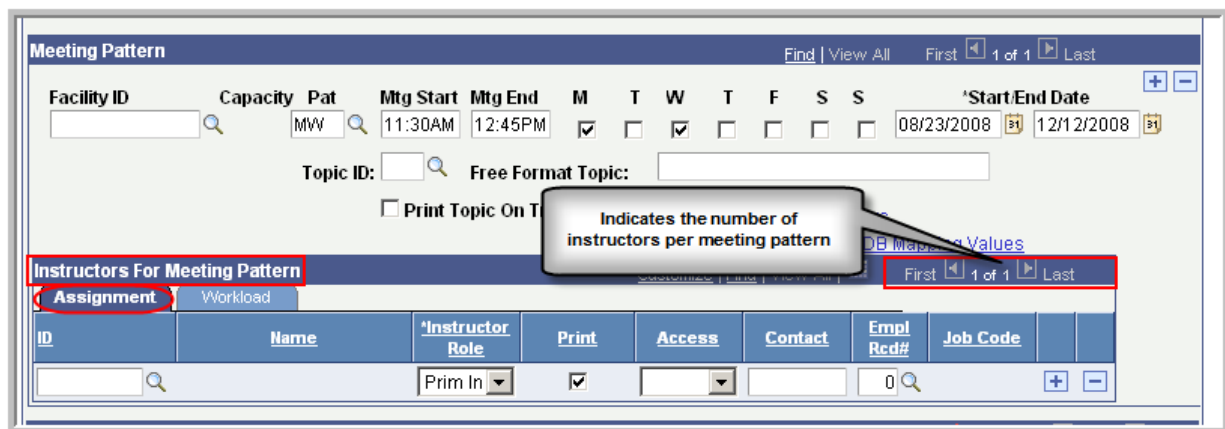
Step 2 Select the start time for the meeting pattern by populating the **Mtg Start** field. If it is 11:30 a.m., you may enter 11:30A and return and the **Mtg Start** and **Mtg End** fields will be populated for you because 11:30 a.m. to 12:45 p.m. on MW is a standard meeting time. Any time you use a 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  button. When changing a facility, completely delete the entry, click on the  button and then re-enter the new facility ID.





Step 4 Because faculty assignments are linked to the meeting pattern, you can assign a different instructor for each 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.

To assign an instructor, 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.

To change an existing instructor, **DO NOT** type over an existing instructor Emplid, but rather delete the row using the  row button. Click on the  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.

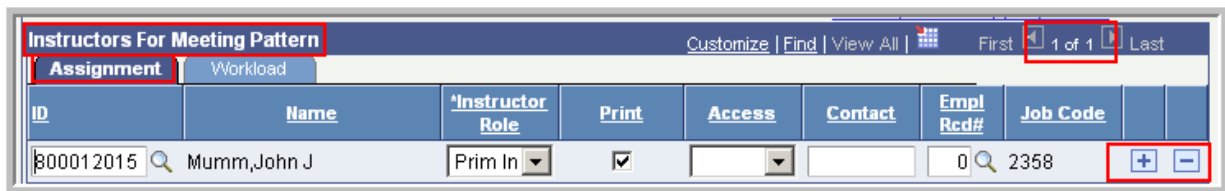
Step 5 At CSUF, all **Instructor Roles** should be set as **Primary**. The **Print** box is defaulted to be checked. This indicates that this instructor will print in the published *Schedule of Classes*.

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.

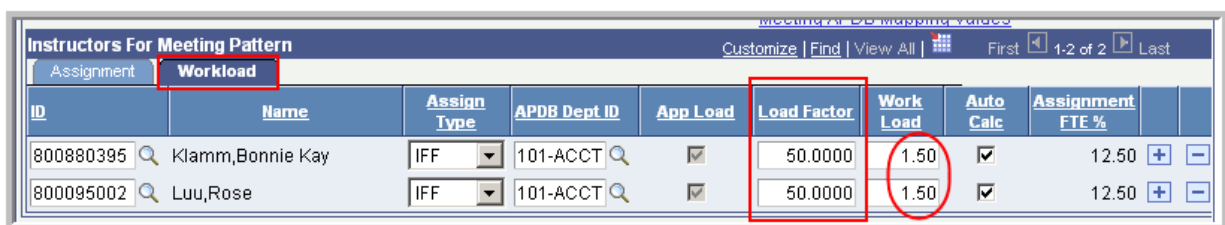
To add additional instructors to the specific meeting pattern, click the insert a row  button contained within the submenu “Instructors For Meeting Pattern,” as shown in the illustration below. If you add instructors, repeat steps 3 – 5.



