

Schedule Building

Quick Reference Guide

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➤ Schedule a New Course

The following information contains details of the basic steps for scheduling new course sections.

Navigation & Search

1. Navigation: Curriculum Management > Schedule of Classes > Schedule New Course
2. Enter Academic Institution (SACST)
3. Enter Term (manual entry or via magnifying class)
4. Enter Subject Area and/or Catalog Nbr
5. All other fields can be left blank
6. Click the Search button.

Schedule New Course

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#) First

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
SACST	2128	COMS	_2	Undergrad	MAIN	Argumentation	109556	1
SACST	2128	COMS	_4	Undergrad	MAIN	Intro Public Speaking	109566	1
SACST	2128	COMS	4H	Undergrad	MAIN	Honors Public Speaking	191526	1
SACST	2128	COMS	_5	Undergrad	MAIN	Communication Experience	109571	1

7. The system will return a list of all active courses. Click on a course to begin scheduling sections.

Next, the system will take you to the Basic Data tab of the new course to continue scheduling.

Additional Schedule Building references can be viewed from the online *Class Scheduling Manual* and *Scheduling FAQ's* located on the Office of Academic Affairs website:

Schedule Building Manual: <http://www.csus.edu/acaf/Class%20Scheduling/Class%20Scheduling%20Manual.html>

Schedule Building FAQ's: <http://www.csus.edu/acaf/Class%20Scheduling/faq.html>

➤ Schedule an Existing Course

Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Enter required information as indicated when Scheduling a New Course: Academic Institution/Term/Subject Area. The system will take you to the Basic Data tab of the existing course to continue scheduling.

TAB #1 – Basic Data

General course information will be displayed at the top of every tab when you are scheduling sections of a course.

Course ID: Unique ID assigned by the system at the Catalog level.

Course Offering Nbr: Always defaults to one (1).

Academic Institution: Sacramento State.

Term: Displays academic term.

Subject Area: Displays both abbreviation and long subject area name.

Catalog Nbr: Displays catalog number and title.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID: 109811 Course Offering Nbr: 1
Academic Institution: Sacramento State
Term: Fall 2012 Undergrad
Subject Area: COMS Communication Studies
Catalog Nbr: 117 Multimedia Communication

Auto Create Component

Class Sections Find | View All First 1 of 1 Last

*Session: 1 Regular Academic Session Class Nbr: 80251
*Class Section: 01 *Start/End Date: 08/27/2012 12/07/2012
*Component: LEC Lecture Event ID:
*Class Type: Enrollment
*Associated Class: 1 Units: 3.00 Add Fee
*Campus: MAIN Main
*Location: CAMPUS CSU SACRAMENTO Schedule Print
Course Administrator: Student Specific Permissions
*Academic Organization: 187 Communication Studies Dynamic Date Calc Required
Academic Group: ALS Arts & Letters Generate Class Mtg Attendance
*Holiday Schedule: SA Student Admin Holiday Schedule Sync Attendance with Class Mtg
*Instruction Mode: P In Person GL Interface Required
Primary Instr Section: 01

Class Topic
Course Topic ID: Print Topic in Schedule

Equivalent Course Group
Course Equivalent Course Group: Override Equivalent Course
Class Equivalent Course Group:

Class Attributes Customize | Find | View All First 1 of 1 Last

*Course Attribute	*Course Attribute Value
CLEV Course Level	2 Upper Division

Save Return to Search Previous in List Next in List Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Cont. Basic Data – Fields on the Basic Data tab include:

Session: Displays the academic Session.

Class Nbr: Unique number for the class section (generated by system).

Class Section: Unique class section number (generated by user).

Start/End Date: Displays the beginning and end dates for the session.

Component: Displays the primary course component. (For multi-component courses, this value will change in order to schedule the additional components.)

Class Type: "Enrollment". (For multi-component courses, this value may change to "Non-Enroll" for designated class components.)

Associated Class: This value defaults to "1". The Associated Class number should always match the Class Section number (unless you are scheduling a course with multiple components).

Campus: Defaults to "MAIN".

Location: "Campus – CSU Sacramento".

Course Administrator: Blank.

Academic Organization: Displays the appropriate department.

Academic Group: Displays the college.

Holiday Schedule: Displays Student Admin Holiday Schedule.

Instruction Mode: "P – In Person".

Primary Instr Section: Same as Class Section.

Schedule Print: user must check in order for course to be visible via online schedule

Class Attribute: confirm default is correct; add additional attributes as approved (One-Time Funded Sections (OTFS), E-Learning, etc.)

Most of the key information on the Basic Data tab will default. However, the following fields require attention and editing by the user when completing Schedule Building:

1. **Class Section**: Enter the section number in the Class Section field (begin with "01"). Section numbers should always have two digits; the system will not automatically insert a zero if you enter a single digit.

Note: If the Class Section number is already filled in (a CCE class may already be scheduled), you will need to click the plus (+) button before scheduling your first section.

Click the Save button. Upon saving, the system will automatically generate a Class Nbr. The Class Nbr's are 5 digits long and begin with a number that designates the term you are scheduling in.

2. **Component and Class Type** – Confirm values are correct, specifically for courses with multiple components: Lec/Lab/Act/Dis/etc. and Enroll/Non-Enroll criteria for Class Type.

