



# **FALL 2025 & SPRING 2026 SCHEDULE BUILD INSTRUCTIONS**

Detailed Instructions for Schedule Build Using Alternate Delivery – Instructional Modalities

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# Fall 2025 & Spring 2026 Schedule Build Guidelines

## Based on Instructional Modality

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### Guidelines for PS Schedule Build for Instructional Modalities

As part of the **Course Delivery/Instructional Modalities for Fall 2025 & Spring 2026**, we will be using the following APDB Learning Modes and Course Attributes:

The **APDB Learning Modes** we will use for the **Fall 2025 & Spring 2026 Schedule** are:

- Instruction Mode **FACE to FACE (P)** with specific meeting days and times and campus locations (Main & AV Campus)  
**09** APDB Learning Mode – Face to Face (**P**)  
Course Attribute (**IMCS**) and attribute value **FTF**
- Instruction Mode **FULLY ONLINE Class (OL)** with no meeting days or times.  
**01** APDB Learning Mode – Fully Online Class (**A1**)  
Course Attribute (**FONL**) and attribute value **AB386**  
Course Attribute (**IMCS**) and attribute value **A1**
- Instruction Mode **ONLINE (OL)** with prescheduled meeting days/times  
**02** APDB Learning Mode – Zoom Class (**S1**)  
Course Attribute (**FONL**) and attribute value **AB386**  
Course Attribute (**IMCS**) and attribute value **S1**
- **NOTE: Instruction Mode ONLINE (OL) - Rarely used by NURS, Teacher Educ, Clinicals**  
**03** APDB Learning Mode – Fully online with intermittent for orientation/mid-term/final exam  
Course Attribute (**IMCS**) and attribute value **A1**
- Instruction Mode **HYBRID (HY)** with no meeting days or times.  
**05** APDB Learning Mode – 24/7 online  
Course Attribute (**IMCS**) and attribute value **HY**
- Instruction Mode **HYBRID (HY)** with face to face days/times and virtual delivery  
**06** APDB Learning Mode – Hybrid Class (**S2**)  
Course Attribute (**IMCS**) and attribute value **S2**
- Instruction Mode **HYBRID (HY)** - Rarely used by NURS, Teacher Educ, Clinicals  
**10** APDB Learning Mode -  
Course Attribute (**IMCS**) and attribute value **HY**
- Instruction Mode **HYBRID (HY)** - Rarely used by NURS, Teacher Educ, Clinicals  
**11** APDB Learning Mode -  
Course Attribute (**IMCS**) and attribute value **HY**

- Instruction Mode **INSTRUCTIONAL TELEVISION (TV)** with specific meeting days and times and campus locations (Main & AV Campus)  
**04** APDB Learning Mode – Instructional Television (**ITV**)  
Course Attribute (IMCS) and attribute value ITV
- Instruction Mode **INDEPENDENT STUDIES (IS)** – To be determined by instructor. For face to face or hybrid offerings confirm academic space availability prior to creating the CRN.  
Learn Mode will depend on instruction mode offering  
Course Attribute (**IMCS**) and attribute value will depend on offering –IS, **FTF, A1, S1 or S2, HY**

#### ATTRIBUTES:

- **IMCS** – Instructional Modality for Class Search. Assign this attribute to every section with the appropriate value.
- **HNRS** – Honors. Assign this attribute to Honors Course Sections.
- **ZCCM** – Zero Cost Course Materials. Assign this attribute to Course Sections without any additional course materials.

### Required Instruction Mode Attribute for Class Search Display (see screenshot example below)

Each section must include the following attribute **Instruction Mode for Class Search (IMCS)** and attribute values to enable accurate Class Search results based on the instructional modality:

- **Face to Face (P)** – assign attribute IMCS with the attribute value **FTF**
- **Fully Online Class (OL)** – assign attribute IMCS with the attribute value **A1**
- **Zoom Class (OL)** – assign attribute IMCS with the attribute value **S2**
- **Flex Class** – assign attribute IMCS with the value **FTF for the FTF section (one instructor, share workload, share enrollment capacity)**
- **Flex Class** – assign attribute IMCS with the value OL for the S1 Zoom section **(one instructor, share workload, share enrollment capacity)**
- **Independent Studies (IS)** – assign attribute IMCS with the corresponding attribute value (it depends on the offering)
- **Instructional Television (ITV)** – assign attribute IMCS with the attribute ITV

#### Search Results

View 100	First	1-6 of 6	Last
Room Characteristic	Description		
08	Computer Lab - MAC		
09	Computer Lab - PC		
19	ITV Studio		
32	Smart Classrm PC		
42	SmartFLEX		
96	No room needed		




## Example of Related Class Search Results Including Instruction Mode and Class Note

**my CSUB**

Search for Classes  
Search Results

Cal State Univ., Bakersfield | Fall 2019

The following classes match your search criteria Course Subject: Computer Science, Course Career: Undergraduate. Show Open Classes Only: No

**Class Status Legend Title**  
 Open  Closed  Wait List


**Instruction Mode Legend Title**

<b>FTF (Face to Face Class)</b> Class meetings Face-to-Face on campus at scheduled times	<b>A1 (Fully Online Class)</b> Online course via Canvas with no scheduled meeting times	<b>S1 (Zoom Class)</b> Class meetings via Zoom at scheduled times	<b>S2 (Flex Class)</b> Class meetings via Zoom and Face-to-Face on campus at scheduled times
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New Search Modify Search


**61 class section(s) found**

**CMPS 1200 - Basic Computer Skills**


Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Instruction Mode	View Books
82484	01-LEC Regular	Mo/We 1:00PM - 2:15PM	Science III 239	Stephen Mellor	08/28/2019 - 12/18/2019		FTF (Face to Face Class)	<a href="#">View Books</a>

**Class note:**  
Students in this class will meet in person at CSUB at the time and place listed. Students will be required/expected to attend all class sessions in person in a classroom at the university. Social distancing in the classroom will be implemented and mask-wearing is required. Students who test positive for COVID during the semester, or who live with someone who tests positive during the semester, should contact their instructor immediately.

**CMPS 2010 - Programming I: Programming Fundamentals**


Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Instruction Mode	View Books
82487	80-DIS Regular	TBA	Web/On-Line	Jay Manibo	08/28/2019 - 12/18/2019		A1 (Fully Online Class)	<a href="#">View Books</a>

**Class note:**  
This class will be fully online. Students in this class will receive all course content on Canvas. This class does not have an assigned meeting time, and there will be NO scheduled meetings for this class.


Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Instruction Mode	View Books
82488	61-LAB Regular	TBA	Web/On-Line	Jay Manibo	08/28/2019 - 12/18/2019		A1 (Fully Online Class)	<a href="#">View Books</a>

**Class note:**  
This class will be fully online. Students in this class will receive all course content on Canvas. This class does not have an assigned meeting time, and there will be NO scheduled meetings for this class.

**CMPS 2020 - Programming II: Data Structures and Algorithms**


Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Instruction Mode	View Books
82475	80-DIS Regular	Mo/We 5:30PM - 6:45PM	Web/On-Line	Michael Sarr	08/28/2019 - 12/18/2019		S1 (Zoom Class)	<a href="#">View Books</a>

**Class note:**  
Additional lab time TBAAdditional lab time TBAShould plan to be available and able to attend the Zoom sessions during the scheduled meeting times. Specific expectations for Zoom attendance will be emailed to students via their CSUB email prior to the start of the Fall 2021 semester and included on the course syllabus.


Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Instruction Mode	View Books
82476	61-LAB Regular	Mo/We 7:00PM - 8:15PM	Web/On-Line	Michael Sarr	08/28/2019 - 12/18/2019		S1 (Zoom Class)	<a href="#">View Books</a>

**Class note:**  
MIS 200A is a self-paced course. Once you have enrolled in the course the instructor is automatically given your registered email account. The syllabus will be sent to this registered email account on the first day of class. The course does not meet formally. The work is done in your own time at home or in the computer lab. Students should plan to be available and able to attend the Zoom sessions during the scheduled meeting times. Specific expectations for Zoom attendance will be emailed to students via their CSUB email prior to the start of the Fall 2021 semester and included on the course syllabus.

**CMPS 2120 - Discrete Structures**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Instruction Mode	View Books
82876	01-DIS Regular	Mo/We/Fr 9:00AM - 9:50AM	Web/On-Line	Kurban Niroomand	08/28/2019 - 12/18/2019		S1 (Zoom Class)	<a href="#">View Books</a>

**Class note:**  
Hours to be arranged. Pick up instructional packet in the OASIS Tutoring Center or in Faculty Towers 102D. Call 861-654-6194 if you have any questions. Students should plan to be available and able to attend the Zoom sessions during the scheduled meeting times. Specific expectations for Zoom attendance will be emailed to students via their CSUB email prior to the start of the Fall 2021 semester and included on the course syllabus.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Instruction Mode	View Books
82877	02-ACT Regular	Tu 7:20AM - 9:50AM	Science III 315	Kurban Niroomand	08/28/2019 - 12/18/2019		S2 (Flex Class)	<a href="#">View Books</a>

**Class note:**  
Non-refundable lab fee \$10.00 Students in this class will attend class on campus, in person for some class meetings, and will receive instruction live via Zoom for the other class meetings. Assignment to groups will be determined by the instructor (after consultation with students) at the start of the semester. Students should plan to be available and able to attend the class in person or via Zoom during the scheduled meeting times. Specific details about in-person attendance and live-stream Zoom attendance will be emailed to students via their CSUB email prior to the start of the Fall 2021 semester and included on the course syllabus.