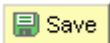
ID	Name	Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
800012015	Mumm, John J	Prim In	<input checked="" type="checkbox"/>			0	2358



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:



ID	Name	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
800880395	Klamm, Bonnie Kay	IFF	101-ACCT	<input checked="" type="checkbox"/>	50.0000	1.50	<input checked="" type="checkbox"/>	12.50
800095002	Luu, Rose	IFF	101-ACCT	<input checked="" type="checkbox"/>	50.0000	1.50	<input checked="" type="checkbox"/>	12.50

Step 8 Click on the  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 faculty 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 the third page to complete in creating 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

Basic Data		Meetings		Enrollment Cntrl		Reserve Cap		Notes		Exam		LMS Data		GL Interface		
Course ID:	015276	Course Offering Nbr:	1													
Academic Institution:	CSU Fullerton															
Term:	Fall 2008	Undergrad														
Subject Area:	MLSC	Military Science														
Catalog Nbr:	100R	Advanced Army Fitness														
Enrollment Control Find View All First 1 of 1 Last																
Session:	1	Regular Academic Session				Class Nbr:	58189									
Class Section:	01	Component:	Activity			Event ID:										
Class Status:	Active					Cancel Class										
Class Type:	Enrollment					Enrollment Status:	Open									
Consent:	No Consent					Requested Room Capacity:	30	Total								
1st Auto Enroll Section:						Enrollment Capacity:	30	0								
2nd Auto Enroll Section:						Wait List Capacity:										
Resection to Section:						Minimum Enrollment Nbr:										
<input checked="" type="checkbox"/> Auto Enroll from Wait List <input type="checkbox"/> Cancel if Student Enrolled																
<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"/>																

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  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.

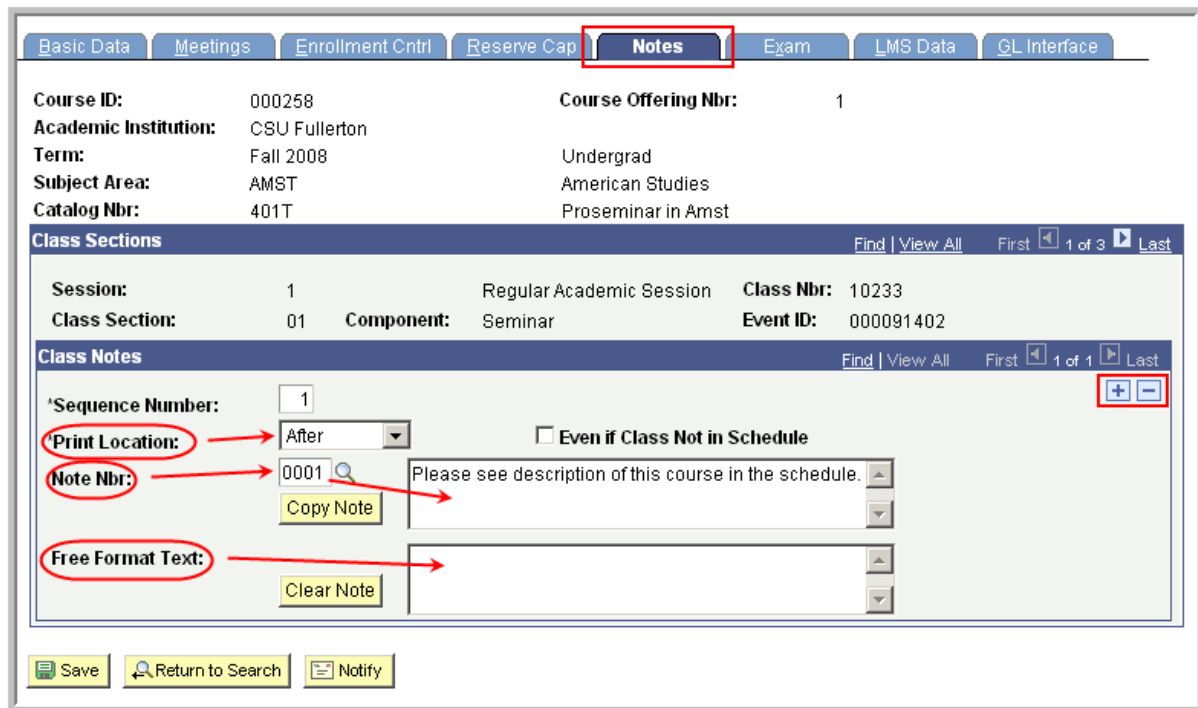
You have completed the data entry for this page and may proceed to the Notes page.