3. **Associated Class** – this field defaults to “1” and requires manual updating to match the course section number (i.e. Section 02 should have an Associated Class number of “2”), **unless the course contains multiple components**. STUDENT REGISTRATION AND ENROLLMENT ISSUES WILL OCCUR IF THE VALUE IS NOT IDENTIFIED WITH THE CORRECT COURSE SECTION. Review pages 12-13 of this document and/or the Schedule Building Manual for additional schedule building guidelines on adjusted Associated Class numbers.
4. **Schedule Print and Generate Class Mtg Attendance** – these selections should default. Verify the checkboxes are correct. The Schedule Print box can be unchecked if Departments do not want the course section to display for students view from the online schedule.
5. **Class Attribute** – most class attributes are identified at the Catalog level (i.e. lower/upper division, Undergraduate/Graduate, GE designations, suffixes, etc.).

Class Attributes should also be assigned when identifying specific course indicators such as: OTFS, E-Learning, Service Learning, etc. Additional Class Attributes can be assigned by clicking the plus (+) button and inserting another row.

6. Once all of the information on the Basic Data tab is complete, click the Meetings tab.

➤ Schedule Meeting Pattern(s)

Meetings

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface																		
Course ID:	109811	Course Offering Nbr:	1																							
Academic Institution:	Sacramento State																									
Term:	Fall 2012	Undergrad																								
Subject Area:	COMS	Communication Studies																								
Catalog Nbr:	117	Multimedia Communication																								
Class Sections Find View All First 2 of 2 Last																										
Session:	1	Regular Academic Session		Class Nbr:	0 Class APDB Mapping Values																					
Class Section:		Component:	Lecture	Event ID:																						
Associated Class:	1	Units:	3.00																							
Meeting Pattern Find View All First 1 of 1 Last																										
Facility ID	<input type="text"/>	Capacity	<input type="text"/>	Pat	<input type="text"/>	Mtg Start	<input type="text"/>	Mtg End	<input type="text"/>	M	<input type="checkbox"/>	T	<input type="checkbox"/>	W	<input type="checkbox"/>	T	<input type="checkbox"/>	F	<input type="checkbox"/>	S	<input type="checkbox"/>	S	<input type="checkbox"/>	*Start/End Date	<input type="text" value="08/27/2012"/>	<input type="text" value="12/07/2012"/>
Topic ID:	<input type="text"/>	Free Format		<input type="text"/>		Topic:		<input type="text"/>																		
											<input type="checkbox"/> Print Topic On Transcript		Contact Hours						Meeting APDB Mapping Values							
Instructors For Meeting Pattern Customize Find View All First 1 of 1 Last																										
Assignment		Workload																								
ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code																			
<input type="text"/>	<input type="text"/>	Prim Ins	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>																			

Fields on the Meeting Tab that require attention are:

1. **Facility ID** – indicates Lecture room location, or other location types (Webonline, Offcampus, TBAARR, etc.). During the initial Schedule Building timeframe, this field should be manually entered in CMS.
2. **Pattern (Pat)** - Use the Pat field to select a standard meeting pattern, if applicable. Use the magnifying glass to look up the appropriate value or manually enter.

Pre-existing codes have been set up for the most standard meeting patterns to facilitate ease of data entry. Letters in the codes represent the days of the week and numbers represent the unit value of the class (e.g., MWF3 identifies a 3-unit class that meets on Monday, Wednesday and Friday).

3. **Meeting Start (Mtg)** – enter the start time for the class; if start time selected is a standard meeting pattern, the end time value will default
4. **Meeting End (End)** – manually enter/override the end time if necessary; this value will default if a standard meeting pattern was entered for the start time.
5. **M/T/W/T/F/S/S checkboxes** - select checkboxes to indicate which days of the week the class meets. If you selected a standard meeting pattern, this information will also default; if not, manually click the related checkboxes to obtain the desired meeting pattern (Pat field will remain blank).

Courses intentionally offered without a Facility ID (CMS Facility ID left blank) cannot have a corresponding day and/or time meeting pattern. If a day/time need to be designated (and these courses are not utilizing WebOnline or OffCampus), enter TBAARR for the CMS Facility ID.

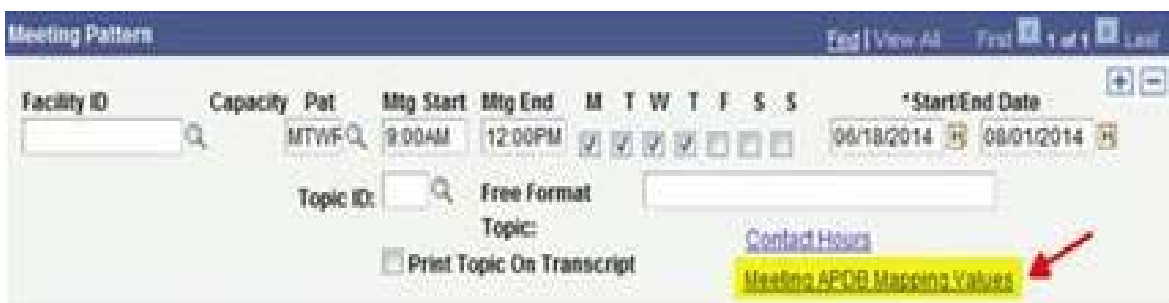
NOTE: only TBAARR must also be entered in the Facility ID field for Tentative Sections.

The Start/End Date fields will automatically default to match the beginning and end dates for the term. Override these values if necessary.

