# FALL 2025 & SPRING 2026 SCHEDULE BUILD INSTRUCTIONS

Detailed Instructions for Schedule Build Using Alternate Delivery – Instructional Modalities

## Fall 2025 & Spring 2026 Schedule Build Guidelines Based on Instructional Modality

#### **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)
   O9 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.
   O1 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
   O2 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
   O6 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)
   O4 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.

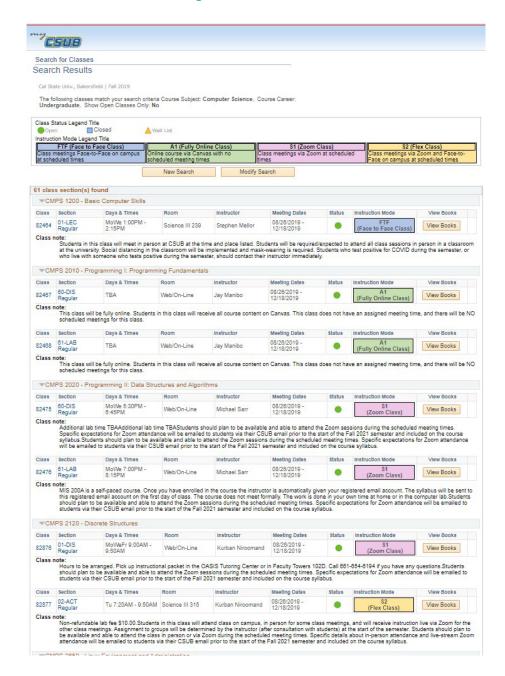
#### Required Instruction Mode Attribute for Class Search Display (see screenshot example below)

Each section <u>must</u> include the following attribute <u>Instruction Mode for Class Search (IMCS)</u> 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	Coulto			
View 100	First	4	1-6 of 6	Last
Room Char	acteristi	c Des	scription	
08		Co	mputer L	ab - MAC
09 Computer Lab - PC			ab - PC	
19 ITV Studio				
32		Sm	art Class	rm PC
42		Sm	artFLEX	
96	6 No room needed			eded

Search Results



#### 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 <u>complete and updated list of course sections</u> (section number and CRN) that will <u>not</u> assign course fees for Fall 20254& 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

#### 

#### Class Note 0546: A1 Fully Online Class



#### Class Note 0547: S1 Zoom Class



#### Class Note 0557: S2 Hybrid

BKCMP	Cal State Univ., Baker	sfield
0557		
08/01/2022	*Status Active	<b>v</b>
FTF and Online		
		ally online. Students will meet in person at the irse content on Canvas.
	FTF and Online This class is partially	0557    08/01/2022     *Status   Active

#### Class Note 0551: ITV Instructional Television

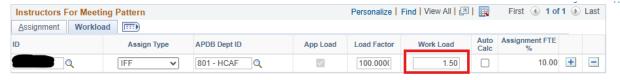


#### Class Note 0525: ZCCM



#### **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.



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

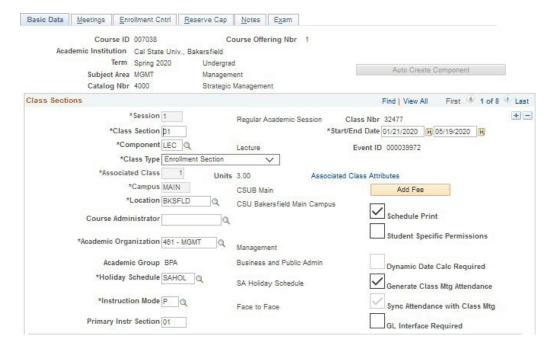
#### How to Set-Up Face to Face (P) - 09 Learn Mode

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)



