Class Schedule – CMS Training

Schedule Building Phases
1) Build Phase
2) Edit Phase
3) Final Edit Phase
4) Go Live!

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QRC – Schedule Changes
One-page Quick Reference Card for How to Make Schedule Changes in CMS

Schedule Proofing Checklist
Check your work!

Class Schedule Query
Generates a spreadsheet that lists all class schedule information for a given term.

Schedule Change Forms
Changes must be approved and submitted to the Scheduling Office after Go Live
### BUILD PHASE

**Purpose:** Build the class schedule.

The majority of changes are to be made during this phase.

*(Add / remove sections, meeting times, rooms, topic numbers, section numbers, combine sections, etc.)*

- Colleges have “first rights” to general-use classrooms that are initially allocated to the Colleges.
- Departments own non-general use rooms and lab rooms.
- **Take advantage of this time to schedule rooms according to your College’s preferences. House as many sections as possible!**
- Curriculum changes (new courses, topics, requisites) must be approved in Curriculg by the Catalog Edit Deadline.

Contact [Dean’s Office](mailto:dean@csuf.edu) for department room assignments.
Contact [Scheduling Office](mailto:scheduling@csuf.edu) for Irvine rooms or Large (70+ cap) rooms.
Contact [UEE Office](mailto:uee@csuf.edu) for Garden Grove Center rooms.

### EDIT PHASE

**Purpose:** House any class sections without rooms.

Review & edit the schedule before “Go Live”.

- Any unused general-use classrooms revert to the general pool for unhoused classes.

- **General-use rooms are reserved through the Scheduling Office.**
- The priority will be to maximize room capacity by enroll capacity.
- Due to limited room availability, sections may need to use alternative days / times.

We cannot guarantee that your Department’s sections will be housed in proximity to your campus building.

### FINAL EDIT PHASE

**Timeframe:** 5-day turnaround

**Purpose:** Last chance to review & edit the schedule before “Go Live”

*Room assignments reserved through the Scheduling Office.*

### GO LIVE

Changes to the class schedule must be submitted to the Scheduling Office using an approved Schedule Change Form with Dean & Department Chair signatures. *(see QRC: Schedule Changes)*

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**QRC: Schedule Building Phases**

QUICK REFERENCE CARD - Scheduling Office

During each phase, department coordinators will have access to build the class schedule in CMS.

Between each phase, for quality assurance purposes, access is ‘locked’. Urgent changes are to be submitted to the Scheduling Office.

Once the schedule goes live and is viewable to students, changes must be submitted to the Scheduling Office for processing.
Quick Tip: When in doubt, check to see how the section was built last semester.

Master Control – Maintain Schedule of Classes

Allows user to make changes to multiple sections at a time.
Quick Tip: Use the magnifying glass to see list of options.

Maintain Schedule of Classes > **Basic Data Tab**

### Notes
- Note all *Required fields.
- Use [+ or -] to add/remove sections.
- **Session** Type populates the Section **Start/End Date**.
- **Class Section** Number should match **Associated Class** unless it is a multi-component course.
- **Schedule Print** controls whether the section is visible to students.

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<table>
<thead>
<tr>
<th><strong>Favorites</strong></th>
<th><strong>Main Menu</strong></th>
<th><strong>Curriculum Management</strong></th>
<th><strong>Schedule of Classes</strong></th>
<th><strong>Maintain Schedule of Classes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Basic Data**

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>000999</th>
<th>Course Offering Nbr:</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution:</td>
<td>CSU Fullerton</td>
<td>Term:</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>Subject Area:</td>
<td>REG</td>
<td>Catalog Nbr:</td>
<td>099</td>
</tr>
<tr>
<td>Class Type:</td>
<td>Open</td>
<td>Location:</td>
<td>FULLERTON</td>
</tr>
<tr>
<td>Component:</td>
<td>SUP</td>
<td>Class Start Date:</td>
<td>01/23/2016</td>
</tr>
<tr>
<td>Associated Class:</td>
<td>1</td>
<td>Class End Date:</td>
<td>05/13/2016</td>
</tr>
<tr>
<td>Campus:</td>
<td>Fullerton</td>
<td>Fullerton Campus:</td>
<td>Fullerton</td>
</tr>
<tr>
<td>Academic Organization:</td>
<td>Misc</td>
<td>Academic Group:</td>
<td>Misc</td>
</tr>
<tr>
<td>Holiday Schedule:</td>
<td>none</td>
<td>Instruction Mode:</td>
<td>P</td>
</tr>
<tr>
<td>Instruction Mode:</td>
<td>P</td>
<td>Primary Instr Section:</td>
<td>01</td>
</tr>
</tbody>
</table>