To add additional meeting patterns, click the plus (+) button in the Meeting Pattern section to insert an additional row. For Hybrid meeting patterns, review pages 10-11 of this document. (Also, utilize the *Advanced Scheduling* manual for details on additional scheduling scenarios and special sessions.)

6. **Meeting APDB Mapping Values** –

Click on the **Meeting** APDB Mapping Values link located within the meeting pattern, **NOT** the **Class** APDB Mapping Values located at the section level (example of correct link provided below):

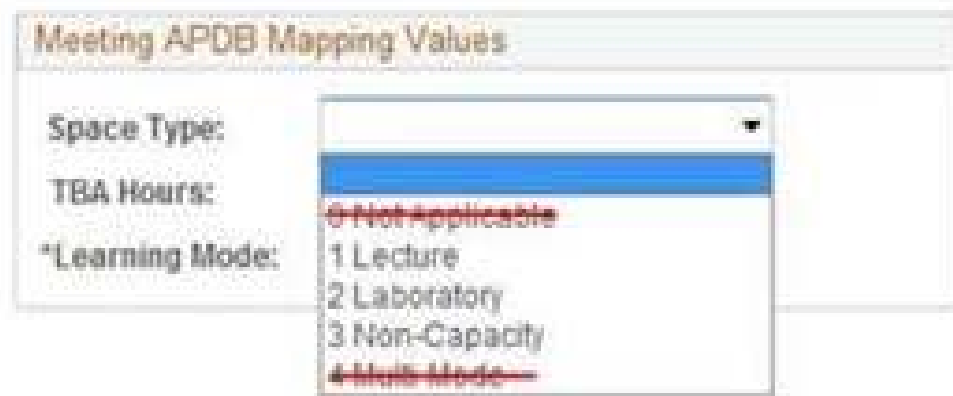


APDB Mapping Values Table Cont.

For courses with multiple meeting patterns, the **Meeting APDB Mapping Values** must be assigned for each meeting pattern row.

Within the Meeting APDB Mapping Values table, assign information for the Space Type and Learning Mode (Note: information for TBA Hours does not need to be inputted).

Space Type: select from one the following three Space Type choices based on the assigned meeting pattern/facility ID (Note: options *0-Not Applicable* and *4-Multi Mode* are available for selection, but are not values currently utilized for this process):



Learning Mode: based on the details of each meeting pattern, utilize the following table to assign the appropriate Learning Mode values:

Options	Class Attribute Value	Number of Meeting Patterns	Facility ID	Learning Mode	Space Type
1	OL - Online Only	Mtg Ptrn #1	WEBONLINE	A	3 - Non Capacity
2	TV - Televised	Mtg Ptrn #1	Lecture Room	S	3 - Non Capacity
3	HY - Hybrid	Mtg Ptrn #1	Lecture Room	F	1 - Lecture
		Mtg Ptrn #2	WEBONLINE	A	3 - Non Capacity
4	All Others (i.e. Face-to-Face/Traditional, Web-Assisted, etc.)	Mtg Ptrn #1	Lecture Room/All Others (i.e. Outdoor / TBAARR / Napa Hall/etc.)	F	1 - Lecture

➤ Faculty Assignment for Course Section

Cont. Meeting Tab – Instructors for Meeting Patterns Entry

Assignment Tab:

In the *Instructors For Meeting Pattern* section, enter the instructor's ID or click the magnifying glass to select from a list.

Select the correctly identified instructor – the EMPL ID will populate in the window. The *Instructor Role* will default to "Prim Instr" and the Print checkbox will be checked automatically.

Select "Approve" from the dropdown menu on the Access field. This value indicates the Instructor is authorized to enter and approve the final Grade Roster. *Contact field remains blank.*

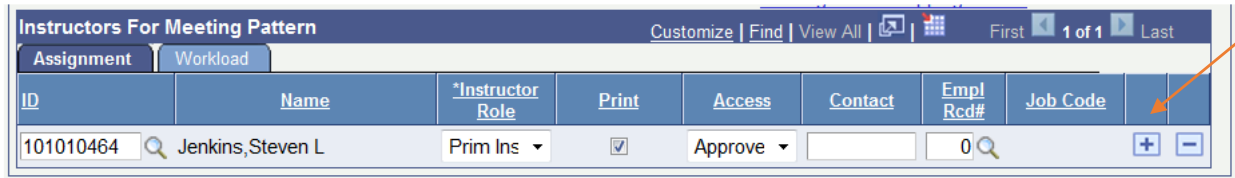
NOTE: For other grading scenarios, the values Grade and Post are also available. See the *Advanced Scheduling* manual for details on these options.

Employee Record Number (Empl Rcd #) Verification:

Verify the Empl Rcd # field has the correct value and that the Job Code associated with the Empl Rcd # is a faculty Job Code (i.e. 2358, 2360, etc.). It is absolutely critical for accurate entry of the Empl Rcd/Job Code – this value is directly linked to reporting for Faculty Workload, APDB/Chancellor's Office, and Payroll.

***If an incorrect value is populated, click on the magnifying glass to select the correct Record number. If the correct Record number is not available, contact Human Resources.**

Click the plus (+) button in the *Instructors For Meeting Pattern* section to add multiple instructors, if necessary.



ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
101010464	Jenkins, Steven L	Prim Ins	<input checked="" type="checkbox"/>	Approve		0	

NOTE: When adding multiple instructors, designate Primary/Secondary instructors in the Instructor Role field.