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

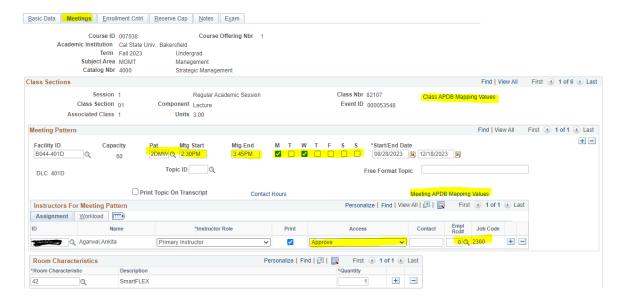


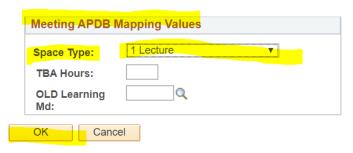
#### **Click on Meetings tab**

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



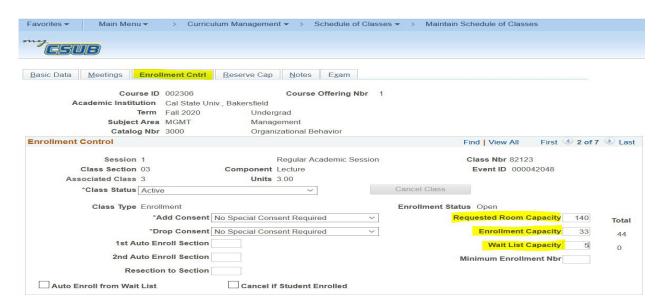
- Departments may assign classrooms where appropriate (department controlled). Academic Operations will assign large classroom, computer labs as determined by Associate Deans negotiations
- Enter appropriate Meeting Pattern
- Assign prescheduled days/times (all face-to-face classes require this information)
- 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)





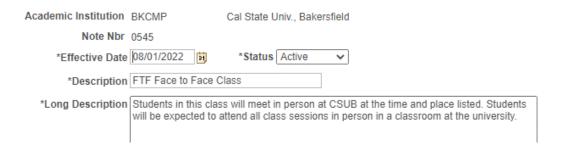
#### **Click on Enrollment Control tab**

- 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



#### **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



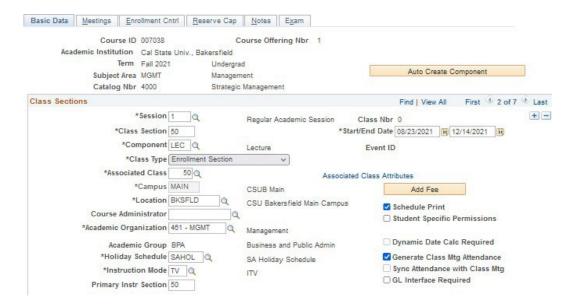
#### How to Set-Up ITV -Instructional Television (TV) - 04 Learn Mode

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



#### 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)

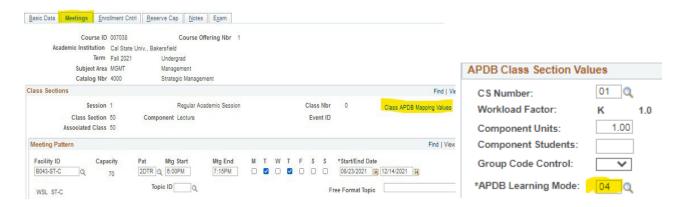


Click the plus button at Class Attributes to add class attributes IMCS with course attribute value ITV

