



Campus Solutions 9.0
Schedule of Classes
Quick Reference Guide

REVISION CONTROL

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2/23/2015	Lilia Flores	Reviewed and approved
	Beth Garza	

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1.0 Overview

Every year, you will build your class schedules for the following academic year. This lead-time allows the schedules to be ready in time for orientation, advising, and registration. This guide will provide you with instructions on building commonly used schedules.

1.1 Common Schedule Scenarios

The schedule of classes used at CSUB generally fall into six scenarios. This guide is designed to walk you through creating schedules for five of these scenarios. The five scenarios are:

- Lecture Only
- Lecture and Lab
- Lecture and Multiple Labs
- Hybrid (with two meeting patterns)
- Independent Study

This guide does not cover the sixth scenario, Prior Term Copy. With the Prior Term Copy, you can copy class schedules from previous terms. For more information, see the job aid on Prior Term Copy.

1.2 Before You Begin

Before you begin, you will need to gather information regarding your schedule of classes. You may need to work with your department chairs, faculty, and other stakeholders in gathering this information. Additional information that you should have available are the documents:

- Time Blocks 2012 Preferred Times
- Learning Mode and Space Type
- Revised Section Numbers effective Fall 2014
- Course Classification CS Numbers

In addition to these documents, you should set up your defaults for the Academic Institution. The Set up User Documents job aid contains instructions to assist you with this task.

1.3 Terms

Currently, CSUB uses a quarter systems consisting of five terms: Fall, Intersession, Winter, Spring, and Summer. To specify terms, the systems uses a four-digit code for each term.

Term Examples

Description	Term Code
Intersession 1999	1999
Winter 2001	2011

Spring 2014	2143
Fall 2015	2158

4-Digit Composition

- **First Digit**
The first digit refers to the century (1 = 1900's or 2 = 2000's).
- **Second and Third Digits**
The second two numbers refer to the last two numbers of the academic year. If the academic year was 1999, then 99 would be used. If the year was 2014, then 14 would be used.
- **Fourth Digit**
The last digit represents the term. The terms are numbered as follows: 1 = Winter, 3 = Spring, 5 = Summer, 8 = Fall, and 9 = Fall Intersession.

1.4 Common Navigations

In building your schedules, you will use three different navigations depending on your task. These navigations are:

- Navigation for scheduling New Course:
Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course
- Navigation for scheduling Additional Sections of an Existing Schedule:
Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
- Navigation for Updating Course Information related to Instructor Workload or to Update Combine Sections:
Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings

1.5 Next Step Considerations

At the conclusion of building or copying your classes, you should audit the class schedules for completeness and accuracy. For more information, see the Class Schedule Audit – BPG. Other considerations after adding your classes include completing the following tasks:

- **Combine Sections**
Combine sections allows you to combine multiple sections together. For more information, see the Combining Sections job aid.



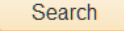
1.6 Getting Started

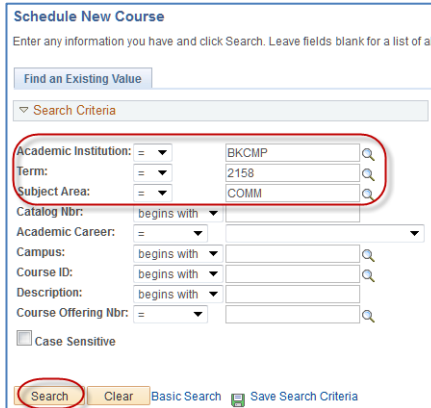
Before you begin, you will need to access the Schedule New Course feature. These instructions will assist you in accessing this feature.

1. Navigate to:

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

2. On the Find an Existing Value tab,

- In the Academic Institution, enter BKCMP
- In the Term, enter the term, such as 2158, or use the  to select one
- In the Subject Area, enter the subject area, such as COMM, or use the  to select one
- Click 



3. Select your course from the **Search Results**.

Search Results								View All	First 1-73
Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Cours	
BKCMP	2158	COMM	108	Undergrad	MAIN	Strategy Public Communication	000663	1	
BKCMP	2158	COMM	195	Undergrad	MAIN	American Sign Language I	000664	1	
BKCMP	2158	COMM	200	Undergrad	MAIN	Comm Major & Career Planning	000665	1	
BKCMP	2158	COMM	206	Undergrad	MAIN	Issues & Practices Journalism	000666	1	
BKCMP	2158	COMM	214	Undergrad	MAIN	Newspaper Production	000668	1	
BKCMP	2158	COMM	198	Undergrad	MAIN	Comp Editing	000669	1	



If a course is inactive, you will not be able to retrieve it or view it. In order to add a new course, to re-activate a course, or to make any updates to a course, you must complete the Request for Approval New Course/Course Change form. This form is available at the following link:

http://www.csub.edu/academicprograms/_files/New%20Course%20Approval%20Form.pdf

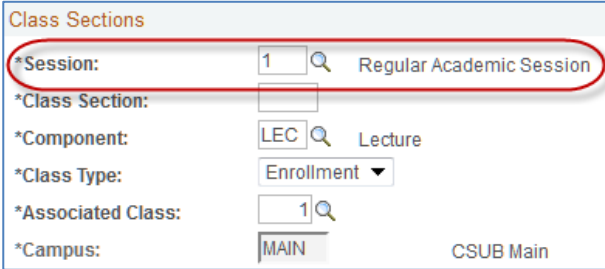
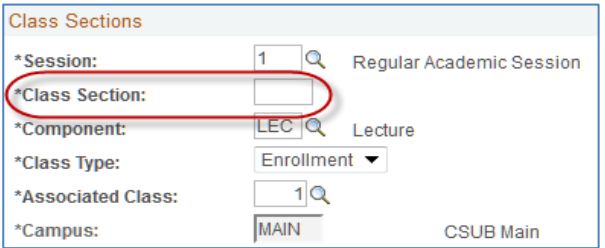
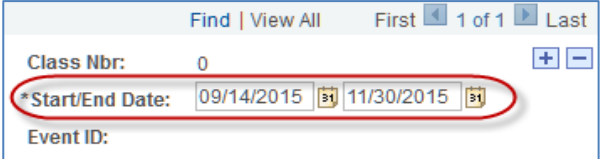


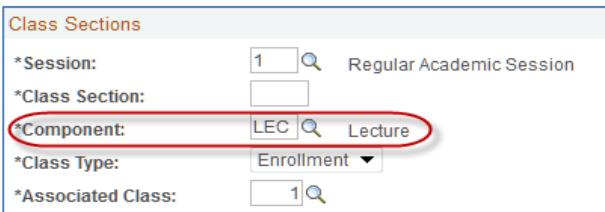
4. Proceed to the appropriate section to complete the creation process.

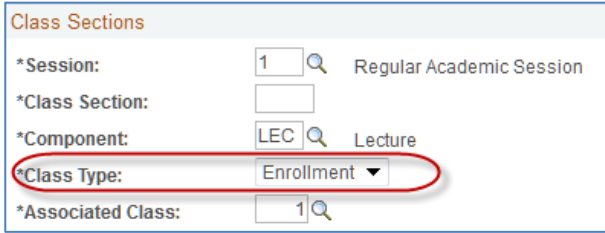
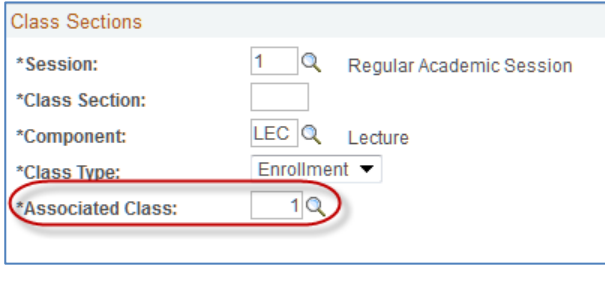
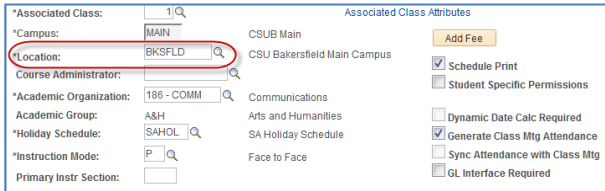
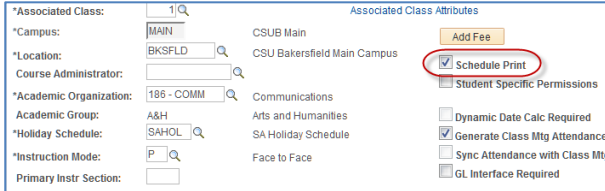
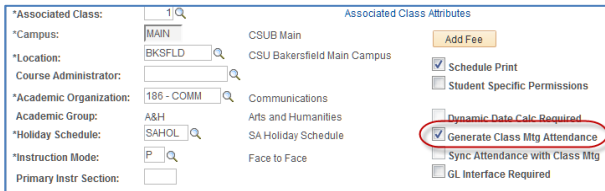
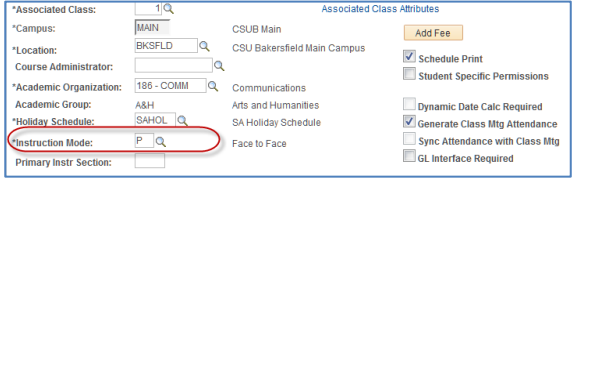
2.0 Lecture Only

In this section, you will build a class that has one component, the lecture. You will use the Schedule New Course to enter the basic data, meeting, enrollment control, and notes information. The instructions in this section will guide you in completing this process.

2.1 Basic tab

On this tab, you will provide basic information about your class schedule. These instructions will guide you in completing the information for this tab.

<p>1. To begin, navigate to the Schedule New Classes. For instructions, see section 1.6 Getting Started on page 7.</p>	
<p>2. For the Class Sections area,</p> <ul style="list-style-type: none"> In the Session, leave the default value of 1 – <i>Regular Academic Session</i>, if you are creating a regular course. <p>If you are creating an Extended University Division course, then you should enter 10W for 10 Week session (EUD).</p>	 <p>The screenshot shows the 'Class Sections' form. The fields are: *Session: 1 (highlighted), Regular Academic Session; *Class Section: (empty); *Component: LEC, Lecture; *Class Type: Enrollment; *Associated Class: 1; *Campus: MAIN, CSUB Main.</p>
<p>3. In the Class Section, enter the appropriate two-digit number, such as 01 or 02.</p> <p>To determine the appropriate Class Section number, please refer to the document, Revised Section Numbers Effective Fall 2014.</p>	 <p>The screenshot shows the 'Class Sections' form. The fields are: *Session: 1, Regular Academic Session; *Class Section: (empty, highlighted); *Component: LEC, Lecture; *Class Type: Enrollment; *Associated Class: 1; *Campus: MAIN, CSUB Main.</p>
<p>4. In the Start/End Date, leave the default values.</p> <p>It is recommended that you do not change the start and end dates on this tab.</p>	 <p>The screenshot shows the 'Class Sections' form. The fields are: Class Nbr: 0; *Start/End Date: 09/14/2015 to 11/30/2015 (highlighted); Event ID: (empty).</p>
<p>5. In the Component, enter the component, such as LEC or use the  to select one.</p> <p><i>The primary Component will default. Most classes have only one component. You can click the  to see which components exist. If there is more than one component as in a lecture/lab or lecture/activity, you will need to schedule both components. Each component will be assigned a unique class number, unless you plan to remove a course component (refer to Optional Course Component instructions).</i></p>	 <p>The screenshot shows the 'Class Sections' form. The fields are: *Session: 1, Regular Academic Session; *Class Section: (empty); *Component: LEC, Lecture (highlighted); *Class Type: Enrollment; *Associated Class: 1.</p>

<p>6. In the Class Type, select Enrollment.</p> <p><i>Since you are scheduling a one component course, you will select Enrollment as the Class Type, which indicates this component as the primary section. Within a class, only one component can possess the class type of Enrollment.</i></p>	
<p>7. In the Associated Class number, enter 1.</p> <p>Generally, the Associated Class number is the same as the Class Section number.</p> <p>For example, if the class section number is 01, the Associated Class number will be 1. The system drops the leading zeros from the associated class number.</p>	
<p>8. In the Location, enter the location of the class, such as BKSFLD for main campus or AV for Antelope Valley. EUD will use other locations.</p>	
<p>9. In the Schedule Print, either check or uncheck this box.</p> <p>This box populates by default to display the class in the class search.</p>	
<p>10. In the Generate Class Meeting Attendance, leave the default value.</p> <p><i>Do not modify the default. The default value comes from the catalog.</i></p>	
<p>11. In the Instruction Mode, select the appropriate mode, such as P for a face-to-face class.</p> <p><i>The Instruction mode will automatically default to P for Face-to-Face, also referred to as “warm body.” See section, 7.1.2 Additional Course Settings on page 62, for other options and their associated course settings.</i></p>	

12. In the **Course Equivalent Course Group**, leave default values.
- Do not make any changes here, when a course equivalency exists between two or more courses, you will see it here. These are CSUB equivalencies, and are not transfer equivalencies. These equivalencies are used for requisite/pre-requisite checking and advising.

13. In the **Class Attributes**, leave the default values.
- Do not change or modify the **Class Attributes** or **Service Learning Courses**.

14. Proceed to the next section, **Meetings tab**.

2.2 Meetings tab

On this tab, you will provide information regarding the class meetings. The Meetings tab consists of the Class Sections, Meeting Pattern, and Instructors for Meeting Pattern. Additionally, the Meetings tab contain links for specifying the APDB class and meeting information, such as the Class APDB Mapping Values and Meeting APDB Mapping Values. These instructions will guide you in completing this information.



If you are going to combine this class with another course, **DO NOT** fill in any meeting data on the Meetings tab for **ANY** of the combined sections. (Refer to Combined Sections Quick Reference Guide)

1. Click the **Meetings** tab.

2. In the Class Sections, click the **Class APDB Mapping values** link

3. In the APDB Class Section Values section,
- In the **Component Units**, leave the default value (see note below)
 - Click OK
- Note:** For Lecture only courses, the Component Units will default from the catalog. If Component Units do not default

from catalog, you must manually complete this entry for APDB reporting.

Note: A CS# or component units field may require a change when you are dealing with a variable unit or if you have removed a component, or for an independent study course.

For BIOL 100 Lecture course CS#01 is a 4 unit lecture. The lecture component units will default from catalog as 4.00. Click OK. **Note:** if component units did not default from Catalog, you must manually complete the component units field for APDB reporting.

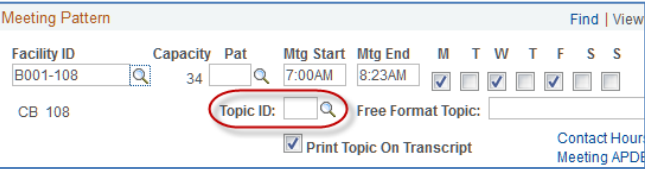
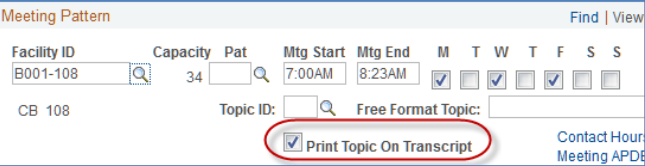
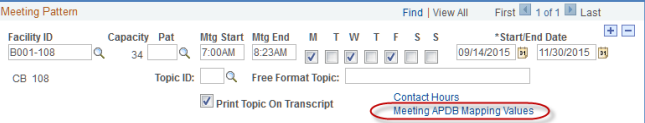
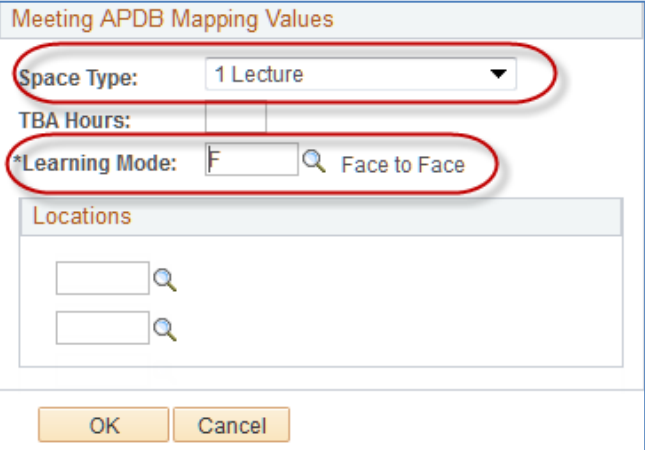
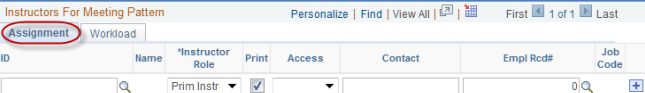

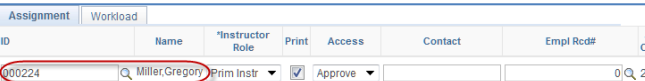
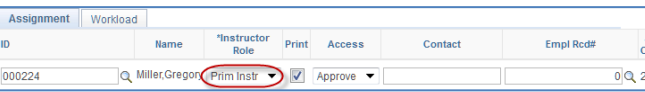
For BIOL 100 Laboratory course CS# 16 is a 1 unit laboratory. The lab component units will default from catalog as 1.00. Click OK. **Note:** if component units did not default from Catalog, you must manually complete the component units field for APDB reporting.


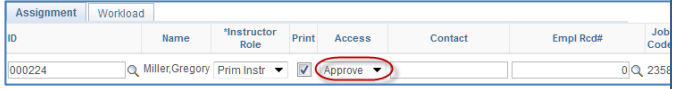
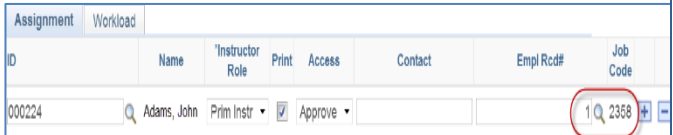
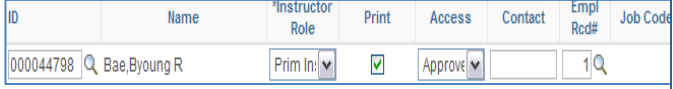
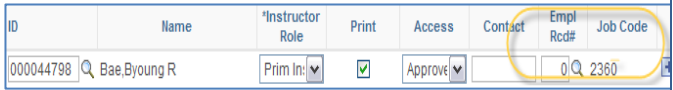
4. Under the Meeting Pattern,
- In the **Facility ID**, leave blank or if you are authorized to assign a specific room for a course, then enter the Facility ID.

5. In the **Mtg Start** and **Mtg End**, enter the meeting start and meeting end times.

6. For the **days of the week**, check the appropriate boxes for the days the class is offered

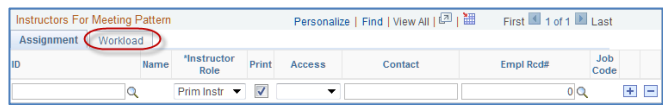
7. In the **Start/End Date**, adjust the dates for the term or by meeting as necessary. By default, the dates from the Basic Data tab appear.

