



REVISION CONTROL

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1.0 Overview

Before enrollment begins, it is important to audit your class schedules to ensure accuracy and to prevent problems with students enrolling in classes. You should audit all aspects of your class schedules, such as section numbers, component types, associated class numbers, meeting patterns, APDB values, etc. By auditing your classes, you help to ensure the accuracy and integrity of the ERSx and APDB reporting data.

This guide provides general instructions for auditing your courses. The information in this guide does not override existing procedures for class audits, so be sure to refer to current documentation. The aim of this document is to provide a framework for auditing your class schedules. The Appendix contains copies of existing procedures for sections numbers, component types, and other information. The Appendix information is as current as of this document date of creation.

1.1 Audit Process

The audit process involves two distinct parts: Download Class Information and Audit Classes. Figure 1 illustrates the process for auditing class schedules

- Download Class Information
You will run three queries that contain your class information. You will download the information as Excel spreadsheets.
- Audit classes
You will use the downloaded spreadsheets to identify discrepancies with your classes. You will correct the specified errors using the appropriate myCSUB page, such as Maintain Schedule of Classes or Schedule of Class Meetings.

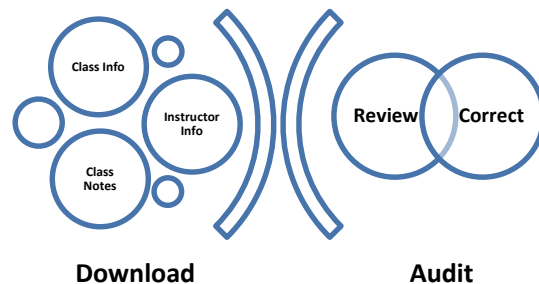


Figure 1: Class Schedule Audit Process

1.2 Assumptions

The general instructions herein assume that you are comfortable with:

- Using myCSUB
- Adding new and maintaining existing classes and schedules

For more information on maintaining class schedules, please refer to the Schedule of Classes Quick Reference Guide.

2.0 Audit Class Schedules

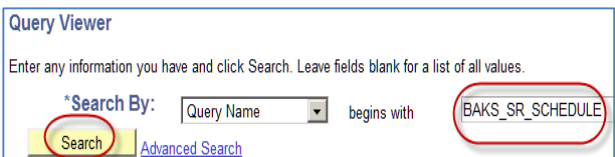
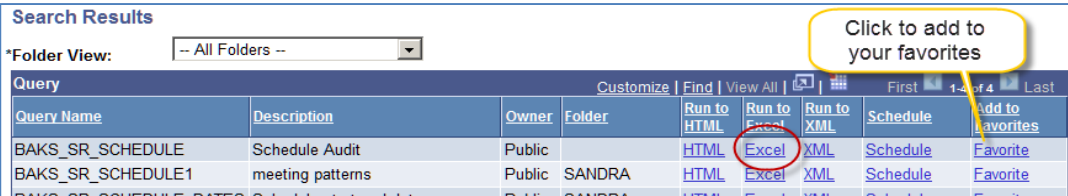
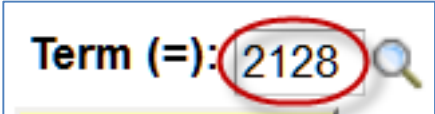
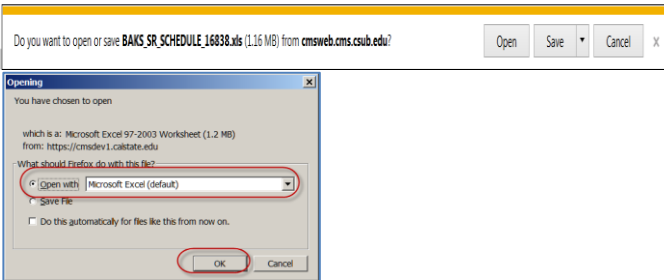
In this section, you will audit various aspects of your class schedules. Remember, the instructions herein are general, not intended to be exhaustive, and do not cover every situation. If you are unsure how to handle a situation, please feel free to contact Academic Scheduling at x3100.

2.1 Before you begin

You will need to download the Class Schedule data and activate the filtering feature in Excel.

2.1.1 Download Class Schedule Data

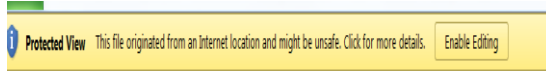
These instructions will walk you through running the **BAKS_SR_Schedule** query and downloading the results to Excel.

| | |
|---|--|
| <p>1. Navigate to the Reporting Tools > Query > Query Viewer</p> | |
| <p>2. On the Query Viewer page,</p> <ul style="list-style-type: none"> Enter the search criteria, <i>BAKS_SR_Schedule</i> Click Search. |  |
| <p>3. From the Search Results page,</p> <ul style="list-style-type: none"> Click the Excel link beside the query named, <i>BAKS_SR_SCHEDULE</i>. (The query will open in a new tab or window. You can also click the Favorite link to add this query to your list of favorite queries.) |  |
| <p>4. On the prompt page, BAKS_SR_SCHEDULE – Schedule Audit,</p> <ul style="list-style-type: none"> Enter the Term, such as <i>2128</i> Click View Results |  |
| <p>5. Depending on your browser and browser settings, a dialog box appears,</p> <ul style="list-style-type: none"> Follow the options on the screen to open the document in Excel. |  |

2.1.2 Filter Spreadsheet

These instructions will guide you in enabling the filtering feature.

1. When the spreadsheet opens, click the Enable Editing button.

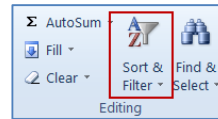


2. When the spreadsheet opens, you will see all the classes offered for that term enabling you to review and edit your course information.

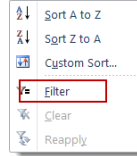
- Highlight the header row (Row 2).

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|----------------|---------|---------|---------|-----------------------------|-----------|---------|-----------|------------|------------|-------|-----------|
| 1 | Schedule Audit | 1856 | | | | | | | | | | |
| 2 | Term | Session | Subject | Catalog | Descr | Class Nbr | Section | Component | Class Type | Auto Enrol | Assoc | CS Number |
| 3 | 2121 | 1 | ACCT | 220 | Financial Reporting & Acct | 10950 01 | LEC | E | | | 1 04 | |
| 4 | 2121 | 1 | ACCT | 220 | Financial Reporting & Acct | 10959 02 | LEC | E | | | 2 04 | |
| 5 | 2121 | 1 | ACCT | 221 | Intro Managerial Accounting | 10960 60 | LEC | E | | | 60 04 | |

3. In the **Editing** group of your ribbon, click **Sort & Filter**.

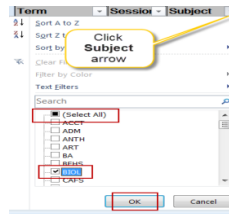


4. From the drop-down menu, select **Filter**. Arrows will appear beside each column header allowing you to select the type of data to display.



5. To view only the information for your subject area,

- Click the **Subject** arrow
- Uncheck the (Select All)
- Check your subject area
- Click OK

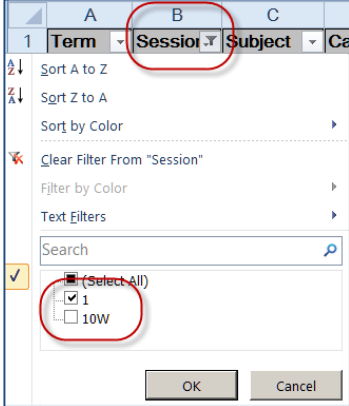

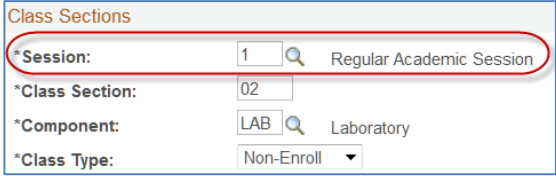


6. Now you are looking at just your classes.

| Schedule Audit | 1613 | Subject | Catalog | Descr |
|----------------|------|---------|---------|-------------------------|
| 2128 | 1 | BIOL | 100 | Perspectives in Biology |
| 2128 | 1 | BIOL | 100 | Perspectives in Biology |
| 2128 | 1 | BIOL | 100 | Perspectives in Biology |
| 2128 | 1 | BIOL | 100 | Perspectives in Biology |
| 2128 | 1 | BIOL | 100 | Perspectives in Biology |

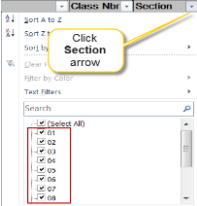

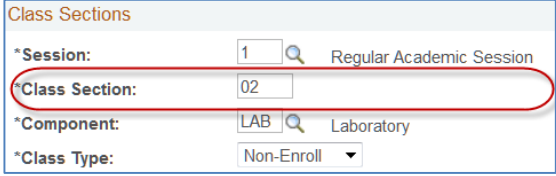
2.2 Sessions (B)

You will need to ensure that you are only reviewing sessions (column B) for your campus, such as 1 for main campus/BKFLD and 10W for Extended University.

| | |
|--|--|
| <p>1. To audit your Session numbers,</p> <ul style="list-style-type: none"> Click the Session arrow in (Column B) of the spreadsheet Make sure your Session numbers are either 1 for main campus/BKFLD and 10W for Extended University |  |
| <p>2. If you find an error with a Section Number, go to Maintain Schedule of Classes,</p> <ul style="list-style-type: none"> Click the Basic Data tab In the Session, enter the correct session value, such as 1 or 10W Click  |  |

2.3 Section Numbers (G)

In this section, you will use the spreadsheet to review and identify errors with your section numbers. See the Appendix for more information on Section Numbers.

