



## Basic Scheduling

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### *Schedule of Classes*

**Contact Us:**

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## **Overview**

This manual covers the following topics:

- Catalog Search & Summary
- Schedule New Course
- Class Associations
- Update Sections of a Class (used to view scheduled sections)
- Maintain Schedule of Classes



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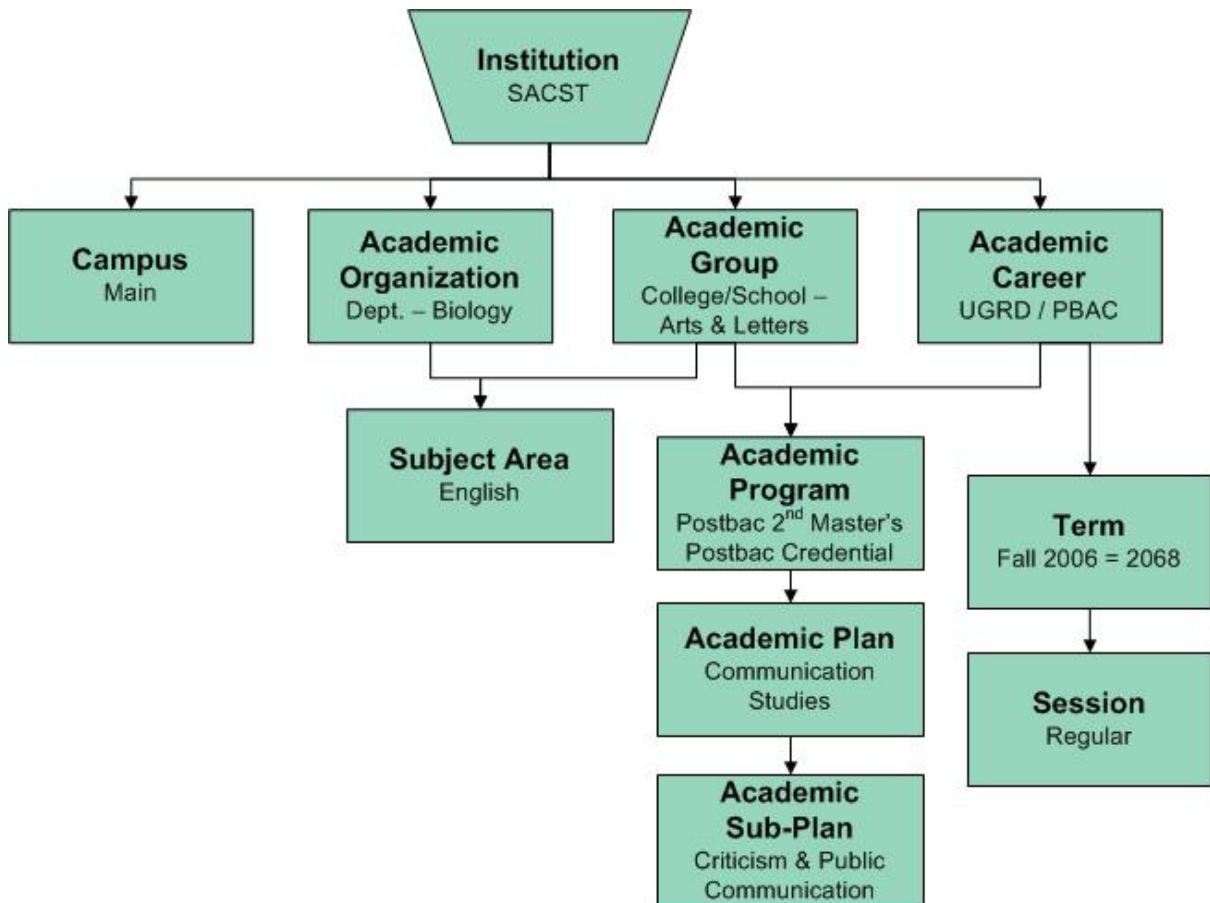