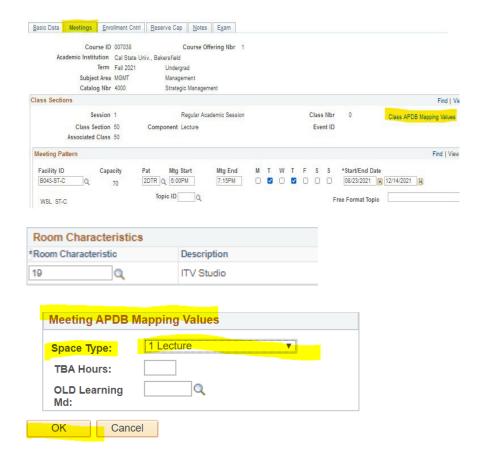


#### **Click on Meetings tab**

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

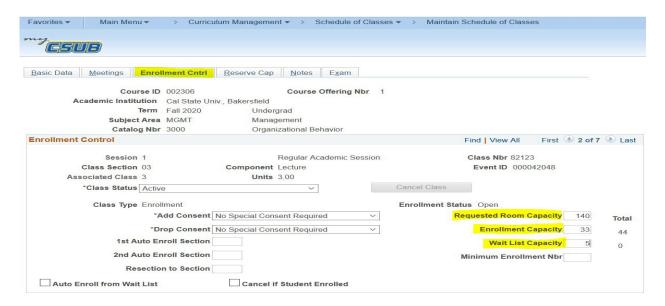


- Departments may assign classroom where appropriate (department controlled). Academic Operations will assign large classroom, and computer labs as determined by Associate Deans negotiations
- Enter appropriate Meeting Pattern
- Assign prescheduled days/times (required for ITV sections)
- Assign Instructor 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)



#### **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



#### **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



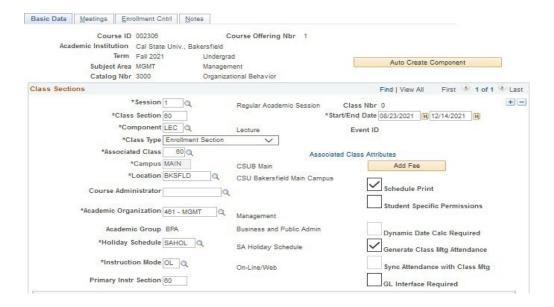
#### How to Set-Up A1 FULLY ONLINE (OL) 01 Learn Mode

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

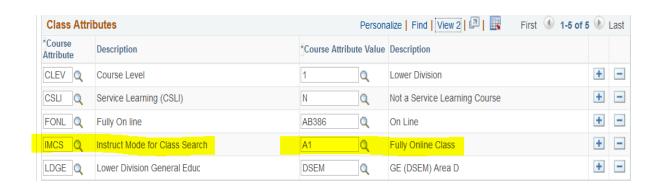
Favorites ▼ Main Menu ▼ > Curriculum Management ▼ > Schedule of Classes ▼ > Schedule New Course

#### 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)

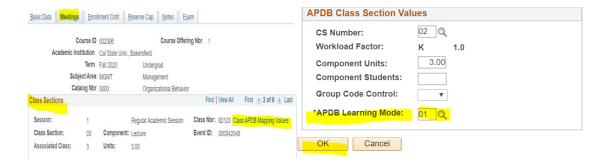


- Click the plus button at Class Attributes to add class attributes IMCS with course attribute value A1.
- Also Add the FONL Attribute and AB386 (not required for Ind. Study, some internships, check with your department chair if unsure)

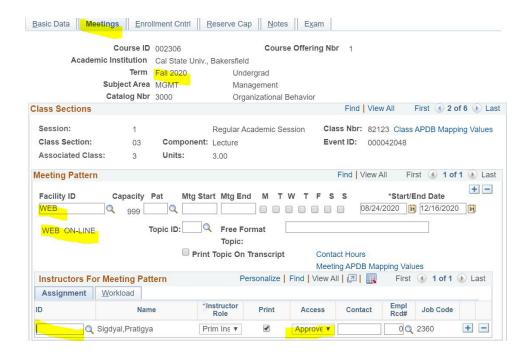


#### Click on Meetings tab

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



- Add to Facility ID WEB
- 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



• Room Characteristics – select 96 - No Room Needed



#### **Click on Enrollment Control tab**

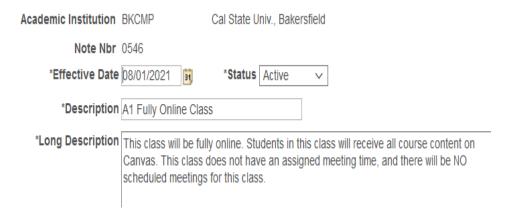
- Requested Room Capacity will default at 30; set to same as enrollment capacity
- Enter Enrollment Capacity
- Enter Wait List Capacity
- Check Auto Enroll from Wait List

