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## Overview: Viewing the Course Catalog

The CSUF Course Catalog is an inventory of all approved CSUF course offerings. You will be able to view historical and current course information. Courses, including their history, were converted from the SIS+ legacy system to CMS. Most users are concerned with only the most current information, but the historical information is critical to maintaining accurate student transcripts and class records.

In CMS, a distinction is made between the terminologies of *Course* and *Class*, although higher education generally refers to both interchangeably. While *Course* is the inventory, a *Class* inherits details associated with the *Course* AND is used to reference additional details regarding when and where the *Class* is held and who is teaching it, such as ENGL 101, section 01, meeting MWF from 8:00 – 8:50 a.m. taught by Dr. Smith. Information from the Course Catalog rolls over to the Schedule of Classes, allowing all sections of classes of a course to carry the same critical information.

The historical and current definitions of a course are embodied under a unique Course ID which allows like-content courses to be used to meet requirements or allow the system to perform other course related processes such as pre-requisite checking and for repeat processing. The reference to a course by subject area and catalog number is comparable to the listing of the courses as they appear in the printed version of the course catalog. Searches may be performed to find a specific course when the subject area and or catalog number are known.

This guide explains how to navigate in the Course Catalog and view information that has been entered for each approved course.



**Terminology: *Courses* exist at the catalog level; *Classes* exist at the Schedule of Classes level.**



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## Before You Begin

### Prerequisites and Assumptions

Before you can use CMS Student Administration to successfully view the Catalog, it is required that each of the following conditions has been met:

- The end user must have the necessary User ID and secured access to CMS.
- The end user has a general working knowledge of CMS navigation and higher education terminology associated with the *Course Catalog*. Completion of the online “Campus Solutions Basics” and “FERPA” training is required.
- CSUF Academic Programs is responsible for publication of the University Catalog. This training guide does not cover the curriculum publication or approval process.

### 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. They have most likely experienced a similar situation and can share their knowledge.
- Take the online tutorial for “Viewing the Course Catalog”.
- Call the Scheduling Office (ext. 2381) for further assistance.
- Contact [ittraining@fullerton.edu](mailto:ittraining@fullerton.edu) for assistance.



**Searching for a Course in the Catalog (Find an Existing Value)**

The course catalog contains courses approved through the curriculum process to be offered by CSUF. The course catalog feeds specific data to the schedule of classes. Viewing catalog data is often necessary for gathering information and verifying data during schedule building, degree audit, curriculum process, registration, or to complete forms.

<p><b>Step 1</b></p> <p>Navigate to the "Course Catalog" page:</p> <p><a href="#">Home &gt; Curriculum Management &gt; Course Catalog</a></p>	
<p>The <b>Find an Existing Value</b> page displays.</p> <p>To search for a course in the Catalog, you must enter the following search criteria:</p> <ul style="list-style-type: none"> <li>• Academic Institution</li> <li>• Subject Area</li> <li>• Catalog Number</li> </ul> <p><b>Note:</b> You may also search by the <b>Description</b> field, if known.</p>	



**Step 2**

- Enter the **Academic Institution** = FLCMP, which stands for “Fullerton Campus”.
- Enter the **Subject Area** and **Catalog Nbr.**  
**Subject Area** is the course prefix. For example, Chemistry and Biochemistry courses have a Subject Area of **CHEM**.  
 If you do not know the “Subject Area”, click on the icon for a list of valid values.  
**Note:** If you want to view all courses under a specific Subject Area, leave the **Catalog Nbr (Number)** field blank.

**Course Catalog**

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

**Find an Existing Value**

**Academic Institution:** =    
**Subject Area:** =    
**Catalog Nbr:** begins with   
**Campus:** begins with    
**Course ID:** begins with   
**Description:** begins with

**Include History**    **Case Sensitive**

     [Basic Search](#)   [Save Search Criteria](#)

**Step 3**

- Check the  **Include History** box if you want to view historical information. Do not select this box if you only want to view the most recent information.
- Click the  button.
- Note:** If you enter both the **Subject Area** and **Catalog Nbr** and click **Search**, you will go directly to the **Catalog Data** page.