**Equivalent Course Group**

<table>
<thead>
<tr>
<th>Course Equivalent Course Group:</th>
<th></th>
</tr>
</thead>
</table>

**Class Attributes**

<table>
<thead>
<tr>
<th>Course Attribute</th>
<th>Course Attribute Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEV</td>
<td>Course Level</td>
</tr>
</tbody>
</table>

**Schedule Print**

- **Schedule Print**
- **Student Specific Permissions**

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Click “Last” before adding a new section.
Maintain Schedule of Classes > Meetings Tab

Notes

✓ Class APDB Mapping Values: click here to modify the APDB Learning Mode (MUST DO FOR WEB SECTIONS)
✓ Use [+ or -] to add/remove Meeting Patterns or Instructors.
✓ Click View All to view multiple Meeting Patterns or Instructors at once.
✓ Facility ID = Room Number
✓ Meeting APDB Mapping Values: click here to add the Space Type (e.g. “Non-capacity” for WEB sections)
✓ Be sure to give Approve access to the primary instructor responsible for posting grades.
✓ Only add instructors to the FIRST meeting pattern.
✓ To change an instructor, DELETE [-] the original instructor, click SAVE, then type in the new instructor’s CWID and Approve.
✓ One/more instructors: Make sure the Load Factor totals 100%.
Maintain Schedule of Classes > **Enrollment Control Tab**

![Enrollment Control Tab](image)

**Notes**

- **Class Status:**
  - **Active Class Statuses**
    - Active – open for students to enroll
    - Stop Further Enrollment – closed, but may re-open
  - **Inactive Class Statuses**
    - Cancelled – closed for enrollment, cannot re-open. **THIS DELETES ALL MEETING PATTERN INFO!**
    - Tentative – closed for enrollment, but may re-open

- **ENROLLMENT CAPACITY CANNOT EXCEED ROOM CAPACITY.** (Check Room Cap on the Meetings tab.)
- “Requested Room Capacity” must match “Enrollment Capacity.”
- DO NOT SET ENROLLMENT CAP TO ZERO. Use “Stop Further Enrollment,” “Tentative” or Department Consent instead.
- When checked, students on the waitlist are automatically enrolled when there is space.
Maintain Schedule of Classes > Notes Tab

Notes

✓ **Note Nbr:** Type in or use the magnifying glass to select the desired note from the CMS Class Notes bank.
  - Use the magnifying glass and type in your DEPT abbreviation in the **Description** field to view your department’s list of notes.

✓ For custom notes, type into the **Free Format Text** field.

✓ **Warning:** **Note Nbr** and **Free Format Text** cannot appear on the same screen. **Click [+] to add a new note.**

✓ To add a new note to the CMS Class Notes bank, contact the Scheduling Office.
Section Control – Schedule Class Meetings

Allows user to make changes to one section at a time. *(Helps prevents user from changing the wrong section.)*

Same as *Maintain Schedule of Classes*, but can only edit *Meetings* tab.

Once the Schedule goes Live, the Meeting Pattern field will be greyed out, but Instructor information may still be entered until Census.
Section Control – Update Sections of a Class

Allows user to make changes to multiple class sections at a time.