## REQUIRED: Assigning Course Fees on Sections for Fall 2025 & Spring 2026

- Updated Course Fees are maintained each term at the PeopleSoft Catalog Level
- Departments will be required to assign course notes regarding fees accordingly.
- Academic Operations requires a complete and updated list of course sections (section number and CRN) that will not assign course fees for Fall 2025& Spring 2026 due to changes in the instructional/delivery mode. Exact due date will be determined by Student Financial Services. A reminder will be sent out by Academic Operations.

## Assigning Class Notes on Sections for Fall 2025 & Spring 2026

- Departments will be required to assign the specific Class Note Message Number per Instruction Modality.
- Various Class Notes have been created: 0545, 0546, 0547, 0551, 0557, 0525

### Class Note 0545: FTF Face to Face Class

Academic Institution BKCMP Cal State Univ., Bakersfield

Note Nbr 0545

\*Effective Date 08/01/2022  \*Status Active

\*Description FTF Face to Face Class

\*Long Description Students in this class will meet in person at CSUB at the time and place listed. Students will be expected to attend all class sessions in person in a classroom at the university.

### Class Note 0546: A1 Fully Online Class

Academic Institution BKCMP Cal State Univ., Bakersfield

Note Nbr 0546

\*Effective Date 08/01/2022  \*Status Active

\*Description A1 Fully Online Class

\*Long Description This class will be fully online. Students in this class will receive all course content on Canvas. This class does not have an assigned meeting time, and there will be NO scheduled meetings for this course

### Class Note 0547: S1 Zoom Class

Academic Institution BKCMP Cal State Univ., Bakersfield

Note Nbr 0547

\*Effective Date 08/01/2022  \*Status Active

\*Description S1 Zoom Class

\*Long Description Students in this class will be expected to attend zoom sessions during the scheduled meeting times.

### Class Note 0557: S2 Hybrid

Academic Institution BKCMP Cal State Univ., Bakersfield

Note Nbr 0557

\*Effective Date 08/01/2022  \*Status Active

\*Description FTF and Online

\*Long Description This class is partially face to face and partially online. Students will meet in person at the time and place listed and will also have course content on Canvas.

### Class Note 0551: ITV Instructional Television

Academic Institution BKCMP Cal State Univ., Bakersfield

Note Nbr 0551

\*Effective Date 08/01/2022  \*Status Active

\*Description ITV Instructional Television

\*Long Description Students in this class will meet in person at CSUB Main Campus, or at AV Campus at the same time. Students are expected to attend all class sessions in person in a classroom at the respective location as listed for CSUB Main Campus and AV Campus.

### Class Note 0525: ZCCM

Academic Institution BKCMP Cal State Univ., Bakersfield

Note Nbr 0525

\*Effective Date 08/01/2018  \*Status Active

\*Description ZCCM

\*Long Description \*  
A ZCCM section (i) uses zero-cost digital or print course materials, or (ii) uses library or other course materials provided free by the campus, or (iii) otherwise does not require the student to purchase any instructional materials.

## Assigning Shared Workload

If splitting workload among sections (50-54 Main ITV, 55-59 AV- ITV, 70-74 Main OL, 75-79 AV OL). Give the instructor half of the workload on first section.

Instructors For Meeting Pattern									
Personalize   Find   View All     First 1 of 1 Last									
Assignment Workload									
ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %		
	IFF	801 - HCAF	<input checked="" type="checkbox"/>	100.0000	1.50	<input type="checkbox"/>	10.00		

The other half of the workload would be allocated to the other section.

How to Set-Up Face to Face (P) - 09 Learn Mode

Navigate to Schedule New Course or Maintain Schedule of Class page in PeopleSoft (PS)

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Schedule New Course

On the Basic Data Tab

- Use Main campus FTF section numbers 01-29 or AV FTF section numbers 30-33, if you run out, continue with section numbers 80-99 (section numbers must be 2 digits).
- Select appropriate component
- Select appropriate enrollment type for the component
- Enter Associated Class Number (can be single digit)
- Identify Location of class section
- Identify instruction mode as **P (face to face)**

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam

Course ID 007038 Course Offering Nbr 1

Academic Institution Cal State Univ., Bakersfield

Term Spring 2020 Undergrad

Subject Area MGMT Management

Catalog Nbr 4000 Strategic Management

Auto Create Component

Class Sections Find | View All First 1 of 8 Last

\*Session 1 Regular Academic Session Class Nbr 32477

\*Class Section 01 \*Start/End Date 01/21/2020 05/19/2020

\*Component LEC Lecture Event ID 000039972

\*Class Type Enrollment Section

\*Associated Class 1 Units 3.00 Associated Class Attributes

\*Campus MAIN CSUB Main Add Fee

\*Location BKSFLD CSU Bakersfield Main Campus

Course Administrator

\*Academic Organization 461 - MGMT Management

Academic Group BPA Business and Public Admin

\*Holiday Schedule SAHOL SA Holiday Schedule

\*Instruction Mode P Face to Face

Primary Instr Section 01

☒ Schedule Print

☐ Student Specific Permissions

☐ Dynamic Date Calc Required

☒ Generate Class Mtg Attendance

☒ Sync Attendance with Class Mtg

☐ GL Interface Required

- Click the plus button at Class Attributes to add class attributes **IMCS** with course attribute value **FTF**

Class Attributes		Personalize   Find   View 2   1-5 of 5   Last	
*Course Attribute	Description	*Course Attribute Value	Description
CLEV	Course Level	1	Lower Division
CSLI	Service Learning (CSLI)	N	Not a Service Learning Course
IMCS	Instruct Mode for Class Search	FTF	Face to Face
TCPI	Teacher Credential Program Ind	N	Not a Teacher Cred Prog Course
ZCCM	ZCCM Zero Cost Crse Materials	ZCCM	ZCCM Zero Cost Crse Materials

## Click on Meetings tab

- Click on Class APDB Mapping Values
- Assign 09 to the APDB Learning Mode, and click OK

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam

Course ID 007038 Course Offering Nbr 1  
 Academic Institution Cal State Univ., Bakersfield  
 Term Fall 2020 Undergrad  
 Subject Area MGMT Management  
 Catalog Nbr 4000 Strategic Management

**Class Sections** Find View All First 3 of 6 Last

Session: 1 Regular Academic Session Class Nbr: 82406 Class APDB Mapping Values  
 Class Section: 03 Component: Lecture Event ID: 000042050  
 Associated Class: 3 Units: 3.00

**APDB Class Section Values**

CS Number: 04  
 Workload Factor: K 1.0  
 Component Units: 3.00  
 Component Students:  
 Group Code Control:  
 \*APDB Learning Mode: 09

OK Cancel

- Departments may assign classrooms where appropriate (department controlled). Academic Operations will assign large classroom, computer labs as determined by Associate Deans negotiations
- Enter appropriate Meeting Pattern
- Assign prescheduled days/times (all face-to-face classes require this information)
- Assign Instructor ID with “approve” access and select Employee Record related to teaching Job Code. New instructors may not have a job code or correct job code, and this will require a correction after the date faculty due on campus per the Academic Calendar. Incorrect job codes can result in APDB error. See page 34 for list of job codes.
- Click on Meeting APDB mapping values, change Space Type to 01 (lecture) or 02 (laboratory), click OK
- Select the appropriate Room Characteristics for classroom preference (typically 42- SmartFLEX)

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam

Course ID 007038 Course Offering Nbr 1  
 Academic Institution Cal State Univ., Bakersfield  
 Term Fall 2023 Undergrad  
 Subject Area MGMT Management  
 Catalog Nbr 4000 Strategic Management

**Class Sections** Find View All First 1 of 6 Last

Session 1 Regular Academic Session Class Nbr 82107 Class APDB Mapping Values  
 Class Section 01 Component Lecture Event ID 000053548  
 Associated Class 1 Units 3.00

**Meeting Pattern** Find View All First 1 of 1 Last

Facility ID B044-401D Capacity 60 Pat 12MW Mtg Start 2:30PM Mtg End 3:45PM M T W T F S S \*Start/End Date 08/28/2023 12/18/2023  
 DLC 401D Topic ID Free Format Topic  
☐ Print Topic On Transcript Contact Hours

**Instructors For Meeting Pattern** Personalize Find View All First 1 of 1 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd	Job Code
Agarwal,Ankita		Primary Instructor	<input checked="" type="checkbox"/>	Approve		01	2360

**Room Characteristics** Personalize Find View All First 1 of 1 Last

*Room Characteristic	Description	*Quantity
42	SmartFLEX	1

**Meeting APDB Mapping Values**

Space Type: 1 Lecture  
 TBA Hours:  
 OLD Learning Md:

OK Cancel



### Click on Enrollment Control tab

- Enter Requested Room Capacity
- Enter Enrollment Capacity (Follow what has been determined for the Department Schedule)
- Enter Wait List Capacity
- Check Auto Enroll from Wait List box

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Maintain Schedule of Classes](#)

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[Basic Data](#) | [Meetings](#) | **[Enrollment Cntrl](#)** | [Reserve Cap](#) | [Notes](#) | [Exam](#)

**Course ID** 002306      **Course Offering Nbr** 1  
**Academic Institution** Cal State Univ., Bakersfield  
**Term** Fall 2020      **Undergrad**  
**Subject Area** MGMT      **Management**  
**Catalog Nbr** 3000      **Organizational Behavior**

**Enrollment Control** [Find](#) | [View All](#)      [First](#) 2 of 7 [Last](#)

**Session 1**      **Regular Academic Session**      **Class Nbr** 82123  
**Class Section 03**      **Component** Lecture      **Event ID** 000042048  
**Associated Class 3**      **Units** 3.00