**Course Catalog**

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

**Find an Existing Value**

**Academic Institution:** =    
**Subject Area:** =    
**Catalog Nbr:** begins with   
**Campus:** begins with    
**Course ID:** begins with   
**Description:** begins with

**Include History**    **Case Sensitive**

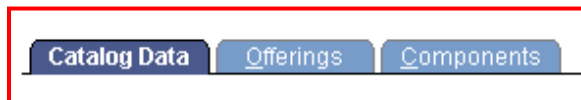
     [Basic Search](#)   [Save Search Criteria](#)



## Viewing the Course Catalog

The Course Catalog is comprised of 3 tabs (pages) of data. The following tabs can be accessed through the Course Catalog module:

1. **Catalog Data**
2. **Offerings**
3. **Components**



**Course ID:** 001615

Find | View All | First 1 of 1 Last

<b>Effective Date:</b>	08/23/2004	<b>Status:</b>	Active	<b>Course Offering</b> 1 of 2
<b>Description:</b>	General Chemistry			CHEM 120A
<b>Long Course Title:</b>	General Chemistry			
<b>Long Description:</b>				



Catalog Data

The first page under “Course Catalog” is **Catalog Data**. This page shows basic course information, both historical and current data. For a list of field definitions displayed on the **Catalog Data** page, please refer to page 11 of this guide.

**Catalog Data** | Offerings | Components

Course ID: 001615 Find | View All | First 1 of 6 | Last

Effective Date: 08/23/2008      Status: Active      **Course Offering** 1 of 2  
 Description: General Chemistry      CHEM 120A

Long Course Title: General Chemistry

Long Description: Prerequisites: passage of the chemistry placement examination and exemption from or passage of the ELM examination or completion of Chemistry 115 with a grade of "C" (2.0) or better. For majors and minors in the physical and biological sciences. The principles of chemistry: stoichiometry, acids, bases, redox reactions, gas laws.

Course Units/Hours/Count			
Minimum Units:	5.00	Last Course of Mult Term Seq:	<input type="checkbox"/>
Maximum Units:	5.00	Enrollment Unit Load Calc Type:	Actual Units
Academic Progress Units:	5.00	Course Count:	1.00
Financial Aid Progress Units:	5.00	Course Contact Hours:	0.00

**Course Grading**

Grading Basis: UG Option      Grade Roster Print: Component

Graded Component: Lecture

**Repeat for Credit Rules**

Repeat for Credit      Total Units Allowed: 5.00

Allow Multiple Enroll in Term      Total Completions Allowed: 1

**Additional Course Information**

Instructor Edit: No Choice

Consent: No Consent

Requirement Designation:

Equivalent Course Group:

Course Attributes			
Course Attribute		Course Attribute Value	
CLEV	Course Level	1	Lower Division
GE	General Education	GE	General Education

Override Topic Link ID

**Course Topics** Customize | Find | First 1 of 1 | Last

Course Topic ID	Description	Short Description	Formal Description	Topic Link ID
1	Honors General Chemistry	Honors Gen	Honors General Chemistry	469

[Catalog Data](#) | [Offerings](#) | [Components](#)



The following table displays fields associated with the **Catalog Data** page, as well as navigation tips and field definitions. For an entire list of field definitions used within the **Catalog Data** page, please refer to page 10 of this training guide.

<p><b>Course Offering</b> indicates the different ways a course can be offered, whether with a different Subject or Catalog Number as with a Crosslisting, or with a different Academic Group as with an Extension offering through UEE.</p> <p><b>Note:</b> Click on the left  and right  arrow buttons to view prior course catalog data, or you can click on the <b>View All</b> link to see each course offering listed vertically down the page.</p>	
<p><b>Course Units/Hours/Count</b> displays unit information for the course:</p> <ul style="list-style-type: none"> <li>• Minimum Units</li> <li>• Maximum Units</li> <li>• Academic Progress Units</li> <li>• Financial Aid Progress Units</li> <li>• Last Course of Mult Term Seq</li> <li>• Enrollment Unit Lead Calc Type</li> <li>• Course Count</li> <li>• Course Contact Hours</li> </ul>	
<p><b>Course Grading</b> displays how the course is being graded:</p> <ul style="list-style-type: none"> <li>• Grading Basis</li> <li>• Graded Component</li> <li>• Grade Roster Print</li> </ul> <p><b>Repeat for Credit Rules</b> displays information if the course is repeatable for credit:</p> <ul style="list-style-type: none"> <li>• Repeat for Credit</li> <li>• Allow Multiple Enroll in Term</li> <li>• Total Units Allowed</li> <li>• Total Completions Allowed</li> </ul>	





**Additional Course Information** lists certain permissions granted to the student:

- **Instructor Edit** – defaults to “No Choice”, meaning that a student cannot choose the instructor for the course.
- **Consent** – indicates whether or not special consent is required in order for the student to enroll in the course. Valid values are “No Consent” and “Department Consent”.
- **Equivalent Course Group** – used by Degree Audit to ensure credit is awarded only once for equivalent courses.

