Schedule Proofing Checklist

Use the MyQueries listed below to download class schedule data and resolve errors before Go Live.

I. Class Schedule by Term Only Query
List of all class sections for the semester.

- Sections with days & times must have a Facility ID.
  If you cannot find a room, please remove the section from the schedule before Go Live.

- Use the delete [-] button to remove sections. There are no sections in Cancelled status.

- Associated Class Number must match the Section Number.
  Associated Class Number defaults to 01. This field greys out and we cannot correct it after students register.

  Exception: multicomponent classes.

  Sample multi-component setup:

<table>
<thead>
<tr>
<th>Section 01 = Lecture</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Section 01 is associated with itself.</td>
</tr>
<tr>
<td>• Section 01 = Enrollment Section</td>
</tr>
<tr>
<td>• Section 01: Auto Enroll Section field = Section 02.</td>
</tr>
<tr>
<td>*This is how the system knows to automatically enroll students into the Lab, when they enroll in the Lecture.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 02 = Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Section 02 is associated with Section 01.</td>
</tr>
<tr>
<td>• Section 02 = Non-enrollment Section</td>
</tr>
<tr>
<td>• Section 02: Auto Enroll Section field is blank.</td>
</tr>
</tbody>
</table>

Class Note = #0966

- Enrollment Capacity cannot exceed Room Capacity.

- Do not set Enrollment Cap to zero.
  This throws off reporting percentages. Use Stop Further Enrollment or Tentative instead.

- Check for odd times, e.g., 2am instead of 2pm.

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

II. Class Section Topics Query
List of variable topics classes for the semester.

- Verify the correct topic is added to each section.
  Note: Topics are printed on student transcripts. This is critical to review.

III. Class Section Notes Query
List of class notes attached to each section. Class notes roll from the previous year to the next.

- Review, add/remove class notes as needed.
  You will not have access to this after Go Live.

IV. Learning Mode & Space Type Query
Learning Mode defaults to 09 – Face to Face.

- Use the online sections checklist to assign the correct values for:
  - Instruction Mode
  - APDB Learning Mode
  - Space Type

V. Combined Sections Table with Section Data Query
List of combined sections for the semester.

- Email scheduling@fullerton.edu if any cross-listings or combinations need to be set up or removed.

VI. Sections with no grade access Query
List of sections missing Approve access or instructor.

- Grant Approve access for every meeting pattern that has an instructor attached.

- Assign the instructor through the Schedule Class Meetings screen in CMS.