**\*Class Status** Active

**Class Type** Enrollment      **Enrollment Status** Open

<b>*Add Consent</b> <span>No Special Consent Required</span>	<b>Requested Room Capacity</b> <input type="text" value="140"/>	<b>Total</b> 44 0
<b>*Drop Consent</b> <span>No Special Consent Required</span>	<b>Enrollment Capacity</b> <input type="text" value="33"/>	
<b>1st Auto Enroll Section</b> <input type="text"/>	<b>Wait List Capacity</b> <input type="text" value="5"/>	
<b>2nd Auto Enroll Section</b> <input type="text"/>	<b>Minimum Enrollment Nbr</b> <input type="text"/>	
<b>Resection to Section</b> <input type="text"/>		

☐ Auto Enroll from Wait List      ☐ Cancel if Student Enrolled

### NEW: Click on the Notes Tab

- Add Class Note# 0545
- Click plus button for additional class notes and course fee notation if any
- Click SAVE, note the CRN

**Academic Institution** BKCMP      **Cal State Univ., Bakersfield**

**Note Nbr** 0545

**\*Effective Date**        **\*Status** Active

**\*Description**

**\*Long Description**

**Note: Don't forget to complete the Adjust Class Associations page with units (for variable unit courses) and set-up the appropriate campus restrictions.**



## How to Set-Up ITV -Instructional Television (TV) - 04 Learn Mode

Navigate to Schedule New Course or Maintain Schedule of Class page in PeopleSoft (PS)

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Schedule New Course

### On the Basic Data Tab

- Use Main ITV section numbers 50-54 or AV ITV section numbers 55-59 (if you run out, continue with section numbers 80-99). ITV sections are shared workload. You must manually adjust faculty workload as ITV sections are considered shared workload.
- Select appropriate component
- Select appropriate enrollment type for the component
- Enter Associated Class Number
- Identify Location of class section (sections 50-54 for BKSFLD or 55-59 for AV locations)
- Identify instruction mode as **TV** (Instructional Television)

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam

Course ID 007038 Course Offering Nbr 1

Academic Institution Cal State Univ., Bakersfield

Term Fall 2021 Undergrad

Subject Area MGMT Management

Catalog Nbr 4000 Strategic Management

Auto Create Component

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**Class Sections** Find | View All First 2 of 7 Last

\*Session 1 Regular Academic Session Class Nbr 0

\*Class Section 50 \*Start/End Date 08/23/2021 12/14/2021

\*Component LEC Lecture Event ID

\*Class Type Enrollment Section

\*Associated Class 50 Associated Class Attributes

\*Campus MAIN CSUB Main Add Fee

\*Location BKSFLD CSU Bakersfield Main Campus

Course Administrator

\*Academic Organization 461 - MGMT Management

Academic Group BPA Business and Public Admin

\*Holiday Schedule SAHOL SA Holiday Schedule

\*Instruction Mode TV ITV

Primary Instr Section 50

☒ Schedule Print

☐ Student Specific Permissions

☐ Dynamic Date Calc Required

☒ Generate Class Mtg Attendance

☐ Sync Attendance with Class Mtg

☐ GL Interface Required

- Click the plus button at Class Attributes to add class attributes **IMCS** with course attribute value **ITV**

Class Attributes		Personalize   Find   View 2   First 1-3 of 3 Last	
*Course Attribute	Description	*Course Attribute Value	Description
CLEV	Course Level	2	Upper Division
CSLI	Service Learning (CSLI)	N	Not a Service Learning Course
IMCS	Instruct Mode for Class Search	ITV	Instructional Television

## Click on Meetings tab

- Click on Class APDB Mapping Values
- Assign 04 to the APDB Learning Mode, and click OK

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam
Course ID 007038      Course Offering Nbr 1 Academic Institution Cal State Univ., Bakersfield Term Fall 2021      Undergrad Subject Area MGMT      Management Catalog Nbr 4000      Strategic Management					
<b>Class Sections</b> <span>Find   View</span> Session 1      Regular Academic Session      Class Nbr 0 <b>Class APDB Mapping Values</b> Class Section 50      Component Lecture      Event ID Associated Class 50					
<b>Meeting Pattern</b> <span>Find   View</span> Facility ID B043-ST-C      Capacity 70      Pat 2DTR      Mtg Start 8:00PM      Mtg End 7:15PM      M <input type="checkbox"/> T <input checked="" type="checkbox"/> W <input type="checkbox"/> Th <input checked="" type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> *Start/End Date 08/23/2021 12/14/2021 WSL ST-C      Topic ID      Free Format Topic					

**APDB Class Section Values**  
 CS Number: 01  
 Workload Factor: K 1.0  
 Component Units: 1.00  
 Component Students:  
 Group Code Control:  
 \*APDB Learning Mode: 04

- Departments may assign classroom where appropriate (department controlled). Academic Operations will assign large classroom, and computer labs as determined by Associate Deans negotiations
- Enter appropriate Meeting Pattern
- Assign prescheduled days/times (required for ITV sections)
- Assign Instructor ID with “approve” access and select Employee Record related to teaching Job Code
- Click on Meeting APDB mapping values, change Space Type to 01 (lecture), click OK
- Select the Room Characteristics - 19 (ITV Instruction)

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam
Course ID 007038      Course Offering Nbr 1 Academic Institution Cal State Univ., Bakersfield Term Fall 2021      Undergrad Subject Area MGMT      Management Catalog Nbr 4000      Strategic Management					
<b>Class Sections</b> <span>Find   View</span> Session 1      Regular Academic Session      Class Nbr 0 <b>Class APDB Mapping Values</b> Class Section 50      Component Lecture      Event ID Associated Class 50					
<b>Meeting Pattern</b> <span>Find   View</span> Facility ID B043-ST-C      Capacity 70      Pat 2DTR      Mtg Start 8:00PM      Mtg End 7:15PM      M <input type="checkbox"/> T <input checked="" type="checkbox"/> W <input type="checkbox"/> Th <input checked="" type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> *Start/End Date 08/23/2021 12/14/2021 WSL ST-C      Topic ID      Free Format Topic					

Room Characteristics	
*Room Characteristic	Description
19	ITV Studio

**Meeting APDB Mapping Values**  
 Space Type: 1 Lecture  
 TBA Hours:  
 OLD Learning Md:  
 OK      Cancel

### Click on Enrollment Control tab

- Enter Requested Room Capacity
- Enter Enrollment Capacity for the ITV classroom (Follow what has been determined for the Department Schedule)
- Enter Wait List Capacity
- Check Auto Enroll from Wait List

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Maintain Schedule of Classes](#)

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[Basic Data](#) | [Meetings](#) | **[Enrollment Cntrl](#)** | [Reserve Cap](#) | [Notes](#) | [Exam](#)

**Course ID** 002306      **Course Offering Nbr** 1  
**Academic Institution** Cal State Univ., Bakersfield  
**Term** Fall 2020      Undergrad  
**Subject Area** MGMT      Management  
**Catalog Nbr** 3000      Organizational Behavior

**Enrollment Control** Find | View All First 2 of 7 Last

**Session 1**      Regular Academic Session      **Class Nbr** 82123  
**Class Section 03**      **Component** Lecture      **Event ID** 000042048  
**Associated Class 3**      **Units** 3.00

**\*Class Status** Active

**Class Type** Enrollment      **Enrollment Status** Open

Field	Value	Total
<b>*Add Consent</b>	No Special Consent Required	
<b>*Drop Consent</b>	No Special Consent Required	
<b>Requested Room Capacity</b>	140	44
<b>Enrollment Capacity</b>	33	
<b>Wait List Capacity</b>	5	0
<b>Minimum Enrollment Nbr</b>		

1st Auto Enroll Section   
 2nd Auto Enroll Section   
 Resection to Section

☐ Auto Enroll from Wait List      ☐ Cancel if Student Enrolled

### NEW: Click on the Notes Tab

- Add Class Note# 0551
- Click plus button for additional class notes and course fee notation if any
- Click SAVE, note the CRN

**Academic Institution** BKCMP      Cal State Univ., Bakersfield

**Note Nbr** 0551

**\*Effective Date** 06/01/2021       **\*Status** Active

**\*Description** ITV Instructional Television

**\*Long Description** Students in this class will meet in person at CSUB Main Campus, as well as AV Campus, at the same time. Students will be required/expected to attend all class sessions in person in a classroom at the respective location as listed for CSUB Main Campus and AV Campus.