**Course Attributes** can indicate the following attributes of a course (among others):

- Which General Education requirement a course applies
- Whether a course is Service Learning
- Whether a course has been Web Approved
- Whether a course has met the Undergraduate or Graduate writing requirement

**Course Topics** is primarily used for “Variable Topic” courses. The **Description** tab is used to define course topics associated with a “Variable Topic” course. Topics are attached to specific classes on the Schedule of Classes – Basic Data page.

**Additional Course Information**

**Instructor Edit:** No Choice  
**Consent:** No Consent  
**Requirement Designation:**  
**Equivalent Course Group:**

**Course Attributes** Customize | Find | First 1-2 of 2 Last

Course Attribute	Course Attribute Value
CLEV Course Level	1 Lower Division
GE General Education	GE General Education

**Override Topic Link ID**

**Course Topics** Customize | Find | First 1 of 1 Last

Description Repeat For Credit

Course Topic ID	Description	Short Description	Formal Description	Topic Link ID
1	Honors General Chemistry	Honors Gen	Honors General Chemistry	471



## Catalog Data – Field Definitions

Field Definitions and Values on the **Catalog Data** tab:

Field	Field Definition	Values
<b>Header Information</b>		
<b>Course ID</b>	A system-generated number comprised of six digits that uniquely identifies a course in the Course Catalog.	
<b>Description (Short Title)</b>	The short title of the course. This short title appears on items such as transcripts, advisement reports, study lists, course catalog search, and the schedule of classes.	
<b>Effective Date</b>	The date that the status selected is valid. A new Effective Date is used each time a change is made to a course offering.	
<b>Long Course Title</b>	The long title of the course. This long title appears in the Catalog.	
<b>Long Description</b>	The description of the course that is pulled from the most recently published Catalog.	
<b>Status</b>	The status of a course. A course may be kept in the database for historical research purposes by inserting a new effective-dated row and setting the status to "Inactive" for courses that are no longer offered.	Active Inactive
<b>Course Offering</b>	Indicates the different ways a course can be offered, ie. with a different subject or catalog number, or with Crosslisting.	
<b>Course Units/Hours/Count</b>		
<b>Minimum Units/ Maximum Units</b>	Number of credits (units) assigned to the course. Minimum and Maximum units are the same, except for variable unit courses. For a variable unit course, the minimum and maximum units would constitute a range and the student or administrator would be able to choose from within that range how many units the class is worth.	
<b>Academic Progress Units</b>	The system uses academic progress units in conjunction with the billing factor to calculate billing units, in order to calculate per unit fees. The system also uses academic progress units to calculate academic load. Academic Progress units are usually equal to the minimum/maximum units, except for a multi-term class.	
<b>Financial Aid Progress Units</b>	The number of units for the course that the system counts towards tracking a student's financial aid load for a term. These are weighted at 1.5 times for graduate courses (500, 600, 700 level) and are zero for X-courses.	
<b>Last Course of Mult Term Seq</b>	Not used at CSUF.	
<b>Enrollment Unit Load Calc Type</b>	Determines how the Enrollment Engine calculates the student's academic load.	
<b>Course Count</b>	Indicates the worth, or count, of the course towards an advising requirement. CSUF counts courses, as well as units, toward degree requirements.	Defaults to 1 for all regular courses.
<b>Course Contact Hours</b>	Not used at CSUF.	