➤ Assigning Faculty Workload

Workload Tab:

When one instructor and one meeting pattern is assigned, this tab will automatically populate the correct numeric Assign Type and Load Factor/Work Load.

However, special attention and manually editing is required when more than one Meeting Pattern and/or more than one Instructor is assigned.

Scenario #1: One Meeting Pattern/Two Instructors

If both instructors are splitting the workload, obtain the Workload factors from your Department Chair and enter the Load Factor/Work Load values accordingly. NOTE: Load Factor should ALWAYS equal 100 (no more, no less). Work Load should always equal the total number of units for the course. (Assignment FTE % will automatically generate based on the values entered.)

Example:

Meeting APDB Mapping Values									
Instructors For Meeting Pattern									
Customize Find View All First 1-2 of 2 Last									
Assignment					Workload				
ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %		
101055379	IFF	187	<input checked="" type="checkbox"/>	33.0000	1.00	<input type="checkbox"/>	6.67	+	-
102010608	IFF	187	<input checked="" type="checkbox"/>	67.0000	2.00	<input type="checkbox"/>	13.33	+	-

If only one Instructor is receiving pay, Assign Type = IFF, Load Factor = 100, and Work Load are assigned as number of units for course. If the course should not be included in workload calculations for the other instructor, the remaining instructor's assignment values are: Assign Type = Not Include, Load Factor equals zero, and Work Load equals zero.

Scenario #2: Two Meeting Patterns/One or more Instructors

Only the first meeting pattern should have the Assign Type = IFF, Load Factor, and Work Load values entered. All other meeting patterns for the same section should have Assign Type set to 'Not Includ'.

If you need to change an instructor assignment, delete the existing instructor by clicking the minus (-) button and click SAVE before adding the new instructor assignment. This will ensure no old data is left within the reporting system.

After all information has been completed on the Meetings tab, click SAVE and proceed to the the Enrollment Control tab (Enrollment Cntrl).

➤ Enrollment Control Tab

The Class Status field should default to "Active"; change this value if necessary. (Other possible values include Cancelled Section, Stop Further Enrollment and Tentative Section.)

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface
Course ID:	109811	Course Offering Nbr:	1					
Academic Institution:	Sacramento State							
Term:	Fall 2012	Undergrad						
Subject Area:	COMS	Communication Studies						
Catalog Nbr:	117	Multimedia Communication						
Enrollment Control Find View All First 2 of 2 Last								
Session:	1	Regular Academic Session		Class Nbr:	0			
Class Section:		Component:	Lecture	Event ID:				
Associated Class:	1	Units:	3.00					
*Class Status:	Active				<input type="button" value="Cancel Class"/>			
Class Type:	Enrollment	Enrollment Status:	Closed					
*Add Consent:	No Consent	Requested Room Capacity:	50	Total				
*Drop Consent:	No Consent	Enrollment Capacity:	50	0				
1st Auto Enroll Section:	<input type="text"/>	Wait List Capacity:	<input type="text"/>	0				
2nd Auto Enroll Section:	<input type="text"/>	Minimum Enrollment Nbr:	<input type="text"/>					
Resection to Section:	<input type="text"/>							
<input checked="" type="checkbox"/> Auto Enroll from Wait List		<input type="checkbox"/> Cancel if Student Enrolled						
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/>								

To Cancel a Section: When cancelling a class section with enrollment, generate a list of students to notify by printing a class roster before cancelling a class. Turn on the Cancel if Student Enrolled checkbox and change the Class Status field to "Cancelled Section". If students are enrolled, a warning message will display. The yellow 'Cancel Class' button will become available. Click the Cancel Class button to dis-enroll students.

Add Consent: The Consent field will default to "No Consent". Change this value to "Dept Cnsnt" or "Inst Cnsnt" if consent will be required for enrollment in the class. *Make sure the scroll feature does not change the value before saving.*

Enter the section enrollment cap within the Enrollment Capacity field. This field should at least be set to "1" in order for a search in Astra Schedule to work correctly. (The Requested Room Capacity field will not be used.)

Enter a value for the Wait List Capacity (Refer to the *Wait List Guidelines* for further details). If the Wait List feature is being used, the Auto Enroll from Wait List box must be checked.

After Enrollment Cntrl information has been completed, click SAVE and proceed to the Notes tab.

NOTE: Reserve Cap Tab/function is not utilized at CSUS.

➤ Notes

Basic Data Meetings Enrollment Cntrl Reserve Cap **Notes** Exam LMS Data Textbook GL Interface

Course ID: 109811 **Course Offering Nbr:** 1
Academic Institution: Sacramento State
Term: Fall 2012 Undergrad
Subject Area: COMS Communication Studies
Catalog Nbr: 117 Multimedia Communication

Class Sections Find | View All First 2 of 2 Last

Session: 1 Regular Academic Session **Class Nbr:** 0
Class Section: Component: Lecture **Event ID:**
Associated Class: 1 **Units:** 3.00

Class Notes Find | View All First 1 of 1 Last

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

The Print Location should default to “After”. Accept this default value. Click the ‘Note Nbr’ magnifying glass to select from a list of standard class notes.