<p>8. In the Topic ID, enter a course topic ID to link course topics to the class sections of specified subjects, such as MUS.</p> <p>Topic ID values are defined on the Catalog Data page. Additionally, you can also attach topics to specific class meeting patterns.</p>	 <p>The screenshot shows the 'Meeting Pattern' form. The 'Topic ID' field is circled in red. Other fields include Facility ID (B001-108), Capacity (34), Pat, Mtg Start (7:00AM), Mtg End (8:23AM), and a weekly schedule (M T W T F S S). There is a checkbox for 'Print Topic On Transcript' and a link for 'Contact Hour Meeting APDB'.</p>
<p>9. For the Print on Transcript, check or uncheck this box.</p> <p>This setting is used primarily for Special Topic or Independent Study courses. Unchecking the box indicates that you do not want the topic to print on a transcript.</p>	 <p>The screenshot shows the 'Meeting Pattern' form. The 'Print Topic On Transcript' checkbox is circled in red. The 'Topic ID' field is also circled in red. Other fields are the same as in the previous screenshot.</p>
<p>10. Click Meeting APDB Mapping Values</p>	 <p>The screenshot shows the 'Meeting Pattern' form. The 'Meeting APDB Mapping Values' link is circled in red. Other fields include Facility ID, Capacity, Pat, Mtg Start, Mtg End, weekly schedule, and *Start/End Date (09/14/2015 to 11/30/2015).</p>
<p>11. For the Meeting APDB Mapping Values</p> <ul style="list-style-type: none"> • In the Space Type, enter the space type • In the Learning Mode, enter the learning mode • Click OK <p>For valid values based on Instruction mode and CS#, refer to Learn Mode and Space Type in the Appendix.</p>	 <p>The screenshot shows the 'Meeting APDB Mapping Values' dialog box. The 'Space Type' dropdown is set to '1 Lecture' and the '*Learning Mode' dropdown is set to 'Face to Face'. Both are circled in red. There are 'OK' and 'Cancel' buttons at the bottom.</p>
<p>12. In the Instructors for Meeting Pattern section, click the Assignment tab.</p>	 <p>The screenshot shows the 'Instructors For Meeting Pattern' form. The 'Assignment' tab is selected and circled in red. The 'Workload' tab is also visible.</p>
<p>13. In the ID, enter the id of the instructor or use the  icon to look up one.</p>	 <p>The screenshot shows the 'Instructors For Meeting Pattern' form. The instructor ID '000224' is circled in red. The name 'Miller, Gregon' and role 'Prim Instr' are also visible.</p>
<p>14. In the Instructor Role, make the appropriate selection.</p> <p>If your class will have more than one instructor, then select Prim Instr for the primary instructor and Sec Instr for the</p>	 <p>The screenshot shows the 'Instructors For Meeting Pattern' form. The 'Instructor Role' dropdown is set to 'Prim Instr' and is circled in red. The instructor ID '000224' and name 'Miller, Gregon' are also visible.</p>

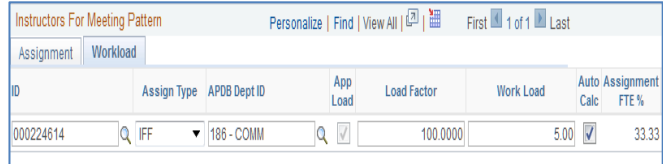
<p>subsequent instructors. Otherwise, select Prim Instr.</p>																																				
<p>15. For the Print check box, leave the box checked</p>																																				
<p>16. In the Access, select Approve</p> <p>The approve setting allows the instructor to enter and approve grades.</p>																																				
<p>17. In the Contact, leave blank</p>																																				
<p>18. In the Empl Rcd#, select the employee record number.</p> <p>The correct job code will be “active” and associated with teaching. If a warning message pops up, click ok to bypass it. (See the note below for more instructions)</p>																																				
<p>The Job Code will populate with the associated value based on the selected Empl Rcd#.</p> <div data-bbox="224 1041 794 1409" data-label="Complex-Block"> <p>Look Up Empl Rcd#</p> <p>Empl ID: 000224</p> <p>Empl Rcd Nbr: =</p> <p>Department ID: begins with</p> <p>Job Code: begins with</p> <p>Look Up Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>View 100 First 1-4 of 4 Last</p> <table border="1"> <thead> <tr> <th>Empl Rcd Nbr</th> <th>Department ID</th> <th>Department</th> <th>Job Code</th> <th>Job Title</th> <th>Organizational Relationship</th> <th>Employee Status</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>D10150</td> <td>English</td> <td>2358</td> <td>Lecturer AY</td> <td>Emp</td> <td>Active</td> </tr> <tr> <td>1</td> <td>D10170</td> <td>Communications</td> <td>2358</td> <td>Lecturer AY</td> <td>Emp</td> <td>Active</td> </tr> <tr> <td>2</td> <td>D10153</td> <td>GWAR - English</td> <td>4660</td> <td>Special Consultant</td> <td>Emp</td> <td>Active</td> </tr> <tr> <td>3</td> <td>D10942</td> <td>Special Session</td> <td>2322</td> <td>Instr Fac. Spcl Pgms-For Credit</td> <td>Emp</td> <td>Active</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> • When selecting the Empl Rcd# (your search results will contain all job records for employee regardless of status or effective date). • The correct job codes should relate to a main campus teaching assignment. • The following are examples of correct job codes: 2358, 2359, 2360, 2361, 2377, 2378, 2380, 2381, 2382, 2384, 2482 and 3306. • You should not select job codes that are associated with Grant, Research, Special Consultant or Extended University. 	Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status	0	D10150	English	2358	Lecturer AY	Emp	Active	1	D10170	Communications	2358	Lecturer AY	Emp	Active	2	D10153	GWAR - English	4660	Special Consultant	Emp	Active	3	D10942	Special Session	2322	Instr Fac. Spcl Pgms-For Credit	Emp	Active	<p>Incorrect assignment (job code is missing)</p>  <p>Correct assignment (Empl Rcd# must also reflect a job code)</p> 
Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status																														
0	D10150	English	2358	Lecturer AY	Emp	Active																														
1	D10170	Communications	2358	Lecturer AY	Emp	Active																														
2	D10153	GWAR - English	4660	Special Consultant	Emp	Active																														
3	D10942	Special Session	2322	Instr Fac. Spcl Pgms-For Credit	Emp	Active																														

19. If adding another instructor, click the **+** and repeat steps 13-18. Otherwise, proceed with the next step.

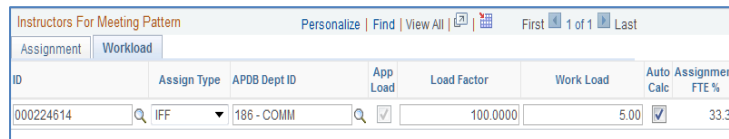
20. In the Instructors for Meeting Pattern section, click the **Workload** tab



21. On the Workload tab,
- In **ID**, leave default value (should populate from the Assignment tab information)
 - In the **Assign Type**, leave the default value
 - In the **APDB Dept ID**, leave the default value
 - In the **Load Factor**, leave the default value of 100.0000 for one faculty. If you have more than one faculty, it will require a 50/50 split or whatever was agreed to on the hire form.
 - In the **Work Load**, leave the default value (see notes below for additional steps)
 - For the **Auto Calc** box, leave it checked



- For every class with an instructor assigned, the workload value will calculate automatically if the class has a set unit value and does not require a unit adjustment, see screenshot below.



- For classes with variable units, the workload value will calculate only after you update the units on the Adjust Class Associations page.
- Before you assign an instructor to the class, you should update the variable units on the Adjust Class Associations page for the class or any optional course.

22. Proceed to the next section, Enrollment Control tab.

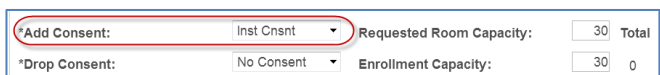
2.3 Enrollment Control tab

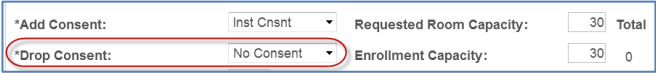
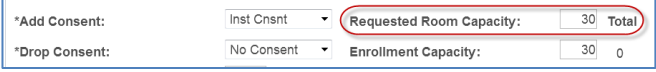
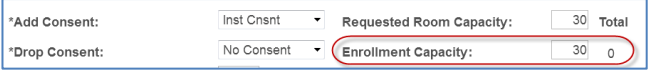
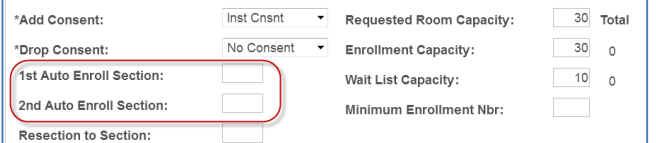
On this tab, you will provide information regarding the enrollment capacity and other enrollment related information. These instructions will guide you in completing this information.

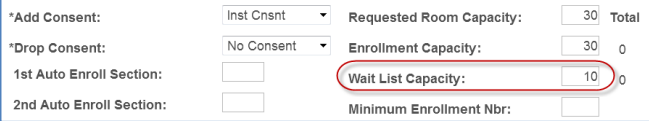
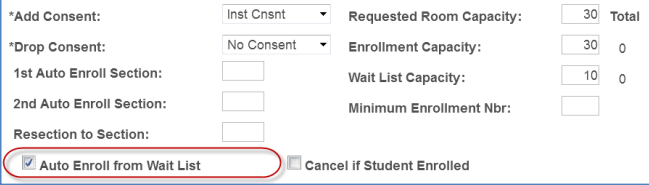
1. Click the **Enrollment Cntrl** tab



2. In the **Add Consent**, select the desired action, such as Dept Cnsnt


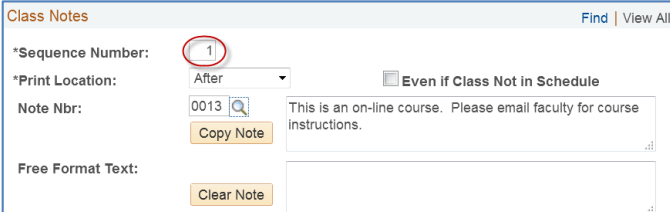


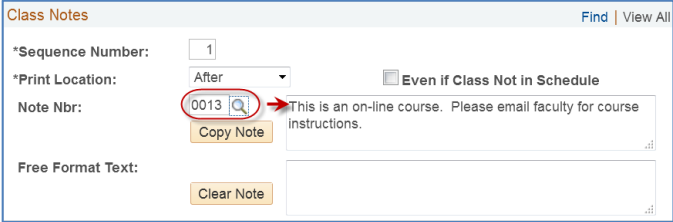
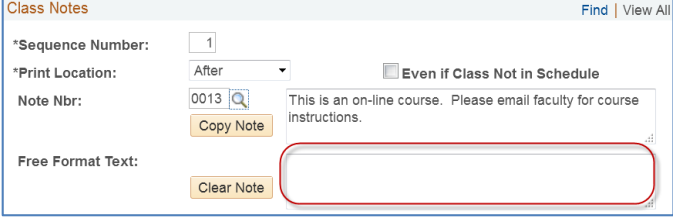


<ul style="list-style-type: none"> • Inst Cnsnt – Instructor consent requires an Add slip signed by the instructor or permission override on enrollment. • Dept Cnsnt – Department consent requires an Add slip signed by the department personnel or permission override on enrollment • No Consent – Student may add without any permission. 	
<p>3. In the Drop Consent, leave the default as No Consent.</p> <p>If the component is a Course Match class, then it may have a value of Inst Cnsnt.</p>	 <p>*Add Consent: <input type="text" value="Inst Cnsnt"/> Requested Room Capacity: <input type="text" value="30"/> Total</p> <p>*Drop Consent: <input type="text" value="No Consent"/> Enrollment Capacity: <input type="text" value="30"/> <input type="text" value="0"/></p>
<p>4. In the Requested Room Capacity, enter the requested capacity for the class.</p> <ul style="list-style-type: none"> • The room capacity can be different than your enrollment capacity, since the system stores two separate capacity values. • This field enables you to manipulate the enrollment capacity without affecting room scheduling. • The system populates the Requested Room Capacity field by default from the Course Catalog - Components page. • This field is useful with the 25LIVE software. 	 <p>*Add Consent: <input type="text" value="Inst Cnsnt"/> Requested Room Capacity: <input type="text" value="30"/> Total</p> <p>*Drop Consent: <input type="text" value="No Consent"/> Enrollment Capacity: <input type="text" value="30"/> <input type="text" value="0"/></p>
<p>5. In the Enrollment Capacity, enter the desired value.</p> <p><i>Note if enrollment capacity is set to zero, the course enrollment information on the class search will show as Closed. If you want students and faculty to view this course through class search, do not set the enrollment capacity to zero.</i></p>	 <p>*Add Consent: <input type="text" value="Inst Cnsnt"/> Requested Room Capacity: <input type="text" value="30"/> Total</p> <p>*Drop Consent: <input type="text" value="No Consent"/> Enrollment Capacity: <input type="text" value="30"/> <input type="text" value="0"/></p>
<p>6. For the Auto Enroll set up, leave blank</p>	 <p>*Add Consent: <input type="text" value="Inst Cnsnt"/> Requested Room Capacity: <input type="text" value="30"/> Total</p> <p>*Drop Consent: <input type="text" value="No Consent"/> Enrollment Capacity: <input type="text" value="30"/> <input type="text" value="0"/></p> <p>1st Auto Enroll Section: <input type="text" value=""/></p> <p>2nd Auto Enroll Section: <input type="text" value=""/></p> <p>Resection to Section: <input type="text" value=""/></p> <p>Wait List Capacity: <input type="text" value="10"/> <input type="text" value="0"/></p> <p>Minimum Enrollment Nbr: <input type="text" value=""/></p>

<p>7. For the Wait List Capacity, enter the desired value for the maximum number of students you want to allow to wait list for the class.</p>	
<p>8. For the Auto Enroll from Wait List, select to enable the Wait List process</p> <p>Checked –</p> <ul style="list-style-type: none"> • This selection moves eligible students from the wait list to enrolled status when space opens up in the section. • Spaces become available through enrollment drops or an enrollment capacity increase. • Selecting this check box keeps the status closed so that you have time to move students from the wait list into the class by running the wait list process before other students enroll. <p>Unchecked -</p> <ul style="list-style-type: none"> • If you do not check the Auto Enroll from Wait List box and you have students on the wait list, when the class status changes to “open” you cannot use the wait list process to move students from the wait list into the class. • You have to move the wait listed students into the class manually • Students, who are not on the wait list, will be able to enroll in the class. 	

2.4 Notes tab



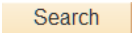
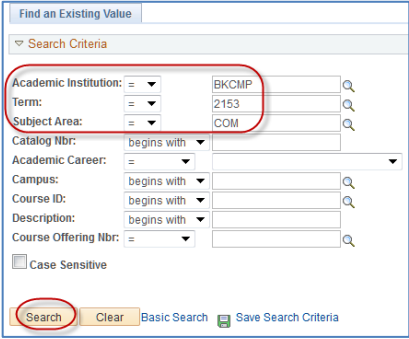
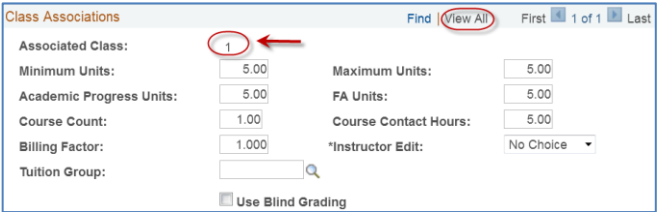
On this tab, you will provide notes about your class schedule. These notes are viewable by the student when selecting classes during registration. These instructions will guide you in completing this information.

<p>1. Click the Notes tab</p>	
<p>2. In the Sequence Number, leave the default value.</p>	

<p>3. In the Note Nbr, enter the value for the pre-existing note.</p> <p>The note description appears adjacent to the note number. Note number values are defined in the Class Notes table.</p>	
<p>4. In the Free Format Text, enter any free format text, if desired.</p> <p>You can not use Free Format Text and a pre-existing note. PeopleSoft will only allow one or the other.</p>	
<p>5. Note: To remove a note, use the  button.</p>	
<p>6. Click </p>	
<p>7. Proceed to next section, Adjust Class Associations</p>	

2.5 Adjust Class Associations

On this tab, you will provide information about the units associated with the class. These instructions will guide you in completing this information.

<p>1. Navigate to:</p> <p style="text-align: center;">Main Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations</p>	
<p>2. On the Find an Existing Value tab,</p> <ul style="list-style-type: none"> In the Academic Institution, enter BKCMP In the Term, enter the term, such as 2158, or use the  to select one In the Subject Area, enter the subject area, such as COMM, or use the  to select one Click  	
<p>3. The page opens. If necessary, click the View All to scroll to the Associated Class that corresponds with the section you desire to work with.</p> <p><i>(The Class Associations tab does not show the section number or the enrollment component. Hence, you must make sure</i></p>	

that you are viewing the correct Associated Class for your class section.)

On the Class Associations tab, the values shown are based on the catalog information. For variable unit or special topic courses, you must update the Minimum, Maximum, Academic Progress, Financial Aid, and Course Contact Hours appropriately.

If you fail to set units for the Special topic or Internship courses, the system will give the students an option to select the number of unit they would like to register for. If the student fails to select a unit value, their enrollment will default to the minimum units listed, while other students may select the maximum units.

- 4.
- In the **Minimum Units**, leave the default or enter the desired value
 - In the **Maximum Units**, leave the default or enter the desired value
 - In the **Academic Progress Units**, leave the default or enter the desired value
 - In the **FA Units**, leave the default or enter the desired value

Class Associations Find | View All First 1 of 1 Last

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

Tuition Group: [Search]

Use Blind Grading

- 5.
- In the **Course Contact Hours**, leave the default or enter the desired value
 - In the **Course Count**, leave the default value.

Class Associations Find | View All First 1 of 1 Last

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

Tuition Group: [Search]

- 6.
- Click the **Class Components** tab

Class Associations **Class Components** Class Requisites

- 7.
- On the **Class Components** tab,
- In the **Grading Basis**, leave the default or update the grading basis if necessary.
 - In the **Graded Component**, leave the default.

Class Association Components Find | View All First 1 of 1 Last

Associated Class: 1

Grading Basis: GRD Graded

Graded Component: Lecture

*Grade Roster Print: Component

Requirement Designation: A1 A1 Primary Component LEC

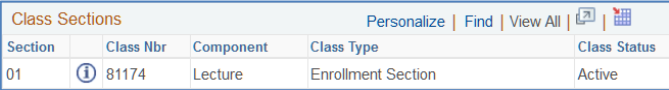

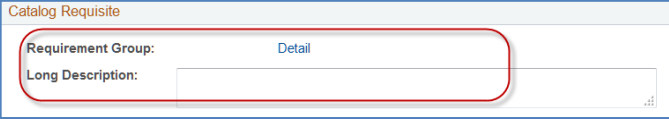
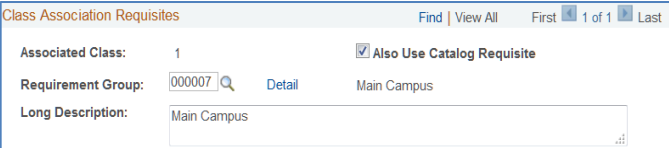

- 8.
- In the **Class Components** section,
- In the **Course Component**, the course component should display Lecture
 - In the **Contact**, the hours should default from the catalog.
 - In the **Workload Hours**, the hours should default from the catalog.

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

Course Component: Lecture Contact: 5.000 Optional: [] Workload Hours: 5.00 Final Exam: [] Auto Create: []

Last Class Meeting: []

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

<ul style="list-style-type: none"> In the Final Exam, Last Class Meeting should be displayed. 																	
<p>9. Under the Class Sections area, your class should look similar to the illustration.</p> <p>Since you are creating a lecture only class, there should only be one section listed in this area.</p>	 <table border="1"> <thead> <tr> <th colspan="5">Class Sections</th> <th>Personalize Find View All [Print] [Refresh]</th> </tr> <tr> <th>Section</th> <th>Class Nbr</th> <th>Component</th> <th>Class Type</th> <th>Class Status</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>81174</td> <td>Lecture</td> <td>Enrollment Section</td> <td>Active</td> </tr> </tbody> </table>	Class Sections					Personalize Find View All [Print] [Refresh]	Section	Class Nbr	Component	Class Type	Class Status	01	81174	Lecture	Enrollment Section	Active
Class Sections					Personalize Find View All [Print] [Refresh]												
Section	Class Nbr	Component	Class Type	Class Status													
01	81174	Lecture	Enrollment Section	Active													
<p>10. Click the Class Requisites tab</p>	 <p>Class Associations Class Components Class Requisites</p>																
<p>11. For the Catalog Requisite,</p> <ul style="list-style-type: none"> Requirement group <p>The information defaults from the catalog. If you want to make changes to the existing requisite, you will need to complete a Request for new Course/Course Change form and submit it to Academic Scheduling.</p>	 <p>Catalog Requisite</p> <p>Requirement Group: <input type="text"/> Detail</p> <p>Long Description: <input type="text"/></p>																
<p>12. For the Class Association Requisites,</p> <ul style="list-style-type: none"> In the Requirement Group, select the desired group, such as 000007 for Main Campus. 	 <p>Class Association Requisites</p> <p>Find View All First 1 of 1 Last</p> <p>Associated Class: 1 <input type="checkbox"/> Also Use Catalog Requisite</p> <p>Requirement Group: 000007 <input type="text"/> Detail Main Campus</p> <p>Long Description: Main Campus <input type="text"/></p>																
<p>13. Click </p>																	
<p>14. You have successfully completed creating a Lecture Only class schedule.</p>																	

3.0 Lecture and Lab

In this section, you will build a class that has two components: a lecture and lab. When creating two component classes, such as a lecture and lab, you should create your two component classes together. You may want to leave a gap in your numbering of sections for at least two reasons. First, it will allow for adding more sections. Second, it makes it easier to schedule classes that offer a lecture section with multiple lab sections.