Course Grading		
<b>Grading Basis</b>	Indicates how the course is being graded. <b>Note:</b> The Grading Basis will be "Graded" if the course is a General Education or Education course in the Professional Sequence.	Crd/No Crd Graded UG Option
<b>Grade Roster Print</b>	Determines the type of grade roster that will print for this course offering (as processed through the "Grade Roster Print" page). The CSUF default will be "Component".	Component
<b>Graded Component</b>	Based upon the "Grade Roster Print" field value and the "Graded Component" field value.	Lecture
Repeat for Credit Rules		
<b>Repeat for Credit</b>	If the box is checked, the course is repeatable for credit.	
<b>Total Units Allowed</b>	This field is populated by default to the maximum units for the course. However, if the <b>Repeat for Credit</b> box has been checked, this field may be edited and the value increased. <b>Note:</b> If a course does not have a limit on the number of times it can be repeated, this field is set to "999".  If there are a maximum number of credits (units) that are allowed towards degree, the <b>Total Units Allowed</b> field will indicate the maximum number of credits (units) that are allowed. This will control the number of times a student will be allowed to enroll in a course with a unique course ID.	
<b>Allow Multiple Enroll in Term</b>	If the box is checked, a student is permitted to enroll in this course multiple times within the same term (ie. an independent study course).	
<b>Total Completions Allowed</b>	If the <b>Allow Multiple Enroll in Term</b> box is checked, this field displays how many times the course can be completed. <b>Note:</b> This field will be set to 99.	
Additional Course Information		
<b>Instructor Edit</b>	Indicates if a student can choose the instructor for the course. This field defaults to "No Choice".	No Choice
<b>Consent</b>	Indicates whether or not special consent is required in order for the student to enroll in the course. Valid values are "No Consent" and "Department Consent".	No Consent Dept Consent
<b>Equivalent Course Group</b>	Field used by Degree Audit to ensure credit is awarded only once for equivalent courses.	
<b>Course Attributes</b>	Describes any attributes that pertain to the course. This can include displaying whether or not a course is a General Education course, a Service Learning course, if the course has been "Web Approved", if it meets writing requirements, etc.	
<b>Course Topics</b>	Field is primarily used for Variable Topic courses. Occasionally, historical secondary topics approved in the past exist for a course. The Description tab is used to define course topics associated with a Variable Topic course. Topics are attached to specific classes on the Schedule of Classes – Basic Data page.	



## Offerings

The second page under **Course Catalog** is accessed by clicking on the **Offerings** tab. For those courses that are multiple offerings of the same course, each offering will display with the unique subject area and academic organization. **Academic Organization** is the department that typically “owns” the class when it is scheduled.

In the sample “Offerings” page below, we are looking at Course ID 001615 – CHEM 120A (General Chemistry). Two offerings have been created for this course.

Catalog Data
**Offerings**
Components

**Course ID:** 001615

Find | View All First 1 of 5 Last

**Effective Date:** 08/23/2008      **Status:** Active

**Description:** General Chemistry

Find | View All First 1 of 2 Last

**Course Offering Nbr:** 1 [HEGIS](#)      **Catalog Nbr:** 120A    CHEM

<b>Academic Institution:</b> FLCMP	CSU Fullerton	<p><b>Course Approved:</b> Approved</p> <p><b>Allow Course to be Scheduled</b> <input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/> <b>Catalog Print</b></p> <p><input checked="" type="checkbox"/> <b>Print Instructor in Schedule</b></p> <p><input checked="" type="checkbox"/> <b>Schedule Print</b></p> <p><input checked="" type="checkbox"/> <b>Schedule Term Roll</b></p> <p><input type="checkbox"/> <b>Use Blind Grading</b></p> <p><input type="checkbox"/> <b>GL Interface Required</b></p> <p><input type="checkbox"/> <b>Split Ownership</b></p>
<b>Academic Group:</b> NSM	Natural Sciences & Mathematics	
<b>Subject Area:</b> CHEM	Chemistry and Biochemistry	
<b>Campus:</b> FUL	Fullerton Campus	
<b>Academic Organization:</b> 168-CHEM	Chemistry and Biochemistry	
<b>Academic Career:</b> UGRD	Undergraduate	

**Tuition Group:**

**Dynamic Class Date Rule:**

**Allow OEE Enrollment**

**Enrollment Requirement Group**

**Requirement Group:** 000102      MATH 40 or MATH 45 is a prereq      [Detail](#)

**Long Description:** MATH 40 or MATH 45 is a prerequisite and credit must be earned.

**Taxonomy**

**CIP Code:**

**HEGIS Code:**

Save
Return to Search
Notify

Update/Display
Include History

[Catalog Data](#) | [Offerings](#) | [Components](#)



The following table displays fields associated with the **Offerings** page, as well as navigation tips and field definitions. For an entire list of field definitions used within the **Offerings** page, please refer to page 15 of this training guide.

**Course Offering** indicates the different ways a course can be offered, whether with a different Subject or Catalog Number, as with a Crosslisting.

### Course Offering Nbr 1

In this example, we are viewing a course with two offerings. The page to the right displays *Course Offering Number 1*. Viewing this page provides the following information:

- This offering has an **Academic Org** of "168-CHEM" and is therefore "owned" by the Chemistry and Biochemistry Department.
- The **Academic Group** is NSM (Natural Science and Mathematics) and the **Academic Career** is UGRD (Undergraduate).
- **Catalog Print, Schedule Print** – permission is given for printing this course in both the Catalog and Schedule of Classes.
- **Print Instructor in Schedule** – permission is given to print the instructor name(s) for this course.
- **Schedule Term Roll** – permission is given for this course to roll from term to term.