| | |
|--|--|
| <p>1. To audit your Section numbers,</p> <ul style="list-style-type: none"> Click the Section arrow in (Column G) of the spreadsheet Review your Section numbers for proper length and composition by scrolling through the numbers on the drop-down menu. |  |
| <p>2. If you find an error with a Section Number, go to Maintain Schedule of Classes,</p> <ul style="list-style-type: none"> Click the Basic Data tab In the Class Section, enter the correct class section number, such as 01 Click  |  |

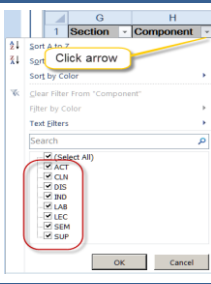
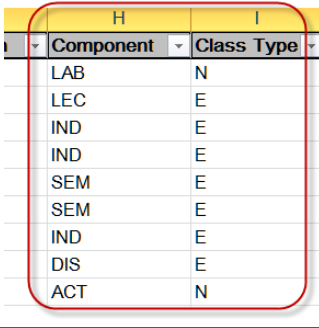

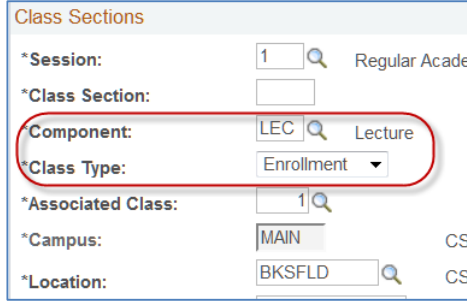
2.4 Component and Class Types (H and I)

You will need to audit each class for proper Component and Class Type combinations. You should set the enrollment class type for lectures (graded component) to E and the enrollment class type for lab and activity components (non-graded component) to non-enrollment, N.

For single component courses, you will always use Class Type of E. However, if you have a two-component course, then you will use Class Type of E for the graded component and Class Type of N for non-graded component.

| Component (Column H) | Class Type (Column I) | When to Use |
|----------------------|-----------------------|--|
| LEC, SEM, IND | E (enrollment) | Graded components, such as lectures, seminar, activity, etc. |
| LAB, ACT, etc. | N (non-enrollment) | Non-graded components, such as labs and activities |

Table 1: Components and Class Types

| | |
|---|--|
| <p>1. To audit your Component and Class Type,</p> <ul style="list-style-type: none"> Click the Component arrow (column H) to select a component to review, such as <i>LEC</i>. |  |
| <p>2. For each mode in the drop-down menu, verify that your Component (Column H) reflects the appropriate Class Types (Column I), use Table 1: Components and Class Types, to assist you.</p> |  |
| <p>3. If you find an error with the Class Type, go to Maintain Schedule of Classes,</p> <ul style="list-style-type: none"> Click the Basic Data tab In the Component, enter the correct component, such as <i>LEC</i> In the Class Type, enter the correct class type, such as <i>Enrollment</i> Click  |  |

2.5 Auto Enrollment (J)

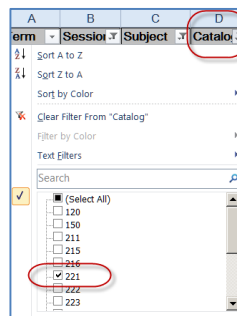
You will need to review the auto enrollments for missing entries. If you have two component courses, with one lecture and one lab or activity, you must connect the courses with auto enroll.

When offering a Lecture section and a Lab section for a two-component class, such as CMPS 215 and 216, you must connect the sections so that when the student enrolls for the Lecture, the system will enroll the student in the Lab section automatically.



If your auto enroll is not setup correctly, then when the student tries to enroll or someone tries to quick enroll, they will receive the following message, "A required related class component lab must be selected. There is an additional component required for enrollment that is missing."


- To audit your Auto Enrollment,
 - Click the **Catalog** arrow (column D) to select the catalog number to review, such as 221.



- In the **Auto Enrol** (column J), make sure you enter the section number to be auto enrolled, such as 02.

| C | D | F | G | H | I | J |
|---------|---------|-----------|---------|-------|------------|------------|
| Subject | Catalog | Class Nbr | Section | Compo | Class Type | Auto Enrol |
| CMPS | 221 | | | LEC | E | 02 |
| CMPS | 221 | | | LAB | N | |
| CMPS | 221 | 81099 | 03 | LEC | E | |
| CMPS | 221 | | | LAB | N | |
| CMPS | 221 | | | LEC | E | |
| CMPS | 221 | 81102 | 00 | LAB | N | |
| CMPS | 221 | 81103 | 07 | LEC | E | |

When the student enrolls in the Biology Lecture component (Section 01), the student will be enrolled in the Lab component (Section 02), as well without having to enroll in it separately.

- If you need to add auto enrollment for a class, go to **Maintain Schedule of Classes**,
 - Click the **Enrollment Cntrl** tab
 - In the **1st Auto Enroll Section**, enter the Class Section of the desired component, such as 02
 - Click 

*Add Consent:

*Drop Consent:

1st Auto Enroll Section:

2nd Auto Enroll Section:

2.6 Associated Class Numbers (K)

In this section, you will compare the Section numbers and the Associated Class numbers and make sure they match appropriately. In most instances, the Associated Class Number will be the same as the Class section number. For example if the Section number is 01, then the Associated Class Number will be 1. For Associated Class Numbers, the system removes the leading zeroes.



The associated class number is the only number you see when you are adjusting units or setting enrollment requirement groups (requisites) through the Adjust Class Associations menu, therefore it is important that you assign it correctly. Once enrollment begins, **you cannot change the Associated Class Number; the system will gray it out.**

Also, you can use Associated Class Numbers to link courses with one lecture and many labs/activities. For example, Biology offers one lecture (Associated Class Number = 1) and three labs (all three labs will have the same Associated Class Number = 1). By linking the courses, the students are prompted to select a lab section or a related class at registration.

| <p>1. To audit your Associated Class (column K) and Section numbers (Column G),</p> <ul style="list-style-type: none"> Click the Assoc arrow (column K). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---------|---------|-----------|-------|-----------|------|----|-----|---|----|------|----|-----|---|----|------|----|-----|---|----|------|----|-----|---|----|------|----|-----|---|----|
| <p>2. For each mode in the drop-down menu, verify that your Section Numbers (Column G) reflect the appropriate Assoc (Column K).</p> | <table border="1"> <thead> <tr> <th>Subject</th> <th>Section</th> <th>Compo</th> <th>Assoc</th> <th>CS Number</th> </tr> </thead> <tbody> <tr> <td>BIOL</td> <td>01</td> <td>LEC</td> <td>1</td> <td>04</td> </tr> <tr> <td>BIOL</td> <td>02</td> <td>LAB</td> <td>1</td> <td>16</td> </tr> <tr> <td>BIOL</td> <td>40</td> <td>IND</td> <td>1</td> <td>25</td> </tr> <tr> <td>BIOL</td> <td>40</td> <td>IND</td> <td>1</td> <td>25</td> </tr> <tr> <td>BIOL</td> <td>40</td> <td>IND</td> <td>1</td> <td>25</td> </tr> </tbody> </table> <p><i>Note: Red circles highlight '01' in Section and '1' in Assoc for the first row. A red double-headed arrow connects them.</i></p> | Subject | Section | Compo | Assoc | CS Number | BIOL | 01 | LEC | 1 | 04 | BIOL | 02 | LAB | 1 | 16 | BIOL | 40 | IND | 1 | 25 | BIOL | 40 | IND | 1 | 25 | BIOL | 40 | IND | 1 | 25 |
| Subject | Section | Compo | Assoc | CS Number | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL | 01 | LEC | 1 | 04 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL | 02 | LAB | 1 | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL | 40 | IND | 1 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL | 40 | IND | 1 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL | 40 | IND | 1 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>3. Once enrollment begins, you cannot change the Associated Class Number; the system will gray it out. If you choose to change, you will need to remove the students from class, fix the associated class number, save it, and re-add the students. Otherwise, you can leave it as is, since it is not reported by Institutional Research Planning and Assessment (IRPA).</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>4. If you need to change the Associated Class number, go to Maintain Schedule of Classes,</p> <ul style="list-style-type: none"> Click the Basic Data tab In the Associated Class, enter the correct associated class number, such as 1 Click | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

2.7 APDB Class Section Values (L - P)

You will need to review the APDB Class Section Values for correct information. These values include the CS Number, and Component Units. You must make sure that no zeroes(0) appear in the Comp Units column (column P) when an enrollment exists.





Note:

For two component courses, such as BIOL 100 the component units for lecture will be 4.00 and the laboratory use 1.00 for the component units. (For more information, see section, 5.1.2 Component Unit Breakdown on page 33.)


You should check with your Dean or Department Chair before making changes, since it can affect the faculty's WTUs and possibly their pay.

| | |
|---|--|
| <p>1. To audit the CS Number, make sure the values shown in column L are valid for the Component (column H).</p> <p>Generally, the CS Number defaults from the catalog. If it does not, then you will want to manually enter the correct value. For more information, on CS Numbers, see 4.1.4 Course Classification Numbers (CS#) on page 36.</p> | |
| <p>2. To audit your Component Units,</p> <ul style="list-style-type: none"> Click the Comp Units arrow (column P) to select the component units, such as 0.00. | |
| <p>3. In the Comp Units (column P), make sure no zeroes (0) exist. If they do, you will need to enter a value for the Component Units for the class components.</p> | |
| <p>4. If you need to make changes to the CS Number or the Component Units, go to Maintain Schedule of Classes,</p> <ul style="list-style-type: none"> Click the Meetings tab Click the Class APDB Mapping values link | |

5. When the **APDB Class Section Values** page opens,

- In the CS Number, select the correct value
- In the **Component Units**, enter the component units, such as *4.00*
- Click 
- Click 

APDB Class Section Values


CS Number: 

Workload Factor: 1.0

Component Units:

Component Students:

Group Code Control:

6.  *For two component courses, such as BIOL 100 the component units for lecture will be 4.00 and the laboratory use 1.00 for the component units. (For more information, see section, 4.1.2 Component Unit Breakdown on page 34.)*

2.8 Space Type and Learning Mode (Q and R)

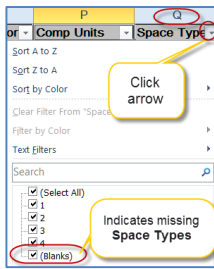
You will need to review the Space Type and Learning Mode for incorrect and missing entries. The Space Type (Column Q) should contain a value between 1 and 4.