**Note: Don't forget to complete the Adjust Class Associations page with units (for variable unit courses) and set-up the appropriate campus restrictions.**

## How to Set-Up A1 FULLY ONLINE (OL) 01 Learn Mode

Navigate to **Schedule New Course or Maintain Schedule of Class** page in PeopleSoft (PS)

**Favorites** ▾ | **Main Menu** ▾ > **Curriculum Management** ▾ > **Schedule of Classes** ▾ > **Schedule New Course**

### On the Basic Data Tab

- Use online section numbers 60-64 Main, 65-69 AV, 70-74 Main shared, or 75-79 AV shared (if you run out, continue with section 80-99). You must manually adjust faculty workload if the sections are considered shared workload.
- Select appropriate component
- Select appropriate enrollment type for the component
- Enter Associated Class Number
- Identify Location of class section
- Identify instruction mode as **OL (online)**

- Click the plus button at Class Attributes to add class attributes IMCS with course attribute value A1.
- Also Add the **FONL** Attribute and **AB386** (not required for Ind. Study, some internships, check with your department chair if unsure)

Class Attributes		Personalize   Find   View 2   1-5 of 5   Last	
*Course Attribute	Description	*Course Attribute Value	Description
CLEV	Course Level	1	Lower Division
CSLI	Service Learning (CSLI)	N	Not a Service Learning Course
FONL	Fully On line	AB386	On Line
IMCS	Instruct Mode for Class Search	A1	Fully Online Class
LDGE	Lower Division General Educ	DSEM	GE (DSEM) Area D

## Click on Meetings tab

- Click on Class APDB Mapping Values
- Assign 01 to the APDB Learning Mode, and click OK

Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes | Exam

Course ID 002306 Course Offering Nbr 1

Academic Institution Cal State Univ., Bakersfield

Term Fall 2020 Undergrad

Subject Area MGMT Management

Catalog Nbr 3000 Organizational Behavior

**Class Sections** Find | View All | First 2 of 6 Last

Session: 1 Regular Academic Session Class Nbr: 82123 Class APDB Mapping Values

Class Section: 03 Component: Lecture Event ID: 000042048

Associated Class: 3 Units: 3.00

**APDB Class Section Values**

CS Number: 02

Workload Factor: K 1.0

Component Units: 3.00

Component Students:

Group Code Control:

\*APDB Learning Mode: 01

OK Cancel

- Add to Facility ID – WEB
- Assign Instructor ID with “approve” access and select Employee Record related to teaching Job Code

Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes | Exam

Course ID 002306 Course Offering Nbr 1

Academic Institution Cal State Univ., Bakersfield

Term Fall 2020 Undergrad

Subject Area MGMT Management

Catalog Nbr 3000 Organizational Behavior

**Class Sections** Find | View All | First 2 of 6 Last

Session: 1 Regular Academic Session Class Nbr: 82123 Class APDB Mapping Values

Class Section: 03 Component: Lecture Event ID: 000042048

Associated Class: 3 Units: 3.00

**Meeting Pattern** Find | View All | First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date

WEB 999 08/24/2020 12/16/2020

WEB ON-LINE Topic ID: Free Format

Topic: Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

**Instructors For Meeting Pattern** Personalize | Find | View All | First 1 of 1 Last

Assignment Workload

ID	Name	Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
Sigdyal,Pratigya	Prim Ins	Approve				2360	

- Click on Meeting APDB Mapping Values, change Space Type to 03 (non-capacity), click OK

**Meeting Pattern** Find | View All | First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date

WEB 999 08/24/2020 12/16/2020

WEB ON-LINE Topic ID: Free Format

Topic: Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

**Meeting APDB Mapping Values**

Space Type: 3 Non-Capacity

TBA Hours:

OLD Learning Md:

OK Cancel

- Room Characteristics – select 96 - No Room Needed

Room Characteristics		Personalize	Find	First	1 of 1	Last
*Room Characteristic	*Quantity					
96	No room needed				1	

#### Click on Enrollment Control tab

- Requested Room Capacity will default at 30; set to same as enrollment capacity
- Enter Enrollment Capacity
- Enter Wait List Capacity
- Check Auto Enroll from Wait List

#### Enrollment Status Open

Requested Room Capacity	35	Total
Enrollment Capacity	35	0
Wait List Capacity	99	0
Minimum Enrollment Nbr		

#### Click on the Notes Tab

- Add Class Note# 0546
- Click plus button for additional class notes and course fee notation if any
- Click SAVE, note the CRN

Academic Institution BKCMP Cal State Univ., Bakersfield

Note Nbr 0546

\*Effective Date 08/01/2021 \*Status Active

\*Description A1 Fully Online Class

\*Long Description This class will be fully online. Students in this class will receive all course content on Canvas. This class does not have an assigned meeting time, and there will be NO scheduled meetings for this class.

**Note: Don't forget to complete the Adjust Class Associations page with units (for variable unit courses) and set-up the appropriate campus restrictions.**



## How to Set-Up S1 Zoom Class with prescheduled meeting days/times 02 learn mode

Navigate to **Schedule New Course or Maintain Schedule of Class** page in PeopleSoft (PS)

**Favorites** ▾ **Main Menu** ▾ > **Curriculum Management** ▾ > **Schedule of Classes** ▾ > **Schedule New Course**

### On the Basic Data Tab

- Use online section numbers 60-64 Main, 65-69 AV, 70-74 Main shared, or 75-79 AV shared (if you run out, continue with section 80-99). You must manually adjust faculty workload if the sections are considered shared workload.
- Select appropriate component
- Select appropriate enrollment type for the component
- Enter Associated Class Number
- Identify Location of class section
- Identify instruction mode as **OL (Online)**

- Click the plus button at Class Attributes to add class attributes **IMCS** with course attribute value **S1**
- Also Add the **FONL** Attribute and **AB386** (not required for Ind. Study, some internships, check with your department chair if unsure)

Class Attributes		Personalize   Find   View 2		First	1-4 of 4	Last
*Course Attribute	Description	*Course Attribute Value	Description			
CLEV	Course Level	1	Lower Division			
CSLI	Service Learning (CSLI)	N	Not a Service Learning Course			
FONL	Fully On line	AB386	On Line			
IMCS	Instruct Mode for Class Search	S1	Zoom			



## Click on Meetings tab

- Click on Class APDB Mapping Values
- Assign 02 to the APDB Learning Mode, and click OK

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam

Course ID 002308 Course Offering Nbr 1

Academic Institution Cal State Univ., Bakersfield

Term Fall 2020 Undergrad

Subject Area MGMT Management

Catalog Nbr 3020 Intro to Operations Management

**Class Sections** Find View All First 1 of 7 Last

Session: 1 Regular Academic Session Class Nbr: 82079 Class APDB Mapping Values

Class Section: 01 Component: Lecture Event ID: 000042246

Associated Class: 1 Units: 3.00

**APDB Class Section Values**

CS Number: 02

Workload Factor: K 1.0

Component Units: 3.00

Component Students:

Group Code Control:

\*APDB Learning Mode: 02

OK Cancel

- Add to Facility ID – WEB
- Enter appropriate Meeting Pattern
- Enter prescheduled days/times
- Assign Instructor ID with “approve” access and select Employee Record related to teaching Job Code
- Click on Meeting APDB Mapping Values, change Space Type to 03 (non-capacity), click OK

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam

Course ID 006584 Course Offering Nbr 1

Academic Institution Cal State Univ., Bakersfield

Term Fall 2021 Undergrad

Subject Area SOC Sociology

Catalog Nbr 2208 Intro to Statistics in Soc Sci

**Class Sections** Find View All F

Session 1 Regular Academic Session Class Nbr 81024 Class APDB Mapping Values

Class Section 63 Component Lecture Event ID 000045286

Associated Class 63 Units 3.00

**Meeting Pattern** Find View All Fin

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date

WEB 999 2DMW 5:30PM 6:45PM ☒ ☐ ☒ ☐ ☐ ☐ ☐ 08/23/2021 12/14/2021

WEB ON-LINE Topic ID Free Format Topic

☐ Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

**Instructors For Meeting Pattern** Personalize Find View All 1 of 1 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
Lyons, Rhea T		Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	2358

**Meeting Pattern** Find View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date

WEB 999 08/24/2020 12/16/2020

WEB ON-LINE Topic ID Free Format Topic

☐ Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

**Meeting APDB Mapping Values**

Space Type: 3 Non-Capacity

TBA Hours:

OLD Learning Md:

OK Cancel

- Room Characteristics – select 96 - No Room Needed

Room Characteristics				Personalize	Find			First	1 of 1	Last
*Room Characteristic	Description	*Quantity								
96	No room needed	1								

#### Click on Enrollment Control tab

- Requested Room Capacity will default to 30; set to same as enrollment capacity
- Enter Enrollment Capacity
- Enter Wait List Capacity
- Check Auto Enroll from Wait List

#### Enrollment Status Open

Requested Room Capacity	35	Total
Enrollment Capacity	35	0
Wait List Capacity	99	0
Minimum Enrollment Nbr		

#### Click on the Notes Tab

- Add Class Note# 0547
- Click plus button for additional class notes and course fee notation if any
- Click SAVE, note the CRN

Academic Institution	BKCOMP	Cal State Univ., Bakersfield
Note Nbr	0547	
*Effective Date	08/01/2022	*Status Active
*Description	S1 Zoom Class	
*Long Description	Students in this class will be expected to attend zoom sessions during the scheduled meeting times.	