3.1 Lecture Component

To begin, you will create the lecture component followed by the lab component.

Lecture Component	
1.	To begin, navigate to the Schedule New Classes. For instructions, see section 1.6 Getting Started on page 7.
2.	Create the lecture component using the instructions in section 2.0 Lecture Only on page 8.

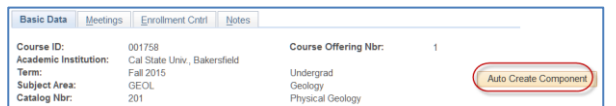
3.2 Lab Component

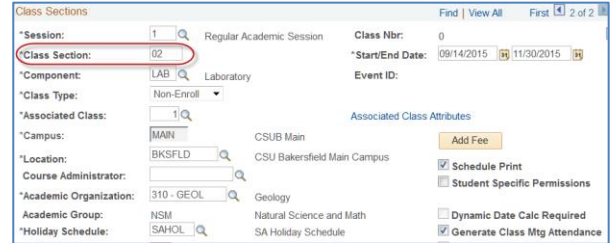
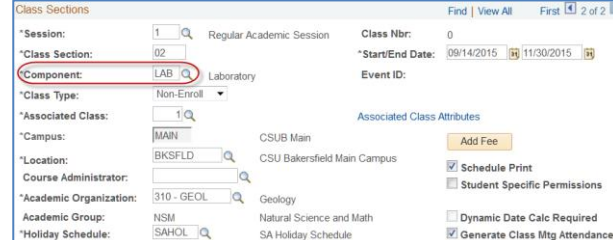
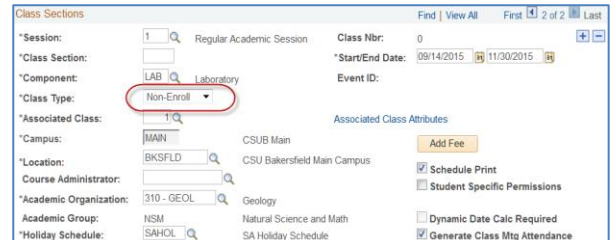
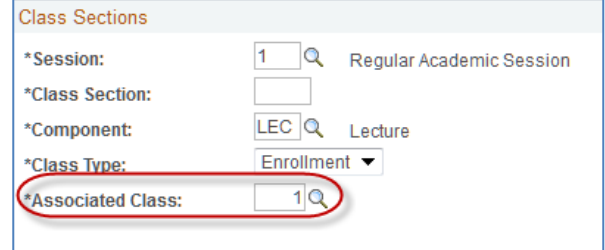
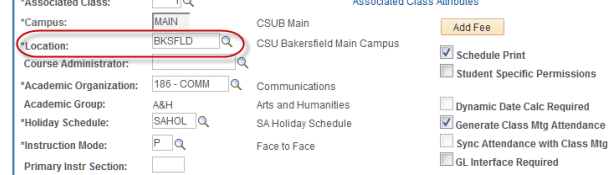
Next, you will create the lab component. Since this is a two-component course, you will use the Auto Create Component button to create the lab component. Once the lab component is created, you complete the tabs as specified in these instructions.

3.2.1 Basic tab

The basic tab allows you to provide basic information about your class component. These instructions will guide you in completing the information for this tab.

Lab Component	
1.	After creating the lecture component, click the Basic Data tab.
2.	<p>To create a section for the Lab component, click Auto Create Component</p> <p><i>Note: You only click on the Auto Create Component button once, for any added sections, use the plus button.</i></p>
3.	Make sure you are working with the Lab component by using the navigation arrows to display it.



<p>4. In the Class Section, enter a value, such as 02</p>	
<p>5. In the Component, LAB will appear automatically based on the catalog.</p>	
<p>6. In the Class Type, select Non-Enroll</p> <ul style="list-style-type: none"> • Enrollment indicates that it is the primary section. • Non-Enroll indicates that the section choice is the student's secondary enrollment option, or that the section is used in auto-enrollment. • Within a class, only one component can have the Class Type of Enrollment. • For example, GEOL 201 has a Lecture and a Laboratory component. <ul style="list-style-type: none"> - This is considered a two-component course: one lecture and one laboratory - The lecture section will have a Class Type of Enrollment and the lab section will have Class type of Non-Enrollment. 	
<p>7. In the Associated Class, enter the class section number of the primary component, such as 1.</p> <ul style="list-style-type: none"> • For a two-component course, such as a lecture and lab, you will use the class section number of the lecture component. • Once registration begins, you cannot change the Associated Class number. As such, it is important that you assign it correctly. 	
<p>8. In the Location, enter the location of the class, such as BKSFLD for main campus or AV for Antelope Valley. EUD will use other locations.</p>	

9. In the **Schedule Print**, either check or uncheck this box.

This box populates by default to display the class in the class search. For the Independent Study courses, you might consider unchecking the box so that the section does not display in class search.

The screenshot shows the 'Associated Class Attributes' form. The 'Schedule Print' checkbox is checked and circled in red. Other visible fields include Campus (MAIN), Location (BKSFLD), Academic Organization (186 - COMM), Academic Group (A&H), Holiday Schedule (SAHOL), and Instruction Mode (P).

10. In the **Generate Class Meeting Attendance**, leave the default value.

Do not change or modify the default. The default value comes from the catalog.

The screenshot shows the 'Associated Class Attributes' form. The 'Generate Class Mtg Attendance' checkbox is checked and circled in red. Other visible fields include Campus (MAIN), Location (BKSFLD), Academic Organization (186 - COMM), Academic Group (A&H), Holiday Schedule (SAHOL), and Instruction Mode (P).

11. In the **Instruction Mode**, select the appropriate mode, such as *P* for a face-to-face class.

The Instruction mode will automatically default to P for Face-to-Face, also referred to as “warm body.” See section, 7.1.2 Additional Course Settings on page 62, for other options and their associated course settings.

The screenshot shows the 'Associated Class Attributes' form. The 'Instruction Mode' dropdown is set to 'P' and circled in red. Other visible fields include Campus (MAIN), Location (BKSFLD), Academic Organization (186 - COMM), Academic Group (A&H), Holiday Schedule (SAHOL), and 'Generate Class Mtg Attendance' checked.

12. In the **Course Equivalent Course Group**, leave default values.

Do not make any changes here, when a course equivalency exists between two or more courses, you will see it here. These are CSUB equivalencies, and are not transfer equivalencies. These equivalencies are used for requisite/pre-requisite checking and advising.

The screenshot shows the 'Course Equivalent Course Group' form. The 'Override Equivalent Course' checkbox is unchecked. Below is a table of class attributes.

Class Attribute	Course Attribute Value
CLEV	1 Lower Division
CSLI	N Not a Service Learning Course

13. In the **Class Attributes**, leave the default values.

Do not change or modify the **Class Attributes** or **Service Learning Courses**.

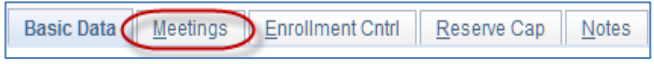
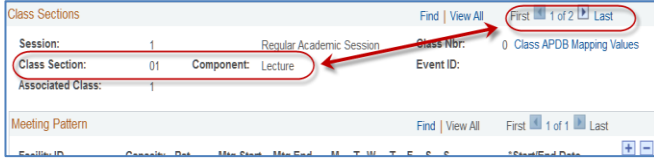
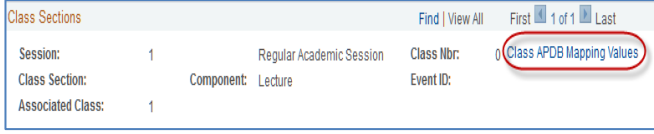
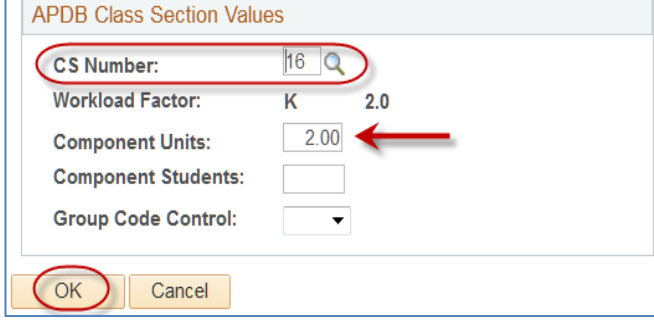
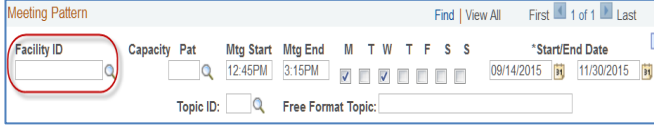
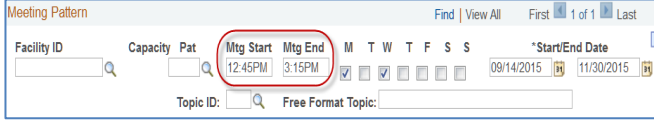
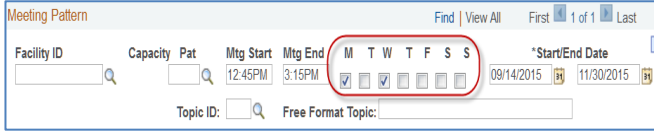
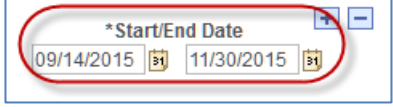
The screenshot shows the 'Class Attributes' table. The table contains two rows of data, with the first row circled in red.

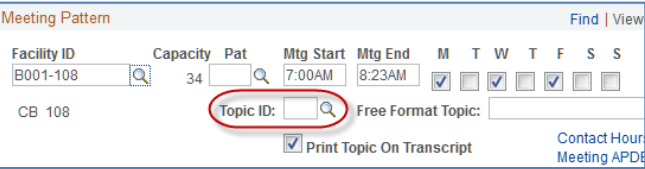
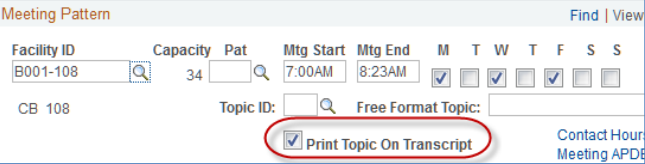
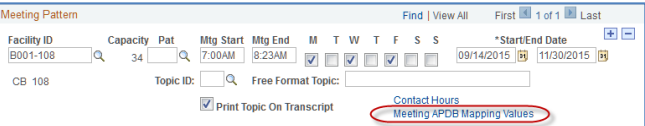
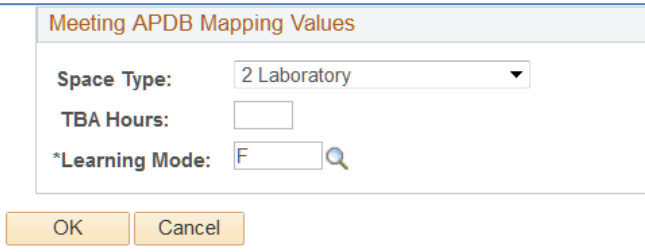
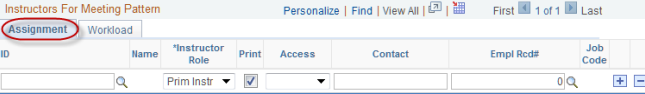

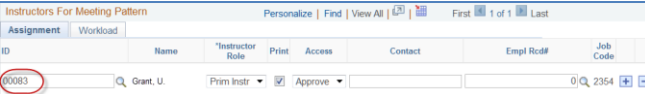
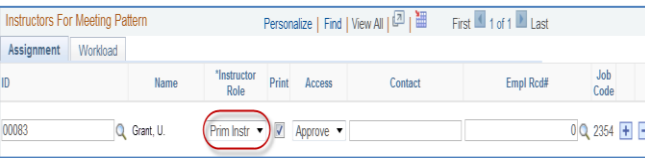
Course Attribute	Course Attribute Value
CLEV	1 Lower Division
CSLI	N Not a Service Learning Course

14. Proceed to the next section, **Meetings tab**.

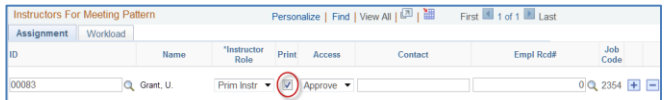
3.2.2 Meetings tab

On this tab, you will provide meeting information regarding the class meetings for both components.

<p>1. Click the Meetings tab.</p>	
<p>2. On the Meetings tab, you will need to complete information for both components. To flip between the components use the navigation arrows in the Class Sections area.</p>	
<p>3. In the Class Sections, click the Class APDB Mapping values link</p>	
<p>4. In the APDB Class Section Values section,</p> <ul style="list-style-type: none"> In the Component Units, leave the default value (see note below) Click <input type="button" value="OK"/> <p>Note: The lab component units will default from catalog. If component units did not default from Catalog, you must manually complete the component units field for APDB reporting.</p>	
<p>5. Under the Meeting Pattern,</p> <ul style="list-style-type: none"> In the Facility ID, leave blank or if you are authorized to assign a specific room for a course, then enter the Facility ID. 	
<p>6. In the Mtg Start and Mtg End, enter the meeting start and meeting end times.</p>	
<p>7. For the days of the week, check the appropriate boxes for the days the class is offered</p>	
<p>8. In the Start/End Date, adjust the dates for the term or by meeting as necessary. By default, the dates from the Basic Data tab appear.</p>	

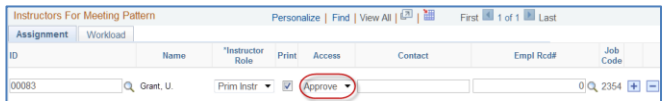
<p>9. In the Topic ID, enter a course topic ID to link course topics to class sections for specific subjects, such as MUS.</p> <p>Topic ID values are defined on the Catalog Data page. Additionally, you can also attach topics to specific class meeting patterns.</p>	 <p>The screenshot shows the 'Meeting Pattern' form. The 'Topic ID' field is highlighted with a red circle. Other fields include Facility ID (B001-108), Capacity (34), Mtg Start (7:00AM), Mtg End (8:23AM), and a weekly schedule (M T W T F S S). There is a checkbox for 'Print Topic On Transcript' which is checked.</p>
<p>10. For the Print on Transcript, check or uncheck this box.</p> <p>Unchecking the box indicates that you do not want the topic to print on a transcript.</p> <p>This setting is used primarily for special topic or independent study courses.</p>	 <p>The screenshot shows the 'Meeting Pattern' form. The 'Print Topic On Transcript' checkbox is highlighted with a red circle. It is currently checked.</p>
<p>11. Click Meeting APDB Mapping Values link</p>	 <p>The screenshot shows the 'Meeting Pattern' form. The 'Meeting APDB Mapping Values' link is highlighted with a red circle.</p>
<p>12. For the Meeting APDB Mapping Values</p> <ul style="list-style-type: none"> • In the Space Type, enter the space type, such as Laboratory • In the Learning Mode, enter the learning mode, such as F • Click <input type="button" value="OK"/> <p><i>For valid values based on Instruction mode and CS#, refer to Learn Mode and Space Type in the Appendix.</i></p>	 <p>The screenshot shows the 'Meeting APDB Mapping Values' dialog box. The 'Space Type' dropdown is set to '2 Laboratory'. The 'TBA Hours' field is empty. The '*Learning Mode' dropdown is set to 'F'. There are 'OK' and 'Cancel' buttons at the bottom.</p>
<p>13. In the Instructors for Meeting Pattern section, click the Assignment tab.</p>	 <p>The screenshot shows the 'Instructors for Meeting Pattern' form. The 'Assignment' tab is highlighted with a red circle.</p>
<p>14. In the ID, enter the id of the instructor or use the  icon to look up one.</p>	 <p>The screenshot shows the 'Instructors for Meeting Pattern' form. The 'ID' field for the first instructor is highlighted with a red circle.</p>
<p>15. In the Instructor Role, make the appropriate selection.</p> <p>If your class will have more than one instructor, then select Prim Instr for the primary instructor and Sec Instr for the subsequent instructors. Otherwise, select Prim Instr.</p>	 <p>The screenshot shows the 'Instructors for Meeting Pattern' form. The 'Instructor Role' dropdown for the first instructor is highlighted with a red circle and set to 'Prim Instr'.</p>

16. For the **Print** check box, leave the box checked



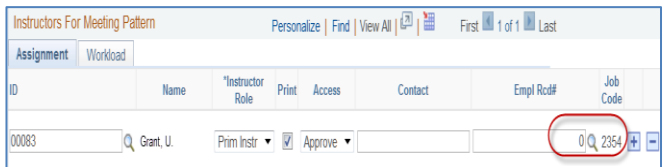
17. In the **Access**, select Approve

 The approve setting allows the instructor to enter and approve grades.

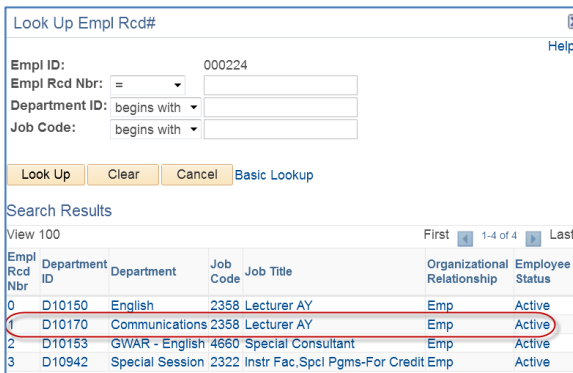


18. In the **Empl Rcd#**, select the employee record number.

 The correct job code will be “active” and associated with teaching. If a warning message pops up, click ok to bypass it. (See the note below for more instructions)

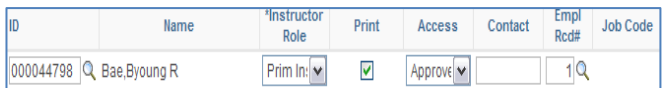


The **Job Code** will populate with the associated value based on the selected Empl Rcd#.

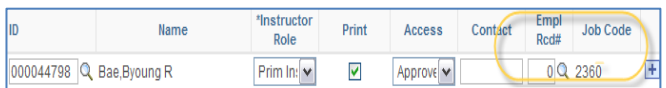


- When selecting the Empl Rcd# (your search results will contain all job records for employee regardless of status or effective date).
- The correct job codes should relate to a main campus teaching assignment.
- The following are examples of correct job codes: 2358, 2359, 2360, 2361, 2377, 2378, 2380, 2381, 2382, 2384, 2482 and 3306.
- You should not select job codes that are associated with Grant, Research, Special Consultant or Extended University.

Incorrect assignment
 (job code is missing)

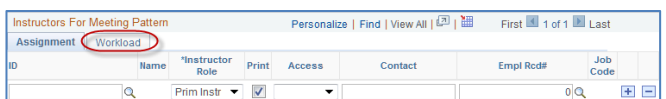


Correct assignment
 (Empl Rcd# must also reflect a job code)



19. If adding another instructor, click the **+** and repeat steps 14-18. Otherwise, proceed with the next step.

20. In the Instructors for Meeting Pattern section, click the **Workload** tab



- On the Workload tab,
 - In the **Load Factor**, enter the load factor
 - In the **Work Load**, leave the default value of 100.0000 for one faculty (more than one faculty requires a 50/50 split or whatever was agreed upon on the hire form.
 - For the **Auto Calc** box, leave it checked

Assignment		Workload					
ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Assignment Calc	FTE %
000832299	IFF	310 - GEOL	<input checked="" type="checkbox"/>	100.0000	4.00	<input checked="" type="checkbox"/>	26.67



- For every class with an instructor assigned, the workload value will calculate automatically if the class has a set unit value and does not require a unit adjustment, see screenshot below.

Assignment		Workload					
ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Assignment Calc	FTE %
000224614	IFF	186 - COMM	<input checked="" type="checkbox"/>	100.0000	5.00	<input checked="" type="checkbox"/>	33.33

- For classes with variable units, the workload value will calculate only after you update the units on the Adjust Class Associations page.
- Before you assign an instructor to the class, you should update the variable units on the Adjust Class Associations page for the class or any optional course.

- Proceed to the next section, Enrollment Control tab.