Space type is updated through a Learn Mode Sync process; for the most part this data will be populated automatically. For the occasional missing space type, you will need to review missing entries. The space type column Q should contain a value between 1 and 4. For valid Learning Mode values, see 5.1.3 Learn Mode and Space Type on page 34.

1. To audit your Space Type,

- Click the **Space Type** arrow (column Q) to select the space type you desire to audit, such as *1*, or *Blanks*.

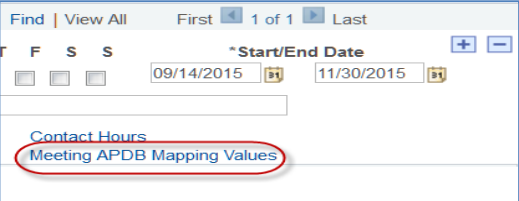
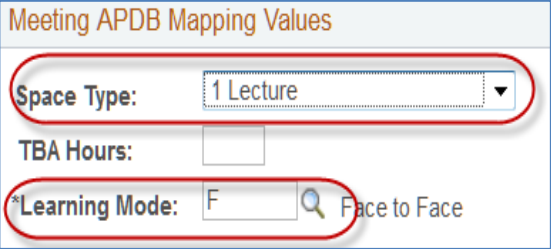
Blanks indicate that the Space Type entries are missing. By filtering on Blanks, you can quickly identify classes that need updating.



2. In the **Space Type (column Q)**, make sure the values are between 1 and 4 and there are no missing entries.

| C | G | H | Q |
|---------|---------|-----------|------------|
| Subject | Section | Component | Space Type |
| HUM | 64 | ACT | 3 |
| HUM | 60 | ACT | 3 |
| HUM | 61 | ACT | 3 |
| HUM | 62 | ACT | |
| HUM | 63 | ACT | |
| HUM | 65 | ACT | 3 |
| INST | 01 | LEC | 1 |
| INST | 60 | CLN | 3 |

If you add a new class based on an Instruction mode, a nightly batch job, Learn Mode Sync, will populate the space type, learning mode, and location. However if you notice that the Space Type is missing and you did not recently add the class, then you will need to update it.

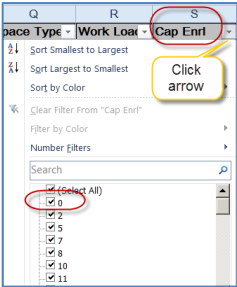
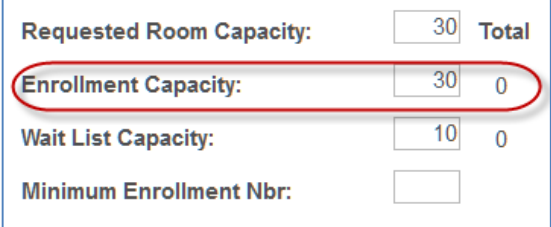
| | |
|---|--|
| <p>3. If you need to correct the Space Type or Learning Mode for a class, go to Maintain Schedule of Classes,</p> <ul style="list-style-type: none"> Click the Meetings tab Click the Meeting APDB Mapping values link |  |
| <p>4. When the APDB Class Section Values page opens,</p> <ul style="list-style-type: none"> In the Space Type, select the appropriate value, such as <i>1 Lecture</i> In the Learning Mode, select the appropriate value, such as <i>F Face to Face</i>. Click OK Click Save |  |

2.9 Enrollment Capacity (U)

You will need to review the enrollment capacity and make sure it is not set to zero (0). If the enrollment capacity is set to zero, the class will not appear when searching; and the system will flag the class as a closed section.



When creating a new course, the enrollment capacity will automatically default to an enrollment capacity of 30.

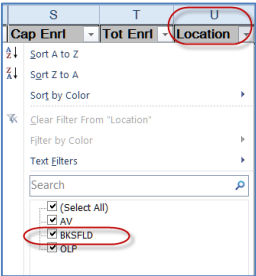
| <p>1. To audit your Enrollment Capacity,</p> <ul style="list-style-type: none"> Click the Cap Enrl arrow (column S) to find classes with cap enrollment set to 0. |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|-----------|----------|----------|----------|------|---|---------|---------|-----------|----------|----------|----------|------|----|----|-----|----|--|----------|---|----|----|-----|----|--|----------|---|----|----|-----|---|--|----------|---|----|----|-----|---|--|----------|---|--|
| <p>2. In the Cap Enrl (column S), make sure no zeroes (0) exist. If they do, you will need to enter a value for the enrollment capacity for the class.</p> <table border="1" data-bbox="267 1444 1177 1627"> <thead> <tr> <th>C</th> <th>G</th> <th>H</th> <th>S</th> <th>T</th> <th>U</th> <th>V</th> </tr> <tr> <th>Subject</th> <th>Section</th> <th>Component</th> <th>Cap Enrl</th> <th>Tot Enrl</th> <th>Location</th> <th>Mode</th> </tr> </thead> <tbody> <tr> <td>SW</td> <td>01</td> <td>LEC</td> <td>25</td> <td></td> <td>0 BKSFLD</td> <td>P</td> </tr> <tr> <td>SW</td> <td>02</td> <td>LEC</td> <td>25</td> <td></td> <td>2 BKSFLD</td> <td>P</td> </tr> <tr> <td>SW</td> <td>01</td> <td>LEC</td> <td>0</td> <td></td> <td>0 BKSFLD</td> <td>P</td> </tr> <tr> <td>SW</td> <td>01</td> <td>LEC</td> <td>0</td> <td></td> <td>0 BKSFLD</td> <td>P</td> </tr> </tbody> </table> | C | G | H | S | T | U | V | Subject | Section | Component | Cap Enrl | Tot Enrl | Location | Mode | SW | 01 | LEC | 25 | | 0 BKSFLD | P | SW | 02 | LEC | 25 | | 2 BKSFLD | P | SW | 01 | LEC | 0 | | 0 BKSFLD | P | SW | 01 | LEC | 0 | | 0 BKSFLD | P | |
| C | G | H | S | T | U | V | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Subject | Section | Component | Cap Enrl | Tot Enrl | Location | Mode | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SW | 01 | LEC | 25 | | 0 BKSFLD | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SW | 02 | LEC | 25 | | 2 BKSFLD | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SW | 01 | LEC | 0 | | 0 BKSFLD | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SW | 01 | LEC | 0 | | 0 BKSFLD | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>3. If you need to enter the enrollment capacity for a class, go to Maintain Schedule of Classes,</p> <ul style="list-style-type: none"> Click the Enrollment Cntrl tab In the Enrollment Capacity, enter a value, such as <i>120</i> Click Save |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

2.10 Location (AA)

You will need to verify that your section numbers reflect the appropriate location. Section numbers tell you where a class is located.

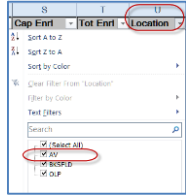
For example, classes with section numbers between 01 and 29 and 40-44, 50-54, 60-64, 70-74, 80-99 will have *BKSFLD* as their location. Classes with section numbers between 30-33, 45-49, 55-59, 65-69, 75-79 will have *AV* as their location. Please refer to the Appendix at the end of this document.

- To audit your Bakersfield section numbers and location,

 - Click on Location (column U)
 - Select *BKSFLD*
- Make certain your section numbers (column G) correspond to the location (column U) for BKSFLD.

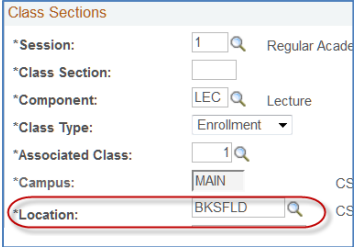

| C | G | H | S | T | U |
|---------|---------|-----------|----------|----------|----------|
| Subject | Section | Component | Cap Enrl | Tot Enrl | Location |
| ACCT | 61 | LEC | 45 | 2 | BKSFLD |
| ACCT | 01 | LEC | 45 | 45 | BKSFLD |
| ACCT | 01 | LEC | 45 | 15 | BKSFLD |
| ACCT | 01 | LEC | 45 | 45 | BKSFLD |
| ACCT | 01 | LEC | 45 | 34 | BKSFLD |

Match
- To audit your Antelope Valley section numbers and location,

 - Click on Location (column U)
 - Select *AV*
- Make certain your Section numbers (column G) correspond with the Location (column U) for AV

| C | G | H | S | T | U |
|---------|---------|-----------|----------|----------|----------|
| Subject | Section | Component | Cap Enrl | Tot Enrl | Location |
| BEHS | 30 | CLN | 24 | 8 | AV |
| CAFS | 75 | LEC | 20 | 20 | AV |
| CAFS | 30 | LEC | 45 | 5 | AV |
| CAFS | 75 | ACT | 30 | 2 | AV |
| COMM | 75 | LEC | 10 | 10 | AV |

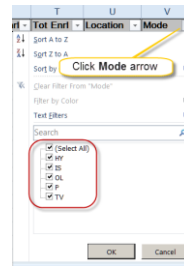
Match
- If you need to update a location for a class, go to **Maintain Schedule of Classes**,

 - Click the **Basic Data** tab
 - In the **Location**, enter the location, such as *BKSFLD* or use the 🔍 to lookup the correct value
 - Click 

2.11 Instruction Modes (AB)

In this section, you will compare the Section numbers to the Instruction Modes and make sure they match appropriately. See the Appendix for more information on Section Numbers and Instruction Modes.