**Note: Don't forget to complete the Adjust Class Associations page with units (for variable unit courses) and set-up the appropriate campus restrictions.**

## How to Set-Up S2 Hybrid Class (w/one component) 05 or 06 learn mode

Navigate to **Schedule New Course or Maintain Schedule of Class** page in PeopleSoft (PS)

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Schedule New Course

**Note:** Hybrid with single component requires a second meeting pattern.

Subj	Crs #	Sec	Component	Ins. Mode	Fac ID	Day	Time	learn mode	space type
BIOL	4918	01	DISC	HY	SCI III 102	T	2-2:50pm	06	1
BIOL	4918	01	DISC	HY	WEB				3

### On the Basic Data Tab

- Use appropriate HY section number 01-29 Main, 30-33 AV, if you run out, continue with section 80-99 (section numbers must be 2 digits)
- Select appropriate component
- Select appropriate enrollment type for the component
- Enter Associated Class Number (can be single digit)
- Identify Location of class section
- Identify instruction mode as **HY** (hybrid)

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam

Course ID 000430 Course Offering Nbr 1

Academic Institution Cal State Univ, Bakersfield

Term Spring 2021 Undergrad

Subject Area BIOL Biology

Catalog Nbr 4918 Senior Seminar

Auto Create Component

**Class Sections** Find | View All First 1 of 3 Last

\*Session 1 Regular Academic Session Class Nbr 31367

\*Class Section 01 \*Start/End Date 01/25/2021 05/22/2021

\*Component DIS Discussion Event ID 000045092

\*Class Type Enrollment Section

\*Associated Class 1 Units 1.00 Associated Class Attributes

\*Campus MAIN CSUB Main Add Fee

\*Location BKSFLD CSU Bakersfield Main Campus

Course Administrator

\*Academic Organization 145 - BIOL Biology

Academic Group NSM Natural Science and Math

\*Holiday Schedule SAHOL SA Holiday Schedule

\*Instruction Mode HY Hybrid

Primary Instr Section 01

☒ Schedule Print

☐ Student Specific Permissions

☐ Dynamic Date Calc Required

☒ Generate Class Mtg Attendance

☒ Sync Attendance with Class Mtg

☐ GL Interface Required

- Click the plus button at Class Attributes to add class attributes  
**IMCS** with course attribute value **S2**

\*Course Attribute Value

\*Description

\*Formal Description

#### Click on Meetings tab

- Click on Class APDB Mapping Values
- Assign 06 to the APDB Learning Mode for the HY section, and click OK

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam

Course ID 007038 Course Offering Nbr 1

Academic Institution Cal State Univ, Bakersfield

Term Fall 2020 Undergrad

Subject Area MGMT Management

Catalog Nbr 4000 Strategic Management

**Class Sections** Find View All First 3 of 6 Last

Session:	1	Regular Academic Session	Class Nbr: 82406 Class APDB Mapping Values
Class Section:	03	Component: Lecture	Event ID: 000042050
Associated Class:	3	Units: 3.00	

**APDB Class Section Values**

CS Number:

Workload Factor:  1.0

Component Units:

Component Students:

Group Code Control:

\*APDB Learning Mode:

OK Cancel

- Departments may assign classroom where appropriate (department controlled). Academic Operations will assign large classroom, and computer labs as determined by Associate Deans negotiations
- Enter appropriate Meeting Pattern for the FTF, fill in the time and days
- Click the plus button enter an appropriate Meeting Pattern for the Zoom prescheduled days/times or leave blank for the 24/7 online, assign WEB to facility ID
- Assign Instructor ID to the FTF meeting pattern with “approve” access and select Employee Record related to teaching Job Code
- Click on Meeting APDB mapping values of the **First Meeting Pattern**, change Space Type to 01 (Lecture) or 02 (Laboratory), click OK

**Meeting Pattern** Find View 1 First 1-2 of 2 Last

Facility ID  Capacity 32

Pat  Mtg Start 2:00PM Mtg End 2:50PM

M T W T F S S ☒ ☐ ☐ ☐ ☐ ☐ ☐ \*Start/End Date 01/25/2021 05/22/2021

SCI III 102 Topic ID  Free Format Topic

☐ Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

**Instructors For Meeting Pattern** Personalize Find View All First 1 of 1 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd	Job Code
000044603	Lauer, Antje	Primary Instructor	<input checked="" type="checkbox"/>	Approve		1	2360

**Meeting APDB Mapping Values**

Space Type:

TBA Hours:

OLD Learning Md:

OK Cancel

- Click on Meeting APDB mapping values of the **Second Meeting Pattern**, change Space Type to 3 non-capacity, click OK

Meeting Pattern

Find | View All | First | 2 of 2 | Last

Facility ID

WEB

Capacity

999

Pat

Mtg Start

Mtg End

M T W T F S S

\*Start/End Date

01/25/2021 | 05/22/2021

WEB ON-LINE

Topic ID

Free Format Topic

Print Topic On Transcript

Contact Hours

Meeting APDB Mapping Values

Instructors For Meeting Pattern

Personalize | Find | View All | First | 1 of 1 | Last

Assignment

Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Recd	Job Code
		Primary Instructor	<input checked="" type="checkbox"/>				

Meeting APDB Mapping Values

Space Type: 3 Non-Capacity

TBA Hours:

OLD Learning Md:

- Select the appropriate Room Characteristics for classroom preference for Hybrid FTF section

Room Characteristics

Personalize | Find | View All | First | 1 of 1 | Last

*Room Characteristic	Description	*Quantity
42	SmartFLEX	1

Click on Enrollment Control tab

- Enter Requested Room Capacity
- Enter Enrollment Capacity – (Follow what has been determined for the Department Schedule)
- Enter Wait List Capacity
- Check Auto Enroll from Wait List

Favorites

Main Menu

Curriculum Management

Schedule of Classes

Maintain Schedule of Classes

Basic Data

Meetings

Enrollment Control

Reserve Cap

Notes

Exam

Course ID

002306

Course Offering Nbr

1

Academic Institution

Cal State Univ., Bakersfield

Term

Fall 2020

Subject Area

MGMT

Catalog Nbr

3000

Undergrad

Management

Organizational Behavior

Session 1

Regular Academic Session

Class Nbr

82123

Class Section 03

Component

Lecture

Event ID

000042048

Associated Class 3

Units

3.00

\*Class Status

Active

Class Type

Enrollment

\*Add Consent

No Special Consent Required

\*Drop Consent

No Special Consent Required

1st Auto Enroll Section

2nd Auto Enroll Section

Resection to Section

Enrollment Status

Open

Requested Room Capacity

140

Enrollment Capacity

33

Wait List Capacity

5

Minimum Enrollment Nbr

Total

44



0

Auto Enroll from Wait List



Cancel if Student Enrolled

**Click on the Notes Tab**

- Add Class Note# 0557 or 0558
- Click plus button for additional class notes and course fee notation if any
- Click SAVE, note the CRN

Academic Institution	BKCOMP	Cal State Univ., Bakersfield
Note Nbr	0557	
*Effective Date	01/01/2022 	*Status <span>Active</span> 
*Description	FTF and Online	
*Long Description	This class is partially face to face and partially online. Students will meet in person at the time and place listed and will also have course content on Canvas.	

**OR**

Academic Institution	BKCOMP	Cal State Univ., Bakersfield
Note Nbr	0558	
*Effective Date	01/01/2022 	*Status <span>Active</span> 
*Description	FTF and Online	
*Long Description	This class is partially face to face and partially online. Students will be expected to attend all class sessions in person or on zoom as scheduled.	

**Note: Don't forget to complete the Adjust Class Associations page with units (for variable unit courses) and set-up the appropriate campus restrictions.**

## How to Set-Up S2 Hybrid Class

(with multiple components, multiple space type and learn mode 05 (FTF + ASYNC/24/7 online) or learn mode 06 (FTF + SYNC prescheduled) (S2))

Navigate to **Schedule New Course or Maintain Schedule of Class** page in PeopleSoft (PS)

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Schedule New Course

**Note:** Hybrid with two component requires only one meeting pattern for HY and one meeting pattern for OL.

Subj	Crs #	Sec	Component	Ins. Mode	Fac ID	Day	Time	learn mode	space type
ART	4058	01	DISC	HY	VA104	F	10-10:50am	05	1
ART	4058	02	ACT	HY	WEB				3
ART	4058	01	DISC	HY	VA104	F	10-10:50am	06	1
ART	4058	02	ACT	HY	WEB	F	10:51am-2:10pm		3

**On the Basic Data Tab for HYBRID portion of class section/component**

- Use appropriate HY section number 01-29 Main, 30-33 AV, if you run out, continue with section 80-99 (section numbers must be 2 digits)
- Select appropriate component
- Select appropriate enrollment type for the component
- Enter Associated Class Number (can be single digit)
- Identify Location of class section
- Identify instruction mode as **HY** (hybrid) for component with classroom usage
- Click the plus button at Class Attributes to add class attributes **IMCS** with course attribute value **S2**

Basic Data | Meetings | Enrollment Cntrl | Notes

Course ID 006287 Course Offering Nbr 1

Academic Institution Cal State Univ., Bakersfield

Term Fall 2021 Undergrad

Subject Area ART Art

Catalog Nbr 4058 Senior Project and Exhibition

Auto Create Component

Class Sections

\*Session 1 Regular Academic Session Class Nbr 0

\*Class Section 01 \*Start/End Date 08/23/2021 to 12/14/2021

\*Component DIS Discussion Event ID

\*Class Type Enrollment Section

\*Associated Class 1

\*Campus MAIN CSUB Main

\*Location BKSFLD CSU Bakersfield Main Campus

Course Administrator

\*Academic Organization 136 - ART Art & Art History

Academic Group A&H Arts and Humanities

\*Holiday Schedule SAHOL SA Holiday Schedule

\*Instruction Mode HY Hybrid

Primary Instr Section 01

Associated Class Attributes

Add Fee

☒ Schedule Print

☐ Student Specific Permissions

☐ Dynamic Date Calc Required

☒ Generate Class Mtg Attendance

☐ Sync Attendance with Class Mtg

☐ GL Interface Required

Class Topic

Course Topic ID

Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group

Class Equivalent Course Group

Override Equivalent Course

Class Attributes

Personalize | Find | View 2 | 1-4 of 4 | Last

*Course Attribute	Description	*Course Attribute Value	Description
CAPS	Capstone	CAPS	Capstone
CLEV	Course Level	2	Upper Division
CSLI	Service Learning (CSLI)	N	Not a Service Learning Course
IMCS	Instruct Mode for Class Search	S2	Flex Class



Click on Meetings tab for (HY) Hybrid

- Click on Class APDB Mapping Values
- Assign the following 05 or 06 APDB Learning Mode and Space type based on offer, and click OK