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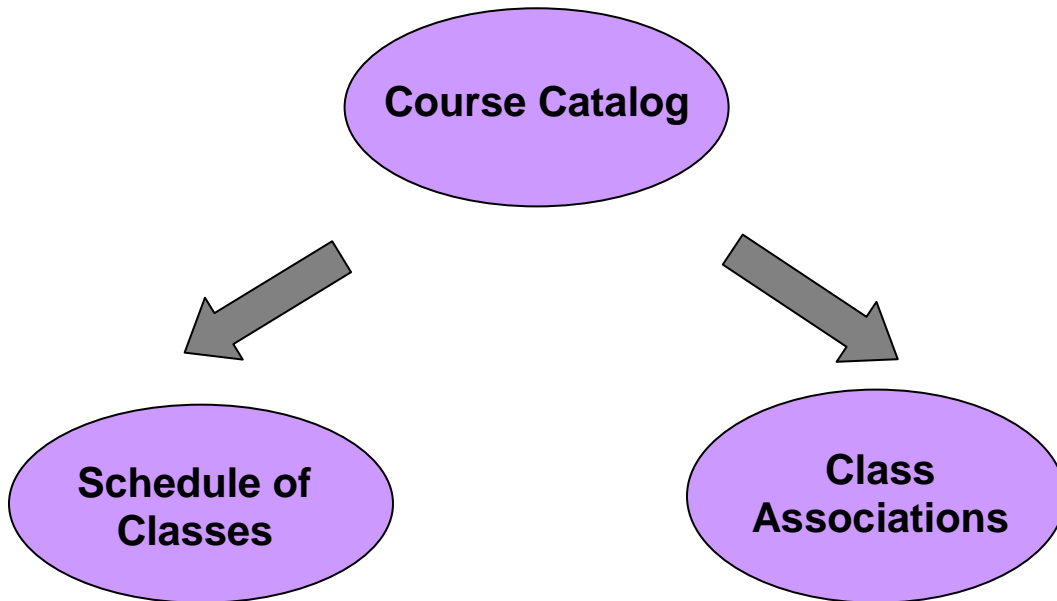
## Academic Structure

The diagram below presents a visual model of the Academic Structure arrangement within PeopleSoft. Notice that under each heading an example is listed. Definitions of these terms can be found in the Academic Structure Glossary at the back of this manual.



## Flow of Information

The diagram below illustrates the flow of the Course Catalog and the Schedule of Classes within PeopleSoft.



## Course Catalog Search

The Course Catalog Search provides access to all active courses in the catalog. This feature can be helpful for looking up descriptions of active courses (descriptions include pre-requisites, co-requisites, class note information and more).

1. Navigation: Curriculum Management > Course Catalog > Course Catalog Search.

**Figure 1:** Search screen.

2. Select "Sacramento State" in the Institution field.
3. Enter the Subject Area. If necessary, use the magnifying glass to look up the value.

4. The Catalog Nbr field is optional. If you know the desired catalog number, you can enter the value in this field.

**Note:** You can select "Exact Match" or "Wildcard" from the dropdown next to the Catalog Nbr field. The wildcard option will find any course numbers containing the value you entered.

Subject Area	Description	Academic Organization
ACCY	Accountancy	161
ADVS	Advanced Study	131

5. Click the Search button.

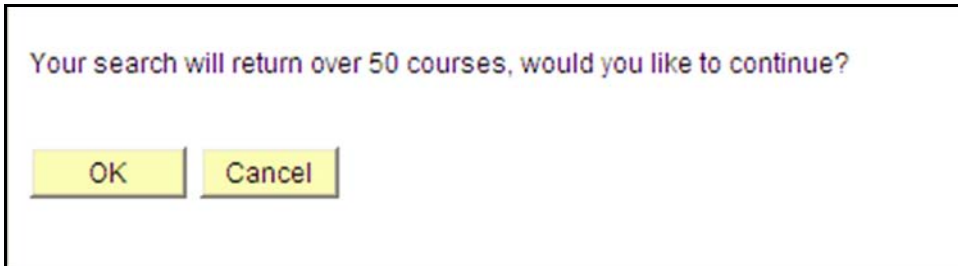


Figure 2: Warning message.

6. The system will give you a warning if your search returns more than 50 courses. Click the OK button to continue.



Figure 3: Course details.

7. The system will display a list of courses that match your search criteria. Scroll down the page to see the entire list.



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## Course Catalog Summary

The Course Catalog Summary provides access to all active and inactive courses with records in the catalog. This feature can be helpful for looking up information about individual courses.

1. Navigation: Curriculum Management > Course Catalog > Course Catalog Summary.

The screenshot shows the 'Course Catalog Summary' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a section titled 'Find an Existing Value'. The search criteria include: 'Academic Institution' with a dropdown set to '=' and a search box; 'Subject Area' with a dropdown set to '=' and a search box with a magnifying glass icon; 'Catalog Nbr' with a dropdown set to 'begins with' and a search box; 'Campus' with a dropdown set to 'begins with' and a search box with a magnifying glass icon; 'Course ID' with a dropdown set to 'begins with' and a search box; and 'Description' with a dropdown set to 'begins with' and a search box. There are also checkboxes for 'Include History' and 'Case Sensitive'. At the bottom, there are buttons for 'Search' and 'Clear', and links for 'Basic Search' and 'Save Search Criteria'.

**Figure 4:** Search screen.

2. Enter "SACST" in the Academic Institution field.
3. Enter the desired Subject Area. If necessary, use the magnifying glass to look up this value.
4. You can leave the Catalog Nbr field blank to look up a list of all courses in a particular Subject Area or you can look up a specific course by entering a Catalog Nbr.
5. Click the Search button.