- To audit your Section numbers and Instruction Modes,
 - Click the **Mode** arrow (column AB) to select a mode to review.



- For each mode in the drop-down menu, verify that your **Section Numbers** (Column G) reflect the appropriate Modes (Column V).




See the Appendix for more information on section numbers and instruction modes

| A | B | C | G | U | V |
|------|---------|---------|---------|----------|------|
| Term | Session | Subject | Section | Location | Mode |
| 2128 | 1 | BIOL | 01 | BKSFLD | P |
| 2128 | 1 | BIOL | 02 | BKSFLD | P |
| 2128 | 1 | BIOL | 40 | BKSFLD | IS |
| 2128 | 1 | BIOL | 40 | BKSFLD | IS |
| 2128 | 1 | BIOL | 40 | BKSFLD | IS |
| 2128 | 1 | BIOL | 41 | BKSFLD | IS |

Note: In the original image, red circles highlight the 'Section' and 'Mode' columns for the first three rows. A red double-headed arrow labeled 'Match' points from the 'Section' cell '02' to the 'Mode' cell 'P'.

- If you find an error with the **Instruction Mode**, go to **Maintain Schedule of Classes**,

- Click the **Basic Data** tab
- In the **Instruction Mode**, enter the correct instruction mode, such as *P* Face to Face
- Click  Save

*Location: CSU Bakersfield M

Course Administrator:

*Academic Organization: Biology

Academic Group: Natural Science ar

*Holiday Schedule: SA Holiday Sched

*Instruction Mode: Face to Face

Primary Instr Section:

Note: In the original image, a red box highlights the 'Instruction Mode' field.

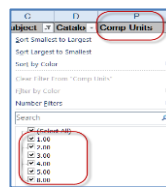
2.12 Minimum, Maximum, Academic Progress, FA Units, Course Contact Hours, and Contact (AD – AI)

You must review the Minimum Units, Maximum Units, Academic Progress Units, FA Units, Course Contact Hours, and Contact for your classes. The system populates these fields by default. However, the units listed in Minimum, Maximum, Academic Progress, FA Units, Course Contact, and Contact must be the same and should not have variable units, such as 1-5. If they are not the same, when the students register, the system will offer a range in units to them. If the students do not select the number of units, then the system will enroll them in the minimum units available.

| Course Units | Minimum Units | Maximum Units | Academic Progress Units | FA Units | Course Contact | Contact |
|--------------|---------------|---------------|-------------------------|----------|----------------|---------|
| 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 | 5 | 5 | 5 |

1. To audit your **Minimum, Maximum, Academic Progress, FA Units, Crs Cntct, and Contact**

- Click the **Comp Unit** arrow (column P) to select the component you desire to audit, such as *0.00* or *1.00*.



2. In the **Min Units (column X)**, **Max Units (column Y)**, **Prgrss Unt (column Z)**, **FA Units (column AA)**, **Crs Cntct (column AB)**, and **Contact (column AC)** make sure the values are the same as **Comp Units (column P)** and there are no missing entries.

| P | X | Y | Z | AA | AB | AC |
|------------|-----------|-----------|------------|----------|-----------|---------|
| Comp Units | Min Units | Max Units | Prgrss Unt | FA Units | Crs Cntct | Contact |
| 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.000 |
| 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.000 |
| 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.000 |
| 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.000 |
| 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.000 |
| 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.000 |
| 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.000 |

Must be the

3. If you need to add or update the **Minimum, Maximum, Academic Progress, FA Units, and Course Contact Hours** for a class,

- Go to **Adjust Class Association**
- Click the **Class Associations** tab
- In the **Minimum Units**, enter the correct value, such as 5.00
- In the **Maximum Units**, enter the correct value, such as 5.00
- In the **Academic Progress Units**, enter the correct value, such as 5.00
- In the **FA Units**, enter the correct value, such as 5.00
- In the **Course Contact Hours**, enter the correct value, such as 5.00


Associated Class: 1

Minimum Units: 5.00 Maximum Units: 5.00

Academic Progress Units: 5.00 FA Units: 5.00

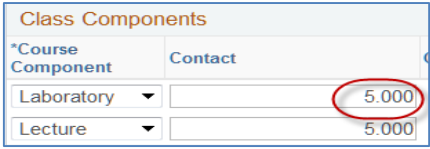
Course Count: 1.00 Course Contact Hours: 5.00

Billing Factor: 1.000 *Instructor Edit: No Choice

- Click 

4. If you need to add or update the **Contact** for a class,

- Click the **Class Components** tab
- In the **Contact**, enter the correct value, such as 5.00



2.13 Class Association Requisites (AK)

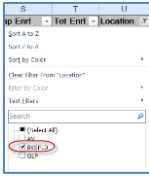
You will need to check your requirement groups for class association requisites. This requirement group is used for campus restrictions. You will review each class for missing and valid campus restrictions. See **Table 2: Campus Restrictions by Location** for a list of common campus restrictions.

| Location | Campus Restriction | Requirement Group |
|--------------|--------------------|-------------------|
| AV | AV Campus | 000008 |
| BKSFLD | Main Campus | 000007 |
| AV or BKSFLD | Honors | 000021 |

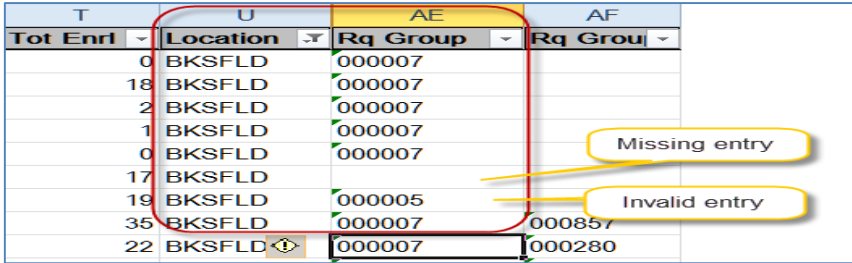
Table 2: Campus Restrictions by Location (partial list)

1. To audit your **Requirement Group for Class Association Requisites** for missing or incorrect entries,

- Click the **Location** (column A) down arrow
- Select a location, such as BKSFLD

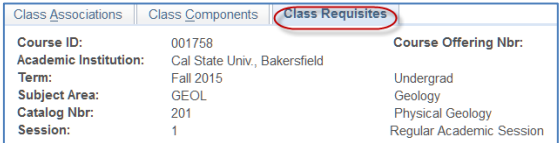


2. In the **RQ Group** (column AK) make sure the values are correct and there are no missing entries. Table 5: Campus Restrictions by Location.





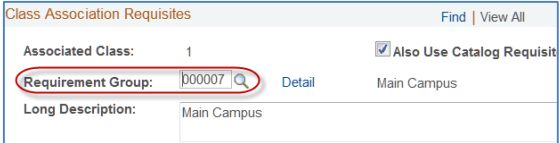
3. If you need to add or update the **Requirement Group for Class Association Requisites** for a class, go to **Adjust Class Association**,

- Click the **Class Requisites** tab



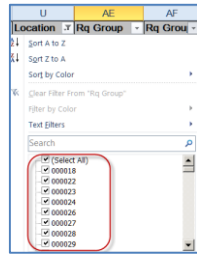
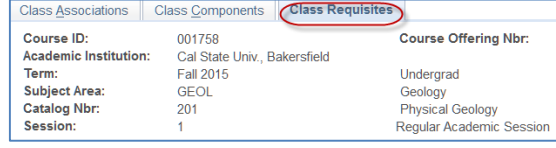
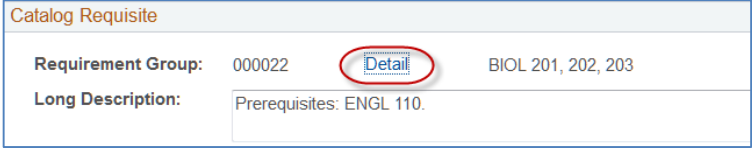
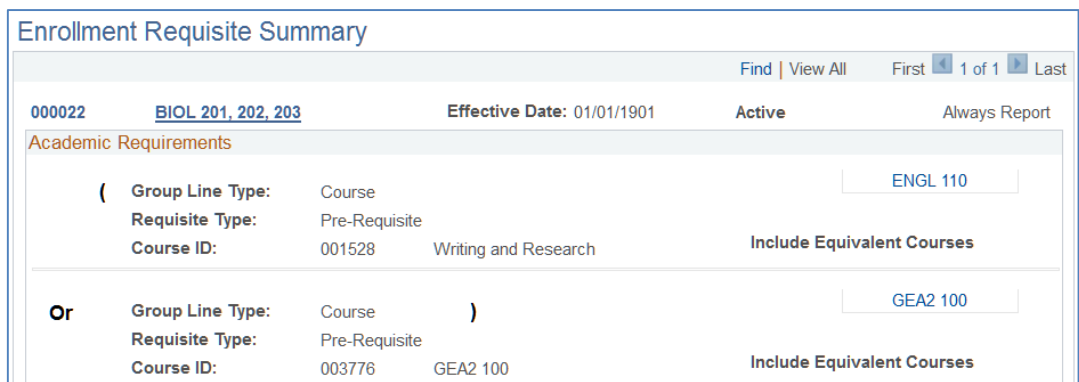
4. When the page opens, using the **Class Association Requisites** section:

- In the **Requirement Group**, enter the correct value, such as 000007 or use the  to look up the appropriate value
- Click 



2.14 Catalog Requisites (AL)

In this section, you will audit your catalog requisites. For example, if the **Rq Group** (column AL) shows 000857, then it means that the class has a requisite. Conversely, if the **Rq Group** (column AL) is blank, it indicates that the class has no requisites associated with it.