**Note:** Hybrid with two component requires only one meeting pattern for HY and one meeting pattern for OL.

Subj	Crs #	Sec	Component	Ins. Mode	Fac ID	Day	Time	learn mode	space type
ART	4058	01	DISC	HY	VA104	F	10-10:50am	05	1
ART	4058	02	ACT	HY	WEB				3
ART	4058	01	DISC	HY	VA104	F	10-10:50am	06	1
ART	4058	02	ACT	HY	WEB	F	10:51am-2:10pm		3

- Departments may assign classroom where appropriate (department controlled). Academic Operations will assign large classroom, and computer labs as determined by Associate Deans negotiations
- Enter appropriate Meeting Pattern
- Assign prescheduled days/times for in person class
- Assign Instructor ID with “approve” access and select Employee Record related to teaching Job Code
- Select the appropriate Room Characteristics for classroom preference for FTF class section

Term Fall 2021

Undergrad

Subject Area ART

Art

Catalog Nbr 4058

Senior Project and Exhibition

Class Sections

Find | View All

Session 1

Regular Academic Session

Class Nbr 0

Class APDB Mapping Values

Class Section 01

Component Discussion

Event ID

Associated Class 1

APDB Class Section Values

CS Number: b2

Workload Factor: K 1.0

Component Units: 1.00

Component Students:

Group Code Control:

\*APDB Learning Mode: 06

OK Cancel

Basic Data

Meetings

Enrollment Cntrl

Reserve Cap

Notes

Exam

Course ID 000666

Course Offering Nbr 1

Academic Institution Cal State Univ., Bakersfield

Term Spring 2024

Undergrad

Subject Area COMM

Communications

Catalog Nbr 2110

Issues and Practices in Journa

Class Sections

Find | View All

First 1 of 2 Last

Session 1

Regular Academic Session

Class Nbr 32193

Class APDB Mapping Values

Class Section 01

Component Lecture

Event ID

Associated Class 1

Units 3.00

Meeting Pattern

Find | View All

First 1 of 2 Last

Facility ID

Capacity

Pat 2DTR

Mtg Start 1:00PM

Mtg End 2:15PM

M T W T F S S

\*Start/End Date 01/22/2024 05/17/2024

Topic ID

Free Format Topic

Print Topic On Transcript

Contact Hours

Meeting APDB Mapping Values

Instructors For Meeting Pattern

Personalize | Find | View All | First 1 of 1 Last

Assignment

Workload

ID

Name

\*Instructor Role

Print

Access

Contact

Empl Rcd#

Job Code

Tian, Yu

Primary Instructor

Approve

0

2360

Room Characteristics

Personalize | Find | View All | First 1 of 1 Last

\*Room Characteristic

Description

\*Quantity

42

SmartFLEX

1

**Click on Enrollment Control tab for Hybrid Component**

- Enter Requested Room Capacity for Hybrid component
- Enter Enrollment Capacity (Follow what has been determined for the Department Schedule)
- Enter Wait List Capacity
- Check Auto Enroll from Wait List

Navigation: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

CSUB

Tabs: Basic Data | Meetings | **Enrollment Cntrl** | Reserve Cap | Notes | Exam

Course ID: 002306      Course Offering Nbr: 1  
 Academic Institution: Cal State Univ., Bakersfield  
 Term: Fall 2020      Undergrad  
 Subject Area: MGMT      Management  
 Catalog Nbr: 3000      Organizational Behavior

**Enrollment Control**      Find | View All      First 2 of 7 Last

Session 1      Regular Academic Session      Class Nbr: 82123  
 Class Section 03      Component: Lecture      Event ID: 000042048  
 Associated Class 3      Units: 3.00  
 \*Class Status: Active      Cancel Class

Class Type: Enrollment      Enrollment Status: Open

\*Add Consent: No Special Consent Required      Requested Room Capacity: 140      Total: 44  
 \*Drop Consent: No Special Consent Required      Enrollment Capacity: 33  
 1st Auto Enroll Section:      Wait List Capacity: 5      0  
 2nd Auto Enroll Section:      Minimum Enrollment Nbr:      0  
 Resection to Section:      ☐ Auto Enroll from Wait List      ☐ Cancel if Student Enrolled

**Click on the Notes Tab**

- Add Class Note# 0557 or 0558
- Click plus button for additional class notes and course fee notation if any
- Click SAVE, note the CRN

Academic Institution: BKCMP      Cal State Univ., Bakersfield

Note Nbr: 0557

\*Effective Date: 01/01/2022      \*Status: Active

\*Description: FTF and Online

\*Long Description: This class is partially face to face and partially online. Students will meet in person at the time and place listed and will also have course content on Canvas.

**OR**

Academic Institution: BKCMP      Cal State Univ., Bakersfield

Note Nbr: 0558

\*Effective Date: 01/01/2022      \*Status: Active

\*Description: FTF and Online

\*Long Description: This class is partially face to face and partially online. Students will be expected to attend all class sessions in person or on zoom as scheduled.

**NEXT: Start over at Basic Data tab to begin the set-up for the second component.**

**Click on the Basic Data Tab for (activity or lab component) of the class section**

- Use **HY** section number 01-29 Main, 30-33 AV (if you run out, continue with section 80-99)
- Select appropriate component
- Select appropriate enrollment type for the component
- Enter Associated Class Number
- Identify Location of class section
- Identify instruction mode as **HY** (Hybrid)
- Click the plus button at Class Attributes to **add class attributes IMCS with course attribute value of S2**

Basic Data | Meetings | Enrollment Cntrl | Notes

Course ID 006287 Course Offering Nbr 1

Academic Institution Cal State Univ., Bakersfield

Term Fall 2021 Undergrad

Subject Area ART Art

Catalog Nbr 4058 Senior Project and Exhibition

Auto Create Component

**Class Sections** Find | View All First 2 of 2 Last

\*Session 1 Regular Academic Session Class Nbr 0

\*Class Section 02 \*Start/End Date 08/23/2021 12/14/2021

\*Component ACT Activity Event ID

\*Class Type Non-Enrollment Section

\*Associated Class 1 Associated Class Attributes

\*Campus MAIN CSUB Main Add Fee

\*Location BKSFLD CSU Bakersfield Main Campus

Course Administrator

\*Academic Organization 138 - ART Art & Art History

Academic Group A&H Arts and Humanities

\*Holiday Schedule SAHOL SA Holiday Schedule

\*Instruction Mode HY Hybrid

Primary Instr Section 01

☒ Schedule Print

☐ Student Specific Permissions

☐ Dynamic Date Calc Required

☒ Generate Class Mtg Attendance

☐ Sync Attendance with Class Mtg

☐ GL Interface Required

**Class Topic**

Course Topic ID

☐ Print Topic in Schedule

**Equivalent Course Group**

Course Equivalent Course Group

Class Equivalent Course Group

☐ Override Equivalent Course

**Class Attributes** Personalize | Find | View All First 2-3 of 4 Last

*Course Attribute	Description	*Course Attribute Value	Description
CLEV	Course Level	2	Upper Division
IMCS	Instruct Mode for Class Search	S2	Flex Class

**Click on Meetings tab for (activity or lab component) of the class section**

- Click on Class APDB Mapping Values
- Assign the following 05 or 06 APDB Learning Mode and Space type based on offer, and click OK

**Note:** Hybrid with two component requires only one meeting pattern for HY and one meeting pattern for OL.

Subj	Crs #	Sec	Component	Ins. Mode	Fac ID	Day	Time	learn mode	space type
ART	4058	01	DISC	HY	VA104	F	10-10:50am	05	1
ART	4058	02	ACT	HY	WEB				3
ART	4058	01	DISC	HY	VA104	F	10-10:50am	06	1
ART	4058	02	ACT	HY	WEB	F	10:51am-2:10pm		3

Basic Data Meetings Enrollment Cntrl Notes

Course ID 005287 Course Offering Nbr 1

Academic Institution Cal State Univ., Bakersfield

Term Fall 2021 Undergrad

Subject Area ART Art

Catalog Nbr 4058 Senior Project and Exhibition

Class Sections

Session 1 Regular Academic Session Class Nbr 0 Class APDB Mapping Values

Class Section 02 Component Activity Event ID

Associated Class 1

Meeting Pattern

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date

0082-104 25 10:51AM 2:10PM 12/14/2021

VA 104 Topic ID Free Format Topic

Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern

Assignment Workload Print Access Contact Empl Job Code

ID Name \*Instructor Role Primary Instructor

APDB Class Section Values

CS Number: 02

Workload Factor: K 1.0

Component Units: 1.00

Component Students:

Group Code Control:

\*APDB Learning Mode: 06

OK Cancel

- For (activity or lab component) of the class section, assign Facility ID or allow Academic Operation to assign
- Enter appropriate Meeting Pattern if applicable
- Assign prescheduled days/times if applicable
- Assign Instructor ID with “approve” access and select Employee Record related to teaching Job Code
- Select the appropriate Room Characteristics

Basic Data Meetings Enrollment Cntrl Notes

Course ID 005287 Course Offering Nbr 1

Academic Institution Cal State Univ., Bakersfield

Term Fall 2021 Undergrad

Subject Area ART Art

Catalog Nbr 4058 Senior Project and Exhibition

Class Sections

Session 1 Regular Academic Session Class Nbr 0 Class APDB Mapping Values

Class Section 02 Component Activity Event ID

Associated Class 1

Meeting Pattern

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date

WEB 999 10:51AM 2:10PM 12/14/2021

WEB ON-LINE Topic ID Free Format Topic

Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern

Assignment Workload Print Access Contact Empl Job Code

ID Name \*Instructor Role Primary Instructor

Room Characteristics

Room Characteristic Description No room needed

Quantity 1

Click on Enrollment Control tab for (activity or lab component) of the class section