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

Field	Field Definition	Valid Values
1 st Auto Enroll Section 2 nd Auto Enroll Section	Upon enrollment in the primary activity section, this feature will auto enroll the student in the associated activity section.	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


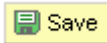
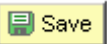
A class note is a note to students about a particular course or particular class sections. Class notes appear at the end of each subject in the published “*Schedule of Classes*” and are attached to each section in student self-service. This page is used to attach either an existing class note which may be edited or a free-form text 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.



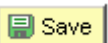
Steps for Attaching Class Notes to Sections:

- 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  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  button.



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**.

- 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  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.

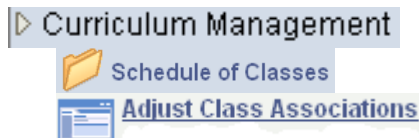
This Component compiles data from the catalog and may be used by the Scheduling Office for the following functions:

- Set variable unit 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.

Navigation:



Class Associations		Class Components		Class Requisites	
Course ID:	003532	Course Offering Nbr:	1		
Academic Institution:	CSU Fullerton	Term:	Fall 2008		
Subject Area:	EDEL	Undergrad:	Elementary & Bilingual Ed		
Catalog Nbr:	429	Intgrtd Curr Inst Ele Sch:	Regular Academic Session		
Session:	1	Class Roll			

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

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

Viewing the Class Components Page

Class Associations
Class Components
Class Requisites

Course ID:	003532	Course Offering Nbr:	1
Academic Institution:	CSU Fullerton		
Term:	Fall 2008	Undergrad	
Subject Area:	EDEL	Elementary & Bilingual Ed	
Catalog Nbr:	429	Intgrtd Curr Inst Ele Sch	
Session:	1	Regular Academic Session	

Find | View All
First 1 of 1 Last

Associated Class: 9

Grading Basis: CNC Credit / No Credit

Graded Component: Lecture ***Grade Roster Print:** Component

Requirement Designation: GGPA **Primary Component:** LEC

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

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

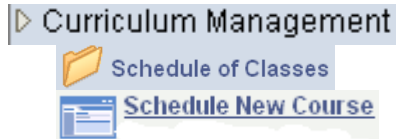
The third page under Adjust Class Association is Class Requisites and is again, view only.

The Class Requisites page allows you 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"/>				
<input type="button" value="Save"/>		<input type="button" value="Return to Search"/>		<input type="button" value="Notify"/>	