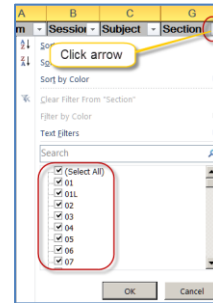
| | |
|--|--|
| <p>1. To view your Requirement Group for Catalog Requisite</p> <ul style="list-style-type: none"> Click the Rq Group (column AF) down arrow <p>Blanks indicate that the class does not have a requisite.</p> |  |
| <p>2. If you need to add or change a requisite, you must submit a request for approval New Course/Course Change from or contact Lilia Flores (x-3100).</p> <p>Link to form: http://www.csub.edu/academicprograms/Documents/Acadmeic%20Scheduling/newcourseapprovalchange.xls</p> | |
| <p>3. If you need to review the Requirement Group for Class Association Requisites for a class, go to Adjust Class Association,</p> <ul style="list-style-type: none"> Click the Class Requisites tab |  |
| <p>4. When the page opens, you will see the following in the Catalog Requisite section. Click the <u>Detail</u> link for the requisite detail and parameters.</p> |  |
| <p>5. The Enrollment Requisite Summary page appears.</p> |  |

2.15 Mtg Start and Mtg End Times (AQ and AR)

You will need to review the times for meeting start and meeting end. You are strongly encouraged to not crossover time blocks when assigning meeting times, especially for class start times: 10am, 12:45pm, and 7:30pm. (GE classes should not cross)

Additionally, you will need to make sure you used correct am/pm designations, such as 4:15pm instead of 4:15am. Using military time can help reduce these types of errors. To use military time simply add 12 to any time after 12:59pm, i.e. 1:00pm becomes 13:00.


- To audit your Mtg Start and Mtg End times,
 - Click the **Mtg Start** (column AJ) arrow to select the times, such as 08:00:00 AM and 10:00:00 AM



- In the **Mtg Start (column AJ)** and the **Mtg End (column AK)**, make sure that the:
 - No missing entries (especially Face-toFace courses)
 - AM/PM designations are correct
 - Start time must have sufficient minutes based on the CS Number
 - End time should not cross over for 10am and 12:45pm time blocks
 - Courses with CS Numbers between 1-16 and 18-21 have day and times assigned

For more information, please refer to PeopleSoft Components and CS #'s (see Lilia Flores) and Schematic of Preferred Time Block (see Analia Rodriguez).


| C | D | AJ | AK |
|---------|---------|-------------|-----------------------|
| Subject | Catalog | Mtg Start | Mtg End |
| BIOL | 100 | 8:00:00 AM | 9:40:00 AM |
| BIOL | 100 | 10:00:00 AM | 12:30:00 PM |
| BIOL | 100 | 10:00:00 AM | 12:30:00 PM |
| BIOL | 100 | 10:00:00 AM | 11:10:00 PM |
| BIOL | 100 | 10:00:00 AM | 12:30:00 PM |
| BIOL | 201 | 10:00:00 | Time designator error |
| BIOL | 203 | 10:00:00 AM | 12:30:00 PM |
| BIOL | 250 | 10:00:00 AM | 12:30:00 PM |
| BIOL | 250 | 10:00:00 AM | 12:30:00 PM |
| BIOL | 304 | 10:00:00 AM | 11:40:00 AM |

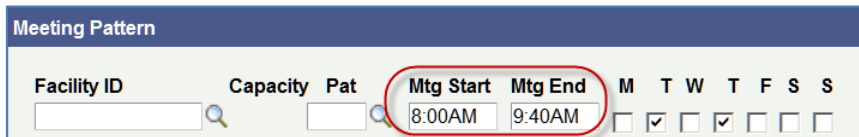
- If you need to correct the **Mtg Start** or **Mtg End** for a class, go to **Maintain Schedule of Classes**,
 - Click the **Meetings** tab
 - In the **Mtg Start**, enter the start time, such as 8:00AM
 - In the **Mtg End**, enter the start time, such as 9:40AM
 - Click 



If you are correcting a class with a combined section, you will need to use the **Schedule Class Meetings** menu. See the instructions below.

4. If you need to correct the **Mtg Start** or **Mtg End** for a *class with a combined section*, go to **Schedule Class Meetings**,

- Click the **Meetings** tab
- In the **Mtg Start**, enter the start time, such as *8:00AM*
- In the **Mtg End**, enter the start time, such as *9:40AM*
- Click 



2.16 Room Characteristics (AZ)

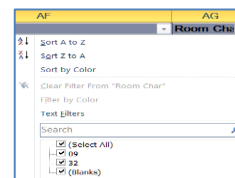
Academic Scheduling uses 25Live to assign courses to rooms. To enable this process, you must enter these requests as Room Characteristics in PeopleSoft as you create your courses.



Room Characteristics

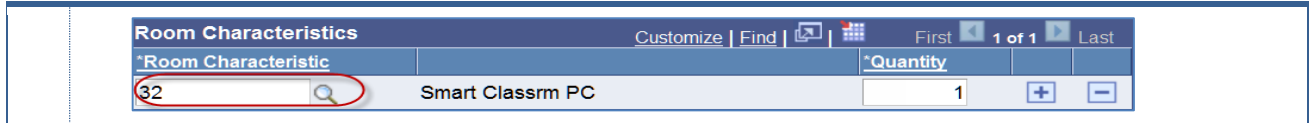
| Room Characteristics | Description |
|----------------------|---------------------|
| (Leave blank) | No room is required |
| 08 | Computer Lab - Mac |
| 09 | Computer Lab - PC |
| 19 | ITV Studio |
| 31 | Smart Classrm MAC |
| 32 | Smart Classrm PC |
| 41 | Classroom |

You will need to audit your classes to ensure the appropriate room characteristic is selected. You will have a choice of six (6) characteristics, please indicate which is required for each class. If no room is required, select 41 Classroom.

1. To audit your room characteristics, verify that the Room Characteristics are appropriate for your classes.
- Click the Room Char (column AG) down arrow to filter, if desired



2. If you need to enter or update your room characteristics, go to **Maintain Schedule of Classes**,
- Click the **Meetings** tab
 - In the **Room Characteristics** section, click the  icon
 - Select the appropriate **Room Characteristic** from the **Search Results**, such as *32*
 - Click 



3.0 Audit Instructor Information

In this section, you will audit the instructor information, such as the assign type and access.

3.1 Before you begin

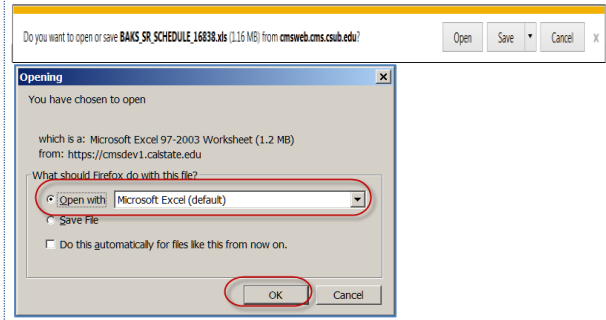
You will need to download the Instructor Table data and activate the filtering feature in Excel.

3.1.1 Download Instructor Table Data

These instructions will walk you through running the **BAKS_SR_Instructor_tbl** query and downloading the results to Excel.

| # | Steps | Illustrations |
|----|--|---------------|
| 1. | Navigate to the Reporting Tools > Query > Query Viewer or return to the Query Viewer tab by clicking the appropriate tab on your web browser. | |
| 2. | On the Query Viewer page, <ul style="list-style-type: none"> Enter the search criteria, <i>BAKS_SR_Instructor_tbl</i> Click Search | |
| 3. | From the Search Results page, <ul style="list-style-type: none"> Click the Excel link beside the query named, <i>BAKS_SR_Instructor_tbl</i> (The query will open in a new tab or window. You can also click the Favorite link to add this query to your list of favorite queries.) | |
| 4. | On the prompt page, BAKS_SR_INSTRUCTOR_TBL - Instructor Information , <ul style="list-style-type: none"> Enter the Term, such as 2128 Click View Results | |

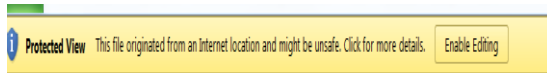
- Depending on your browser and browser settings, a dialog box appears,
 - Select the option to open the file with Microsoft Excel.
 - Click OK, if appropriate



3.1.2 Filter Spreadsheet

These instructions will guide you in enabling the filtering feature.

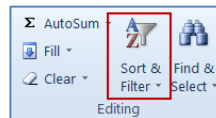
- When the spreadsheet opens, click the Enable Editing button.



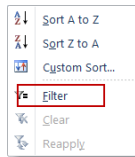
- When the spreadsheet opens, you will see all the classes offered for that term enabling you to review and edit your course information.
 - Highlight the header row (Row 2).

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|----------------|---------|---------|---------|-----------------------------|-----------|---------|-----------|------------|------------|-------|-----------|
| 1 | Schedule Audit | 1856 | | | | | | | | | | |
| 2 | Term | Session | Subject | Catalog | Descr | Class Nbr | Section | Component | Class Type | Auto Enrol | Assoc | CS Number |
| 3 | 2121 | 1 | ACCT | 220 | Financial Reporting & Acct | 10950 | 01 | LEC | E | | | 1 04 |
| 4 | 2121 | 1 | ACCT | 220 | Financial Reporting & Acct | 10959 | 02 | LEC | E | | | 2 04 |
| 5 | 2121 | 1 | ACCT | 221 | Intro Managerial Accounting | 10960 | 60 | LEC | E | | | 60 04 |

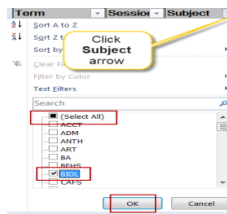
- In the **Editing** group of your ribbon, click **Sort & Filter**.