Course ID:	001615	
<b>Effective Date:</b>	08/23/2008	<b>Status:</b> Active
<b>Description:</b>	General Chemistry	
<b>Course Offering</b> <span style="float:right">Find   View All   First 1 of 2 Last</span>		
<b>Course Offering Nbr:</b>	1 <a href="#">HEGIS</a>	<b>Catalog Nbr:</b> 120A CHEM
<b>Academic Institution:</b>	FLCMP CSU Fullerton	<b>Course Approved:</b> Approved <b>Allow Course to be Scheduled</b> <input checked="" type="checkbox"/>
<b>Academic Group:</b>	NSM Natural Sciences & Mathematics	
<b>Subject Area:</b>	CHEM Chemistry and Biochemistry	<input checked="" type="checkbox"/> <b>Catalog Print</b> <input checked="" type="checkbox"/> <b>Print Instructor in Schedule</b> <input checked="" type="checkbox"/> <b>Schedule Print</b> <input checked="" type="checkbox"/> <b>Schedule Term Roll</b> <input type="checkbox"/> <del>Use Blind Grading</del> <input type="checkbox"/> <b>GL Interface Required</b> <input type="checkbox"/> <b>Split Ownership</b>
<b>Campus:</b>	FUL Fullerton Campus	
<b>Academic Organization:</b>	168-CHEM Chemistry and Biochemistry	
<b>Academic Career:</b>	UGRD Undergraduate	
<b>Tuition Group:</b>		
<b>Dynamic Class Date Rule:</b>	<input type="checkbox"/> Allow OEE Enrollment	
<b>Enrollment Requirement Group</b>		
<b>Requirement Group:</b>	000102 MATH 40 or MATH 45 is a prereq	<a href="#">Detail</a>
<b>Long Description:</b>	MATH 40 or MATH 45 is a prerequisite and credit must be earned.	
<b>Taxonomy</b>		
<b>CIP Code:</b>		
<b>HEGIS Code:</b>		
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <span style="float:right"> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> </span>		
<a href="#">Catalog Data</a>   <a href="#">Offerings</a>   <a href="#">Components</a>		



### Course Offering Nbr 2

By clicking the right arrow button, we can view *Course Offering Number 2*. Viewing this page provides the following information:

- The **Academic Org** of “168-CHEM” is the same as Course Offering Nbr 1, but the **Academic Group** is ERES (Extension Residence Course) and an **Academic Career** is EXED (Extended Education).
- **Catalog Print, Schedule Print** – permission NOT given for printing this course in either the Catalog or Schedule of Classes.
- **Print Instructor in Schedule** – permission is NOT given to print the instructor name(s) for this course.
- **Schedule Term Roll** – permission is NOT given for this course to roll from term to term.

The screenshot shows the 'Offerings' tab for Course ID 001615. The 'Course Offering' section lists: Course Offering Nbr: 2 (circled in red), Academic Institution: PLCMR, Academic Group: ERES (circled in red), Subject Area: CHEM, Campus: FUL, Academic Organization: 168-CHEM, and Academic Career: EXED (circled in red). The 'Enrollment Requirement Group' section shows Requirement Group: 000102 and Long Description: MATH 40 or MATH 45 is a prerequisite and credit must be earned. The 'Taxonomy' section shows CIP Code and HEGIS Code fields. Navigation buttons at the bottom include Save, Return to Search, Notify, Update/Display, and Include History.

**Enrollment Requirement Group** is where a prerequisite is entered, if appropriate at the Catalog level (ie. list of separate courses, units GPA, etc.).

- **Requirement Group** – displays prerequisites for the course
- **Long Description** – describes the Requirement Group, if used.

**Taxonomy** – the following codes provide a taxonomic scheme that will support the accurate tracking, assessment, and reporting of fields of study and program completions activity.

- **CIP Code** (Classification of Instructional Programs)
- **HEGIS Code** (Higher Education General Information Survey)
- For CSUF offerings, the **CIP Code** and **HEGIS Code** will be automatically populated after the subject area has been entered.

This close-up shows the 'Enrollment Requirement Group' section with Requirement Group: 000102 and Long Description: MATH 40 or MATH 45 is a prerequisite and credit must be earned. Below it is the 'Taxonomy' section with CIP Code and HEGIS Code fields.