Look Up Note Nbr

Academic Institution: SACST
Note Nbr: begins with
Description: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-90 of 90 Last

Note Nbr	Description
0001	Instructor Approval
0002	Ethnic Studies Program
0003	Asian American Program
0004	Credit Over Cable Television
0005	Native American Studies Program
0006	Pan African Studies Program
0007	Minor&Certificate Gerontology
0008	U.S. History State Requirement

Note: If you do not find the note you are looking for, contact Academic Affairs. Any new note must be approved; do **NOT** add notes to the Free Format Text field without approval. Notes regarding E-Learning, EOP, LCOM should be entered on this tab.

Click the plus (+) button to insert additional notes. Click the Save button.

➤ Exam Tab

The Exam tab allows you to review information about the scheduled time and place for a final exam once assigned by the Department of Space Management. This is a view only screen. Changes cannot be made to this section.

Note: The information on this tab will not be filled in at the time class sections are scheduled. The Exam tab will not contain data until the process for scheduling final exams is complete.

➤ Scheduling Additional Sections

To continue scheduling additional sections, click the Basic Data tab. Click the plus (+) button to insert a row and continue with the Basic Data instructions.

The screenshot shows a web-based scheduling interface. At the top, there are tabs for 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', 'Exam', 'LMS Data', 'Textbook', and 'GL Interface'. The 'Basic Data' tab is active.

Course details include: Course ID: 109811, Course Offering Nbr: 1, Academic Institution: Sacramento State, Term: Fall 2012, Undergrad, Subject Area: COMS, Communication Studies, Catalog Nbr: 117, Multimedia Communication. An 'Auto Create Component' button is visible.

The 'Class Sections' section contains a table with the following fields:

- *Session: 1 (with search icon)
- Regular Academic Session
- Class Nbr: 0
- *Class Section: (empty)
- *Start/End Date: 08/27/2012 to 12/07/2012
- *Component: LEC (with search icon)
- Lecture
- Event ID: (empty)
- *Class Type: Enrollment
- *Associated Class: 1 (with search icon)
- Units: 3.00
- Add Fee button
- *Campus: MAIN
- Main
- *Location: CAMPUS (with search icon)
- CSU SACRAMENTO
- Schedule Print checkbox (checked)
- Student Specific Permissions checkbox (unchecked)
- Course Administrator: (empty)
- *Academic Organization: 187 (with search icon)
- Communication Studies
- Dynamic Date Calc Required checkbox (unchecked)
- Academic Group: ALS
- Arts & Letters
- Generate Class Mtg Attendance checkbox (checked)
- *Holiday Schedule: SA (with search icon)
- Student Admin Holiday Schedule
- Sync Attendance with Class Mtg checkbox (unchecked)
- *Instruction Mode: P (with search icon)
- In Person
- GL Interface Required checkbox (unchecked)
- Primary Instr Section: (empty)

Below the table are sections for 'Class Topic' (Course Topic ID, Print Topic in Schedule checkbox), 'Equivalent Course Group' (Course Equivalent Course Group, Override Equivalent Course checkbox), and 'Class Attributes' (table with columns *Course Attribute and *Course Attribute Value, containing CLEV Course Level and 2 Upper Division).

At the bottom, there are buttons for Save, Return to Search, and Notify. A red circle highlights the plus (+) button in the top right corner of the Class Sections table.

Note: When scheduling additional sections, you will need to assign unique, sequential Class Section numbers – single digit section numbers must have a leading zero (i.e., 01, 02, 03, etc.)

The Associated Class number must match the Class Section number for single component sections. Multiple component section numbers and Associated Class numbers must correspond accordingly. Review pages 12-13 of this document and/or the *Advanced Scheduling* manual for further details on Associated Class numbers and courses with multiple components.

➤ E-Learning/Online Distance Education (OLDE) course sections

Students can participate in course sections with BOTH a Face-to-Face (“F”) component and an Online component (which can be Synchronous “S”, meet at a designated day/time online – or, Asynchronous “A”, no pre-designated meeting day/time).

When scheduling a Hybrid, TV, Online, or Web-Assisted course, place the OLDE Class Attributes and the corresponding Course Attribute Value on the Basic Data Tab:

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID: 100091 Course Offering Nbr: 1
 Academic Institution: Sacramento State
 Term: Spring 2013 Undergrad
 Subject Area: ACCY Accountancy
 Catalog Nbr: 2 Managerial Accounting

Class Sections Find | View All First 4 of 7 Last

*Session: 1 Regular Academic Session Class Nbr: 31503
 *Class Section: 04 *Start/End Date: 01/28/2013 05/17/2013
 *Component: DIS Discussion Event ID:
 *Class Type: Enrollment
 *Associated Class: 4 Units: 3.00 Associated Class Attributes
 *Campus: MAIN Main Add Fee
 *Location: CAMPUS CSU SACRAMENTO Schedule Print
 Course Administrator: Student Specific Permissions
 *Academic Organization: 161 Business Administration Dynamic Date Calc Required
 Academic Group: CBA Business Administration Generate Class Mtg Attendance
 *Holiday Schedule: SA Student Admin Holiday Schedule Sync Attendance with Class Mtg
 *Instruction Mode: P In Person GL Interface Required
 Primary Instr Section: 04

Class Topic

Course Topic ID: Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group: Override Equivalent Course
 Class Equivalent Course Group:

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

*Course Attribute	*Course Attribute Value		
CLEV Course Level	1 Lower Division	+	-
OLDE eLearning Courses	OL Online	+	-

Definition of Class Attribute and Class Attribute Values:

1. HY (Hybrid) – course is offered via Face-to-Face instruction and web-based technology
2. OL (Online) – course is offered via web-based technology only
3. TV (Televised) – course is viewed live or previously recorded via televised broadcast
4. WA (Web-Assisted) – course utilizes any form of computer, software, or web-based program

➤ **ONLINE: course is offered via web technology. Place the OLDE / OL Attributes on the Basic Data Tab.** Meeting Pattern: Facility ID = WEBONLINE (NO days/times entered if course is Asynchronous)

Online courses may require an In-Person Orientation session at the beginning of the term. If so, an additional meeting pattern must be added (meeting pattern #2) entered – the Start/End Dates and Times need to be adjusted to reflect the one-day orientation and a Facility ID can be entered to indicate the location. A Free Form Note (Note Tab) can also be entered to further inform students of the requirement and meeting details.