#### Enrollment Status Open



#### **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



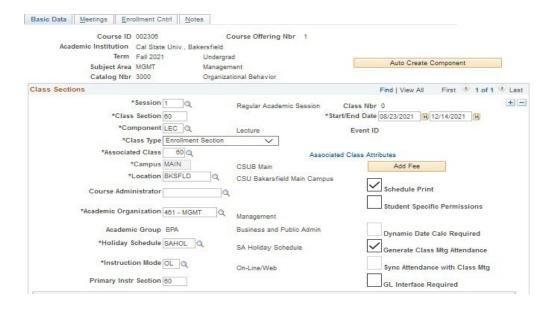
### How to Set-Up S1 Zoom Class with prescheduled meeting days/times 02 learn mode

#### 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 51
- Also Add the FONL Attribute and AB386 (not required for Ind. Study, some internships, check with your department chair if unsure)

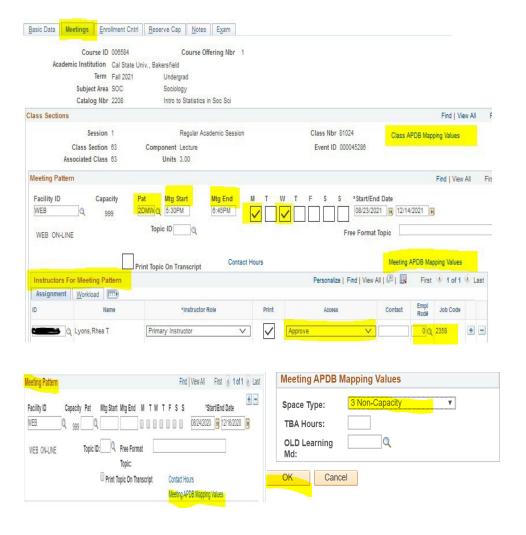


#### Click on Meetings tab

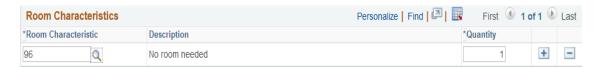
- Click on Class APDB Mapping Values
- Assign 02 to the APDB Learning Mode, and click OK



- 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



• Room Characteristics – select 96 - No Room Needed



#### **Click on Enrollment Control tab**

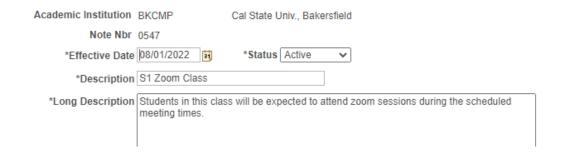
- Requested Room Capacity will default to 30; set to same as enrollment capacity
- Enter Enrollment Capacity
- Enter Wait List Capacity
- Check Auto Enroll from Wait List

#### Enrollment Status Open



#### **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



## 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)

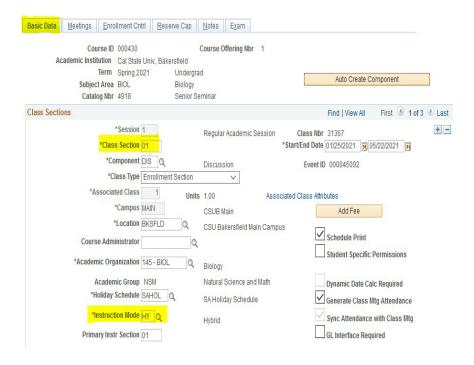


Note: Hybrid with single component requires a second meeting pattern.