3.2.3 Enrollment Control tab

On this tab, you will provide information regarding the enrollment capacity and other enrollment related information. These instructions will guide you in completing this information.

- Click the Enrollment Cntrl tab

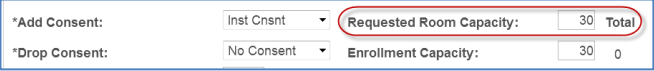
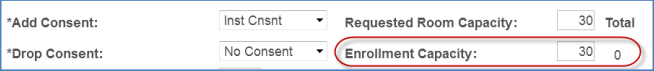
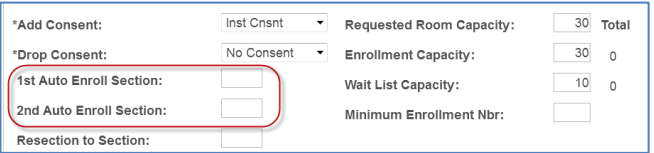

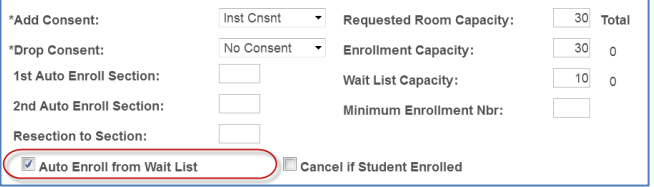
Basic Data	Meetings	Enrollment Cntrl	Reserve C
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- In the **Add Consent**, select the desired action or leave the default
 - Inst Cnsnt** – Instructor consent requires an Add slip signed by the instructor or permission override on enrollment.
 - Dept Cnsnt** – Department consent requires an Add slip signed by the department personnel or permission override on enrollment
 - No Consent** – Student may add without any permission.

*Add Consent:	Inst Cnsnt	Requested Room Capacity:	30	Total
*Drop Consent:	No Consent	Enrollment Capacity:	30	0

- In the **Drop Consent**, leave the default as No Consent

*Add Consent:	Inst Cnsnt	Requested Room Capacity:	30	Total
*Drop Consent:	No Consent	Enrollment Capacity:	30	0

<p>If the course is a Course Match class, then it may have a value of Inst Cnsnt.</p>	
<p>4. In the Requested Room Capacity, enter the requested capacity for the class.</p> <ul style="list-style-type: none"> The room capacity can be different than your enrollment capacity, since the system stores two separate capacity values. This field enables you to manipulate the enrollment capacity without affecting room scheduling. The system populates the Requested Room Capacity field by default from the Course Catalog - Components page. This field is useful when assigning classrooms with the 25LIVE software. 	
<p>5. In the Enrollment Capacity, enter the desired value.</p> <p><i>Note if enrollment capacity is set to zero, the course enrollment information on the class search will show as Closed. If you want students and faculty to view this course through class search, do not set the enrollment capacity to zero.</i></p>	
<p>6. For the Auto Enroll set up, leave blank</p>	
<p>7. For the Wait List Capacity, enter the desired value for the maximum number of students you want to allow to wait list for the class.</p>	
<p>8. For the Auto Enroll from Wait List, select to enable the Wait List process</p> <p>Checked –</p> <ul style="list-style-type: none"> This selection moves eligible students from the wait list to enrolled status when space opens up in the section. 	

- Spaces become available through enrollment drops or an enrollment capacity increase.
- Generally, when spaces become available in a section, the class status opens, allowing students to enroll.
- However, selecting this check box keeps the status closed so that you have time to move students from the wait list into the class by running the wait list process before other students enroll.

Unchecked -

- If you do not check the Auto Enroll from Wait List box and you have students on the wait list, when the class status changes to “open” you cannot use the wait list process to move students from the wait list into the class.
- You have to move the wait listed students into the class manually
- Students, who are not on the wait list, will be able to enroll in the class.

9. Switch to the Lecture component

10. For the Auto Enroll set up, enter the section number of the lab component, such as 02.



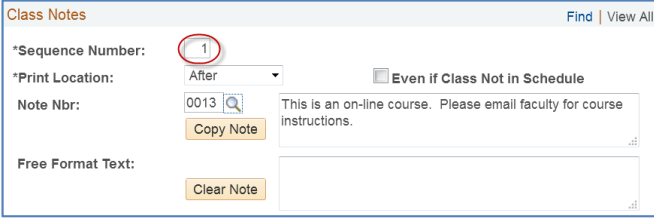
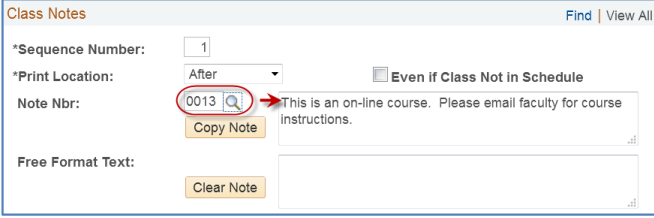
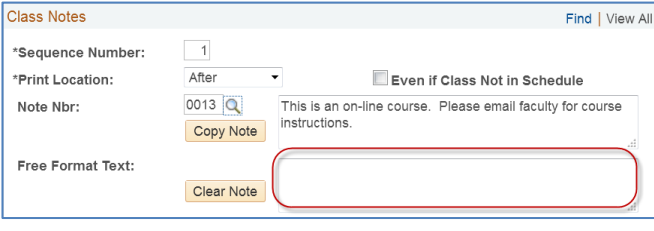


When offering one section of lecture and one section of lab for a two component class such as GEOL 201, you must relate the sections so that when the student enrolls for the lecture, the system will automatically enroll the student in the lab portion of the class.

*For example, a class has one lecture (section 01) and a lab (section 02). Enter the lab section number of 02 into the **1st Auto Enroll Section** field.*

This will automatically enroll students into the lecture and lab and will not require any further action on the student's part.

3.2.4 Notes tab



On this tab, you will provide notes about your class schedule. These notes are viewable by the student when selecting classes during registration. These instructions will guide you in completing this information.

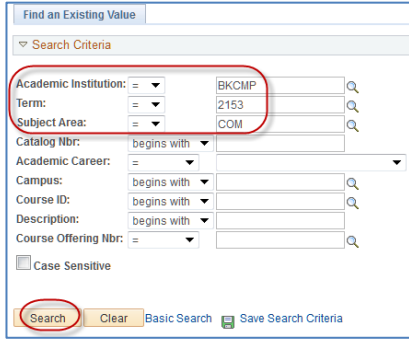
<p>1. Click the Notes tab</p>	
<p>2. Make sure you are working with the Lab component by using the navigation arrows to display it.</p>	
<p>3. In the Sequence Number, leave the default value.</p>	
<p>4. In the Note Nbr, enter the value for the pre-existing note or leave blank.</p> <p>The note description appears adjacent to the note number. Note number values are defined in the Class Notes table.</p>	
<p>5. In the Free Format Text, enter any free format text, if desired.</p> <p>You cannot use Free Format Text and a pre-existing note. PeopleSoft will only allow one or the other.</p>	
<p>6. Note: To remove a note, use the  button.</p>	
<p>7. Click </p>	
<p>8. Proceed to next section, Adjust Class Associations</p>	

3.2.5 Adjust Class Associations

On this tab, you will provide information about the units associated with the class. These instructions will guide you in completing this information.

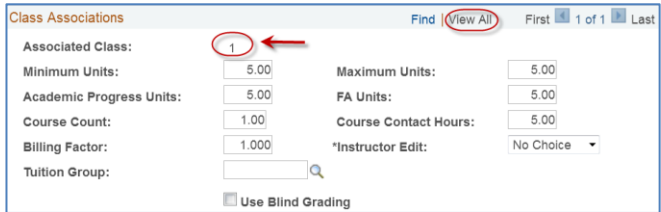
<p>1. Navigate to:</p> <p style="text-align: center;">Main Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations</p>

- On the Find an Existing Value tab,
 - In the Academic Institution, enter BKCMP
 - In the Term, enter the term, such as 2158, or use the  to select one
 - In the Subject Area, enter the subject area, such as COMM, or use the  to select one
 - Click



- The page opens. If necessary, click the **View All** to scroll to the Associated Class that corresponds with the section you desire to work with.

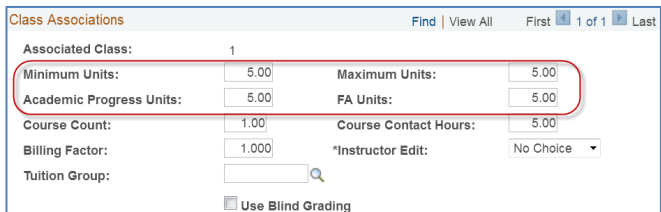
(The Class Associations tab does not show the section number or the enrollment component. Hence, you must make sure that you are viewing the correct Associated Class for your class section.)



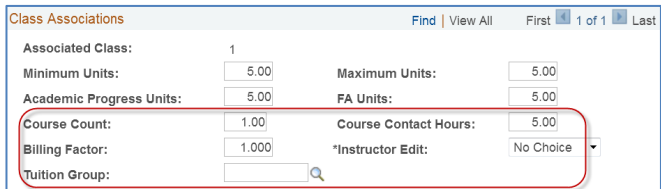
On the Class Associations tab, the values shown are based on the catalog information. For variable unit or special topic courses, you must update the Minimum, Maximum, Academic Progress, Financial Aid, and Course Contact Hours appropriately.


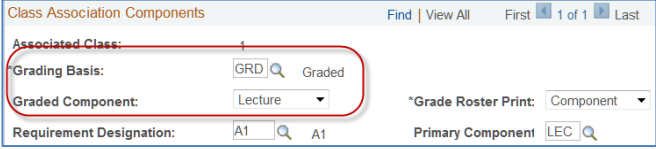
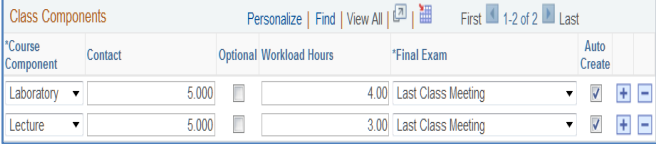
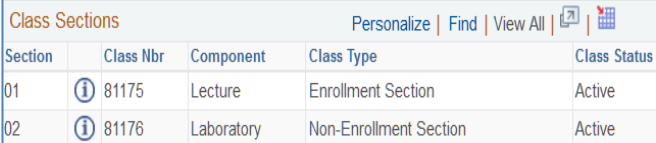

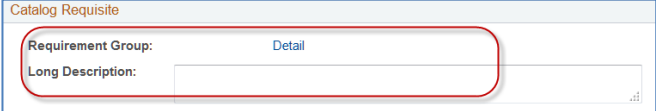
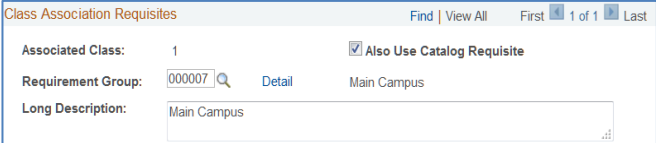

If you fail to set units for the Special topic or Internship courses, the system will allow students to select the number of units they would like to register for. If the student fails to select a unit value, their enrollment will default to the minimum units listed, while other students may select the maximum units.

- In the **Minimum Units**, leave the default or enter the desired value
 - In the **Maximum Units**, leave the default or enter the desired value
 - In the **Academic Progress Units**, leave the default or enter the desired value
 - In the **FA Units**, leave the default or enter the desired value



- In the **Course Contact Hours**, leave the default or enter the desired value
 - In the **Course Count**, leave the default value



<p>6. Click the Class Components tab</p>	
<p>7. On the Class Components tab,</p> <ul style="list-style-type: none"> In the Grading Basis, leave the default or update it if necessary. In the Graded Component, update the component, if necessary 	
<p>8. In the Class Components section,</p> <ul style="list-style-type: none"> In the Course Component, the course component should display the Lecture and Laboratory components In the Contact, the hours should default from the catalog. In the Workload Hours, the hours should default from the catalog. In the Final Exam, Last Class Meeting should be displayed. 	
<p>9. Under the Class Sections area, your class should look similar to the illustration.</p>	
<p>10. Click the Class Requisites tab</p>	
<p>11. For the Catalog Requisite,</p> <ul style="list-style-type: none"> Requirement group <p>The information defaults from the catalog. If you want to make changes to the existing requisite, you will need to complete a Request for new Course/Course Change form and submit it to Academic Scheduling.</p>	
<p>12. For the Class Association Requisites,</p> <ul style="list-style-type: none"> In the Requirement Group, select the desired group, such as 000007 for Main Campus. 	
<p>13. Click  Save</p>	
<p>14. You have successfully completed creating a Lecture and Lab class schedule.</p>	

4.0 Lecture and Multiple Labs

In this section, you will build a class that has three components: a lecture and two labs. When creating multi-component classes, such as a lecture and multiple labs, you should create these component classes together. You should leave a gap in your numbering of sections to allow for adding more sections and to make it easier to schedule classes that offer additional components, such as multiple lab sections.

To begin, you will create the lecture and first lab component using the same methods for creating a lecture and lab class. Next, you will add the subsequent labs.

4.1 Lecture and First Lab Components



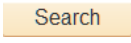
These instructions will guide you in creating the lecture and the first lab components.

1. To begin, navigate to the Schedule New Classes. For instructions, see section 1.6 Getting Started on page 7.
2. Create the lecture and lab components using the instructions in section 3.0 Lecture and Lab on page 20.
3. Proceed with the next section below to add more labs.

4.2 Subsequent Lab Components

After creating the lecture and the first lab component, you will create the subsequent labs sections.

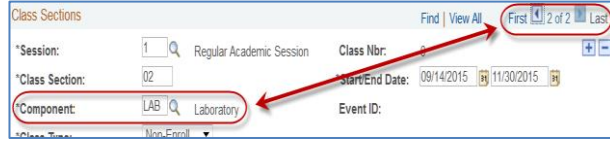
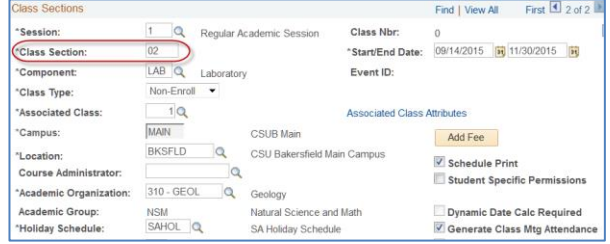
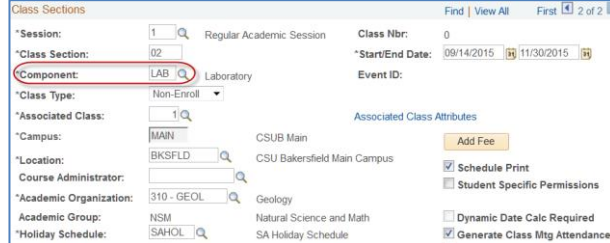
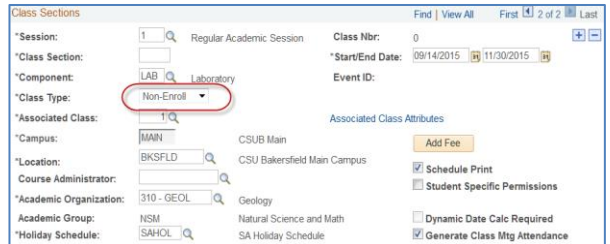
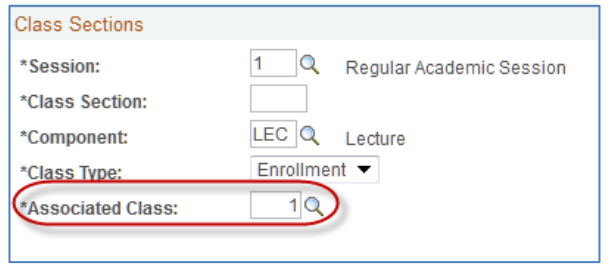
4.2.1 Basic Tab

1. Navigate to:
Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
2. On the Find an Existing Value tab, enter criteria to find the desired course,
 - In the Academic Institution, enter BKCMP
 - In the Term, enter the term, such as 2158, or use  to select one
 - In the Subject Area, enter the subject area, such as COMM, or use the  to select one
 - Click 
3. Select your course from the **Search Results**.

Search Results

View All First 1-73

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Cours
BKCMP	2158	COMM	108	Undergrad	MAIN	Strategy Public Communication	000663	1
BKCMP	2158	COMM	195	Undergrad	MAIN	American Sign Language I	000664	1
BKCMP	2158	COMM	200	Undergrad	MAIN	Comm Major & Career Planning	000665	1
BKCMP	2158	COMM	206	Undergrad	MAIN	Issues & Practices Journalism	000666	1
BKCMP	2158	COMM	214	Undergrad	MAIN	Newspaper Production	000668	1
BKCMP	2158	COMM	218	Undergrad	MAIN	Copy Editing	000669	1

- In the Class Sections, click the **+** button to add a new section.
- Make sure you are working with the new Lab component by using the navigation arrows to display it.
 
- In the **Class Section**, enter a value, such as 04
 To determine the appropriate Class Section number, please refer to the document, **Revised Section Numbers Effective Fall 2014**.
 
- In the **Component**, select LAB
 
- In the **Class Type of Enrollment**, select Non-Enroll
 
- In the **Associated Class**, enter the class section number of the primary component, such as 1.
 - For a two-component course, such as a lecture and lab, you will use the class section number of the lecture component.

- Once registration begins, you will be unable to change the Associated Class number. As such, it is important that you assign it correctly.

10. In the **Location**, enter the location of the class, such as *BKSFLD* for main campus or *AV* for Antelope Valley. EUD will use other locations.

Associated Class Attributes

*Associated Class: 1
 *Campus: MAIN CSUB Main Add Fee
 *Location: BKSFLD CSU Bakersfield Main Campus
 Course Administrator:
 *Academic Organization: 186 - COMM Communications
 Academic Group: A&H Arts and Humanities
 *Holiday Schedule: SAHOL SA Holiday Schedule
 *Instruction Mode: P Face to Face
 Primary Instr Section:

Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required

11. In the **Schedule Print**, either check or uncheck this box.

This box populates by default to display the class in the class search. For the Independent Study courses, you might consider unchecking the box so that the section does not display in class search.

Associated Class Attributes

*Associated Class: 1
 *Campus: MAIN CSUB Main Add Fee
 *Location: BKSFLD CSU Bakersfield Main Campus
 Course Administrator:
 *Academic Organization: 186 - COMM Communications
 Academic Group: A&H Arts and Humanities
 *Holiday Schedule: SAHOL SA Holiday Schedule
 *Instruction Mode: P Face to Face
 Primary Instr Section:

Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required

12. In the **Generate Class Meeting Attendance**, leave the default value.

The default value comes from the catalog.

Associated Class Attributes

*Associated Class: 1
 *Campus: MAIN CSUB Main Add Fee
 *Location: BKSFLD CSU Bakersfield Main Campus
 Course Administrator:
 *Academic Organization: 186 - COMM Communications
 Academic Group: A&H Arts and Humanities
 *Holiday Schedule: SAHOL SA Holiday Schedule
 *Instruction Mode: P Face to Face
 Primary Instr Section:

Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required

13. In the **Instruction Mode**, select the appropriate mode, such as *P* for a face-to-face class.

The *Instruction mode* will automatically default to *P* for *Face-to-Face*, also referred to as “warm body.” See section, 7.1.2 *Additional Course Settings* on page 62, for other options and their associated course settings.

Associated Class Attributes

*Associated Class: 1
 *Campus: MAIN CSUB Main Add Fee
 *Location: BKSFLD CSU Bakersfield Main Campus
 Course Administrator:
 *Academic Organization: 186 - COMM Communications
 Academic Group: A&H Arts and Humanities
 *Holiday Schedule: SAHOL SA Holiday Schedule
 *Instruction Mode: P Face to Face
 Primary Instr Section:

Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required

14. In the **Course Equivalent Course Group**, leave default values.

Do not make any changes here, when a course equivalency exists between two or more courses, you will see it here. These are CSUB equivalencies, and are not transfer equivalencies. These equivalencies are used for requisite/pre-requisite checking and advising.

Equivalent Course Group

Course Equivalent Course Group: Override Equivalent Course

Class Attributes Personalize | Find | View All | First 1-2 of 3 Last

*Course Attribute	*Course Attribute Value
CLEV Course Level	1 Lower Division
CSLI Service Learning	N Not a Service Learning Course

15. In the **Class Attributes**, leave the default values.

Do not change or modify the **Class Attributes** or **Service Learning Courses**.