- **HYBRID:** A Hybrid attribute should only be used when the Face-To-Face instruction hours per week are reduced and do not fulfill the number of credit hours assigned to the course.

In this situation, two meeting patterns need to be created (additional meeting patterns can be created by clicking the (+) symbol in the Meeting Pattern section):

- 1) Face-to-Face (include Facility ID, Days, Times, and instructor – follow Instructor Work Load instructions for both meeting patterns)
- 2) WEBONLINE (include Instructor in the meeting pattern, set Workload tab to 'Not Include')

NOTE: Depending on the course unit value, each meeting pattern will vary to fulfill credit unit hours.

Example: 3-unit course meets weekly; one Unit in the classroom (Monday's) and the remaining time Online.

Course ID: 109566 Course Offering Nbr: 1
 Academic Institution: Sacramento State
 Term: Fall 2013 Undergrad
 Subject Area: COMS Communication Studies
 Catalog Nbr: 4 Intro Public Speaking

Class Sections Find | View All First 1 of 49 Last

Session: 1 Regular Academic Session Class Nbr: 84976 [Class APDB Mapping Values](#)
 Class Section: 01 Component: Discussion Event ID: 000074442
 Associated Class: 1 Units: 3.00

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

Facility ID: MND2032 Capacity: 29 Pat: Mtg Start: 8:00AM Mtg End: 8:50AM M T W T F S S *Start/End Date: 09/03/2013 12/13/2013
 Mendocino 2032 Topic ID: Free Format Topic: Print Topic On Transcript [Contact Hours](#) [Meeting APDB Mapping Values](#)

Instructors For Meeting Pattern Customize | Find | View All First 1-2 of 2 Last

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		101055379	Andersen,Alicia N	Prim Inst	<input checked="" type="checkbox"/>	Post		0	2358
		102010608	Williams,Mark A	Prim Inst	<input checked="" type="checkbox"/>	Approv		0	2360

Facility ID: WEBONLINE Capacity: 100 Pat: Mtg Start: Mtg End: M T W T F S S *Start/End Date: 09/03/2013 12/13/2013
 Web ONLINE Topic ID: Free Format Topic: Print Topic On Transcript [Contact Hours](#) [Meeting APDB Mapping Values](#)

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

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		102010608	Williams,Mark A	Prim Inst	<input checked="" type="checkbox"/>	Approv		0	2360

Room Characteristics Customize | Find First 1 of 1 Last

*Room Characteristic	*Quantity
	1

An Orientation session may be required at the beginning of the term – this information can be entered as a Free Form note (located within the 'Notes' tab), OR a separate meeting pattern (meeting pattern #2) can be entered – the Start/End Dates need to be adjusted to reflect the one-day orientation, a Facility ID can be entered to indicate the location, along with the corresponding Start/End Times.

Note: Meeting APDB Mapping Values must also be entered (reference pages 5-6).

➤ **Associated Class Number for multiple component sections**

For courses with multiple components, there must be at least one section scheduled for each component.

Example:

Nursing 12 has three components – Lecture, Lab, and Clinical. Each component must have at least one section scheduled.

The “**Associated Class Number**” is used to link sections with multiple components that need to be ‘grouped’ together: Lecture/Lab/Activity/Discussion/Clinical

Also, when there are multiple component sections grouped by the “Associated Class Number”, only one of the components can have the “**Class Type**” set to ‘**Enrollment**’. The other components must have “**Class Type**” set to ‘**Non-Enroll**’.

NOTE: Within the Enrollment Cntrl tab, the “1st and 2nd Auto Enroll Section” fields allow you to specify which of the ‘Non-Enroll’ section(s) to automatically enroll the student in when he/she chooses the ‘Enrollment’ section.

Example 1: CHEM 1A has two components – Lecture and Lab. There are six labs associated with Lecture 01. Students choose one of the Lab sections and are auto enrolled in the Lecture Section. Set up as follows:

- Section 01 (Lecture), Associated Class Number 1, Non-Enroll
- Section 02 (Lab), Associated Class Number 1, Enrollment, Auto Enroll in Section 01
- Section 03 (Lab), Associated Class Number 1, Enrollment, Auto Enroll in Section 01
- Section 04 (Lab), Associated Class Number 1, Enrollment, Auto Enroll in Section 01
- Section 05 (Lab), Associated Class Number 1, Enrollment, Auto Enroll in Section 01
- Section 06 (Lab), Associated Class Number 1, Enrollment, Auto Enroll in Section 01
- Section 07 (Lab), Associated Class Number 1, Enrollment, Auto Enroll in Section 01