## Offerings – Field Definitions

Field Definitions and Values on the **Offerings** tab:

Field	Field Definition	Values
<b>Course Offering</b>		
<b>Course Offering Nbr</b>	For courses that provide multiple offerings of the same course, each offering will display a unique offering number.	1, 2, 3, etc.
<b>Catalog Nbr</b>	The course number designated by the department and follows the curriculum guidelines.	
<b>Academic Institution</b>	Academic Institution is defaulted to CSU Fullerton.	FLCMP
<b>Academic Group</b>	Equivalent to the College that is offering the course.	
<b>Subject Area</b>	Displays the prefix of the subject of the course displayed, ie. CHEM (Chemistry), ENGL (English), etc.	
<b>Campus</b>	Campus is defaulted to Fullerton Campus.	FUL
<b>Academic Organization</b>	The department that “owns” the class when it is scheduled.	
<b>Academic Career</b>	Displays the career under which the course falls (ie. Undergraduate, Graduate, Extended Education).	UGRD GRAD EXED
<b>Course Approved</b>	Indicates if the course has been approved for offering.	
<b>Allow Course to be Scheduled</b>	If the box is checked, the course is permitted to be scheduled.	
<b>Catalog Print</b>	If the box is checked, permission is given to print the course in the Catalog.	
<b>Print Instructor in Schedule</b>	If the box is checked, permission is given to print the instructor name(s) for the course in the Schedule of Classes.	
<b>Schedule Print</b>	If the box is checked, permission is given to print the course in the Schedule of Classes.	
<b>Schedule Term Roll</b>	If the box is checked, permission is given for the course to roll from term to term.	
<b>Use Blind Grading</b>	Not used at CSUF.	
<b>GL Interface Required</b>	Not used at CSUF.	
<b>Split Ownership</b>	Not used at CSUF.	
<b>Enrollment Requirement Group</b>		
<b>Requirement Group</b>	A prerequisite for the course. A Requirement Group can consist of a variety of elements: separate courses (not lecture/lab combos, because they are associated class), units GPA, etc. If <b>Requirement Groups</b> are entered, they are enforced during student registration and staff overrides are required to bypass those established requirement groups during registration processing.	
<b>Long Description</b>	Describes the components of the Requirement Group. This field is 254 characters long.	



Taxonomy		
<b>CIP Code</b>	Provides a taxonomic scheme that will support the accurate tracking, assessment, and reporting of fields of study and program completions activity. <i>For CSUF offerings, the CIP Code will be automatically populated by the system after the subject area has been entered.</i>	
<b>HEGIS Code</b>	Provides a taxonomic scheme that will support the accurate tracking, assessment, and reporting of fields of study and program completions activity. <i>For CSUF offerings, the HEGIS Code will be automatically populated by the system after the subject area has been entered.</i>	





## Components

The third page under "Course Catalog" is accessed by clicking on the **Components** tab. The course component indicates the parts or activity type of the course offering (lecture, laboratory, seminar, etc.) One course offering can have multiple components. The values available in the pull-down menu for Course Component are:

- Discu
- Activity Clinical
- ssion
- Lab Lecture
- Practicum
- Seminar Supervision

[Catalog Data](#) | [Offerings](#) | **[Components](#)**

---

**Course ID:** 001615 Find | View All First 1 of 5 Last

**Effective Date:** 08/23/2008 **Status:** Active 1 of 2

**Description:** General Chemistry CHEM 120A

**Course Component** Find | View All First 1 of 3 Last

<p><b>Course Component:</b> Activity</p> <p><b>Instructor Contact Hours:</b> 2.000</p> <p><b>Default Section Size:</b> 24</p> <p><b>Workload Hours:</b> 1.30</p> <p><b>OEE Workload Hours:</b></p> <p><b>Final Exam:</b> Yes</p> <p><b>Exam Seat Spacing:</b> 1</p> <p><b>Provider for Authentication</b></p> <p><b>LMS Extract File Type:</b> Blackboard CourseInfo 4</p>	<p><input type="checkbox"/> Auto Create</p> <p><input type="checkbox"/> Graded Component</p> <p><input type="checkbox"/> Primary Component</p> <p><input type="checkbox"/> Optional Component</p> <p><input type="checkbox"/> Generate Class Mtg Attendance</p> <p><input type="checkbox"/> Include in Dynamic Date Calc</p> <p><input type="button" value="Add Fee"/> <a href="#">CS Number</a></p>
--	--

**Course Attendance** Find | View All First 1 of 1 Last

**Instruction Mode:** P In Person

**Attendance Type:** Class Meeting

<input type="checkbox"/> Use Present	<input type="checkbox"/> Use Contact Minutes
<input type="checkbox"/> Use Reason	<input type="checkbox"/> Use To and From Time
<input type="checkbox"/> Use Tardy	<input type="checkbox"/> Override Template Date / Time
<input type="checkbox"/> Use Left Early	

**Room Characteristics Required** Customize | Find First 1 of 1 Last

Room Characteristic	Description	Room Characteristic Quantity
		1

[Catalog Data](#) | [Offerings](#) | [Components](#)



The following table displays fields associated with the **Components** page, as well as navigation tips and field definitions. For an entire list of field definitions used within the **Components** page, please refer to page 20 of this training guide.