- Enter Requested Room Capacity for each component
- Enter Enrollment Capacity (Follow what has been determined for the Department Schedule)
- Enter Wait List Capacity
- Check Auto Enroll from Wait List

Navigation: Favorites ▾ Main Menu ▾ Curriculum Management ▾ Schedule of Classes ▾ Maintain Schedule of Classes

CSUB

Tabs: Basic Data Meetings **Enrollment Control** Reserve Cap Notes Exam

Course ID: 002306 Course Offering Nbr: 1  
 Academic Institution: Cal State Univ., Bakersfield  
 Term: Fall 2020 Undergrad  
 Subject Area: MGMT Management  
 Catalog Nbr: 3000 Organizational Behavior

**Enrollment Control** Find | View All First 2 of 7 Last

Session 1 Regular Academic Session Class Nbr: 82123  
 Class Section 03 Component: Lecture Event ID: 000042048  
 Associated Class 3 Units: 3.00

\*Class Status: Active

Class Type: Enrollment Enrollment Status: Open

\*Add Consent: No Special Consent Required

\*Drop Consent: No Special Consent Required

1st Auto Enroll Section:   
 2nd Auto Enroll Section:   
 Resection to Section:

☐ Auto Enroll from Wait List ☐ Cancel if Student Enrolled

Capacity Type	Value	Total
Requested Room Capacity	140	
Enrollment Capacity	33	44
Wait List Capacity	5	0
Minimum Enrollment Nbr	<input type="text"/>	

Click on the Notes Tab

- Add Class Note# 0557 or 0558
- Click plus button for additional class notes and course fee notation if any
- Click SAVE, note the CRN

Academic Institution: BKCOMP Cal State Univ., Bakersfield

Note Nbr: 0557

\*Effective Date: 01/01/2022  \*Status: Active ▾

\*Description: FTF and Online

\*Long Description: This class is partially face to face and partially online. Students will meet in person at the time and place listed and will also have course content on Canvas.

**OR**

Academic Institution: BKCOMP Cal State Univ., Bakersfield

Note Nbr: 0558

\*Effective Date: 01/01/2022  \*Status: Active ▾

\*Description: FTF and Online

\*Long Description: This class is partially face to face and partially online. Students will be expected to attend all class sessions in person or on zoom as scheduled.

**Note: Don't forget to complete the Adjust Class Associations page with units (for variable unit courses) and set-up the appropriate campus restrictions.**



## How to Set-Up Individual Study (IS) INDEPENDENT STUDIES (IS)

Navigate to Schedule New Course or Maintain Schedule of Class page in PeopleSoft (PS)

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Schedule New Course

### On the Basic Data Tab

- Use sections 40-44 for Main and 45-49 for AV Independent Study
- Select appropriate component
- Select appropriate enrollment type for the component
- Enter Associated Class Number
- Identify Location of class section
- Identify instruction mode as IS (Independent Study) or the appropriate instruction mode if IS does not fit
- Click the plus button at Class Attributes to add class attributes **IMCS** with course attribute value **IS** or the appropriate value if IS does not fit

**Basic Data** | Meetings | Enrollment Cntrl | Notes

Course ID 000428 Course Offering Nbr 1

Academic Institution Cal State Univ., Bakersfield

Term Fall 2021 Undergrad

Subject Area BIOL Biology

Catalog Nbr 4880 Research

Auto Create Component

---

**Class Sections** Find | View All First 1 of 1 Last

\*Session 1 Regular Academic Session Class Nbr 0

\*Class Section 40 \*Start/End Date 08/23/2021 12/14/2021

\*Component IND Independent Study Event ID

\*Class Type Enrollment Section

\*Associated Class 40

\*Campus MAIN CSUB Main

\*Location BKSFLD CSU Bakersfield Main Campus

Course Administrator

\*Academic Organization 145 - BIOL Biology

Academic Group NSM Natural Science and Math

\*Holiday Schedule SAHOL SA Holiday Schedule

\*Instruction Mode IS Independent Study

Primary Instr Section 40

Associated Class Attributes

Add Fee

☐ Schedule Print

☐ Student Specific Permissions

☐ Dynamic Date Calc Required

☒ Generate Class Mtg Attendance

☐ Sync Attendance with Class Mtg

☐ GL Interface Required

---

**Class Topic**

Course Topic ID

☐ Print Topic in Schedule

---

**Equivalent Course Group**

Course Equivalent Course Group

Class Equivalent Course Group

☐ Override Equivalent Course

---

**Class Attributes** Personalize | Find | View All First 2-3 of 3 Last

*Course Attribute	Description	*Course Attribute Value	Description
CSLI	Service Learning (CSLI)	N	Not a Service Learning Course
IMCS	Instruct Mode for Class Search	IS	Independent Study

## Click on Meetings tab for IS

- Click on Class APDB Mapping Values
- Assign the appropriate Learn Mode if IS and Learn Mode 09 does not fit
- Click OK
- If Instructor should not receive workload for IS, the CS number should be updated to CS# 78

Basic Data
Meetings
Enrollment Contr
Notes

Course ID 000428
Course Offering Nbr 1

Academic Institution Cal State Univ., Bakersfield
Term Fall 2021
Undergrad
Subject Area BIOL
Biology
Catalog Nbr 4880
Research

Class Sections
Find | View All

Session 1	Regular Academic Session	Class Nbr 0	Class APDB Mapping Values
Class Section 40	Component Independent Study	Event ID	
Associated Class 40			

APDB Class Section Values

CS Number: 78
Workload Factor: K
Component Units: 3.00
Component Students:
Group Code Control:
\*APDB Learning Mode: 09

- Departments may assign classroom where appropriate. **Please check on classroom availability if a classroom is needed.** Otherwise IS may be scheduled as WEB or OFFCMP
- Enter appropriate Meeting Pattern if applicable or ARR (by arrangement), ARR is required for IS and Learning Mode 09
- Assign prescheduled days/times if applicable ARR is required for IS and Learning Mode 09
- Assign Instructor ID with “approve” access and select Employee Record related to teaching Job Code
- Click on Meeting APDB mapping values, change Space Type to 03 non-capacity, click OK
- Select applicable Room Characteristic or 96 “No room needed”

Class Sections
Find | View All

Session 1	Regular Academic Session	Class Nbr 0	Class APDB Mapping Values
Class Section 40	Component Independent Study	Event ID	
Associated Class 40			

Meeting Pattern
Find | View All

Facility ID OFFCMP
Capacity 999
Pat ARR
Mtg Start
Mtg End
M T W T F S S
\*Start/End Date 08/23/2021 12/14/2021
OFFCMP
Topic ID
Free Format Topic
Print Topic On Transcript
Contact Hours
Meeting APDB Mapping Values

Instructors For Meeting Pattern
Personalize | Find | View All | First | 1 of 1 | Last

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
				Primary Instructor	<input checked="" type="checkbox"/>				

Room Characteristics
Personalize | Find | View All | First | 1 of 1 | Last

*Room Characteristic	Description	*Quantity
96	No room needed	1

### Meeting APDB Mapping Values

Space Type: 3 Non-Capacity

TBA Hours:

OLD Learning Md:

OK

Cancel



### Click on Enrollment Control tab

- Enter Requested Room Capacity
- Enter Enrollment Capacity
- Enter Wait List Capacity
- Check Auto Enroll from Wait List

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Maintain Schedule of Classes](#)

**myCSUB**

[Basic Data](#) | [Meetings](#) | **[Enrollment Cntrl](#)** | [Reserve Cap](#) | [Notes](#) | [Exam](#)

**Course ID** 002306      **Course Offering Nbr** 1  
**Academic Institution** Cal State Univ., Bakersfield  
**Term** Fall 2020      **Undergrad**  
**Subject Area** MGMT      **Management**  
**Catalog Nbr** 3000      **Organizational Behavior**

**Enrollment Control** Find | View All First 2 of 7 Last

**Session** 1      **Regular Academic Session**      **Class Nbr** 82123  
**Class Section** 03      **Component** Lecture      **Event ID** 000042048  
**Associated Class** 3      **Units** 3.00

\*Class Status: Active

**Class Type** Enrollment      **Enrollment Status** Open  
 \*Add Consent: No Special Consent Required  
 \*Drop Consent: No Special Consent Required

1st Auto Enroll Section:   
 2nd Auto Enroll Section:   
 Resection to Section:

☐ Auto Enroll from Wait List      ☐ Cancel if Student Enrolled

Requested Room Capacity	Enrollment Capacity	Wait List Capacity	Minimum Enrollment Nbr	Total
140	33	5		44
				0

### Click on the Notes Tab

- Attach a note if applicable or type in a free format note
- Click SAVE, note the generated CRN

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | **[Notes](#)**

**Course ID** 000428      **Course Offering Nbr** 1  
**Academic Institution** Cal State Univ., Bakersfield  
**Term** Fall 2021      **Undergrad**  
**Subject Area** BIOL      **Biology**  
**Catalog Nbr** 4880      **Research**

**Class Sections** Find | View All First 1 of 1

**Session** 1      **Regular Academic Session**      **Class Nbr** 0  
**Class Section** 40      **Component** Independent Study      **Event ID**  
**Associated Class** 40

**Class Notes** Find | View All First 1 of 1

\*Sequence Number: 1  
 \*Print Location: After ☐ Even if Class Not in Schedule  
 Note Nbr:    
 Free Format Text:

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Notes](#)

**Note: Don't forget to complete the Adjust Class Associations page with units (for variable unit courses) and set-up the appropriate campus restrictions.**

## How to Set-Up Face to Face + Zoom (FLEX)

Face to face + Zoom: course will be offered via **two sections**, one FTF and one via Zoom, scheduled at the same time. This set-up allows for students to register in a face-to-face section or enroll in the zoom section of the class.