			Ins.				learn	space	
Subj	Crs#	Sec	Component	Mode	Fac ID	Day	Time	mode	type
					SCI III				
BIOL	4918	01	DISC	HY	102	Т	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)

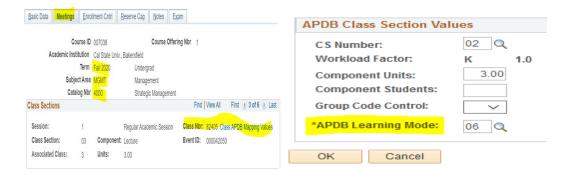


Click the plus button at Class Attributes to add class attributes
 IMCS with course attribute value \$2

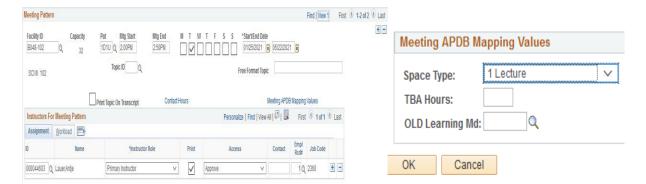


#### **Click on Meetings tab**

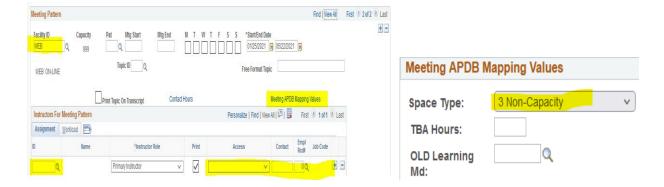
- Click on Class APDB Mapping Values
- Assign 06 to the APDB Learning Mode for the HY section, and click OK



- 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



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

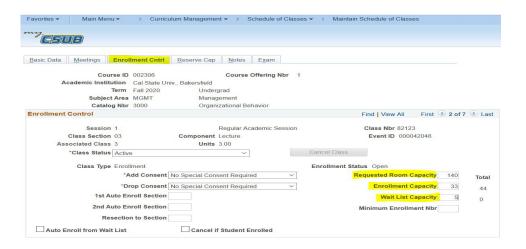


Select the appropriate Room Characteristics for classroom preference for Hybrid FTF section



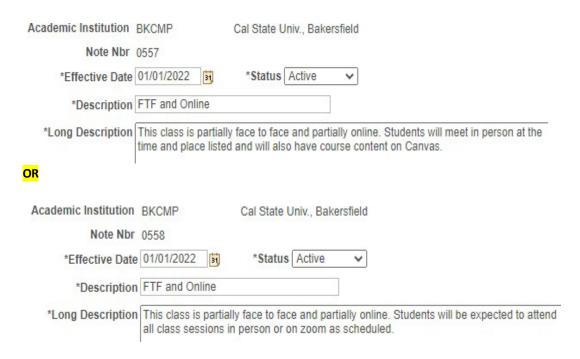
#### **Click on Enrollment Control tab**

- 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



#### **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



#### **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)

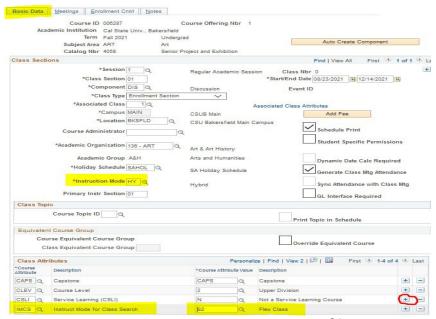


Note: Hybrid with two component requires only one meeting pattern for HY and one meeting pattern for OL.

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



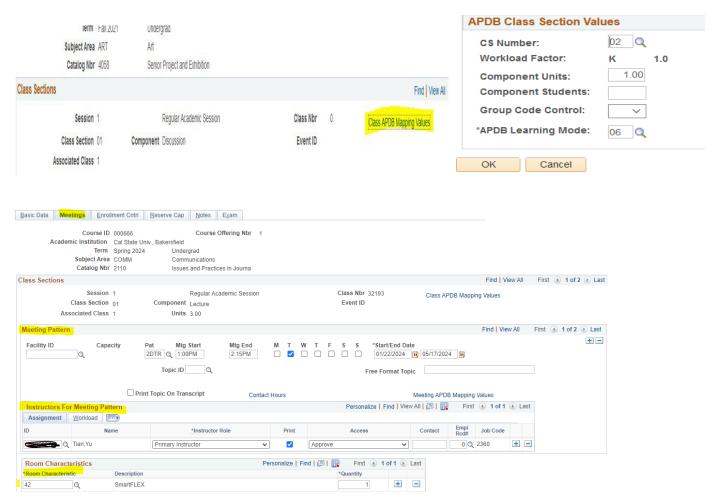
#### Click on Meetings tab for (HY) Hybrid

- 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.