Example 2: LS 7A has two components – Discussion and Tutorial. One Tutorial is Associated with one Discussion. Students choose the Discussion and are auto enrolled in the associated Tutorial. Set up as follows:

- Section 01 (Dis), Associated Class Number 1, Enrollment, Auto Enroll in Section 02 (Tut)
- Section 02 (Tut), Associated Class Number 1, Non-Enroll
- Section 03 (Dis), Associated Class Number 2, Enrollment, Auto Enroll in Section 04 (Tut)
- Section 04 (Tut), Associated Class Number 2, Non-Enroll
- Section 05 (Dis), Associated Class Number 3, Enrollment, Auto Enroll in Section 06 (Tut)
- Section 06 (Tut), Associated Class Number 3, Non-Enroll

Example 3: PHYS 11A has three components – Lecture, Discussion, and Lab. One Lecture section is associated with one Discussion section and multiple Labs are associated with the Lec/Dis combination. Students choose the Lecture and are auto enrolled in the Discussion and then are prompted to also enroll in one of a group of Lab sections. In this example, the three lecture sections in ‘group 1’ are also set up as Combined Sections taught by the same instructor, same time, same room. Set up as follows:

- Section 01 (Lec), Associated Class Number 1, Enrollment, Auto Enroll in Section 02 (Dis)
- Section 02 (Dis), Associated Class Number 1, Non-Enroll
- Section 03 (Lec), Associated Class Number 1, Enrollment, Auto Enroll in Section 04 (Dis)
- Section 04 (Dis), Associated Class Number 1, Non-Enroll
- Section 05 (Lec), Associated Class Number 1, Enrollment, Auto Enroll in Section 06 (Dis)
- Section 06 (Dis), Associated Class Number 1, Non-Enroll
- Section 07 (Lab), Associated Class Number 1, Non-Enroll
- Section 08 (Lab), Associated Class Number 1, Non-Enroll
- Section 09 (Lab), Associated Class Number 1, Non-Enroll

Note: In this example only one of the components is set as the 'Enrollment' section (Lec). Although there is no 'auto enroll' set for the Lab sections, the system will prompt the student to select one of the Lab sections in the Associated Class group '1' to complete the enrollment in the grouping. It would be helpful in this example to attach a **free format "Class Note"** to the 'Enrollment' section to tell the student what to do such as:

"You will be automatically enrolled in the Discussion section, but you must also select one Lab section from Sections 07 thru 09."

Note: the Non-Enroll function should only be used with multiple component course sections.

Non-Enrollment Course section options:

Do not use the Non-Enroll function in order to "hide" sections or prevent self-service student enrollment.

Example 1:

A course section is created, but should not be viewed via the online portal. Using the 'Class Status' field within the Enrollment Cntrl Tab, select the 'Tentative section' value and set the "Class Type" field within the Basic Data Tab to "Enrollment."

By setting it as a 'Tentative' section, the section will not be displayed to students when they search the schedule. If the section is opened at a later time, the "Class Status" must be changed to 'Active' and it will be immediately available for students to enroll.

Example 2:

Course section requires department or instructor consent to enroll. "Class Status" must be set to 'Active'; utilize the "Consent" field on the Enrollment Cntrl Tab to program either 'Dept Cnsnt' or 'Inst Cnsnt'. Students will receive a message that either department or instructor consent is required to enroll.

Example 3:

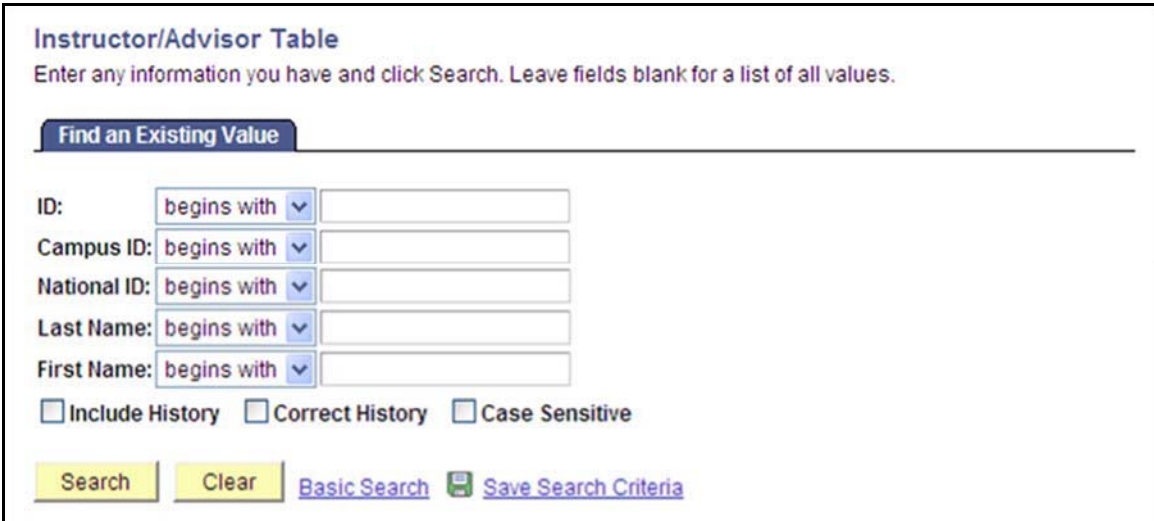
A course section is scheduled for a selective group of students and the course section should not be viewable via the online portal. Set the "Class Type" on the Basic Data Tab to 'Enrollment', but uncheck the "Schedule Print" box, also located on the Basic Data Tab. This will prevent the section from being displayed in the online schedule. The specific "Class Reference Number" and course section information can be provided to the students for self-service enrollment, or manually enrolled by the Department.