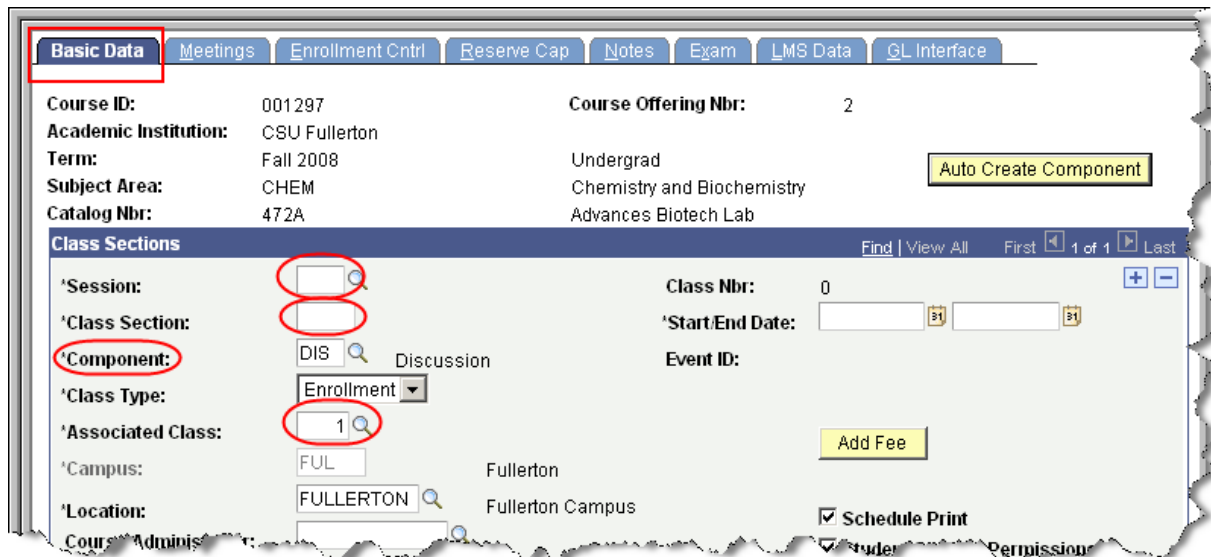
Adding a Multiple Component Course and Associating the Sections


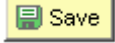
Navigation:

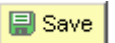


Navigate to **Scheduling a New Course**. CHEM 472A is a course that has two modes of instruction—a Lecture and Laboratory. In CMS they would actually end up with two sections making up class are then associated together.


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  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  Button. Before clicking the Save button, the Class Nbr is “0.” After clicking the Save button, the **Class Nbr** is programmatically assigned.

Basic Data		Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	GL Interface
Course ID:	001 297	Course Offering Nbr:	2					
Academic Institution:	CSU Fullerton	Term:	Fall 2008	Undergrad	Auto Create Component			
Subject Area:	CHEM			Chemistry and Biochemistry				
Catalog Nbr:	472A			Advances Biotech Lab				
Class Sections								
		Find View All		First	1 of 1	Last		
*Session:	1	Regular Academic Session	Class Nbr:	0				
*Class Section:	01		*Start/End Date:	08/23/2008	By	12/12/2008	By	
*Component:	DIS	Discussion	Event ID:					
*Class Type:	Enrollment							
*Associated Class:	1		Add Fee					
*Campus:	FUL	Fullerton						
*Location:	FULLERTON	Fullerton Campus	<input checked="" type="checkbox"/> Schedule Print					
Course Administrator:			<input checked="" type="checkbox"/> Student Specific Permissions					
*Academic Organization:	168-CHEM	Chemistry and Biochemistry	<input type="checkbox"/> Dynamic Date Calc Required					
Academic Group:	NSM	Natural Sciences & Mathematics	<input type="checkbox"/> Generate Class Mtg Attendance					
*Holiday Schedule:	NONE	None (Students)	<input type="checkbox"/> Sync Attendance with Class Mtg					
*Instruction Mode:	P	In Person	<input type="checkbox"/> GL Interface Required					
Primary Instr Section:	01							
Class Topic								
Course Topic ID:			<input type="checkbox"/> Print Topic in Schedule					

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 Contrl	Reserve Cap	Notes	Exam	LMS Data	GL Interface
Course ID:	001297	Course Offering Nbr:	2					
Academic Institution:	CSU Fullerton	Term:	Fall 2008	Undergrad	Auto Create Component			
Subject Area:	CHEM	Chemistry and Biochemistry						
Catalog Nbr:	472A	Advances Biotech Lab						
Class Sections		Find View All First 2 of 2 Last						
*Session:	1	Regular Academic Session	Class Nbr:	0				
*Class Section:	02		*Start/End Date:	08/23/2008	BY	12/12/2008	BY	
*Component:	LAB	Laboratory	Event ID:					
*Class Type:	Non-Enroll							
*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 <input type="checkbox"/> Include in Dynamic Date Calc <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					
Course Administrator:								
*Academic Organization:	188-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 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.