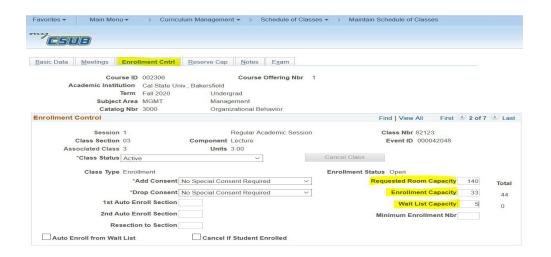
Subj	Crs #	Sec	Component	Ins. Mode	Fac ID	Day	Time	learn mode	space type
ART ART	4058 4058	01 02	DISC ACT	HY HY	VA104 WEB	F	10-10:50am	<mark>05</mark>	<mark>1</mark> 3
ART ART	4058 4058	01 02	DISC ACT	HY HY	VA104 WEB	F F	10-10:50am 10:51am-2:10pm	<mark>06</mark>	<mark>1</mark> 3

- 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



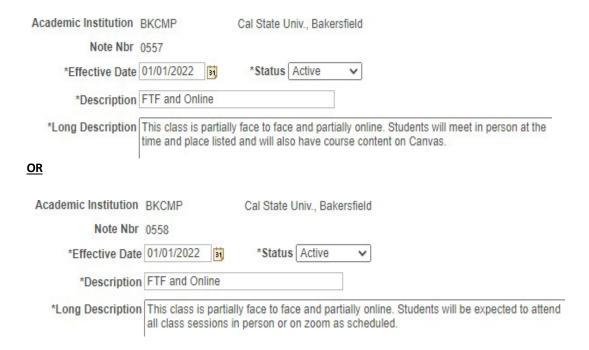
#### **Click on Enrollment Control tab for Hybrid Component**

- 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



#### **Click on the Notes Tab**

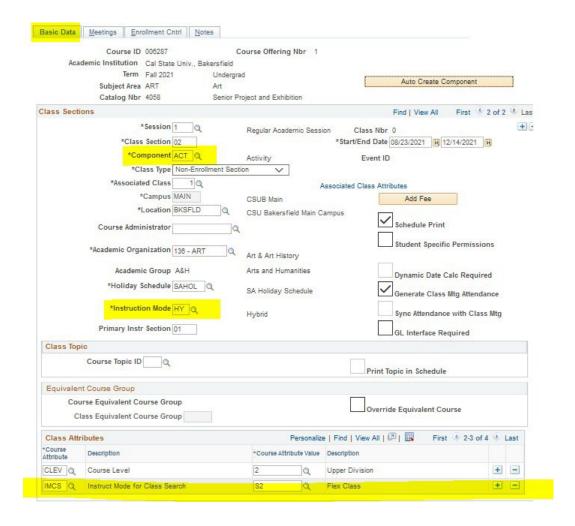
- Add Class Note# 0557 or 0558
- Click plus button for additional class notes and course fee notation if any
- Click SAVE, note the CRN



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

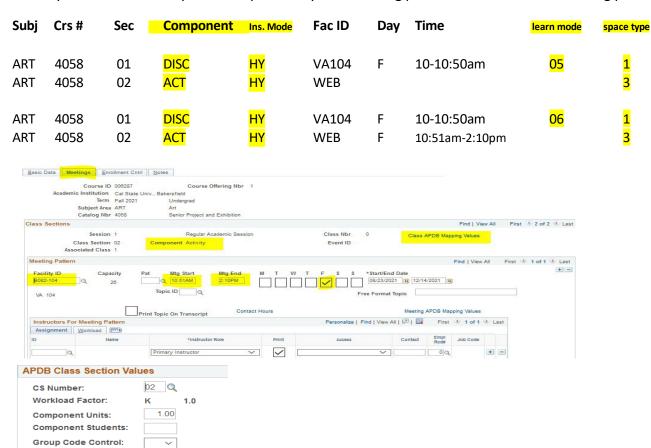
- Use HY section number 01-29 Main, 30-33 AV (if you run out, continue with section 80-99)
- Select appropriate component
- Select appropriate enrollment type for the component
- Enter Associated Class Number
- Identify Location of class section
- Identify instruction mode as **HY** (Hybrid)
- Click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



