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.

- 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-OH or WEB-OC. 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>100% Fully Online</td>
<td>50 - 59</td>
<td>W</td>
<td>WEB-OF</td>
<td>01</td>
<td>Asynchronous</td>
<td>TBA</td>
<td></td>
<td>Use Note 1744</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02</td>
<td>Synchronous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
<td>Both A&amp;S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>~80% Online with On-Campus Meetings</td>
<td>50 - 59</td>
<td>W</td>
<td>WEB-OC</td>
<td>03</td>
<td>Asynchronous</td>
<td>TBA</td>
<td>Non-Capacity for WEB meeting patterns</td>
<td>Use Note 1743</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04</td>
<td>Synchronous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11</td>
<td>Both A&amp;S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>~50% Hybrid</td>
<td>01 - 39</td>
<td>H</td>
<td>WEB-OH</td>
<td>05</td>
<td>Asynchronous</td>
<td>TBA</td>
<td>Non-Capacity</td>
<td>Use Note 1745</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>06</td>
<td>Synchronous</td>
<td></td>
<td>Use Note 1745</td>
<td></td>
</tr>
</tbody>
</table>

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QRC: Schedule Proofing
QUICK REFERENCE CARD - Scheduling Office

California State University, Fullerton
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October 2018
### 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
- If online, Facility ID = WEB-IRVINE