Screensteps guides: <https://csuf-erp.screenstepslive.com/m/126578>

Training Agenda

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| BUILD PHASE**Access is open**in **Coursedog Section Dashboard** to directly make changes to the class schedule.Schedule building starts ~6 months before RegistrationLook for “Phase 2” in the Coursedog timeline* Spring Build occurs April – Sept
* Fall Build occurs October – February

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| When Build Phase begins:USE FIRST RIGHTS CLASSROOMS ONLY | When First Rights expire:can book any general use classroom available |

(Spring 2026)* List of general use classroom first rights by college: [Spring 26 google sheet](https://docs.google.com/spreadsheets/d/1xM1elTskw_rM0ue52waJ1tVHLj0cEVHJfjERUzdRCTg/edit?usp=sharing)
* First rights classrooms expire about 1-2 months after Build Phase begins

------------------------------------------------* Last day to use first rights = 5/30/2025
	+ Dean’s Office may have earlier internal deadlines.
	+ Don’t wait until end of May to get the schedule edits to your coordinator.
	+ Identify classes that still need rooms.
	+ Provide that list of missing rooms early to your Dean’s Office to help you find additional rooms.
	+ Make sure the enrollment cap is set to the desired room capacity.
	+ Tips for Success:
	+ Consider lowering the enrollment cap
	+ Peak times are M-Th 10am-4pm. Consider offering your class at a non-peak time.
* Starting 6/2/2025, first rights are released to the Provost’s Office. Scheduling will run Optimizer to auto-house as many sections as possible on all colleges’ behalf.
* Scheduling will notify when the First Rights Violation Rules are turned off, making all general use classrooms available for request.

------------------------------------------------Combined Sections:* email scheduling@fullerton.edu (see [guide](https://www.fullerton.edu/scheduling/training-materials/schedule-building/how-to-combine-sections.html))

Multicomponent Classes:* see [screensteps guide](https://csuf-erp.screenstepslive.com/m/126578/l/1888839-adding-a-multi-component-class)
 | REQUESTS PHASEChanges must be submitted through **Coursedog Requests** for Chair/Dean approval.Starting with “Phase 3” in the Coursedog timeline(Summer/Fall 2025)Some changes can be made directly in PeopleSoft CMS without approval (see Go Live [Memo](https://www.fullerton.edu/scheduling/memos/fall2025-class-schedule-go-live.html)).Instructor changes:* Fall/Spring State Support:

use CMS Schedule Class Meetings * Summer/Winter/Fall-Spring Self-Support:

require approval through Coursedog Requests.------------------------------------------------“Room only” changescan use the FAST TRACK in Coursedog Requests.------------------------------------------------“Days/Times” changes require cancel/add.------------------------------------------------You can “Edit Request” at the top right-hand corner to route to yourself and make edits or cancel a request after you’ve submitted it. (see [screensteps guide](https://csuf-erp.screenstepslive.com/m/126578/l/1891943-editing-and-resubmitting-coursedog-requests))------------------------------------------------Combined Sections:* email scheduling@fullerton.edu (see [guide](https://www.fullerton.edu/scheduling/training-materials/schedule-building/how-to-combine-sections.html))

Multicomponent Classes:* see [screensteps guide](https://csuf-erp.screenstepslive.com/m/126578/l/1888839-adding-a-multi-component-class)
* Build each pair of sections without associating them to each other. Instead, type in the “Reason for Request” which Section Numbers need to auto-enroll.
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Training Agenda

1. How to download class schedule

(see [screensteps guide](https://csuf-erp.screenstepslive.com/m/126578/l/1906285-downloading-the-class-schedule))

* 1. Coursedog Reports: Click Reports > Export > *Course Sections List (****Expanded****)*
	2. PeopleSoft CMS MyQuery: Class Schedule by Term Only
	3. Coursedog Section Dashboard:
		1. Saved View: *Missing Rooms*
		2. First Rights (e.g., x PHIL120-01, CP120)
		3. Toggles: Show Only Available Rooms, Rooms greater than or equal to capacity (e.g., RGC)
1. How to build hybrid class

(see [screensteps guide](https://csuf-erp.screenstepslive.com/m/126578/l/1888840-adding-a-fully-online-or-hybrid-class))

* 1. For WEB/ASYN, be sure to click “Set Details” and type ASYN for Meeting Pattern Code.
1. How to update unit values (see [screensteps guide](https://csuf-erp.screenstepslive.com/m/126578/l/1888801-adding-a-class#on-the-credits-card-adjust-the-financial-aid-units-maximum-units-and-minimum-units-as-needed))
	1. Grad courses (500+) must have Financial Aid Units = 1.5x units, where Min=Max Units
	2. Saved View: *Min Max FA Units*
	3. Make sure for grad-level courses (500+) that
		1. Minimum and Maximum Units are set to the same value,
		2. Financial Aid Units = 1.5x that value.
	4. **This must be completed before build phase ends**.

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| For Graduate-level classes (500+): | **If set Min & Max Units to 1, then set Financial Aid Units to 1.5If set Min & Max Units to 2, then set Financial Aid Units to 3****If set Min & Max Units to 3, then set Financial Aid Units to 4.5** |