#### 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.

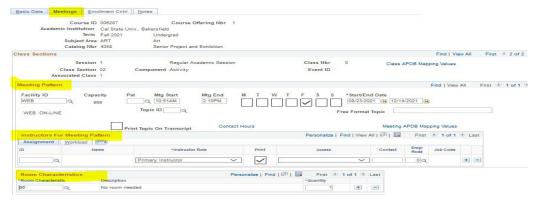


- For (activity or lab component) of the class section, assign Facility ID or allow Academic Operation to assign
- Enter appropriate Meeting Pattern if applicable
- Assign prescheduled days/times if applicable

\*APDB Learning Mode: 06 Q

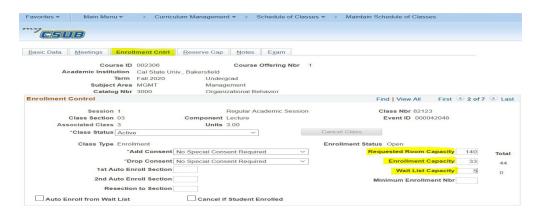
OK Cancel

- Assign Instructor ID with "approve" access and select Employee Record related to teaching Job Code
- Select the appropriate Room Characteristics



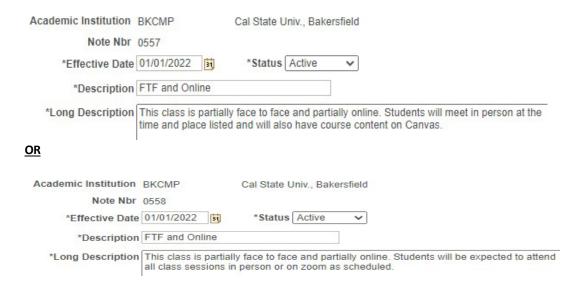
#### Click on Enrollment Control tab for (activity or lab component) of the class section

- 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



#### 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



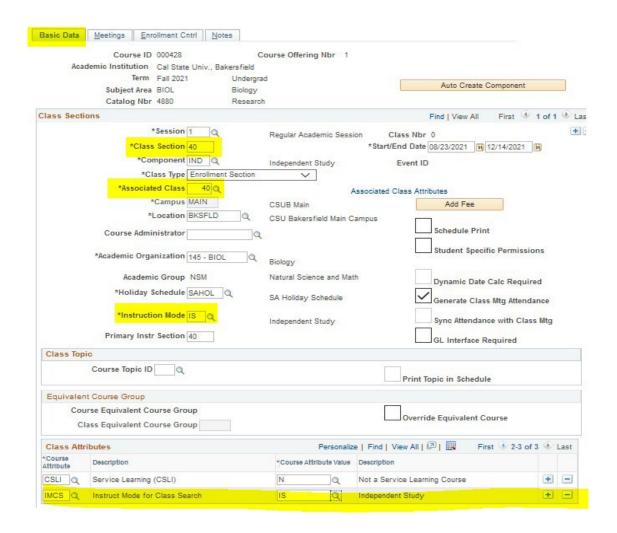
## How to Set-Up Individual Study (IS) INDEPENDENT STUDIES (IS)