- From the drop-down menu, select **Filter**. Arrows will appear beside each column header allowing you to select the type of data to display.



- To view only the information for your subject area,
 - Click the **Subject** arrow
 - Uncheck the (Select All)
 - Check your subject area
 - Click OK

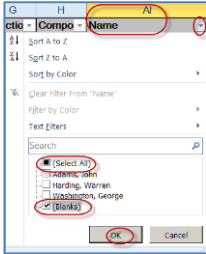
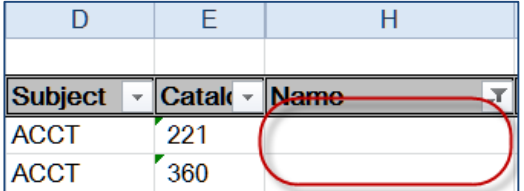


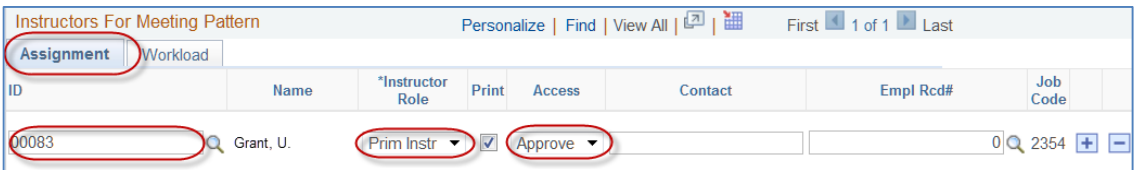


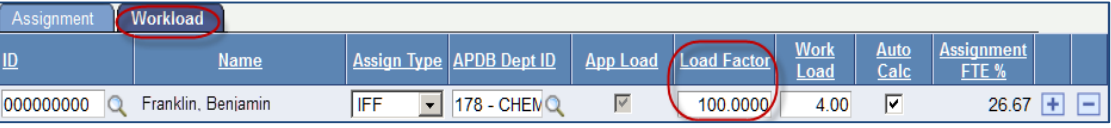


- Now you are looking at just your classes.

| Schedule Audit | 1613 | | | |
|----------------|---------|---------|---------|-------------------------|
| Term | Session | Subject | Catalog | Descr |
| 2128 | 1 | BIOL | 100 | Perspectives in Biology |
| 2128 | 1 | BIOL | 100 | Perspectives in Biology |
| 2128 | 1 | BIOL | 100 | Perspectives in Biology |
| 2128 | 1 | BIOL | 100 | Perspectives in Biology |
| 2128 | 1 | BIOL | 100 | Perspectives in Biology |

3.2 Instructor Assignment (G - H)

You will need to audit your classes to ensure that you assigned instructors to your classes. You will use the instructor data you downloaded earlier to perform this audit.

| | |
|---|--|
| <p>1. To audit for unassigned instructors ,</p> <ul style="list-style-type: none"> • Check the Name (column H) down arrow • Unclick Select All • Click Blanks • Click OK |  |
| <p>2. In the Name (column H) make sure you have assigned instructors to your classes. You must not leave this information blank.</p> |  |
| <p>3. If you need to assign instructors to a class, go to Maintain Schedule of Classes, (update pic)</p> <ul style="list-style-type: none"> • Click the Meetings tab • In the Instructor for Meeting Pattern section, <ul style="list-style-type: none"> - Click the Assignment tab - Enter the ID of the instructor, such as 099999999 or use the  icon to search for the instructor - Select <i>Prim Instr</i> as the Instructor Role - Select <i>Approve</i> as the Access • Click  |  |
| <p>4. You will need to add the load factor for the instructor, as well. In the Instructors for Meeting Pattern section,</p> <ul style="list-style-type: none"> • Click the Workload tab • In the Load Factor, enter the correct amount, such as 100.0000 (if you have more than one faculty member assigned to a course, you will need to adjust the Load Factor based on their hiring contract. If you do not need the hiring contract details, see your department administration). • Click  <p> For combined sections classes and some independent studies, the Load Factor will appear as 0.0000 and may have a Workload of 0.0000. For multiple faculty assignment, the Load Factor may appear as 1.0000 or 17.0000 or 25.0000, or 50.0000. These numbers will depend on the faculty load and should have a value higher than 0.0000.</p> |  |


3.3 Instructor Role (I)

You will need to audit your classes to make sure that the instructor roles are assigned correctly.

1. You will need to make sure the **Instructor Role (column I)** is correct.

| D | E | F | G | H | I |
|---------|---------|--------------|-------------|------------------|------|
| Subject | Catalog | Assign Seq # | ID | Name | Role |
| ACCT | 220 | | 1 001044316 | Li, Ji | PI |
| ACCT | 220 | | 1 000023634 | McCown, Harvey J | PI |

2. If you need to assign instructors to a class, go to **Maintain Schedule of Classes**, Click the **Meetings** tab

- In the **Instructor for Meeting Pattern** section,
 - Click the **Assignment** tab
 - Select the appropriate instructor role, such as *Prim Instr*
- Click 

| ID | Name | *Instructor Role | Print | Access | Contact | Empl Rcd# | Job Code |
|-----------|--------|------------------|-------------------------------------|---------|---------|-----------|----------|
| 001044329 | Wu, Di | Prim Instr | <input checked="" type="checkbox"/> | Approve | | 0 | 2393 |


3.4 Instructor Access (J)

You will need to audit your classes to make sure that the instructor access are assigned correctly.

1. You will need to make sure the **Instructor Access (column J)** is correct. The instructor will need Approve (A) access to submit their grades.

| D | E | F | G | H | I | J | K | L | M | N | O | P |
|---------|---------|--------------|-------------|--------------------------|------|--------|---------|-------|-------------|-----------|-------------|-----------|
| Subject | Catalog | Assign Seq # | ID | Name | Role | Access | Contact | Print | Load Factor | Empl Rcd# | Assign Type | Work Load |
| ACCT | 220 | | 1 001044316 | Li, Ji | PI | A | 0 Y | | 100.0000 | 0 | IFF | 5.00 |
| ACCT | 220 | | 1 000023634 | McCown, Harvey J | PI | A | 0 Y | | 100.0000 | 1 | IFF | 5.00 |
| ACCT | 220 | | 1 001044329 | Wu, Di | PI | A | 0 Y | | 100.0000 | 0 | IFF | 5.00 |
| ACCT | 221 | | 1 000000091 | Doucet, Thomas A | PI | A | 0 Y | | 100.0000 | 0 | IFF | 5.00 |
| ACCT | 221 | | 1 000000091 | Doucet, Thomas A | PI | A | 0 Y | | 100.0000 | 0 | IFF | 5.00 |
| ACCT | 275 | | 1 000838994 | Pinson, Harley Frederick | PI | A | 0 Y | | 100.0000 | 0 | IFF | 5.00 |

2. If you need to update the Instructor Access, go to **Maintain Schedule of Classes**, Click the **Meetings** tab

- In the **Instructor for Meeting Pattern** section,
 - Click the **Assignment** tab
 - Select *Approve* as the **Access**
- Click 

| ID | Name | *Instructor Role | Print | Access | Contact | Empl Rcd# | Job Code |
|-----------|--------|------------------|-------------------------------------|---------|---------|-----------|----------|
| 001044329 | Wu, Di | Prim Instr | <input checked="" type="checkbox"/> | Approve | | 0 | 2393 |

3.5 Instructor Assign Type (O)

You will need to audit your classes to ensure that you have not assigned an instructor to more than one meeting pattern. You will use the instructor data you downloaded earlier to perform this audit.

1. You will need to make sure the **Assign Type (column O)** is correct. It should show IFF by default. If NON is displayed, it indicates the Faculty member is assigned to more than once to a meeting

| Subject | Catal | Name | Rd | Acc | Con | Print | Load F | Empl | Assign Type |
|---------|-------|------------------|----|-----|-----|-------|----------|------|-------------|
| ACCT | 220 | Lincoln, Abraham | PI | A | 0 | Y | 100.0000 | 0 | IFF |
| ACCT | 220 | Clinton, William | PI | A | 0 | Y | 100.0000 | 0 | IFF |
| ACCT | 221 | | | | | | 0.0000 | 0 | IFF |
| ACCT | 221 | Johnson, Lync | | | | | 0.0000 | 0 | NON |
| ACCT | 300 | Washington, C | | | | | 0.0000 | 0 | IFF |
| ACCT | 301 | Adams, John | PI | A | 0 | Y | 100.0000 | 0 | IFF |
| ACCT | 360 | | PI | A | 0 | Y | 100.0000 | 0 | IFF |

Indicates the Faculty member is assigned to more than once to a meeting pattern

0 NON

2. If you need to correct the Assign Type, go to **Maintain Schedule of Classes**,
- Click the **Meetings** tab
 - Click the **View All** in the Meeting Pattern section

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

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

3. You will need to:
- Click the to remove the instructor from the second meeting pattern.
 - Click

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

| ID | Name | Instructor Role | Print | Access | Contact | Empl Rcd# | Job Code |
|-----------|---------------|-----------------|-------------------------------------|---------|---------|-----------|----------|
| 000003900 | Duran, Anne B | Prim Inst | <input checked="" type="checkbox"/> | Approve | | 0 | 2360 |