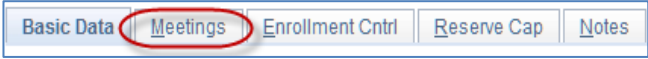
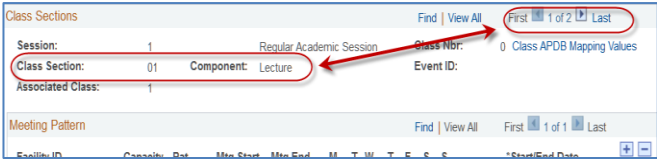
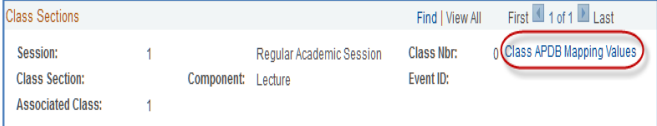
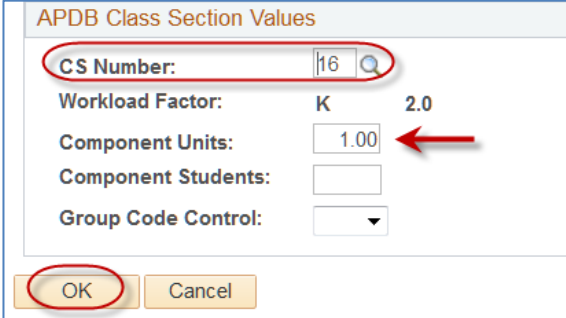
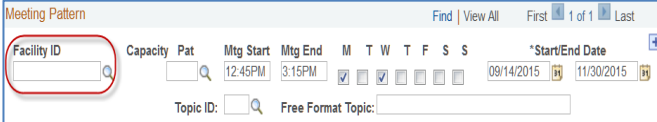
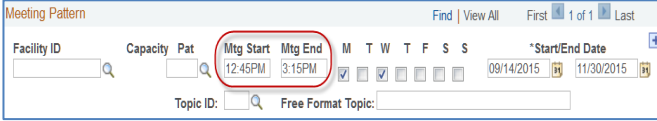
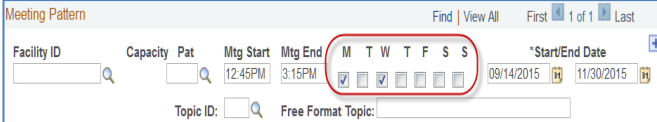
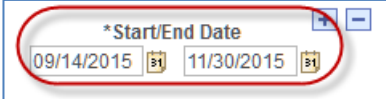
Class Attributes Personalize | Find | View All | First 1-2 of 3 Last

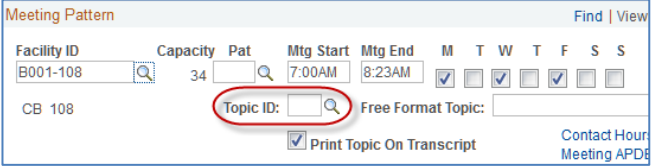
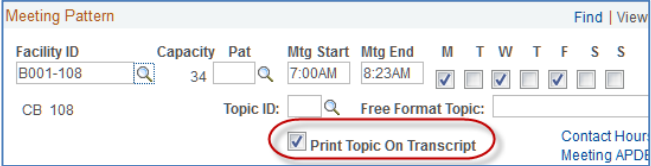
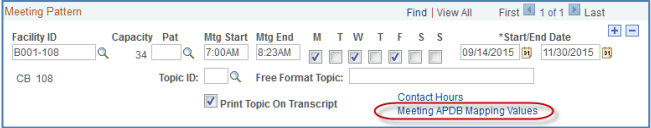
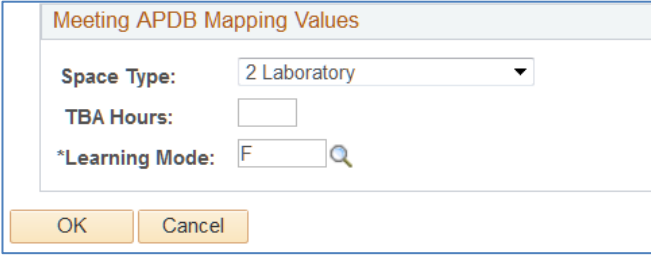
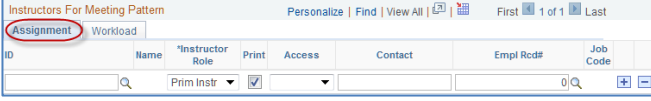

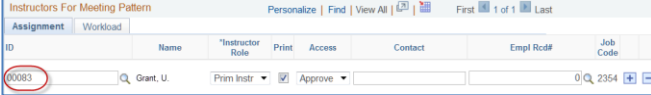
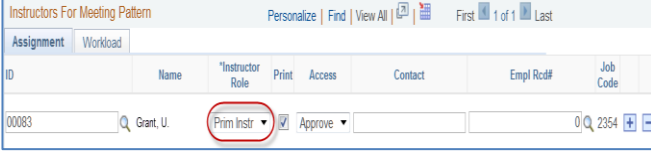
*Course Attribute	*Course Attribute Value
CLEV Course Level	1 Lower Division
CSLI Service Learning	N Not a Service Learning Course

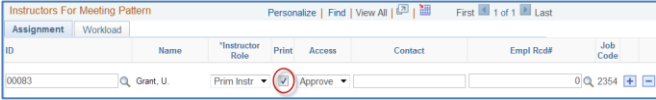
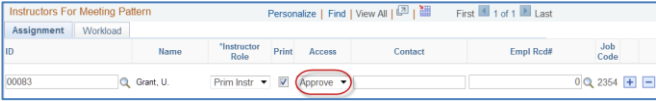
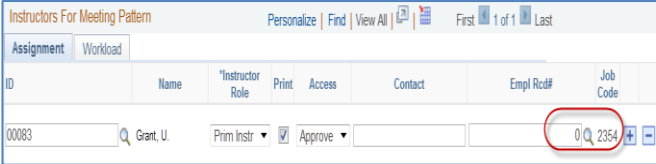
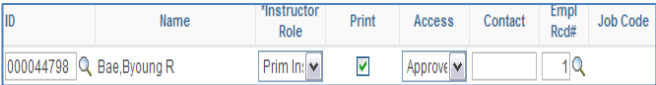
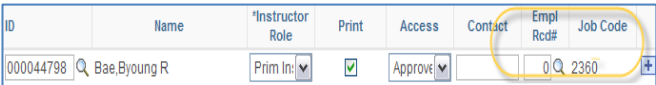
16. Proceed to the next section, **Meetings tab**.


4.2.2 Meetings tab

On this tab, you will provide meeting information regarding the class meetings for both components.

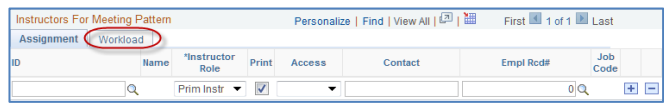
<p>1. Click the Meetings tab.</p>	
<p>2. On the Meetings tab, you will need to complete information for the new component. To flip between the components use the navigation arrows in the Class Sections area.</p>	
<p>3. In the Class Sections, click the Class APDB Mapping values link</p>	
<p>4. In the APDB Class Section Values section,</p> <ul style="list-style-type: none"> In the Component Units, leave the default value (see note below) Click <input type="button" value="OK"/> <p>Note: The lab component units will default from catalog. If component units did not default from Catalog, you must manually complete the component units field for APDB reporting.</p>	
<p>5. Under the Meeting Pattern,</p> <ul style="list-style-type: none"> In the Facility ID, leave blank or if you are authorized to assign a specific room for a course, then enter the Facility ID. 	
<p>6. In the Mtg Start and Mtg End, enter the meeting start and meeting end times.</p>	
<p>7. For the days of the week, check the appropriate boxes for the days the class is offered</p>	
<p>8. In the Start/End Date, adjust the dates for the term or by meeting as necessary. By</p>	

<p>default, the dates from the Basic Data tab appear.</p>	
<p>9. In the Topic ID, enter a course topic ID to link course topics to class sections for specific subjects, such as MUS.</p> <p>Topic ID values are defined on the Catalog Data page. Additionally, you can also attach topics to specific class meeting patterns.</p>	 <p>The screenshot shows the 'Meeting Pattern' form. The 'Topic ID' field is circled in red. Other fields include Facility ID (B001-108), Capacity (34), Mtg Start (7:00AM), Mtg End (8:23AM), and a weekly schedule (MTWTFSS). There is a checkbox for 'Print Topic On Transcript' and a link for 'Contact Hours Meeting APDB'.</p>
<p>10. For the Print on Transcript, check or uncheck this box.</p> <p>Unchecking the box indicates that you do not want the topic to print on a transcript.</p> <p>This setting is used primarily for special topic or independent study courses.</p>	 <p>The screenshot shows the 'Meeting Pattern' form. The 'Print Topic On Transcript' checkbox is circled in red. The 'Topic ID' field is also visible. Other fields are the same as in the previous screenshot.</p>
<p>11. Click Meeting APDB Mapping Values link</p>	 <p>The screenshot shows the 'Meeting Pattern' form. The 'Meeting APDB Mapping Values' link is circled in red. Other fields include Facility ID, Capacity, Mtg Start, Mtg End, and Start/End Dates (09/14/2015 to 11/30/2015).</p>
<p>12. For the Meeting APDB Mapping Values</p> <ul style="list-style-type: none"> • In the Space Type, enter the space type, such as Laboratory • In the Learning Mode, enter the learning mode, such as F • Click <input type="button" value="OK"/> <p><i>For valid values based on Instruction mode and CS#, refer to Learn Mode and Space Type in the Appendix.</i></p>	 <p>The screenshot shows the 'Meeting APDB Mapping Values' dialog box. It has three input fields: 'Space Type' (set to '2 Laboratory'), 'TBA Hours' (empty), and '*Learning Mode' (set to 'F'). There are 'OK' and 'Cancel' buttons at the bottom.</p>
<p>13. In the Instructors for Meeting Pattern section, click the Assignment tab.</p>	 <p>The screenshot shows the 'Instructors for Meeting Pattern' form. The 'Assignment' tab is circled in red. The form has a table with columns for ID, Name, Instructor Role, Print, Access, Contact, and Empl Rcd#. The 'Print' column has a dropdown menu set to 'Prim Instr'.</p>
<p>14. In the ID, enter the id of the instructor or use the  icon to look up one.</p>	 <p>The screenshot shows the 'Instructors for Meeting Pattern' form. The 'ID' field is circled in red. The 'Name' field contains 'Grant, U'. The 'Instructor Role' dropdown is set to 'Prim Instr'.</p>
<p>15. In the Instructor Role, make the appropriate selection.</p> <p>If your class will have more than one instructor, then select Prim Instr for the</p>	 <p>The screenshot shows the 'Instructors for Meeting Pattern' form. The 'Instructor Role' dropdown menu is circled in red and set to 'Prim Instr'. The 'ID' field is '00083' and the 'Name' is 'Grant, U'.</p>

<p>primary instructor and Sec Instr for the subsequent instructors. Otherwise, select Prim Instr.</p>																																	
<p>16. For the Print check box, leave the box checked</p>																																	
<p>17. In the Access, select Approve</p> <p>The approve setting allows the instructor to enter and approve grades.</p>																																	
<p>18. In the Empl Rcd#, select the employee record number.</p> <p>The correct job code will be “active” and associated with teaching. If a warning message pops up, click ok to bypass it. (See the note below for more instructions)</p>																																	
<p>The Job Code will populate with the associated value based on the selected Empl Rcd#.</p> <div data-bbox="224 961 792 1333" data-label="Complex-Block"> <p>Look Up Empl Rcd#</p> <p>Empl ID: 000224</p> <p>Empl Rcd Nbr: =</p> <p>Department ID: begins with</p> <p>Job Code: begins with</p> <p>Look Up Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>View 100 First 1-4 of 4 Last</p> <table border="1"> <thead> <tr> <th>Empl Rcd Nbr</th> <th>Department ID</th> <th>Department</th> <th>Job Code</th> <th>Job Title</th> <th>Organizational Relationship</th> <th>Employee Status</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>D10150</td> <td>English</td> <td>2358</td> <td>Lecturer AY</td> <td>Emp</td> <td>Active</td> </tr> <tr> <td>1</td> <td>D10170</td> <td>Communications 2358</td> <td>Lecturer AY</td> <td>Emp</td> <td>Active</td> </tr> <tr> <td>2</td> <td>D10153</td> <td>GWAR - English 4660</td> <td>Special Consultant</td> <td>Emp</td> <td>Active</td> </tr> <tr> <td>3</td> <td>D10942</td> <td>Special Session 2322</td> <td>Instr Fac, Spcl Pgms-For Credit</td> <td>Emp</td> <td>Active</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> • When selecting the Empl Rcd# (your search results will contain all job records for employee regardless of status or effective date). • The correct job codes should relate to a main campus teaching assignment. • The following are examples of correct job codes: 2358, 2359, 2360, 2361, 2377, 2378, 2380, 2381, 2382, 2384, 2482 and 3306. • You should not select job codes that are associated with Grant, Research, Special Consultant or Extended University. 	Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status	0	D10150	English	2358	Lecturer AY	Emp	Active	1	D10170	Communications 2358	Lecturer AY	Emp	Active	2	D10153	GWAR - English 4660	Special Consultant	Emp	Active	3	D10942	Special Session 2322	Instr Fac, Spcl Pgms-For Credit	Emp	Active	<p>Incorrect assignment (job code is missing)</p>  <p>Correct assignment (Empl Rcd# must also reflect a job code)</p> 
Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status																											
0	D10150	English	2358	Lecturer AY	Emp	Active																											
1	D10170	Communications 2358	Lecturer AY	Emp	Active																												
2	D10153	GWAR - English 4660	Special Consultant	Emp	Active																												
3	D10942	Special Session 2322	Instr Fac, Spcl Pgms-For Credit	Emp	Active																												

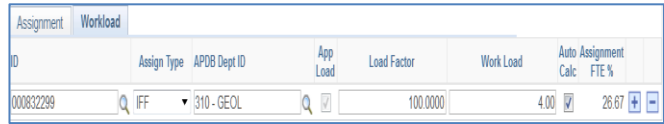
19. If adding another instructor, click the  and repeat steps 14-18. Otherwise, proceed with the next step.

20. In the Instructors for Meeting Pattern section, click the **Workload** tab

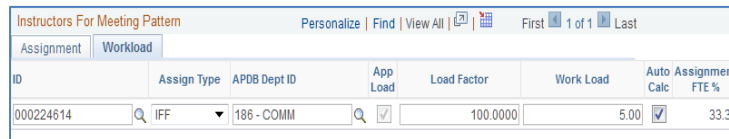


21. On the Workload tab,

- In the **Load Factor**, leave the default
- In the **Work Load**, leave the default value (see notes below for additional steps)
- For the **Auto Calc** box, leave it checked



- For every class with an instructor assigned, the workload value will calculate automatically if the class has a set unit value and does not require a unit adjustment, see the screenshot below.



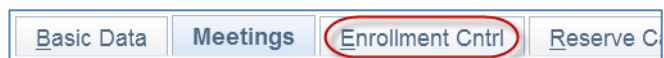
- For classes with variable units, the workload value will calculate only after you update the units on the Adjust Class Associations page.
- Before you assign an instructor to the class, you should update the variable units on the Adjust Class Associations page for the class or any optional course.

22. Proceed to the next section, Enrollment Control tab.

4.2.3 Enrollment Control tab

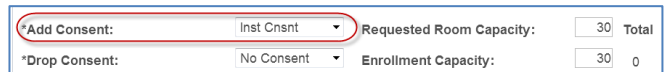
On this tab, you will provide information regarding the enrollment capacity and other enrollment related information. These instructions will guide you in completing this information.

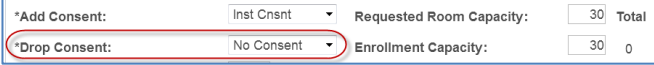

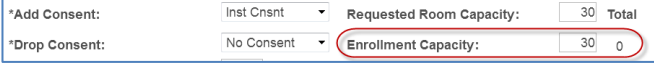
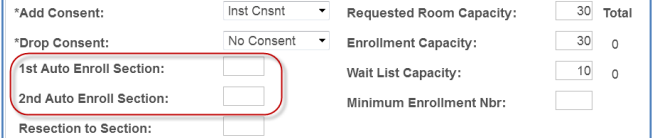
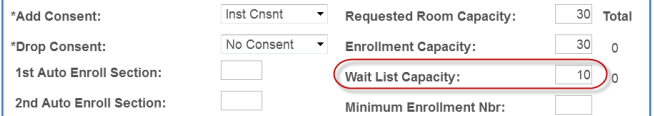
1. Click the Enrollment Cntrl tab



2. In the **Add Consent**, select the desired action or leave the default (No Consent)

- **Inst Cnsnt** – Instructor consent requires an Add slip signed by the instructor or permission override on enrollment.
- **Dept Cnsnt** – Department consent requires an Add slip signed by the department personnel or permission override on enrollment



<ul style="list-style-type: none"> • No Consent – Student may add without any permission. 	
<p>3. In the Drop Consent, leave default (No Consent)</p> <p>If the course is a Course Match class, then it may have a value of Inst Cnsnt</p>	 <p>*Add Consent: <input type="text"/> Inst Cnsnt <input type="text"/> Requested Room Capacity: <input type="text"/> 30 <input type="text"/> Total</p> <p>*Drop Consent: <input type="text"/> No Consent <input type="text"/> Enrollment Capacity: <input type="text"/> 30 <input type="text"/> 0</p>
<p>4. In the Requested Room Capacity, enter the requested capacity for the class.</p> <ul style="list-style-type: none"> • The room capacity can be different from your enrollment capacity, since the system stores two separate capacity values. • This field enables you to manipulate the enrollment capacity without affecting room scheduling. • The system populates the Requested Room Capacity field by default from the Course Catalog - Components page. • This field is useful when assigning rooms with the 25LIVE software. 	 <p>*Add Consent: <input type="text"/> Inst Cnsnt <input type="text"/> Requested Room Capacity: <input type="text"/> 30 <input type="text"/> Total</p> <p>*Drop Consent: <input type="text"/> No Consent <input type="text"/> Enrollment Capacity: <input type="text"/> 30 <input type="text"/> 0</p>
<p>5. In the Enrollment Capacity, enter the desired value.</p> <p><i>Note if enrollment capacity is set to zero, the course enrollment information on the class search will show as Closed. If you want students and faculty to view this course through class search, do not set the enrollment capacity to zero.</i></p>	 <p>*Add Consent: <input type="text"/> Inst Cnsnt <input type="text"/> Requested Room Capacity: <input type="text"/> 30 <input type="text"/> Total</p> <p>*Drop Consent: <input type="text"/> No Consent <input type="text"/> Enrollment Capacity: <input type="text"/> 30 <input type="text"/> 0</p>
<p>6. For the Auto Enroll set up, leave blank</p>	 <p>*Add Consent: <input type="text"/> Inst Cnsnt <input type="text"/> Requested Room Capacity: <input type="text"/> 30 <input type="text"/> Total</p> <p>*Drop Consent: <input type="text"/> No Consent <input type="text"/> Enrollment Capacity: <input type="text"/> 30 <input type="text"/> 0</p> <p>1st Auto Enroll Section: <input type="text"/></p> <p>2nd Auto Enroll Section: <input type="text"/></p> <p>Resection to Section: <input type="text"/></p> <p>Wait List Capacity: <input type="text"/> 10 <input type="text"/> 0</p> <p>Minimum Enrollment Nbr: <input type="text"/></p>
<p>7. For the Wait List Capacity, enter the desired value for the maximum number of students you want to allow to wait list for the class.</p>	 <p>*Add Consent: <input type="text"/> Inst Cnsnt <input type="text"/> Requested Room Capacity: <input type="text"/> 30 <input type="text"/> Total</p> <p>*Drop Consent: <input type="text"/> No Consent <input type="text"/> Enrollment Capacity: <input type="text"/> 30 <input type="text"/> 0</p> <p>1st Auto Enroll Section: <input type="text"/></p> <p>2nd Auto Enroll Section: <input type="text"/></p> <p>Wait List Capacity: <input type="text"/> 10 <input type="text"/> 0</p> <p>Minimum Enrollment Nbr: <input type="text"/></p>

8. For the **Auto Enroll from Wait List**, select to enable the Wait List process

Checked –

- This selection moves students from the wait list to enrolled status when a space opens up in the section.
- Spaces become available through enrollment drops or an enrollment capacity increase.
- Generally, when spaces become available in a section, the class status opens, allowing students to enroll.
- However, selecting this check box keeps the status closed so that you have time to move students from the wait list into the class by running the wait list process before other students enroll.