Basic Data	Meetings	Enrollment Ctrl	Reserve Cap	Notes	Exam	LMS Data	GL Interface
------------	----------	------------------------	-------------	-------	------	----------	--------------

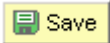
Course ID: 001297 **Course Offering Nbr:** 2
Academic Institution: CSU Fullerton
Term: Fall 2008 Undergrad
Subject Area: CHEM Chemistry and Biochemistry
Catalog Nbr: 472A Advances Biotech Lab

Enrollment Control Find | View All First 1 of 2 Last

Session: 1	Regular Academic Session	Class Nbr: 58190
Class Section: 01	Component: Discussion	Event ID:
Class Status: Active	<input type="button" value="Cancel Class"/>	
Class Type: Enrollment	Enrollment Status: Open	
Consent: No Consent	Requested Room Capacity: 6	Total
1st Auto Enroll Section: 02	Enrollment Capacity: 6	0
2nd Auto Enroll Section:	Wait List Capacity:	0
Resection to Section:	Minimum Enrollment Nbr:	

Auto Enroll from Wait List Cancel if Student Enrolled

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.”

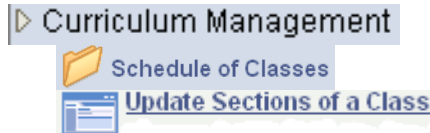
Step 7 Click on the  button. After you have completed the information necessary in the **Meetings** page and any **Notes**, you will have completed the addition of a class that requires class associations.

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 one 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.

Update Sections of a Class

Course ID: 010635 Course Offering Nbr: 1
 Academic Institution: CSU Fullerton
 Term: Fall 2008 Undergrad
 Subject Area: PSYC Psychology
 Catalog Nbr: 202 Research Meth in Psych

Class Sections												
Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Consent	Schd Print
Regular	01	17163	Discussion	Open	E	A	1	02			N	<input checked="" type="checkbox"/>
Regular	02	37163	Laboratory	Open	N	A	1				N	<input checked="" type="checkbox"/>

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.

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												
Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Consent	Schd Print
Regular	01	13037	Discussion	Open	E	A	1				N	<input checked="" type="checkbox"/>
Regular	02	13038	Discussion	Open	E	A	2				N	<input checked="" type="checkbox"/>
Regular	03	13039	Discussion	Open	E	A	3				N	<input checked="" type="checkbox"/>
Regular	04	13040	Discussion	Open	E	A	4				N	<input checked="" type="checkbox"/>
Regular	05	13041	Discussion	Open	E	A	5				N	<input checked="" type="checkbox"/>
Regular	06	13042	Discussion	Open	E	A	6				N	<input checked="" type="checkbox"/>
Regular	07	13043	Discussion	Open	E	A	7				N	<input checked="" type="checkbox"/>
Regular	08	13044	Discussion	Open	E	A	8				N	<input checked="" type="checkbox"/>

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								
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 Instruction, Supervised Activities	48	48	48	n/a
S2	SUPV	36	n/a	Independent Study, Field Work, Studio Instruction, Supervised Activities	36	36	36	n/a
S3	SUPV	25	n/a	Practice Teaching, Work Study, Thesis Project 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

¹This 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 utilized to house two classes. Please avoid scheduling just MW 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 the evening time patterns.



Appendix B. Standard Meeting Patterns – Classroom “B”

MW/TR/Friday Only Classes

(In order to set up a “B” classroom with the two-day pattern, you must also schedule Friday-only classes. 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	

¹This 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 utilized 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 example 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 set up in the “A” pattern and the MW at 10:00 belongs in a classroom set up in the “B” pattern.