<p><b>Course Component</b> displays the specific part or activity type of the course offering (ie. lecture, lab, seminar, etc.). One course offering can have multiple components.</p> <ul style="list-style-type: none"> <li>• <b>Instructor Contact Hours</b> – the number of “50 minute” sessions the course will meet per week.</li> <li>• <b>Default Section Size</b> – the enrollment capacity for the course.</li> <li>• <b>Workload Hours</b> – value feeds into APDB instructor workload calculations.</li> <li>• <b>OEE Workload Hours</b> – field not used by CSUF.</li> <li>• <b>Final Exam</b> – determines if a final exam is given in the course.</li> <li>• <b>Exam Seat Spacing</b> – defaults to 1.</li> <li>• <b>LMS Extract File Type</b> – determines the learning management system used. CSUF currently uses BlackBoard as its LMS.</li> </ul>	<p><b>Course Component</b> Find   View All First</p> <p><b>Course Component:</b> Activity</p> <p><b>Instructor Contact Hours:</b> 2,000</p> <p><b>Default Section Size:</b> 24</p> <p><b>Workload Hours:</b> 1.30</p> <p><b>OEE Workload Hours:</b></p> <p><b>Final Exam:</b> Yes</p> <p><b>Exam Seat Spacing:</b> 1</p> <p><b>Provider for Authentication</b></p> <p><b>LMS Extract File Type:</b> Blackboard CourseInfo 4</p> <p><input type="checkbox"/> Auto Create</p> <p><input type="checkbox"/> Graded Component</p> <p><input type="checkbox"/> Primary Component</p> <p><input type="checkbox"/> Optional Component</p> <p><input type="checkbox"/> Generate Class Mtg Attendance</p> <p><input type="checkbox"/> Include in Dynamic Date Calc</p> <p>Add Fee CS Number</p>
<p><b>Course Component (cont.)</b></p> <ul style="list-style-type: none"> <li>• <b>Graded Component</b> – if checked, grading is enabled on this component. <b>Note:</b> Only one component of an offering can be graded. <i>Typically, the lecture is the graded component.</i></li> <li>• <b>Primary Component</b> – if checked, the component displayed is the primary component of the course. <b>Note:</b> Primary Component must be the same as Graded Component.</li> <li>• <b>Optional Component</b> – if checked, indicates students are not required to enroll in the component displayed.</li> </ul> <p><b>Note:</b> These fields are currently not used at CSUF:</p> <ul style="list-style-type: none"> <li>• Auto Create</li> <li>• Generate Class Mtg Attendance</li> <li>• Include in Dynamic Date Calc</li> </ul>	<p><b>Course Component</b> Find   View All First</p> <p><b>Course Component:</b> Lecture</p> <p><b>Instructor Contact Hours:</b> 3,000</p> <p><b>Default Section Size:</b> 24</p> <p><b>Workload Hours:</b> 3.00</p> <p><b>OEE Workload Hours:</b></p> <p><b>Final Exam:</b> Yes</p> <p><b>Exam Seat Spacing:</b> 1</p> <p><b>Provider for Authentication</b></p> <p><b>LMS Extract File Type:</b> Blackboard CourseInfo 4</p> <p><input type="checkbox"/> Auto Create</p> <p><input checked="" type="checkbox"/> Graded Component</p> <p><input checked="" type="checkbox"/> Primary Component</p> <p><input type="checkbox"/> Optional Component</p> <p><input type="checkbox"/> Generate Class Mtg Attendance</p> <p>Add Fee CS Number</p>



**CS Number** is a link to the APDB (Academic Planning Data Base) Course Values page.

Click [CS Number](#) to view additional data.

**Course Component** Find | View All | First

<b>Course Component:</b>	Lecture	<input type="checkbox"/> Auto Create
<b>Instructor Contact Hours:</b>	3.000	<input checked="" type="checkbox"/> Graded Component
<b>Default Section Size:</b>	24	<input checked="" type="checkbox"/> Primary Component
<b>Workload Hours:</b>	3.00	<input type="checkbox"/> Optional Component
<b>OEE Workload Hours:</b>		<input type="checkbox"/> Generate Class Mtg Attendance
<b>Final Exam:</b>	Yes	<input type="button" value="Add Fee"/>
<b>Exam Seat Spacing:</b>	1	<a href="#">CS Number</a>
<b>Provider for Authentication</b>		
<b>LMS Extract File Type:</b>	Blackboard CourseInfo 4	

The **APDB Course Values** page displays information necessary to define the component type. Information on this page is entered by the Scheduling Office.