Unchecked -

- If you do not check the Auto Enroll from Wait List box and you have students on the wait list for the class, when the class status changes to “open” you cannot use the wait list process to move students from the wait list into the class.
- You have to move the wait listed students into the class manually
- Students, who are not on the wait list, can enroll in the class.

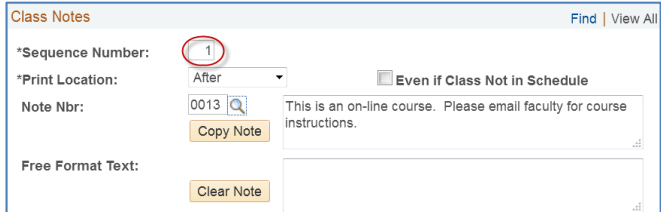
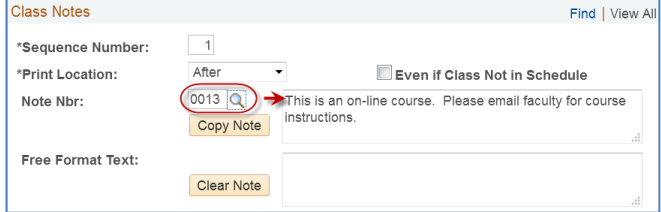
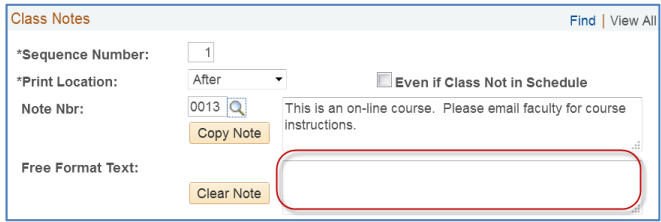


9. Proceed to the next section, 4.2.4 Notes tab.

4.2.4 Notes tab

On this tab, you will provide notes about your class schedule. These notes are viewable by the student when selecting classes during registration. These instructions will guide you in completing this information.



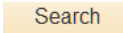
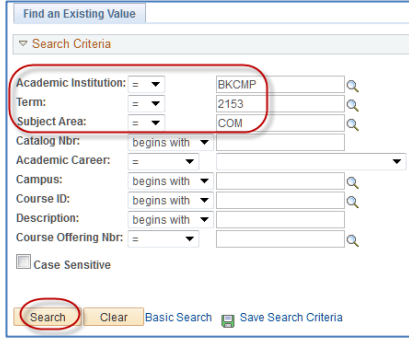
1. Click the **Notes tab**

2. Make sure you are working with the Lab component by using the navigation arrows to display it.

<p>3. In the Sequence Number, leave the default value.</p>	
<p>4. In the Note Nbr, enter the value for the pre-existing note or leave blank.</p> <p>The note description appears adjacent to the note number. Note number values are defined in the Class Notes table.</p>	
<p>5. In the Free Format Text, enter any free format text, if desired.</p> <p>You cannot use the Free Format Text and a pre-existing note. PeopleSoft will only allow one or the other.</p>	
<p>6. Note: To remove a note, use the  button.</p>	
<p>7. Click </p>	
<p>8. Proceed to next section, Adjust Class Associations</p>	

4.2.5 Adjust Class Associations

On this tab, you will provide information about the units associated with the class. These instructions will guide you in completing this information.

<p>1. Navigate to:</p> <p style="text-align: center;">Main Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations</p>	
<p>2. On the Find an Existing Value tab,</p> <ul style="list-style-type: none"> In the Academic Institution, enter BKCM In the Term, enter the term, such as 2158, or use the  to select one In the Subject Area, enter the subject area, such as COMM, or use the  to select one Click  	

3. The page opens. If necessary, click the **View All** to scroll to the Associated Class that corresponds with the section you desire to work with.

(The Class Associations tab does not show the section number or the enrollment component. Hence, you must make sure that you are viewing the correct Associated Class for your class section.)

The screenshot shows the 'Class Associations' tab with a search bar containing '1' and a 'View All' button circled in red. Below the search bar are several input fields for course details: 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), and Tuition Group. There is also a 'Use Blind Grading' checkbox.

On the Class Associations tab, the values shown are based on the catalog information. For variable unit or special topic courses, you must update the Minimum, Maximum, Academic Progress, Financial Aid, and Course Contact Hours appropriately.

If you fail to set units for the Special topic or Internship courses, the system will allow students to select the number of units they would like. If the student fails to make a selection, their enrollment will default to the minimum units listed, while other students may select the maximum units.

4. • In the **Minimum Units**, leave the default or enter the desired value
 • In the **Maximum Units**, leave the default or enter the desired value
 • In the **Academic Progress Units**, leave the default or enter the desired value
 • In the **FA Units**, leave the default or enter the desired value

This screenshot is similar to the previous one, but the input fields for Minimum Units (5.00), Maximum Units (5.00), Academic Progress Units (5.00), and FA Units (5.00) are circled in red to indicate they are the focus of step 4.

5. • In the **Course Contact Hours**, leave the default or enter the desired value
 • In the **Course Count**, leave the default

This screenshot highlights the Course Count (1.00) and Course Contact Hours (5.00) input fields with a red circle, corresponding to step 5.

6. • Click the **Class Components** tab

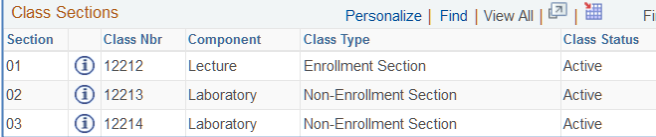

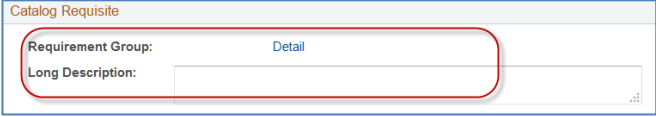
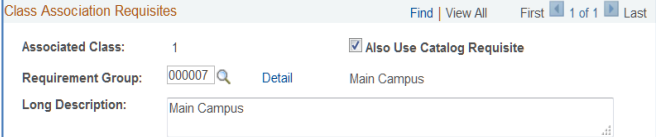

The screenshot shows three navigation tabs: 'Class Associations', 'Class Components' (which is circled in red and selected), and 'Class Requisites'.

7. On the **Class Components** tab,
 • In the **Grading Basis**, leave the default or update the grading basis if necessary.
 • In the **Graded Component**, leave the default

The screenshot shows the 'Class Association Components' tab. The 'Grading Basis' dropdown is set to 'GRD' and the 'Graded Component' dropdown is set to 'Lecture'. Both are circled in red.

8. In the **Class Components** section,

The screenshot shows a table with columns for 'Course Component', 'Contact', 'Optional Workload Hours', and '*Final Exam'. The table contains two rows: 'Laboratory' with 5.000 units and 4.00 hours, and 'Lecture' with 5.000 units and 3.00 hours. Each row has a 'Last Class Meeting' dropdown and 'Auto Create' checkboxes.

<ul style="list-style-type: none"> • In the Course Component, the course component should display the Lecture and Laboratory components • In the Contact, the hours should default from the catalog. • In the Work Hours, the hours should default from the catalog. • In the Final Exam, Last Class Meeting should be displayed. 																					
<p>9. Under the Class Sections area, your class should look similar to the illustration.</p>	 <table border="1"> <thead> <tr> <th>Section</th> <th>Class Nbr</th> <th>Component</th> <th>Class Type</th> <th>Class Status</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>12212</td> <td>Lecture</td> <td>Enrollment Section</td> <td>Active</td> </tr> <tr> <td>02</td> <td>12213</td> <td>Laboratory</td> <td>Non-Enrollment Section</td> <td>Active</td> </tr> <tr> <td>03</td> <td>12214</td> <td>Laboratory</td> <td>Non-Enrollment Section</td> <td>Active</td> </tr> </tbody> </table>	Section	Class Nbr	Component	Class Type	Class Status	01	12212	Lecture	Enrollment Section	Active	02	12213	Laboratory	Non-Enrollment Section	Active	03	12214	Laboratory	Non-Enrollment Section	Active
Section	Class Nbr	Component	Class Type	Class Status																	
01	12212	Lecture	Enrollment Section	Active																	
02	12213	Laboratory	Non-Enrollment Section	Active																	
03	12214	Laboratory	Non-Enrollment Section	Active																	
<p>10. Click the Class Requisites tab</p>																					
<p>11. For the Catalog Requisite,</p> <ul style="list-style-type: none"> • Requirement group <p>The information defaults from the catalog. If you want to make changes to the existing requisite, you will need to complete a Request for new Course/Course Change form and submit it to Academic Scheduling.</p>	 <p>Catalog Requisite</p> <p>Requirement Group: <input type="text"/> Detail</p> <p>Long Description: <input type="text"/></p>																				
<p>12. For the Class Association Requisites,</p> <ul style="list-style-type: none"> • In the Requirement Group, select the desired group, such as 000007 for Main Campus. 	 <p>Class Association Requisites</p> <p>Associated Class: 1 <input checked="" type="checkbox"/> Also Use Catalog Requisite</p> <p>Requirement Group: <input type="text" value="000007"/> Detail Main Campus</p> <p>Long Description: <input type="text" value="Main Campus"/></p>																				
<p>13. Click </p>																					
<p>14. You have successfully completed creating a schedule for a Lecture with multiple Labs.</p>																					

5.0 Hybrid (2 Meeting Patterns)

In this section, you will build a hybrid class that has one components and two meeting patterns. These instructions will guide you in creating this hybrid class.

Hybrid (HY) courses require a single component that has two meeting patterns. When completing the APDB Mapping Value information, each meeting pattern requires different information.

FIRST MEETING PATTERN	
APDB Mapping Values	<ul style="list-style-type: none"> • Space Type = 1 Lecture • Learn Mode = F
Meeting Pattern	<ul style="list-style-type: none"> • Either enter Room Characteristics or Enter the Facility ID • Enter the Mtg Start, Mtg End, days of the week, and Instructor information
SECOND MEETING PATTERN	
APDB Mapping Values	<ul style="list-style-type: none"> • Space Type = 4 Multi-Mode • Learn Mode = A Asynchronous
Meeting Pattern	<ul style="list-style-type: none"> • Facility ID = WEB • Leave the following BLANK: Mtg Start, Mtg End, days of the week, and Instructor information

For all other APDB Mapping Value set-up refer to Learn Mode and Space Type and Revised Section Numbers effective Fall 2014 On-Line and Hybrid course documents.

5.1 Lecture Component

To begin, you will create the lecture component with the initial meeting pattern followed by the subsequent meeting pattern.

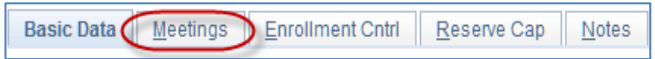

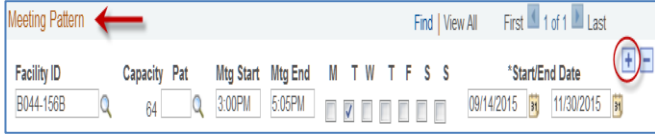
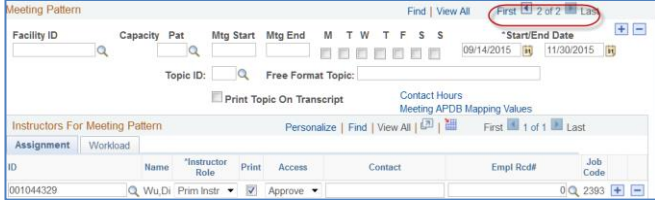
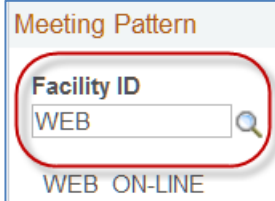
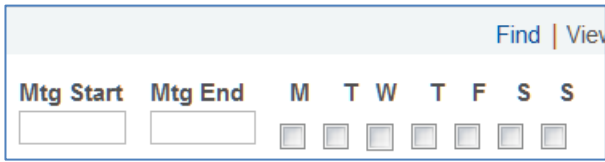
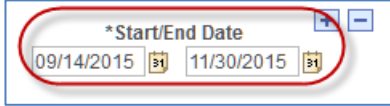
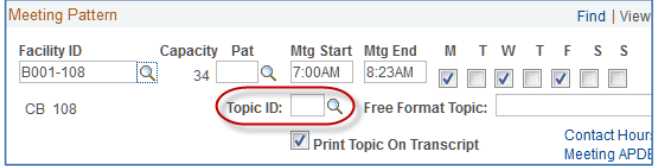
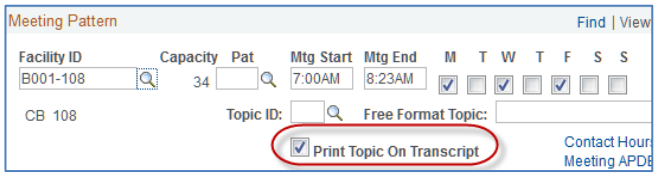
Lecture Component	
1.	To begin, navigate to the Schedule New Classes. For instructions, see section 1.6 Getting Started on page 7.
2.	Create the lecture component using the instructions in section 2.0 Lecture Only on page 8. Also, <ul style="list-style-type: none"> • In the Instruction Mode, use HY • In the Section Number, use the specified HY section number.

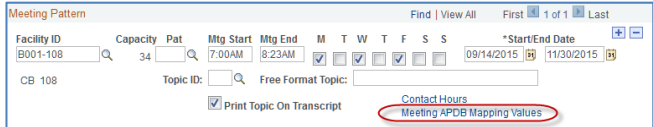
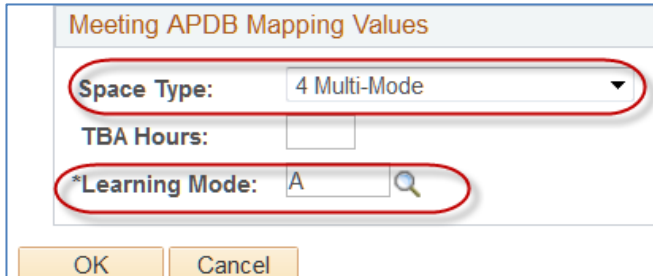
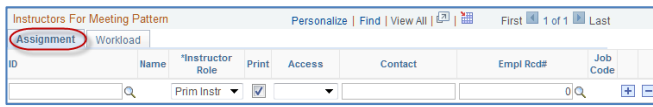
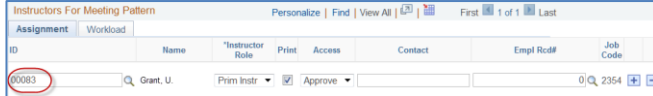
5.2 Second Meeting Pattern

Next, you will create the second meeting pattern. Once the initial meeting pattern is created as part of the first component, you will complete the tabs as specified in these instructions.

5.2.1 Meetings tab



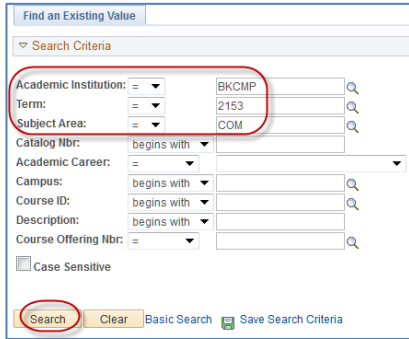
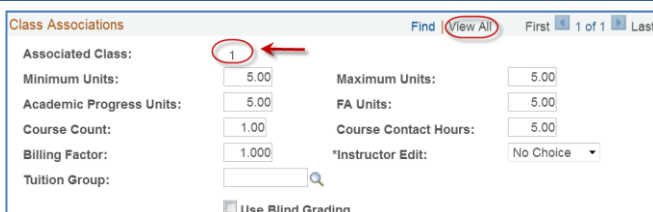
On this tab, you will provide meeting information regarding the class meetings for the second meeting pattern.

<p>1. Click the Meetings tab.</p>	
<p>2. In the Meeting Pattern section, click the  button to add another meeting pattern.</p>	
<p>3. Make sure you are working with the second meeting pattern.</p>	
<p>4. Under the Meeting Pattern,</p> <ul style="list-style-type: none"> In the Facility ID, enter WEB for Web Online 	
<p>5.</p> <ul style="list-style-type: none"> In the Mtg Start and Mtg End, leave blank For the days of the week, leave blank 	
<p>6. In the Start/End Date, adjust the dates for the term or by meeting as necessary. By default, the dates from the Basic Data tab appear.</p>	
<p>7. In the Topic ID, enter a course topic ID to link course topics to class sections.</p> <p>Topic ID values are defined on the Catalog Data page. Additionally, you can also attach topics to specific class meeting patterns.</p>	
<p>8. For the Print on Transcript, check or uncheck this box.</p> <p>Unchecking the box indicates that you do not want the topic to print on a transcript.</p>	

<p>9. Click Meeting APDB Mapping Values link</p>	
<p>10. For the Meeting APDB Mapping Values</p> <ul style="list-style-type: none"> In the Space Type, enter 4 for Multi-Mode (see note below) In the Learning Mode, enter A for Asynchronous (see note below) Click <input type="button" value="OK"/> 	
<p>11. In the Instructors for Meeting Pattern section, click the Assignment tab.</p>	
<p>12. Click the <input type="button" value="-"/> to remove the instructor information.</p>	
<p>13. Proceed to the next section, 5.2.2 Adjust Class Associations.</p>	

5.2.2 Adjust Class Associations

On this tab, you will provide information about the units associated with the class. These instructions will guide you in completing this information.

<p>1. Navigate to:</p> <p style="text-align: center;">Main Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations</p>	
<p>2. On the Find an Existing Value tab,</p> <ul style="list-style-type: none"> In the Academic Institution, enter BKCMPI In the Term, enter the term, such as 2158, or use the  to select one In the Subject Area, enter the subject area, such as COMM, or use the  to select one Click <input type="button" value="Search"/> 	
<p>3. The page opens. If necessary, click the View All to scroll to the Associated Class that corresponds with the section you desire to work with.</p> <p><i>(The Class Associations tab does not show the section number or the enrollment)</i></p>	

component. Hence, you must make sure that you are viewing the correct Associated Class for your class section.)

On the Class Associations tab, the values shown are based on the catalog information. For variable unit or special topic courses, you must update the Minimum, Maximum, Academic Progress, Financial Aid, and Course Contact Hours appropriately.

If you fail to set units for the Special topic or Internship courses, the system will allow students to select the number of units. If the student fails to make a selection, their enrollment will default to the minimum units listed, while other students may select the maximum units.

4.
 - In the **Minimum Units**, leave the default or enter the desired value
 - In the **Maximum Units**, leave the default or enter the desired value
 - In the **Academic Progress Units**, leave the default or enter the desired value
 - In the **FA Units**, leave the default or enter the desired value

Class Associations Find | View All First 1 of 1 Last

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

Tuition Group: [Search]

Use Blind Grading

5.
 - In the **Course Contact Hours**, leave the default or enter the desired value
 - In the **Course Count**, leave the default

Class Associations Find | View All First 1 of 1 Last

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

Tuition Group: [Search]

6.
 - Click the **Class Components** tab

Class Associations **Class Components** Class Requisites

7. On the **Class Components** tab,
 - In the **Grading Basis**, leave the default or update the grading basis if necessary.
 - In the **Graded Component**, leave the default

Class Association Components Find | View All First 1 of 1 Last

Associated Class: 1

Grading Basis: GRD Graded

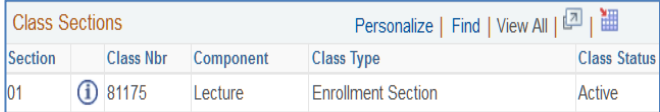

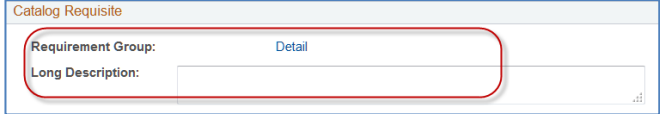
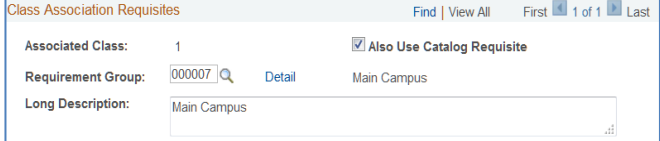

Graded Component: Lecture *Grade Roster Print: Component

Requirement Designation: A1 A1 Primary Component: LEC

8. In the **Class Components** section,
 - In the Course Component, the course component should display the Lecture and Laboratory components
 - In the **Contact**, the hours should default from the catalog.
 - In the **Workload** Hours, the hours should default from the catalog.
 - In the **Final Exam**, Last Class Meeting should be displayed.