➤ Instructor/Advisor Information

Setting up Instructor/Advisor Table

The Instructor/Advisor Table allows Departments to authorize instructors to teach courses within an Academic Organization. Utilizing the Empl ID issued by HR, the new Instructor information must be entered into the Instructor/Advisor Table by the Department in order to assign course section teaching assignment(s) within the Meetings tab when scheduling a course section.

1. **Navigation:** Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table.



Instructor/Advisor Table
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID:

Campus ID:

National ID:

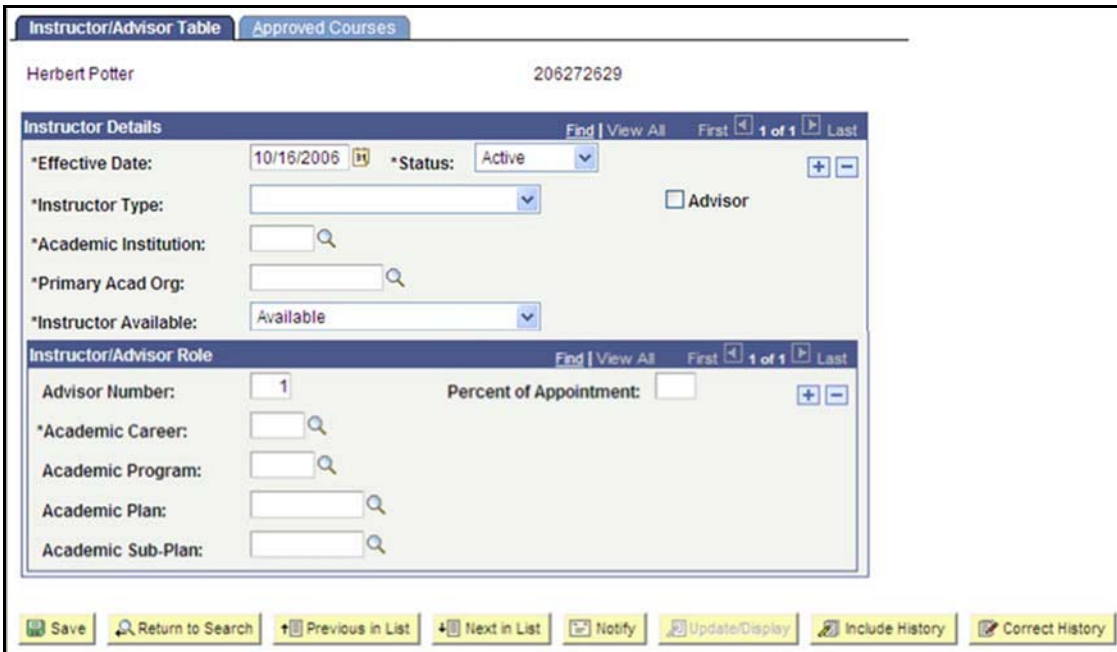
Last Name:

First Name:

Include History Correct History Case Sensitive

[Basic Search](#)

2. Enter search criteria to help identify the appropriate instructor.
3. Click the Search button.
4. Depending upon the criteria entered, a list of results may display and one value must be chosen.



Instructor/Advisor Table **Approved Courses**

Herbert Potter 206272629

Instructor Details Find | View All First 1 of 1 Last

*Effective Date: 10/16/2006 *Status: Active

*Instructor Type: Advisor

*Academic Institution:

*Primary Acad Org:

*Instructor Available: Available

Instructor/Advisor Role Find | View All First 1 of 1 Last

Advisor Number: 1 Percent of Appointment:

*Academic Career:

Academic Program:

Academic Plan:

Academic Sub-Plan:

- Enter an Effective Date. Make sure the Effective Date matches the standard date for the beginning of the first semester the instructor will teach.

SACST has decided to use the following effective dates to represent when courses will begin and end as they relate to terms:

Winter Begin	01/01/XX	Spring Begin	01/15/XX
Winter End	01/14/XX	Spring End	05/14/XX
Summer Begin	05/15/XX	Fall Begin	08/01/XX
Summer End	07/31/XX	Fall End	12/31/XX

- Use the Instructor Type dropdown to select the title which best describes the instructor's position. *Part-Time Lectures = Lecturer; Tenure Track = Rank*
- Enter "SACST" for the Academic Institution.
- Enter the Primary Acad Org. This value identifies the primary org associated with the instructor; use the magnifying glass to look up the value if necessary.
- Check the Advisor checkbox. This option allows individual students to be linked to the instructor for advising purposes.

Effective Fall 2009, Departments will no longer need to maintain the information entered in the Instructor/Advisor Role section. A script has been developed to update this information which is run periodically.

- Instructor/Advisor Table Tab complete – click Save. Select Approved Courses Tab.

Identify Acad Org area based on hiring Department and approved course teaching.

- Enter the Academic Org on the blank row. Use the magnifying glass to look up this value if necessary. ONLY the Academic Org is a required value.
- Click the plus (+) button to add any additional rows and repeat the instructions above to enter course information.
- Click the Save button when you are finished entering all course data.