Facility ID: Capacity: Pat: Mtg Start: Mtg End: M: T: W: T: F: S: S: *Start/End Date: 09/10/2012 - 11/28/2012

Topic ID: Free Format Topic:

Print Topic On Transcript [Contact Hours](#) [Meeting APDB Mapping Values](#)

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

| ID | Name | Instructor Role | Print | Access | Contact | Empl Rcd# | Job Code |
|-----------|---------------|-----------------|-------------------------------------|---------|---------|-----------|----------|
| 000003900 | Duran, Anne B | Prim Inst | <input checked="" type="checkbox"/> | Approve | | 0 | 2360 |

Second meeting pattern for the instructor

4.0 Audit Class Notes

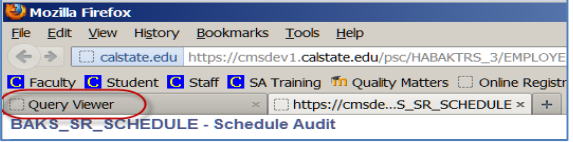
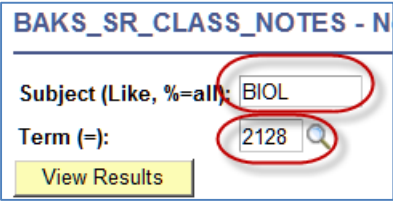
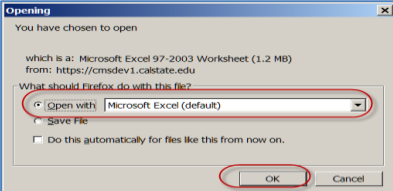
In this section, you will audit the class notes for your courses. This process begins with downloading the class notes data.

4.1 Before you Begin

You will download the class notes data and activate the filter feature in Excel.

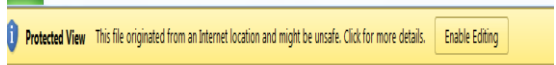
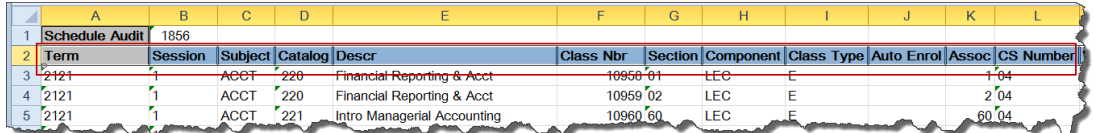
4.1.1 Download Class Notes Data

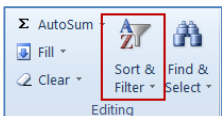
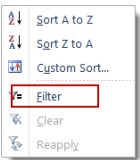
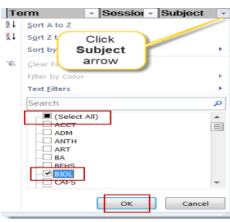
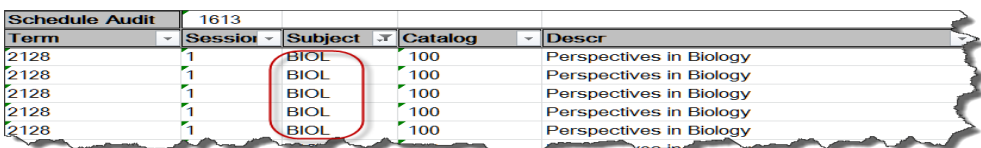
These instructions will walk you through running the **BAKS_SR_CLASS_NOTES** query and downloading the results to Excel.

| # | Steps | Illustrations |
|----|---|--|
| 1. | Navigate to the Reporting Tools > Query > Query Viewer or return to the Query Viewer tab by clicking the appropriate tab on your web browser. |  |
| 2. | On the prompt page, BAKS_SR_CLASS_NOTES – Notes by term and subject , <ul style="list-style-type: none"> Enter the Subject, such as <i>BIOL</i> Enter the Term, such as <i>2128</i> Click View Results |  |
| 3. | Depending on your browser and browser settings, a dialog box appears, <ul style="list-style-type: none"> Select the option to open the file with Microsoft Excel. Click OK, if appropriate |  |

4.1.2 Filter Spreadsheet

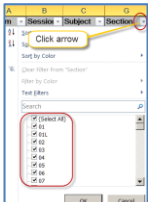

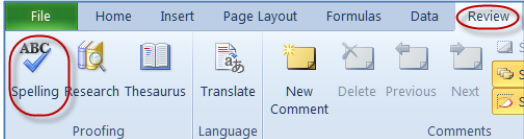
These instructions will guide you in enabling the filtering feature.

| | | |
|----|---|--|
| 1. | When the spreadsheet opens, click the Enable Editing button. |  |
| 2. | When the spreadsheet opens, you will see all the classes offered for that term enabling you to review and edit your course information. <ul style="list-style-type: none"> Highlight the header row (Row 2). |  |

| <p>3. In the Editing group of your ribbon, click Sort & Filter.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---------|---------|-------------------------|---------|-------|------|---|------|-----|-------------------------|------|---|------|-----|-------------------------|------|---|------|-----|-------------------------|------|---|------|-----|-------------------------|------|---|------|-----|-------------------------|
| <p>4. From the drop-down menu, select Filter. Arrows will appear beside each column header allowing you to select the type of data to display.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>5. To view only the information for your subject area,</p> <ul style="list-style-type: none"> • Click the Subject arrow • Uncheck the (Select All) • Check your subject area • Click OK |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>6. Now you are looking at just your classes.</p> |  <table border="1"> <thead> <tr> <th>Term</th> <th>Session</th> <th>Subject</th> <th>Catalog</th> <th>Descr</th> </tr> </thead> <tbody> <tr><td>2128</td><td>1</td><td>BIOL</td><td>100</td><td>Perspectives in Biology</td></tr> <tr><td>2128</td><td>1</td><td>BIOL</td><td>100</td><td>Perspectives in Biology</td></tr> <tr><td>2128</td><td>1</td><td>BIOL</td><td>100</td><td>Perspectives in Biology</td></tr> <tr><td>2128</td><td>1</td><td>BIOL</td><td>100</td><td>Perspectives in Biology</td></tr> <tr><td>2128</td><td>1</td><td>BIOL</td><td>100</td><td>Perspectives in Biology</td></tr> </tbody> </table> | Term | Session | Subject | Catalog | Descr | 2128 | 1 | BIOL | 100 | Perspectives in Biology | 2128 | 1 | BIOL | 100 | Perspectives in Biology | 2128 | 1 | BIOL | 100 | Perspectives in Biology | 2128 | 1 | BIOL | 100 | Perspectives in Biology | 2128 | 1 | BIOL | 100 | Perspectives in Biology |
| Term | Session | Subject | Catalog | Descr | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2128 | 1 | BIOL | 100 | Perspectives in Biology | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2128 | 1 | BIOL | 100 | Perspectives in Biology | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2128 | 1 | BIOL | 100 | Perspectives in Biology | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2128 | 1 | BIOL | 100 | Perspectives in Biology | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2128 | 1 | BIOL | 100 | Perspectives in Biology | | | | | | | | | | | | | | | | | | | | | | | | | | | |

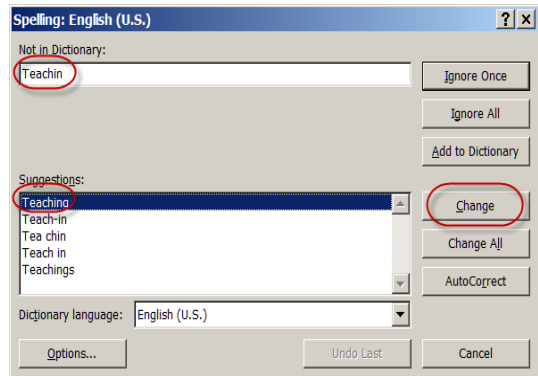
4.2 Class Notes

You will need to check for spelling errors, missing, and incomplete class notes. If the Instruction mode is TV, OL, or HY, you must include class notes. Additionally, if the class requires specific material, field trips, lab fees, or other “approved” class fees, you must include this information in the class notes.


| | |
|---|--|
| <p>1. To audit your Class Notes,</p> <ul style="list-style-type: none"> • Click the Class Notes arrow (column K) to select the sections to review, such as <i>01</i> and <i>02</i>. |  |
| <p>2. To check for spelling errors,</p> <ul style="list-style-type: none"> • Click the Review tab • Click the  button |  |

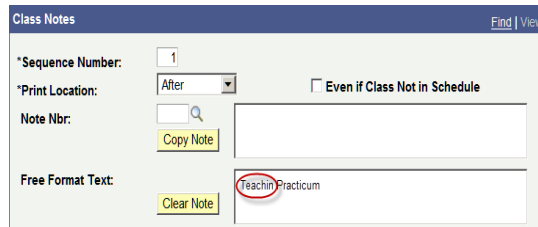
3. When the Spelling box appears,
- In the **Not in Dictionary**, determine if the word is spelled correctly
 - If not, continue with the step below. Otherwise, click **Add to Dictionary**

| | K | L | M |
|--|---|---|---|
| Descr: | | | |
| Teachin Practicum | | | |
| Non-refundable lab fee \$5.00. | | | |
| Non-refundable lab fee \$5.00. | | | |
| Non-refundable lab fee \$25.00. | | | |
| Non-refundable lab fee \$25.00. | | | |
| Non-refundable lab fee required \$10.00. | | | |
| Non-refundable lab fee \$10.00. | | | |
| CSUB Chevron Academy | | | |
| Non-refundable lab fee required \$10.00.CSUB Chevron Academy | | | |



4. If you need to add or update your **Class Notes**, go to **Maintain Schedule of Classes**,

- Click the **Notes** tab
- Make the correction
- Click 



5.0 Appendix

5.1 CSUB Academic Programs

The following sub-sections contain the section numbers and location codes for the different academic program offerings

5.1.1 Section Numbers (effective Fall 2014)

The section numbers vary by a number of factors, such as program, Instruction mode, etc.

| 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) |

Main and AV Classes

- Use Session 1

*Online (OL) 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, one meeting pattern with facility ID WEB.
- Meeting APDB Mapping Value: Space Type 3 Non-capacity and Learning Mode A

** Online (OL) 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, shared workload.

*****Hybrid (HY) course**

- Meeting APDB Mapping Value: Space Type 3 Non-capacity and Learning Mode A

- Requires one component with two meeting patterns

First meeting pattern

- Meeting APDB Mapping Value: 1 Lecture with Learn Mode F:
- Requires facility ID, day, time and instructor.