Class Components Personalize | Find | View All First 1-2 of 2 Last

*Course Component	Contact	Optional Workload Hours	*Final Exam	Auto Create
Laboratory	5.000	4.00	Last Class Meeting	<input checked="" type="checkbox"/>
Lecture	5.000	3.00	Last Class Meeting	<input checked="" type="checkbox"/>

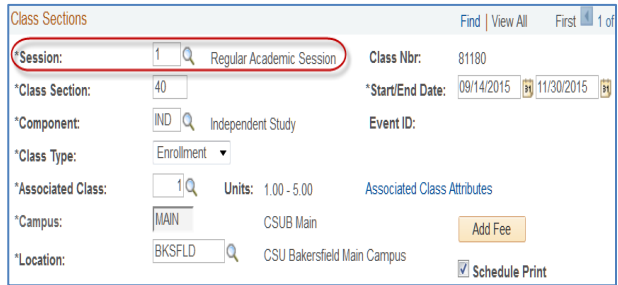
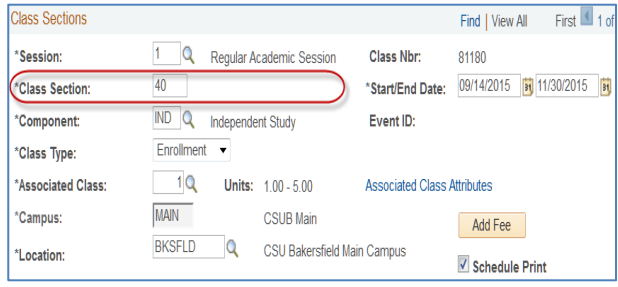
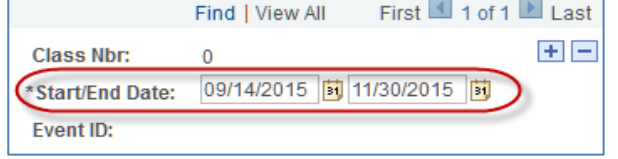
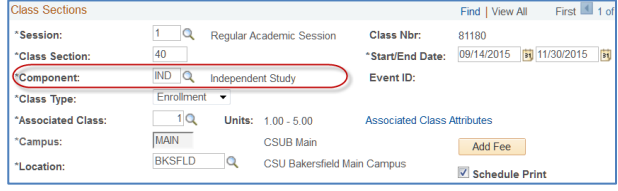
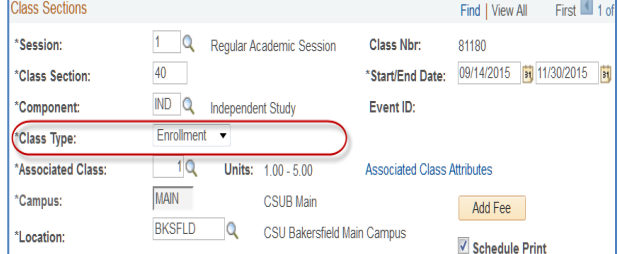
<p>9. Under the Class Sections area, your class should look similar to the illustration.</p>	 <p>The screenshot shows a table titled "Class Sections" with columns: Section, Class Nbr, Component, Class Type, and Class Status. A single row is visible with values: 01, 81175, Lecture, Enrollment Section, and Active. There are icons for "Personalize", "Find", "View All", and a grid icon.</p>
<p>10. Click the Class Requisites tab</p>	 <p>The screenshot shows three navigation tabs: "Class Associations", "Class Components", and "Class Requisites". The "Class Requisites" tab is highlighted with a red circle.</p>
<p>11. For the Catalog Requisite,</p> <ul style="list-style-type: none"> Requirement group <p>The information defaults from the catalog. If you want to make changes to the existing requisite, you will need to complete a Request for new Course/Course Change form and submit it to Academic Scheduling.</p>	 <p>The screenshot shows the "Catalog Requisite" form. It has a "Requirement Group" field with a "Detail" link next to it, and a "Long Description" text area. A red circle highlights the "Requirement Group" field.</p>
<p>12. For the Class Association Requisites,</p> <ul style="list-style-type: none"> In the Requirement Group, select the desired group, such as 000007 for Main Campus. 	 <p>The screenshot shows the "Class Association Requisites" form. It includes fields for "Associated Class" (value: 1), "Requirement Group" (value: 000007), and "Long Description" (value: Main Campus). There is a "Detail" link next to the Requirement Group field and a checkbox for "Also Use Catalog Requisite" which is checked.</p>
<p>13. Click </p>	
<p>14. You have successfully completed creating a Hybrid with two meeting patterns.</p>	

6.0 Independent Study

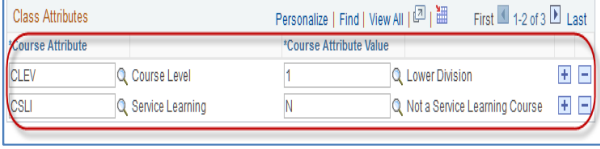
In this section, you will build a class for an independent study. You will use the Schedule New Course to enter the basic data, meeting, enrollment control, and notes information for each component. The instructions in this section will guide you in completing this process.

6.1 Basic tab

On this tab, you will provide basic information about your class schedule. These instructions will guide you in completing the information for this tab.

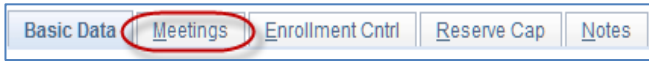
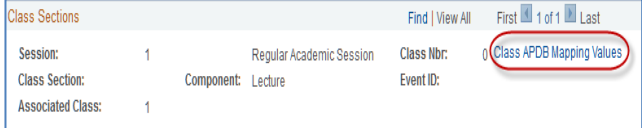
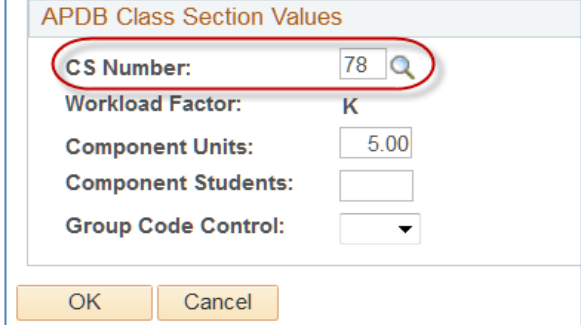
<p>1. For the Class Sections area,</p> <ul style="list-style-type: none"> In the Session, leave the default value of <i>1 – Regular Academic Session</i>, if you are creating a regular course. If you are creating an Extended University Division course, then you should enter <i>10W</i> for 10 Week session. 	 <p>The screenshot shows the 'Class Sections' form. The 'Session' dropdown is highlighted with a red circle and contains the value '1' and the text 'Regular Academic Session'. Other fields include 'Class Section' (40), 'Component' (IND), 'Class Type' (Enrollment), 'Associated Class' (1), 'Units' (1.00 - 5.00), 'Campus' (MAIN), and 'Location' (BKSFLD).</p>
<p>2. In the Class Section, enter the appropriate two-digit number, such as <i>40</i>.</p> <p>To determine the appropriate Class Section number, please refer to the document, Revised Section Numbers Effective Fall 2014.</p>	 <p>The screenshot shows the 'Class Sections' form. The 'Class Section' field is highlighted with a red circle and contains the value '40'. Other fields are the same as in the previous screenshot.</p>
<p>3. In the Start/End Date, leave the default values.</p> <p>It is recommended that you do not change the start and end dates on this tab.</p>	 <p>The screenshot shows a close-up of the 'Start/End Date' fields. The 'Start/End Date' is highlighted with a red circle and contains the values '09/14/2015' and '11/30/2015'. The 'Class Nbr' is 0.</p>
<p>4. In the Component, leave the default value</p>	 <p>The screenshot shows the 'Class Sections' form. The 'Component' dropdown is highlighted with a red circle and contains the value 'IND' and the text 'Independent Study'. Other fields are the same as in the previous screenshots.</p>
<p>5. In the Class Type of Enrollment, select Enrollment.</p> <p><i>Since you are scheduling a one component course, you will select Enrollment as the Class Type, which indicates this component is the primary section. Within a class, only one component can possess the class type of Enrollment.</i></p>	 <p>The screenshot shows the 'Class Sections' form. The 'Class Type' dropdown is highlighted with a red circle and contains the value 'Enrollment'. Other fields are the same as in the previous screenshots.</p>

<p>6. In the Associated Class number, enter the class section number, such as 40.</p> <p>Generally, the Associated Class number is the same as the Class Section number.</p> <p>For example, if the class section number is 01, the Associated Class number will be 1. The system removes the leading zeros from the associated class number.</p>							
<p>7. In the Location, enter the location of the class, such as BKSFLD for main campus or AV for Antelope Valley. EUD will use other locations.</p>							
<p>8. In the Schedule Print, either check or uncheck this box.</p> <p>This box populates by default to display the class in the class search. You should uncheck this box, if you do not want the independent study to appear in the class search.</p>							
<p>9. In the Generate Class Meeting Attendance, leave the default value.</p> <p><i>Do not modify the default. The default value comes from the catalog.</i></p>							
<p>10. In the Instruction Mode, select the appropriate mode, such as IS for independent study.</p> <p><i>The Instruction mode will automatically default to P for Face-to-Face, also referred to as "warm body"</i></p>							
<p>11. In the Course Equivalent Course Group, leave default values.</p> <p>Do not make any changes here, when a course equivalency exists between two or more courses, you will see it here. These are CSUB equivalencies, and are not transfer</p>	<table border="1"> <thead> <tr> <th>Course Attribute</th> <th>Course Attribute Value</th> </tr> </thead> <tbody> <tr> <td>CLEV</td> <td>1 Lower Division</td> </tr> <tr> <td>CSLI</td> <td>N Not a Service Learning Course</td> </tr> </tbody> </table>	Course Attribute	Course Attribute Value	CLEV	1 Lower Division	CSLI	N Not a Service Learning Course
Course Attribute	Course Attribute Value						
CLEV	1 Lower Division						
CSLI	N Not a Service Learning Course						

<p>equivalencies. These equivalencies are used for requisite/pre-requisite checking and advising.</p>	
<p>12. In the Class Attributes, leave the default values.</p> <p>Do not change or modify the Class Attributes or Service Learning Courses.</p>	
<p>13. Proceed to the next section, Meetings tab.</p>	

6.2 Meetings tab

On this tab, you will provide information regarding the class meetings. The Meetings tab consists of the Class Sections, Meeting Pattern, Instructors for Meeting Pattern and Academic Shift. Additionally, the Meetings tab contain links for specifying the APDB class and meeting information, such as the Class APDB Mapping Values and Meeting APDB Mapping Values. These instructions will guide you in completing the appropriate information.

<p>1. Click the Meetings tab.</p>	
<p>2. In the Class Sections, click the Class APDB Mapping values link</p>	
<p>3. • In the CS Number, enter the appropriate value, such as 78 (see note below)</p>	
<p><i>Note: A CS# or component units field may require a change:</i></p> <ul style="list-style-type: none"> • <i>If you are dealing with a variable unit,</i> • <i>If you have removed a component, or</i> • <i>If you are working with an independent study course.</i> 	

If faculty **will not** receive workload, enter 78 for the CS number.

Note:

On the Adjust Class Associations page, you should remove the workload hours, so that the workload will not calculate automatically, when the instructor is assigned to the class.

APDB Class Section Values

CS Number: 78

Workload Factor: K

Component Units: 5.00

Component Students:

Group Code Control:

*Course Component	Contact	Optional	Workload Hours	Final Exam
Ind Study	5.000	<input type="checkbox"/>		No

If faculty **will** receive workload for IND STUDY courses, the CS number will remain a CS# 23, 24 25, 36 or 48

Refer to 7.1.4 Course Classification Numbers (CS#) Effective Fall 2014 on page 64, for more information. When IRPA runs the APDB process and students are enrolled the process will calculate workload based on component students times the S workload factor per unit.

APDB Class Section Values

CS Number: 36

Workload Factor: S 0.333

Component Units: 1.00

Component Students: 1.00

Group Code Control:

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
000023738	IFF	161-BA	<input checked="" type="checkbox"/>	100.0000	0.33	<input checked="" type="checkbox"/>	

4. In the APDB Class Section Values section,
- In the **Component Units**, enter the appropriate unit value, such as 5.00 (see note below)
 - Click OK

Note: If Component Units (unit values), do not default from catalog, you must manually complete this entry for APDB reporting.

APDB Class Section Values

CS Number: 78

Workload Factor: K

Component Units: 5.00

Component Students:

Group Code Control:

OK Cancel

5. Under the Meeting Pattern,
- In the **Facility ID**, leave blank

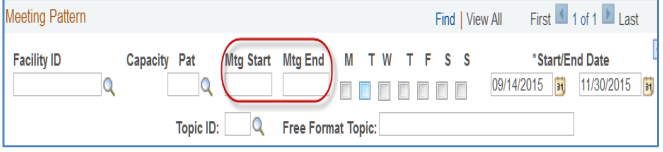
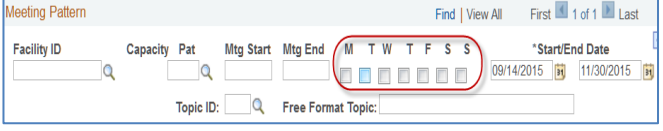
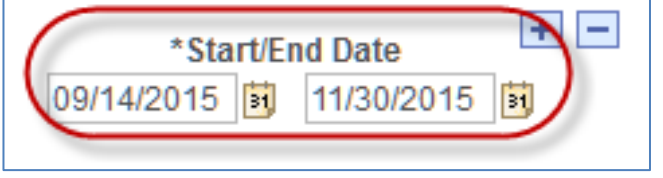
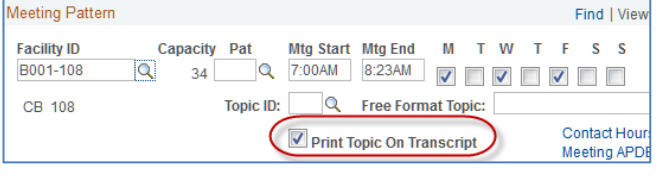
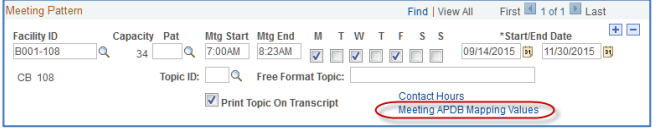
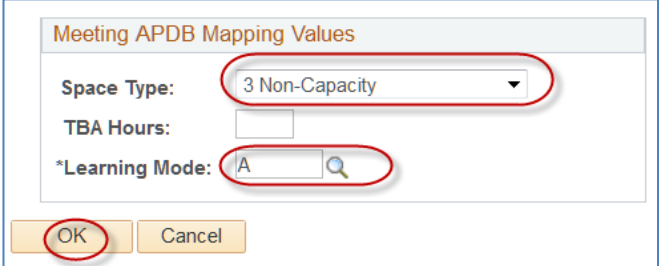
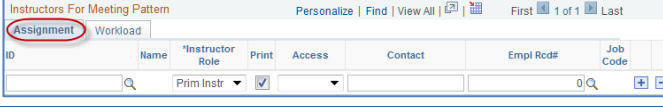

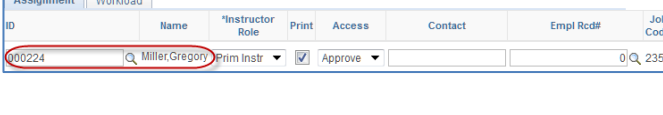
Meeting Pattern

Facility ID:

Capacity: Pat: Mtg Start: Mtg End: M T W T F S S

*Start/End Date: 09/14/2015 11/30/2015

Topic ID: Free Format Topic:

<p>6. In the Mtg Start and Mtg End, leave blank.</p>	
<p>7. For the days of the week, leave blank</p>	
<p>8. In the Start/End Date, leave the default dates</p>	
<p>9. For the Print on Transcript, check or uncheck this box.</p> <p>Unchecking the box indicates that you do not want the topic to print on a transcript.</p>	
<p>10. Click Meeting APDB Mapping Values</p>	
<p>11. For the Meeting APDB Mapping Values</p> <ul style="list-style-type: none"> In the Space Type, enter the space type (see note below) In the Learning Mode, enter the learning mode (see note below) Click OK <p><i>Depending on the independent study, the values for Space Type and Learning mode are different than other courses.</i></p> <p><i>For valid values based on Instruction mode and CS#, refer to Learn Mode and Space Type in the Appendix.</i></p>	
<p>12. In the Instructors for Meeting Pattern section, click the Assignment tab.</p>	
<p>13. In the ID, enter the id of the instructor or use the  icon to look up one.</p>	

Note: Before you assign an instructor to the class, you should update the variable units and workload hours on the Adjust Class Associations page.

14. In the **Instructor Role**, make the appropriate selection.

If your class will have more than one instructor, then select Prim Instr for the primary instructor and Sec Instr for the subsequent instructors. Otherwise, select Prim Instr.

The screenshot shows the 'Assignment' form with the 'Instructor Role' dropdown menu open and 'Prim Instr' selected. The 'Print' checkbox is checked, and the 'Access' dropdown is set to 'Approve'.

15. For the **Print** check box, leave the box checked

The screenshot shows the 'Assignment' form with the 'Print' checkbox checked. The 'Instructor Role' is 'Prim Instr' and the 'Access' dropdown is 'Approve'.

16. In the **Access**, select Approve

The approve setting allows the instructor to enter and approve grades.

The screenshot shows the 'Assignment' form with the 'Access' dropdown menu open and 'Approve' selected. The 'Print' checkbox is checked.

17. In the **Contact**, leave blank

18. In the **Empl Rcd#**, select the employee record number.

The correct job code will be “active” and associated with teaching. If a warning message pops up, click ok to bypass it. (See the note below for more instructions)

The screenshot shows the 'Assignment' form with the 'Empl Rcd#' field populated with '1 2358'. The 'Instructor Role' is 'Prim Instr' and the 'Access' dropdown is 'Approve'.

The **Job Code** will populate with the associated value based on the selected Empl Rcd#.

The screenshot shows the 'Look Up Empl Rcd#' dialog box. The 'Empl ID' is 000224. The search results table is as follows:

Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status
0	D10150	English	2358	Lecturer AY	Emp	Active
1	D10170	Communications 2358	Lecturer AY	Emp	Active	
2	D10153	GWAR - English 4660	Special Consultant	Emp	Active	
3	D10942	Special Session 2322	Instr Fac, Spcl Pgms-For Credit	Emp	Active	


Incorrect assignment
(job code is missing)

The screenshot shows the 'Assignment' form for Bae, Byoung R. The 'Empl Rcd#' is '1' and the 'Job Code' is empty. The 'Instructor Role' is 'Prim Instr' and the 'Access' dropdown is 'Approve'.

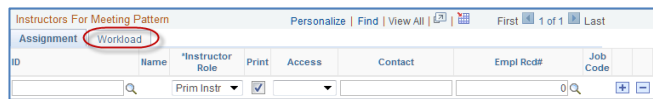
Correct assignment
(Empl Rcd# must also reflect a job code)

The screenshot shows the 'Assignment' form for Bae, Byoung R. The 'Empl Rcd#' is '1 2360' and the 'Job Code' is '2360'. The 'Instructor Role' is 'Prim Instr' and the 'Access' dropdown is 'Approve'.

- When selecting the Empl Rcd# (your search results will contain all job records for employee regardless of status or effective date).
- The correct job codes should relate to a main campus teaching assignment.
- The following are examples of correct job codes: 2358, 2359, 2360, 2361, 2377, 2378, 2380, 2381, 2382, 2384, 2482 and 3306.
- You should not select job codes that are associated with Grant, Research, Special Consultant or Extended University.

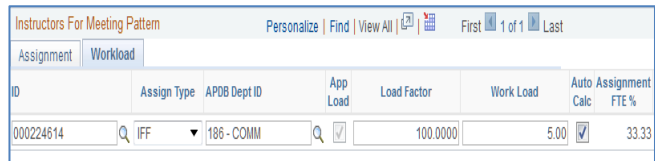
19. If adding another instructor, click the  and repeat steps 13-18. Otherwise, proceed with the next step.

20. In the Instructors for Meeting Pattern section, click the **Workload** tab



The screenshot shows the 'Instructors For Meeting Pattern' window with the 'Workload' tab highlighted in red. The interface includes fields for Name, Instructor Role, Print, Access, Contact, Empl Rcd#, and Job Code. A search bar and a 'Prim Instr' dropdown are also visible.