Navigate to Schedule New Course or Maintain Schedule of Class page in PeopleSoft (PS)

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Schedule New Course

These two sections require shared data:


- Same instructor
- Shared workload (manually adjust).
- Shared enrollment capacity (e.g. 50/50, 70/30 or 75/25)

Flex requires a room characteristic of 42 – SmartFlex for the FTF portion of the class.

For the FTF, it requires that students attend in person at the campus location (must use campus restriction 00007), however, the Zoom portion allows for campus restriction of Main 00007 only or 00013 Main and AV)

Use an FTF section numbers for Main Campus: 01-29, 80-99

- Go to How to set-up Face to Face and create a CRN. Give the instructor half of the workload. Assign part of the enrollment capacity. Flex requires a room characteristic of 42 – SmartFlex

Instructors For Meeting Pattern									
Assignment		Workload		Personalize   Find   View All   First 1 of 1 Last					
ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %		
	IFF ▾	801 - HCAF	<input checked="" type="checkbox"/>	100.000	1.50	<input type="checkbox"/>	10.00	<input type="button" value="+"/>	<input type="button" value="-"/>

Use an Online section number for Main Campus: 70-74 (shared workload), 80-99

- Go to How to set-up a Zoom and create a CRN. Give the instructor half of the workload. Assign the other portion of the enrollment capacity.

## NOTES:

- This guide is not inclusive of all Schedule Build steps, refer to [Staff Guides](#) for further details.
- Don't forget to complete the Adjust Class Associations page with units (for variable unit courses) and appropriate campus restrictions.
- Please contact Tonya Nixon if you need any assistance in creating the course section and assigning the various codes.

## Fall 2025 and Spring 2026 Additional Course Fees

Academic Operations has been informed that Additional Course Fees will not be applied to every section of a class for Fall 2025 and Spring 2026, particularly if it is fully online. Departments are responsible for providing Academic Operations with details of which class sections and CRN will be charged a course fee and which class section and CRN **will not** be charged.

Departments will also be responsible for providing Academic Operations the Dual/High School enrollment sections and CRN information and when course fees will not be applied.

## Audit Review Class Schedule

PLEASE run the Audit Review Class Schedule query multiple times throughout the semester to proof your Schedule Build and APDB reporting data. Make corrections and edits accordingly, prior to the first day of Fall 2025 Registration – April 28, 2025 and before Census Day September 22, 2025. Same goes for making corrections and edits accordingly, prior to the first day of Spring 2025 Registration – October 20, 2025 and before Census Day February 16, 2026.

## IMPORTANT: Class Status – Use of Active, Tentative, Stop Further Enrollment, Cancelled

Tentative and Stop Further Enrollment class statuses cannot be seen through Class Search. Students and other offices such as Records and Enrollment cannot drop the students when a class is not “active” in PeopleSoft. The Stop Further Enrollment and Tentative Enrollment can be seen by students in their weekly schedule, it is also counted in their in-progress units and student financials tuition calculation. Students will be charged for these sections even though the classes remain “inactive” (stop further enrollment and tentative). Should you need the class to remain “active”, set enrollment to zero or to “department consent” or uncheck the schedule print flag so that this section is not seen by the students. These options keep students from enrolling and won't have impacts on unit load and Financial Aid.

Field or Control	Description
<b>Class Status</b>	<p>The system populates this field to <i>Active</i> by default. Class status values are delivered with your system as translate values. You can override the status to indicate <i>Stop Further Enrollment</i>, <i>Cancelled Section</i>, or <i>Tentative Section</i>. The Schedule of Classes report enables you to select class status, so that you can print only <i>Active</i> classes, or only <i>Inactive</i> classes, and so on.</p> <p><b>Note:</b> When you select <i>Stop Further Enrollment</i>, <i>Cancelled Section</i>, or <i>Tentative Section</i>, the system sets enrollment status to closed. Classes with class statuses of <i>Stop Further Enrollment</i>, <i>Cancelled Section</i>, or <i>Tentative Section</i> do not appear in class search.</p> <p>The class status of <i>Active</i> has coding attached to it and should not be deleted from the translate table. You can add as many new class status values to the translate table as you want, but they will not have coding attached to them.</p>
<b>Cancel Class</b>	<p>Click to cancel the class in view. The class status must be <i>Canceled Section</i>. The button processes one section cancellation at a time. If you want to cancel multiple sections, you must post your request for each section that you want to cancel.</p> <p><b>Warning!</b> If you want to cancel the section regardless of whether students are enrolled, you must select the <b>Cancel if Student Enrolled</b> check box. Doing so, however, drops any students who are enrolled in the section and requires that you recalculate tuition for those students.</p>

Revised Section Numbers effective Fall 2014

Section #'s	Description	Instruction Mode
***01 - 29	Main – warm body	P or ***HY
***30 - 33	AV – warm body	P or ***HY
40 - 44	Main – Independent Study	IS
45 – 49	AV – Independent Study	IS
50 – 54	Main – ITV – shared workload	TV
55 – 59	AV – ITV - shared workload	TV
*60 – 64	Main only – Online	*OL
*65 - 69	AV only – Online	*OL
**70 – 74	Main – shared workload	**OL
**75 – 79	AV – shared workload	**OL
80-99 & 34-39	Main	34-39 (shall be used only for CSUB 101/103 courses)
N/A (Nurs/SW)	Clinical Prac Lab Off Campus	N/A

Main and AV classes use Session 1

\*On-line (OL) course is designed as a separate or individual course: schedulers will use sections 60-64 for Main (7) and 65-69 for AV (8) campus. Such sections will have their own instructor, enrollment cap, and one meeting pattern with facility ID WEB. Class APDB Mapping Value APDB Learning Mode is 01 and Meeting APDB Mapping Value Space Type is 3 non-capacity.

\*\*On-line (OL) course is designed as a shared course: schedulers will use sections 70-74 for Main (13) and 75-79 for AV campus (13). Departments can set up such pairs so that each offering has its shared enrollment cap and shared workload. Class APDB Mapping Value APDB Learning Mode is 01 and Meeting APDB Mapping Value Space Type is 3 non-capacity.

\*\*\*Hybrid (HY) course may consist of one component with two or more meeting patterns: **First meeting pattern** Class APDB Mapping Value APDB Learning Mode is 05. Meeting APDB Mapping Value is 1 Lecture for the meeting patterns assigned a classroom. The 1 lecture meeting patterns require a facility ID, day, time. Instructor should only be assigned to first meeting pattern. **Last meeting pattern** assigned will be the Meeting APDB Mapping Value Space Type of 4 Multimode. Last meeting pattern requires facility ID assignment of WEB, do NOT assign instructor, day or time.

Extended University Division Regional/Degree Program sections (effective Summer 2012)

EUD and Regional Program sections use Session 10W

- Sections 101-114 Normal warm body

## Regional Program Section Numbers

<u>Instruction Mode</u>	<u>Section Number</u>
Face to Face	115-125
Online	126-135
Hybrid	136-145
Independent Study	146-150
Additional Unused Sections	151-199

EUD Contract Credit sections do not require a classroom when location code listed is EUD.

- Sections 601 – 699

EUD Certificate/Extended Univ. sections - these sections will require classrooms, EBKS and EAVC location codes will be used for these sections.

- Sections 701 – 728 Warm Body for Bakersfield and Open University
- Sections 730 – 749 Independent Study
- Sections 750 – 759 Warm Body for AVC
- Sections 760 – 769 EUD (Bakersfield and AV) On-line/WebCt

EUD sections will use the following location codes:

COC = College of Canyons

EUD = Extended University (classroom not required)

EBKS = Extended University (any class which requires a room assignment on main campus)

EAVC = Extended University (any class which requires a room assignment on AVC campus)

HAN = Hanford W. High School

O = Open University

OLP = On-line Programs

PCC = Porterville College

Job Code	Description
2354	Teaching Associate
2358	Lecturer, AY
2359	Lecturer, 12 Month
2360	Instructional Faculty, AY
2361	Instructional Faculty, 12 Month
2365	Music Studio Instr Fac
2377	Coach, 10 Month
2378	Coach, AY
2379	Coaching Specialist, 12 Month
2380	Coaching Specialist, 10 Month
2381	Coaching Specialist, AY
2382	Coaching Assistant, 12 Month
2383	Coaching Assistant
2384	Coaching Assistant, AY
2393	Visiting Faculty
2481	Dept Chair, 12 month
2482	Dept Chair, AY
2920	Librarian 12 month
3071	SSP Acad, Related I AY
3075	SSP Acad, Related III AY
3306	Administrator III
8185	Athletic Trainer II, 12 Month

Job Code	Do Not Use and/or Use on occasion
1150	Instr Student Assistant
1870	Indicates Job Code is Missing
1870	Student Assistant
2322	Instrc Fac/Special Pgms for Credit (used by EUD)
2322	Intersession (only use for Intersession)
2322	Spec Session/Ext. Non Credit (used by EUD)
2363	Instrc Faculty Extension Non Credit (used by EUD)
2457	Summer Hires (use for Summer)
4660	Special Consultant (do not use)