Use the following Checklist to identify critical errors in CMS during Schedule Building. (see QRC: Schedule Changes for how to make the corrections below in CMS)

### All Sections
- Unwanted classes are deleted. There are no sections in Cancelled status.
- **Associated Class Number** matches the Section Number, or is associated to the correct component section number.
  - **Warning**: Associated Class Number defaults to 01 when a new section is added.
- All sections with meeting information (days & times) have a **Facility ID**.
- **Space Type** is populated for all sections.
- **Enrollment Capacity does not exceed Room Capacity. Enrollment Cap does not equal zero.**
- **Warning**: Note Number and Free Format Text cannot populate on the same page. Use [+] to add each note separately.

### Web Sections
- **WEB sections DO NOT have an APDB Value of 09 – Face to Face.**
  - **Determine the APDB Value using the table below.**
  - **Asynchronous**: Student may log on at any time.
  - **Synchronous**: Student must log in at pre-determined time to attend class.

**WEB-OC vs. WEB-OH?**
- **WEB-OC**: Mostly online course, but will meet “on campus” for orientation, final exam, etc.
- **Hybrid**: Meets regularly both online & on campus for class.

WEB-OC or WEB-OH classes will have at least two meeting patterns:
1. Facility ID = On-campus classroom, with days & times.
2. Facility ID = WEB-OC or WEB-OH. If synchronous, enter in meeting days/times. If asynchronous, enter TBA.

<table>
<thead>
<tr>
<th>Class Type (see UPS)</th>
<th>Section Number</th>
<th>Instruction Mode</th>
<th>Facility ID &amp; Class Attribute</th>
<th>APDB Value</th>
<th>What’s the Difference?</th>
<th>Meeting Days &amp; Times</th>
<th>Space Type</th>
<th>Class Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>100% Fully Online</strong></td>
<td>50 - 59 W</td>
<td>WEB-OF</td>
<td>01 Asynchronous</td>
<td>TBA</td>
<td>Non-Capacity</td>
<td></td>
<td></td>
<td>Use Note 1744</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>02 Synchronous</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Use Note 1743</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>03 Both A&amp;S</td>
<td>TBA</td>
<td>Non-Capacity for WEB meeting patterns</td>
<td></td>
<td></td>
<td>Use Note 1745</td>
</tr>
<tr>
<td><strong>~80% Online with On-Campus Meetings</strong></td>
<td>50 - 59 W</td>
<td>WEB-OC</td>
<td>03 Asynchronous</td>
<td>TBA</td>
<td>Non-Capacity</td>
<td></td>
<td></td>
<td>Use Note 1744</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>04 Synchronous</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Use Note 1743</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>05 Both A&amp;S</td>
<td>TBA</td>
<td>Non-Capacity for WEB meeting patterns</td>
<td></td>
<td></td>
<td>Use Note 1745</td>
</tr>
<tr>
<td><strong>~50% Hybrid</strong></td>
<td>01 - 39 H</td>
<td>WEB-OH</td>
<td>05 Asynchronous</td>
<td>TBA</td>
<td>Non-Capacity for WEB meeting patterns</td>
<td></td>
<td></td>
<td>Use Note 1744</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>06 Synchronous</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Use Note 1743</td>
</tr>
</tbody>
</table>
### Multi-Component Sections (e.g. Lecture = Section 01, Lab = Section 02)

- **Basic Data tab:**
  - Section 01 is Associated with itself.
  - Section 01 Class Type = Enrollment
  - Section 02 is Associated with Section 01.
  - Section 02 Class Type = Non-Enroll

- **Enrollment Ctrl tab:**
  - Section 01: 1st Auto Enroll Section = 02
    (We are telling the system: When student enrolls in 01, to also enroll them in 02)
  - Section 02: 1st Auto Enroll Section = blank

- Class Note # 966

### Combined Sections: sections meeting at the same time, location & instructor

- Once the sections are created, classes that are cross-listed (combined) must have a combination feature set up by the Scheduling Office.
- Go to Curriculum Management > Combined Sections > Identify Combined Sections to review existing combinations.

### Televised Sections

- Instruction Mode = T
- Class Note # 32 or # 33

### Graduate Level Courses

- 500- or 600- Level courses CANNOT be variable units.
  - Each section must have a fixed unit value.

### Irvine Sections (Rooms must be secured by the Scheduling Office)

- Section Number = 80 through 89
- Location = IRVINE
- Class Note # 31