<table>
<thead>
<tr>
<th>Class Type</th>
<th>Class Status</th>
<th>Assoc</th>
<th>Add Consent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example setup: When students enroll in the lecture, they are automatically enrolled in the lab.</td>
<td><strong>Active Class Statuses</strong>&lt;br&gt;○ Active – open to enroll&lt;br&gt;○ Stop Further Enrollment – closed, but may re-open</td>
<td>Must match the Section Number, unless it is a multi-component course.</td>
<td>Student needs department consent in order to enroll in the section.</td>
</tr>
<tr>
<td>Lecture = section # 01&lt;br&gt;Lab = section # 02</td>
<td><strong>Inactive Class Statuses</strong>&lt;br&gt;○ Cancelled – closed for enrollment, cannot re-open.&lt;br&gt;THIS DELETES ALL MEETING PATTERN INFO!&lt;br&gt;○ Tentative – closed for enrollment, but may re-open</td>
<td>Example setup: When students enroll in the lecture, they are automatically enrolled in the lab.</td>
<td>Drop Consent&lt;br&gt;Student needs department consent in order to drop from the section.</td>
</tr>
<tr>
<td>Lecture = Enrollment&lt;br&gt;Lab = Non-Enrollment</td>
<td></td>
<td>Lecture = assoc # 01&lt;br&gt;Lab = assoc # 01</td>
<td>Schedule Print&lt;br&gt;Whether or not the section is visible to the student.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enrollment Cap&lt;br&gt;Maximum number of students that can enroll.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Waitlist Cap&lt;br&gt;Maximum number of students on the waitlist.</td>
</tr>
</tbody>
</table>

Tip: Add Note # 0966 to notify students that by enrolling in the lecture, they are auto-enrolled in the activity/lab.
Identify Combined Sections
Sections that share the same room during the same days & times must be combined by the Scheduling Office.

To request sections to be combined, please provide the Scheduling Office with the following information:

<table>
<thead>
<tr>
<th>Class Name &amp; Section</th>
<th>Class Number</th>
<th>Enrollment Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJU 320-12</td>
<td>22052</td>
<td>35</td>
</tr>
<tr>
<td>POSC 320-12</td>
<td>22053</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Enrollment Cap:</strong></td>
<td></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>

To review existing combinations, navigate to:
Curriculum Management >> Combined Sections >> Identify Combined Sections

**Term:** e.g. 2167 (Fall 2016)
**Description:** begin with the percent sign (%) followed by the department abbreviation (e.g. %POSC)
Class Roster
List of students enrolled in the class section.

Class Roster
Fall 2015 | Regular Academic Session | CSU Fullerton | Undergraduate

**BIOL 101 - 01 (17279)**
Elements of Biology (Lecture)

Days and Times: MoWeFr 8:00AM-8:50AM
Room: MH 264 - Lecture Room
Instructor: Staff
Dates: 09/23/2015 -

*Enrollment Status: Enrolled*

Enrollment Capacity: 97  Enrolled: 5

<table>
<thead>
<tr>
<th>Enrolled Students</th>
<th>Personalize</th>
<th>Find</th>
<th>First 1-5 of 5 Last</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select</strong></td>
<td><strong>ID</strong></td>
<td><strong>Name</strong></td>
<td><strong>Units</strong></td>
</tr>
<tr>
<td>1</td>
<td>8907</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>2</td>
<td>8907</td>
<td></td>
<td>3.00</td>
</tr>
</tbody>
</table>

Click this button to download the Class Roster
Search for a Facility

Allows user to search for available rooms given a specified Date Range and Time.
Class Facility Usage

Allows user to see which classes are using a particular room for a given Term and Day of the Week.

Class Facility Usage

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

Find an Existing Value

Search Criteria

SetID: = FLCMP
Facility ID: begins with SGMH2406
Building: begins with
Room: begins with
Description: begins with
Facility Type: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Class Facility Usage

Term: 2163

Room Capacity: 50

Day of the Week: Monday

Class Sections

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Subject</th>
<th>Catalog</th>
<th>Section</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
<th>Sa</th>
<th>Su</th>
<th>Start Date</th>
<th>End Date</th>
<th>Session</th>
<th>Total Enrl</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30PM</td>
<td>6:45PM</td>
<td>MGMT</td>
<td>339</td>
<td>08</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/23/2016</td>
<td>05/13/2016</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>7:00PM</td>
<td>8:45PM</td>
<td>MGMT</td>
<td>340</td>
<td>05</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/23/2016</td>
<td>05/13/2016</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>