Second meeting pattern

- Meeting APDB Mapping Value: 4 Multimode with Learn Mode A:
- Requires facility ID assignment of WEB,
- Do **NOT** assign instructor, day or time.

For all other APDB Mapping Value set-up refer to Learn Mode and Space Type and Building On-Line and Hybrid course documents.

5.1.2 Component Unit Breakdown

The component breakdown can be found in the Course Catalog within the components tab, course components and CS number. There you can see how many components a class has and the break down per course component if more than one.

Examples:

| | | | |
|----------|--------------------|--|--|
| CAFS 110 | 1 component course | 2 units | 2.0 component units |
| Biol 100 | 2 component course | 5 units (Lecture = 4.0 units, Lab 1.0 units) | 5.0 component units (Lecture = 4.0 component units, Lab = 1.0 component units) |
| Math 191 | 2 component course | 5 units (Discussion = 2.5 units, Lecture 2.5 units) | 5.0 component units (Discussion = 2.5 component units, Lecture 2.5 component units) |

5.1.3 Learn Mode and Space Type

The information is as follows:

| Instruction Mode | CS#/Class APDB Mapping Value | Space Type | Learning Mode | Location | Comments/Note |
|------------------|--|--|---|----------|---|
| TV | 01, 02, 03, 04, 05, 06 | 1-Lecture | Section 50 - F (face to face) | H | ITV section number |
| TV | 01, 02, 03, 04, 05, 06 | 1-Lecture | Section 55 - S (synchronous) = ITV courses (not face to face) | H | ITV section number |
| OL | 01 - 48 | 3-Non Capacity | A (asynchronous) = On-line courses (not face to face) | blank | OL section number |
| HY | 01 - 48 | Requires two meeting patterns: First is 1-Lecture and second is 4-Multi mode - refer to Building OL and HY courses document Fall 2014 | Requires two meeting patterns: First is F (face to face) Second is A (asynchronous) - refer to Building OL and HY courses document Fall 2014 | blank | HY section number (course should be defined as "HY" if any portion of seat time is replaced by online coursework) |
| P | 01, 02, 03, 04, 05, 06 | 1-Lecture | F (face to face) courses- regularly conducted scheduled meetings | blank | Warm body section number. Learn Mode "F" computes workload even if auto calc unchecked |
| P | 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21 | 2-Laboratory | F (face to face) courses regularly conducted scheduled meetings | blank | Warm body section number. Learn Mode "F" computes workload even if auto calc unchecked |
| P | 17, 23, 24, 25, 36, 48 | 3-Non Capacity | F (face to face) regularly conducted scheduled meetings | blank | Warm body section number. Learn Mode "F" computes workload even if auto calc unchecked |
| IS | 01 - 21 | 1-Lecture | F (face to face) Ind Study courses and regularly conducted scheduled meetings | blank | Warm body section number. Learn Mode "F" computes workload even if auto calc unchecked. |
| IS | 23-48 | 3-Non Capacity | F (face to face) Ind Study courses and regularly conducted scheduled meetings | blank | IS section number. Learn Mode "F" computes workload even if auto calc unchecked. |

IS 78 3-Non Capacity A (asynchronous) = Ind Study courses blank IS section number. CS#78 will not compute workload. Remove workload from Adjust Class Associations before assigning Instructor to class.

5.1.4 Course Classification Numbers (CS#)

| CS# | Component | K- Factor WTU / Unit | Minutes of Instruction per Unit per Week | Class Description; Typical examples and comments |
|-----|------------|-------------------------|--|---|
| C01 | Lecture | 1.0 | 50 | Large lecture Courses in any discipline with more than 50 enrollments. |
| C02 | Discussion | 1.0 | 50 | Lecture/discussion Lecture courses in any discipline in which class participation is a planned portion of the instructional method. |
| C03 | Lecture | 1.0 | 50 | Lecture/composition, lecture/counseling, lecture/case study |
| C04 | Discussion | 1.0 | 50 | Discussion Courses in any discipline in which student participation (discussion) is the primary instructional method. |
| C05 | Seminar | 1.0 | 50 | Seminar; Courses in any discipline using seminar methods of instruction. |
| C06 | Clinical | 1.0 | 50 | Clinical processes; Nursing and psychology courses in clinical processes and education courses involving individual testing, such as driver training in a simulator |
| C07 | Activity | 1.3 | 100 | Fine arts & science activities Art, anthropology and science activities. |
| C08 | Activity | 1.3 | 100 | Education workshops & soc sci activity Includes methods taught on an activity basis in education and subject areas. |
| C09 | Activity | 1.3 | 100 | Music activity - large group Courses that do not result in a major public (large group) performance |
| C10 | Activity | 1.3 | 100 | Music activity - small group Instrumental or vocal instruction. |
| C11 | Activity | 1.3 | 100 | Physical education & recreation activity Gym classes or intramural sports if credit is given |
| C12 | Activity | 1.3 | 100 | Speech, drama & journalism activity Classwork in debate, acting and publication; no public performances involved |
| C13 | Activity | 1.3 | 100 | Technical activities and labs |

| | | | | |
|---------|-------------------|-----------|-------------|--|
| | | | | Courses involving the use of business and other machines; accounting, geography, foreign languages, home economics, psychology, library science, photography, engineering, industrial arts, agriculture, mathematics and statistics. |
| C14 | Activity | 1.3 | 100 | Remedial course activity Courses for students admitted as exceptions only. |
| C15 | Activity | 1.5 | 150 | Technical activities & labs Laboratories in art, foreign languages, home economics, industrial arts, physical education, speech correction, cartography, audio-visual, mathematics, library science, police science. |
| C16 | Laboratory | 2.0 | 150 | Science laboratories Laboratories in natural science, life science, psychology, natural resources, agriculture, engineering, meteorology and photography. |
| C17 | Clinical | 2.0 | 150 | Clinical practice off campus Nursing, social work. |
| C18 | Activity | 6.0 | 150+ | Major intercollegiate sports Football, basketball, baseball, track and field, wrestling, swimming, etc.; limited to four sports per year. |
| C19 | Activity | 3.0 | 150+ | Minor intercollegiate sports Other sports not listed as Athletics. |
| C20 | Activity | 3.0 | 150+ | Major performance Production courses in art, drama, journalism, music, photography, radio-TV, debate; results in a major public performance, showing or distribution |
| C21 | Activity | 3.0 | 150+ | Music performance Major performance groups, such as orchestras, bands, and choruses. |
| S23 | Supervision | 1.0/stud | 3 hours | MSW intensive supervision 3 Graduate level social work only. Faculty-student contact averages 3 hours per week. |
| S24 | Supervision | 0.66/stud | 2 hours | Intensive supervision 2 Undergraduate - all disciplines. Faculty-student contact averages 2 hours per week. |
| S25 | Independent Study | 0.5/stud | 1 1/2 hours | Independent study – graduate Practice teaching, thesis, project and independent study. Faculty-student contact averages 90 minutes per week. |
| S36 | Independent Study | 0.33/stud | 1 hour | Independent study – undergraduate Undergraduate - all disciplines. Faculty-student contact averages one hour per week. |
| S48 | Independent Study | 0.25/stud | 3/4 hour | Music studio instruction Faculty-student contact averages 45 min. per week. |
| C77/C78 | Tutorial | 0.0 | | Non-workload instruction Credit by examination, evaluation, modes not described by workload formulas. C-77 is not state supported. C-78 is state supported. |

5.2 Extended University Regional Programs

The following sub-sections contain the section numbers and location codes for the different regional program offerings. All the EUD and Regional Program sections above use **Session 10W**.

5.2.1 Section Numbers (effective Summer 2012)

The section numbers for regional programs are listed in the table below.

- Sections 101-114 for Face-to Face classes (normal warm body classes)

Regional Program Section Numbers

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

5.2.2 EUD Contract Credit Sections

EUD Contract Credit sections - these sections will not require a classroom use only EUD as location code.

- Sections 601 – 699

5.2.3 EUD Certificate/Extended Univ. 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

5.2.4 EUD Sections and Location Codes

EUD sections will use the following location codes:

| Code | Location |
|-------------|---|
| COC | College of Canyons |
| EUD | Extended University (not requiring a room at main campus) |
| 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 |

6.0 Getting Help

If you are unsure or need assistance, please consider the preferred sources and order in which to contact listed below:

- For help with auditing class schedules

Lilia Flores – Academic Scheduling
661-654-3100

- **For help with auditing class schedules for Extended University courses**

Beth Garza – Extended University
661-654-2441

- For help with computer-related Issues

Help Desk
661-654-2307

- For help with Microsoft Excel 2010

How to filter data in Excel 2010
<http://www.gcflearnfree.org/excel2010/13>

How to use Excel 2010
<http://www.gcflearnfree.org/excel2010>

- General Training Questions or Assistance

Tammara Sherman – Campus Training
661-654-6919
<http://www.csub.edu/training>