21. On the Workload tab,
- In **ID**, leave default value (should populate from the Assignment tab information)
 - In the **Assign Type**, leave the default value
 - In the **APDB Dept ID**, leave the default value
 - In the **Load Factor**, enter the load factor
- In the **Work Load**, , leave the load factor of 100.0000 for one faculty assignment or split load factor based on two faculty @ 50.0000 each
- For the **Auto Calc** box, leave it checked

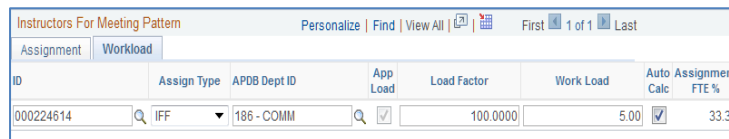


The screenshot shows the 'Instructors For Meeting Pattern' window with the 'Workload' tab selected. The table below shows the data for the selected assignment:

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Assignment Calc	FTE %
000224614	IFF	186 - COMM	<input checked="" type="checkbox"/>	100.0000	5.00	<input checked="" type="checkbox"/>	33.33



- For every class with an instructor assigned, the workload value will calculate automatically if the class has a set unit value and does not require a unit adjustment, see the screenshot below.



The screenshot shows the 'Instructors For Meeting Pattern' window with the 'Workload' tab selected. The table below shows the data for the selected assignment:


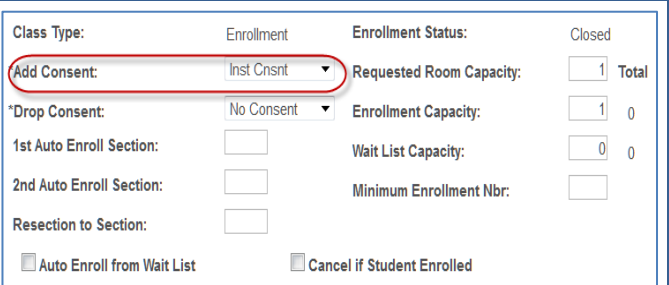
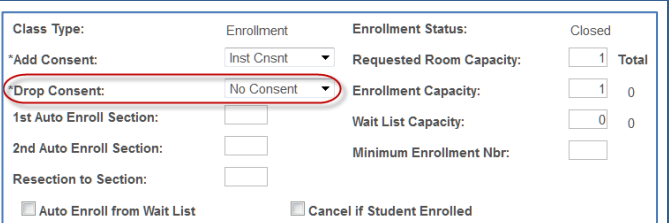
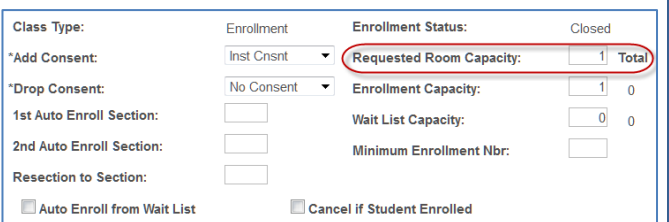
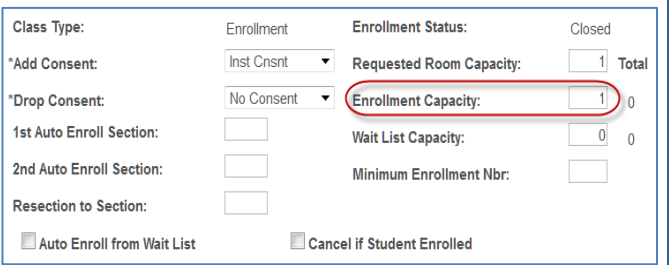
ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Assignment Calc	FTE %
000224614	IFF	186 - COMM	<input checked="" type="checkbox"/>	100.0000	5.00	<input checked="" type="checkbox"/>	33.33

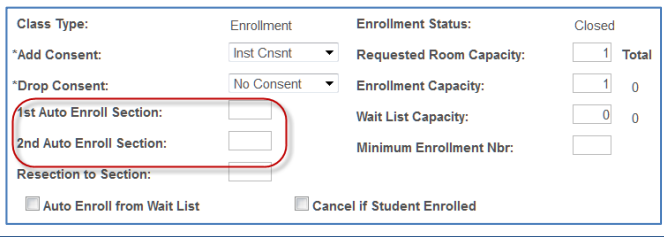
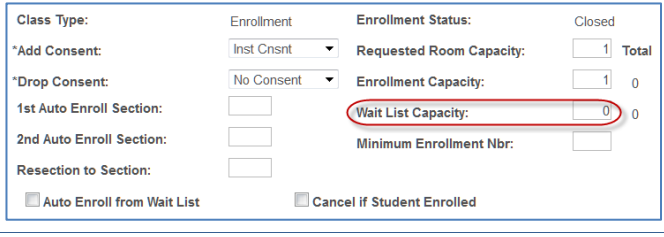
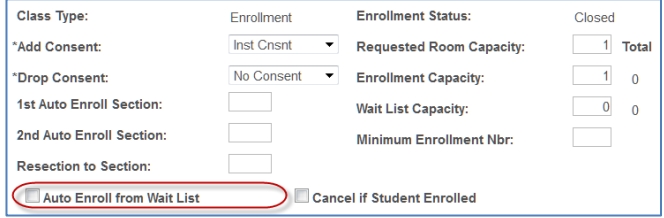
- For classes with variable units, the workload value will calculate only after you update the units on the Adjust Class Associations page.
- Before you assign an instructor to the class, you should update the variable units on the Adjust Class Associations page for the class.

22. Proceed to the next section, Enrollment Control tab.

6.3 Enrollment Control tab

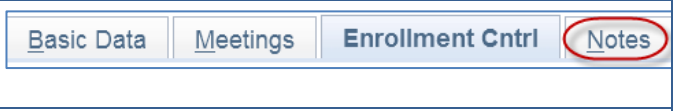
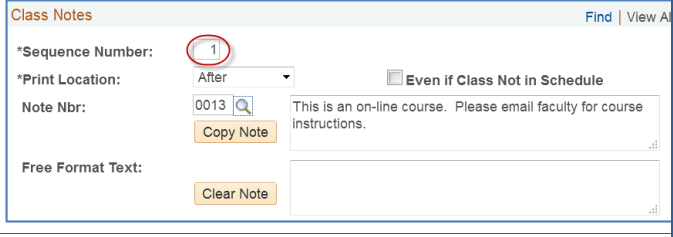
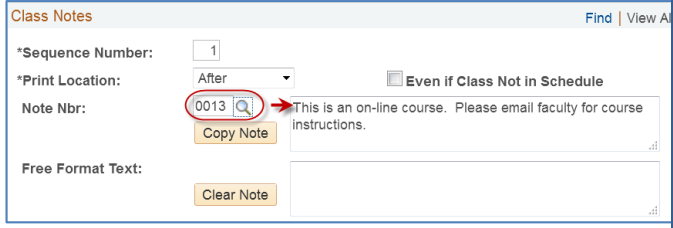
On this tab, you will provide information regarding the enrollment capacity and other enrollment related information. These instructions will guide you in completing this information.

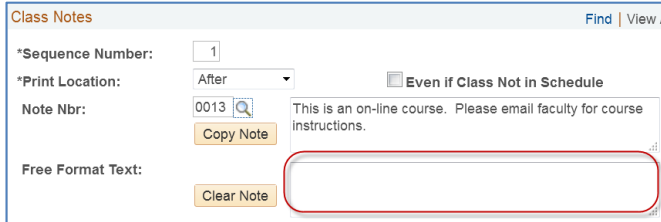


<p>1. Click the Enrollment Cntrl tab</p>	
<p>2. In the Add Consent, select the desired action, such as Inst Cnsnt</p> <ul style="list-style-type: none"> • Inst Cnsnt – Instructor consent requires an Add slip signed by the instructor or permission override on enrollment. • Dept Cnsnt – Department consent requires an Add slip signed by the department personnel or permission override on enrollment • No Consent – Student may add without any permission. 	
<p>3. In the Drop Consent, leave the default (No Consent)</p>	
<p>4. In the Requested Room Capacity, enter the requested capacity for the class.</p>	
<p>5. In the Enrollment Capacity, enter the desired value, such as 1.</p> <p><i>Note if enrollment capacity is set to zero, the course enrollment information on the class search will show as a Closed section. If you want students and faculty to view this course through class search, do not set the enrollment capacity to zero.</i></p>	

<p>6. For the Auto Enroll set up, leave blank</p>	
<p>7. For the Wait List Capacity, enter 0</p>	
<p>8. For the Auto Enroll from Wait List, uncheck the box</p>	

6.4 Notes tab




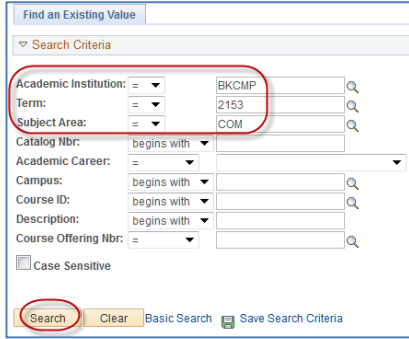
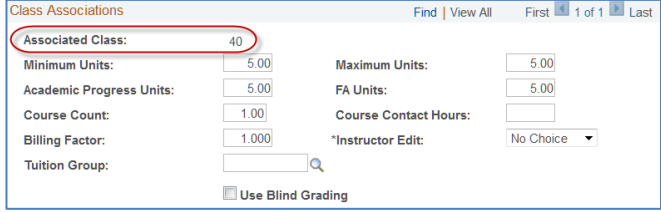
On this tab, you will provide notes about your class schedule. These notes are viewable by the student when selecting classes during registration. These instructions will guide you in completing this information.

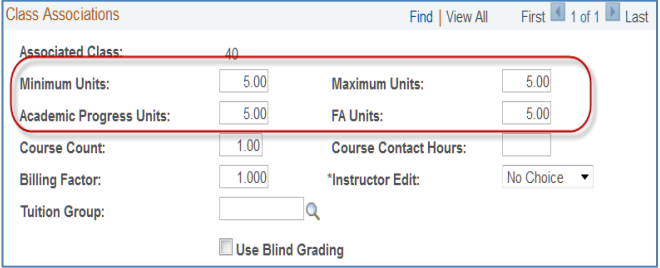
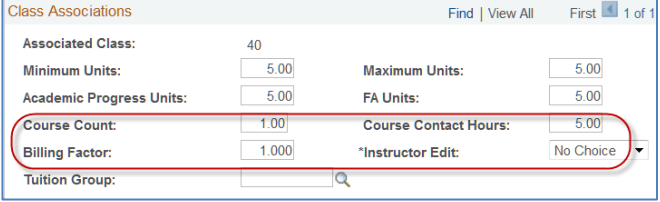

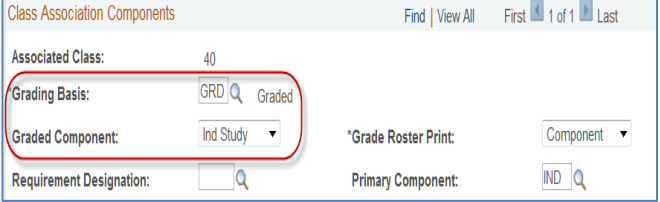
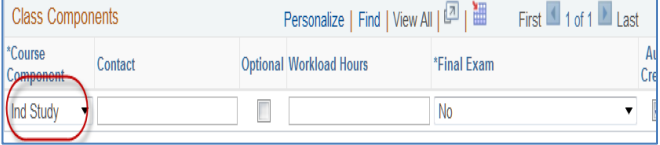
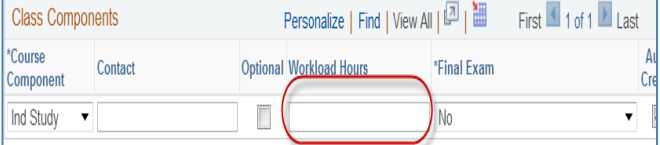
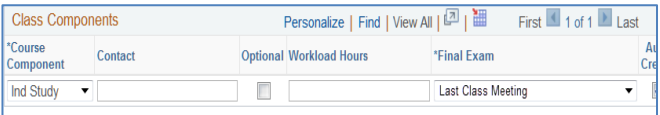
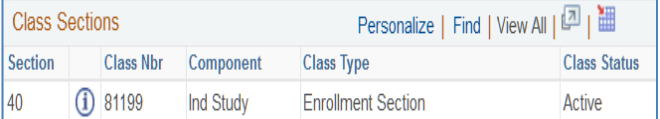

<p>1. Click the Notes tab</p>	
<p>2. In the Sequence Number, leave the default value.</p>	
<p>3. In the Note Nbr, enter the value for the pre-existing note.</p> <p>The note description appears adjacent to the note number. Note number values are defined in the Class Notes table.</p>	

<p>4. In the Free Format Text, enter any free format text, if desired.</p> <p>You cannot use the Free Format Text and a pre-existing note. PeopleSoft will only allow one or the other.</p>	
<p>5. Note: To remove a note, use the  button.</p>	
<p>6. Click .</p>	
<p>7. Proceed to next section, Adjust Class Associations</p>	

6.5 Adjust Class Associations

On this tab, you will provide information about the units associated with the class. These instructions will guide you in completing this information.

<p>1. Navigate to:</p> <p style="text-align: center;">Main Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations</p>	
<p>2. On the Find an Existing Value tab,</p> <ul style="list-style-type: none"> In the Academic Institution, enter BKCMP In the Term, enter the term, such as 2158, or use the  to select one In the Subject Area, enter the subject area, such as COMM, or use the  to select one Click . 	
<p>3. The page opens. The Class Associations tab does not show the section number or the non-enrollment component. Hence, you must make sure that you are viewing the correct Associated Class for your class section.</p>	
<p>On the Class Associations tab, the values shown are based on the catalog information. For variable unit or special topic courses, you must update the Minimum, Maximum, Academic Progress, Financial Aid, and Course Contact Hours appropriately.</p> <p>If you fail to set units for the Special topic or Internship courses, the system will allow students to select the number of units. If the student fails to make a selection, their enrollment will default to the minimum units listed, while other students may select the maximum units.</p>	

<p>4.</p> <ul style="list-style-type: none"> • In the Minimum Units, enter the desired value • In the Maximum Units, enter the desired value • In the Academic Progress Units, enter the desired value • In the FA Units, enter the desired value 											
<p>5.</p> <ul style="list-style-type: none"> • In the Course Contact Hours, leave the default or enter the desired value • In the Course Count, leave the default 											
<p>6.</p> <ul style="list-style-type: none"> • Click the Class Components tab 											
<p>7.</p> <p>On the Class Components tab,</p> <ul style="list-style-type: none"> • In the Grading Basis, leave default or update the grading basis if necessary. • In the Graded Component, leave the default 											
<p>8.</p> <p>In the Class Components section, leave the default</p>											
<p>9.</p> <ul style="list-style-type: none"> • In the Work Hours, the hours should default from the catalog. If your component is an independent study (CS# 78), remove the Workload Hours 											
<p>10.</p> <ul style="list-style-type: none"> • In the Final Exam, Last Class Meeting should be displayed. 											
<p>11.</p> <p>Under the Class Sections area, your class should look similar to the illustration.</p> <p><i>Since you are creating an independent study, there should only be one section listed in this area.</i></p>	 <table border="1" data-bbox="816 1591 1472 1669"> <thead> <tr> <th>Section</th> <th>Class Nbr</th> <th>Component</th> <th>Class Type</th> <th>Class Status</th> </tr> </thead> <tbody> <tr> <td>40</td> <td>81199</td> <td>Ind Study</td> <td>Enrollment Section</td> <td>Active</td> </tr> </tbody> </table>	Section	Class Nbr	Component	Class Type	Class Status	40	81199	Ind Study	Enrollment Section	Active
Section	Class Nbr	Component	Class Type	Class Status							
40	81199	Ind Study	Enrollment Section	Active							
<p>12.</p> <ul style="list-style-type: none"> • Click the Class Requisites tab 											

13. For the Catalog Requisite,
- Requirement group
- The information defaults from the catalog. If you want to make changes to the existing requisite, you will need to complete a Request for new Course/Course Change form and submit it to Academic Scheduling.

Catalog Requisite

Requirement Group: [Detail](#)

Long Description:

14. For the Class Association Requisites,
- In the Requirement Group, select the desired group, such as 000007 for Main Campus.

Class Association Requisites [Find](#) | [View All](#) | [Filter](#)

Associated Class: 40 Also Use Catalog Requisite

Requirement Group: [Detail](#) Main Campus

Long Description:

15. Click  Save

16. You have successfully completed creating an independent study class schedule.

7.0 Appendix

7.1 CSUB Academic Programs

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

7.1.1 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

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

**On-line (OL) course is designed as a shared course; schedulers will use sections 70-74 for Main (7 or 13) and 75-79 for AV campus (8 or 13). Departments can set up such pairs so that each offering has its shared enrollment cap, shared workload. Meeting APDB Mapping Value: Space Type 3 Non-capacity and Learning Mode A

***Hybrid (HY) course 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** assigned will be the 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.

7.1.2 Additional Course Settings

Each Instruction Mode requires additional course settings. The table below lists the course settings by instruction mode.

Instruction Mode	Description	Additional Course Settings
P	Face-to-Face (warm body)	<ul style="list-style-type: none"> Time, days, and facility assignment required. Use warm body section numbers
TV	ITV	<ul style="list-style-type: none"> Requires an ITV room assignment/ room characteristic Requires a footnote on the Notes tab Use TV section numbers Requires shared/split workload
OL	Online	<p>Course Designed as Separate or Individual Course</p> <ul style="list-style-type: none"> Use sections 60-64 for Main (7) and 65-69 for AV (8). Such sections will have their own instructor, enrollment cap, one meeting pattern with facility ID assignment of WEB. Meeting APDB Mapping Value: Space Type 3 Non-capacity and Learning Mode A <p>Course Designed as Shared Course</p> <ul style="list-style-type: none"> 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/split workload. Meeting APDB Mapping Value: Space Type 3 Non-capacity and Learning Mode A
HY	Hybrid	<ul style="list-style-type: none"> Requires one component with TWO meeting patterns: First meeting pattern <ul style="list-style-type: none"> Meeting APDB Mapping Value: 1-Lecture with Learn Mode F Requires facility ID, day, time and instructor. Second meeting pattern <ul style="list-style-type: none"> Meeting APDB Mapping Value: 4-Multimode with Learn Mode A Requires facility ID assignment of WEB, do NOT assign instructor, day or time
IS	Independent Study	<ul style="list-style-type: none"> Use Independent Study section numbers CS number remains the same, if the Instructor receives workload Update the CS number to 78 on the Class APDB Mapping Values, if the instructor will not receive workload Requires component units (also referred to as unit value) Requires an update on the Meeting APDB Mapping Values (refer to Learn Mode and Space Type document for correct space type and learn mode assignment based on instruction mode and CS number)

7.1.3 Component Unit Breakdown

The component breakdown can be found in the Course Catalog within the components tab, course components with unit value 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)

7.1.4 Course Classification Numbers (CS#) Effective Fall 2014

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 ; Does 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
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,
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.

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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
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	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.

7.1.5 Learn Mode and Space Type

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 – 54 F (face to face)	H	ITV section number
TV	01, 02, 03, 04, 05, 06	1-Lecture	Section 55 – 59 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.

7.2 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**.

7.2.1 Section Numbers (effective Summer 2012)

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

EUD and Regional Program sections use Session 10W

- Sections 101-114 Normal warm body

Regional Program Section Numbers

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

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

- Sections 601 – 699

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

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

EUD sections will use the following location codes:

COC = College of Canyons

EUD = Extended University (classroom not required)

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

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

HAN = Hanford W. High School

O = Open University

OLP = On-line Programs

PCC = Porterville College

7.2.2 EUD Contract Credit Sections

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

- Sections 601 – 699

7.2.3 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

7.2.4 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

8.0 Getting Help

If you are unsure or need assistance, please refer to the resources below:

- **For help with creating class schedules**

Lilia Flores – Academic Scheduling
661-654-3100

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

Beth Garza – Extended University
661-654-2441

- **For more PeopleSoft job aids, quick reference guides, and business process guides**

Visit the Staff Guides on the web at:

<https://www.csub.edu/training/pgms/myCSUB/index.html>

- **For general training questions**

Tammara Sherman – Campus Training
661-654-6919
tsherman@csub.edu

- **For help with computer-related Issues**

Help Desk
661-654-2307