Click  to return to the "Components" page.

**Course Catalog**

**Course ID:** 001615 Activity

**APDB Course Values**

<b>CS Number:</b>	07
<b>Workload Factor:</b>	<b>K 1.3</b>
<b>Component Units:</b>	1.00
<b>Component Students:</b>	24.00
<b>Space Type:</b>	2 Laboratory

**Course Attendance** provides information on how the course meets.

- **Instruction Mode** – indicates how the course is instructed (ie. taught face-to-face, televised, on the web, etc.).
- **Attendance Type** – indicates the type of class meeting attendance roster to be generated. **Note:** CSUF currently does not use Attendance Rosters.

**Room Characteristics Required** is a field that is not currently used by CSUF.

**Course Attendance** Find | View All | First 1 of 1 Last

<b>Instruction Mode:</b>	P In Person
<b>Attendance Type:</b>	Class Meeting
	<input type="checkbox"/> Use Present <input type="checkbox"/> Use Contact Minutes <input type="checkbox"/> Use Reason <input type="checkbox"/> Use To and From Time <input type="checkbox"/> Use Tardy <input type="checkbox"/> Override Template Date / Time <input type="checkbox"/> Use Left Early

**Room Characteristics Required** Customize | Find | First 1 of 1 Last

Room Characteristic	Description	Room Characteristic Quantity
		1



## Components – Field Definitions

Field Definitions and Values on the **Components** tab:

Field	Field Definition	Values
<b>Course Component</b>		
<b>Course Component</b>	Displays the specific part or activity type of the course offering (ie. lecture, lab, seminar, etc.). One course offering can have multiple components.	Activity Clinical Discussion Lab Lecture Practicum Seminar Supervision
<b>Instructor Contact Hours</b>	The number of “50 minute” sessions the course will meet per week. This field is optional. The Instructor Workload feature does not reference this free form field.	
<b>Default Section Size</b>	The enrollment capacity for the course. The value defaults to the recommended value based on the activity type, but may be overridden in the Schedule of Classes.	
<b>Workload Hours</b>	Populated when the data is saved. This value feeds into APDB instructor workload calculations.	
<b>OEE Workload Hours</b>	Not used at CSUF.	
<b>Final Exam</b>	Determines if a final exam is given in the course. The value entered here defaults to the Schedule of Classes.	Yes No
<b>Exam Seat Spacing</b>	This field is automatically defaulted to 1.	
<b>Provider for Authentication</b>	Not used at CSUF.	
<b>LMS Extract File Type</b>	Determines what type of learning management system (LMS) is used. The LMS currently used by CSUF is BlackBoard.	
<b>Auto Create</b>	Not used at CSUF.	
<b>Graded Component</b>	If box is checked, grading of the displayed course component is enabled. Only one component of an offering can be graded. The value selected for this course offering appears by default on the Basic Data page whenever a class section for this course offering is scheduled. <b>Note:</b> Typically when an offering has both a lecture and a laboratory component, the lecture is the graded component.	
<b>Primary Component</b>	If box is checked, the component displayed is the primary component of the course. The functionality of this field is related to Dynamic Dating and has limited functionality beyond that. <b>Note:</b> Primary Component must <u>always</u> be the same as the Graded Component.	
<b>Optional Component</b>	If box is checked, indicates that students are not required to enroll in the displayed component. If the box is unchecked, students are required to enroll. <b>Note:</b> CSUF does not have any components that are optional at this time.	
<b>Generate Class Mtg</b>	Not used at CSUF.	



<b>Attendance</b>		
<b>Include in Dynamic Date Calc</b>	Not used at CSUF.	
<b>Course Attendance</b>		
<b>Instruction Mode</b>	Indicates how the course is instructed (ie. taught face-to-face, televised, on the web, etc.). <b>Note:</b> the appropriate Instruction Mode value for distance learning sections of the course will be specified at the Schedule of Classes level as asynchronous or synchronous and not at the Course Catalog level	P = In Person T = Televised W = Web-based
<b>Attendance Type</b>	Indicates the type of class meeting attendance roster to be generated. <b>Note:</b> CSUF will not be using Attendance Rosters at this time.	