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

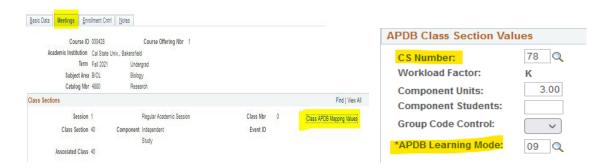
#### On the Basic Data Tab

- 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

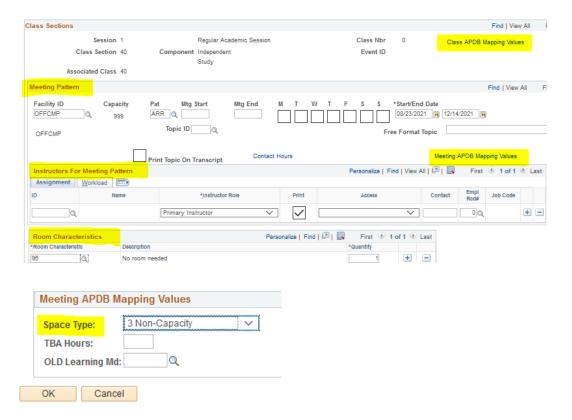


#### Click on Meetings tab for IS

- 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

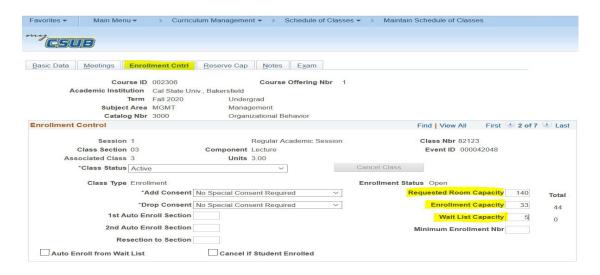


- Departments may assign classroom where appropriate. <u>Please check on classroom availability if a classroom is needed</u>.
   Otherwise IS may be scheduled as WEB or OFFCMP
- Enter appropriate Meeting Pattern if applicable or ARR (by arrangement), ARR is required for IS and Learning Mode 09
- Assign 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"



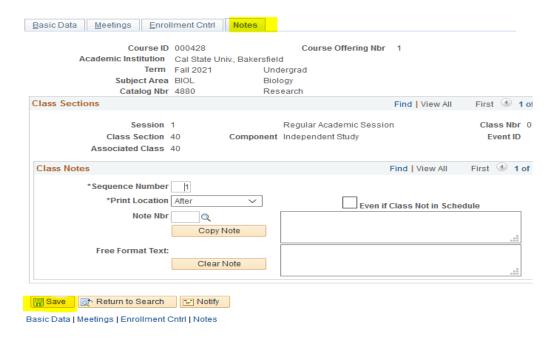
#### **Click on Enrollment Control tab**

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



#### Click on the Notes Tab

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



#### **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)



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



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 <u>Staff Guides</u> 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
Class Status	The system populates this field to Active by default. Class status values are delivered with your system as translate values. You can override the status to indicate Stop Further Enrollment, Cancelled Section, or Tentative Section. The Schedule of Classes report enables you to select class status, so that you can print only Active classes, or only Inactive classes, and so on.
	Note: When you select Stop Further Enrollment, Cancelled Section, or Tentative Section, the system sets enrollment status to closed. Classes with class statuses of Stop Further Enrollment, Cancelled Section, or Tentative Section do not appear in class search.
	The class status of Active 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.
Cancel Class	Click to cancel the class in view. The class status must be Canceled Section. 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.
	Warning! If you want to cancel the section regardless of whether students are enrolled, you must select the Cancel if Student Enrolled check box.  Doing so, however, drops any students who are enrolled in the section and requires that you recalculate tuition for those students.

#### 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 <u>separate or individual course</u>: 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 <u>shared course</u>: 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: <u>First meeting pattern</u> 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. <u>Last meeting pattern</u> 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>Section</u>	
Instruction Mode	<u>Number</u>	
Face to Face	115-125	
Online	126-135	
Hybrid	136-145	
Independent		
Study	146-150	
Additional Unused		

151-199

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

Sections 601 – 699

Sections

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

	<u></u>
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)

Instrc Faculty Extension Non Credit (used by EUD)

Summer Hires (use for Summer)

Special Consultant (do not use)

2363

2457

4660