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

**Find an Existing Value**

Academic Institution: =

Subject Area: =

Catalog Nbr: begins with

Campus: begins with

Course ID: begins with

Description: begins with

Include History  Case Sensitive

[Basic Search](#)

**Search Results**  
 Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First  [Last](#)

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
<a href="#">SACST</a>	<a href="#">COMS</a>	<a href="#">1</a>	<a href="#">MAIN</a>	<a href="#">109551</a>	<a href="#">Intro To Comm Studies</a>
<a href="#">SACST</a>	<a href="#">COMS</a>	<a href="#">1</a>	<a href="#">MAIN</a>	<a href="#">168658</a>	<a href="#">Intro To Speech Comm</a>
<a href="#">SACST</a>	<a href="#">COMS</a>	<a href="#">2</a>	<a href="#">MAIN</a>	<a href="#">109556</a>	<a href="#">Argumentation</a>
<a href="#">SACST</a>	<a href="#">COMS</a>	<a href="#">2</a>	<a href="#">MAIN</a>	<a href="#">168660</a>	<a href="#">Comm And Contemp Issues</a>
<a href="#">SACST</a>	<a href="#">COMS</a>	<a href="#">2</a>	<a href="#">MAIN</a>	<a href="#">168661</a>	<a href="#">Comm And Contemp Issues</a>
<a href="#">SACST</a>	<a href="#">COMS</a>	<a href="#">3</a>	<a href="#">MAIN</a>	<a href="#">109561</a>	<a href="#">General Semantics</a>

Figure 5: Search results.

- Your search results will appear at the bottom of the screen. Click on a course to display related information.

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
<a href="#">SACST</a>	<a href="#">COMS</a>	<a href="#">117</a>	<a href="#">MAIN</a>	<a href="#">109811</a>	<a href="#">Multimedia Communication</a>
<a href="#">SACST</a>	<a href="#">COMS</a>	<a href="#">117</a>	<a href="#">MAIN</a>	<a href="#">109811</a>	<a href="#">Production Of Multi-Media</a>
<a href="#">SACST</a>	<a href="#">COMS</a>	<a href="#">117</a>	<a href="#">MAIN</a>	<a href="#">168686</a>	<a href="#">Basic Media Production</a>

Figure 6: Multiple results for one Catalog Nbr.

- Notice that there can be multiple rows listed under a single Catalog Nbr. Since the Catalog Summary displays both active and inactive courses, you may be looking at older inactive courses as well as the current (active) rows of course data. Looking at the Course ID, Status and Effective Date will help you determine the nature of the information you are viewing.

**Course Catalog Summary**

Course ID: 109811      Multimedia Communication

Find | View All    First 1 of 1 Last

Effective Date: 01/15/1995      Status: Active

Equivalent Course Group:

Grading Basis	Min Units	Max Units	Pgrss Unit	Crs Cntct	Allowd Unit	Allow Comp
Graded	3.00	3.00	3.00		6.00	99

Equivalent Course Group

Course ID	Effective Date

Course Offering

Institution	Acad Group	Subject	Catalog	Acad Org	Approved	Career	Campus
SACST	ALS	COMS	117	187	Approved	Undergrad	MAIN

Course Component

Component	Optional	Instructor Contact Hours
Discussion	<input type="checkbox"/>	2.000
Laboratory	<input type="checkbox"/>	1.000

Return to Search    Previous in List    Next in List    Notify    Update/Display    Include History

**Figure 7:** Course details.

8. Once you are viewing data for a particular course, you can click the "Next in List" button at the bottom of the page to view the next course that appeared in your search results.
9. Click the "Return to Search" button to perform a new search.

## Schedule a New Course

This process will take you through the basic steps for scheduling new sections of a course. (See the *Advanced Scheduling* manual for details on scheduling courses with multiple components or complex meeting patterns.)

### Navigation & Search

1. Navigation: Curriculum Management > Schedule of Classes > Schedule New Course.

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

**Find an Existing Value**

Academic Institution: = [dropdown] [input] [magnifying glass]  
 Term: = [dropdown] [input] [magnifying glass]  
 Subject Area: = [dropdown] [input] [magnifying glass]  
 Catalog Nbr: begins with [dropdown] [input]  
 Academic Career: = [dropdown] [input] [dropdown]  
 Campus: begins with [dropdown] [input] [magnifying glass]  
 Description: begins with [dropdown] [input]  
 Course ID: begins with [dropdown] [input] [magnifying glass]  
 Course Offering Nbr: = [dropdown] [input] [magnifying glass]

Case Sensitive

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

**Figure 8:** Search screen.

2. Enter "SACST" in the Academic Institution field.
3. Enter the appropriate term code in the Term field. If necessary, use the magnifying glass to look up the term value. (See the Term Codes section in the back of this manual for a description of Term values.)
4. Enter the desired Subject Area. If necessary, use the magnifying glass to look up this value. (All other fields can be left blank.)
5. Click the Search button.

**Look Up Term**

Term: begins with [dropdown] [input]  
 Description: begins with [dropdown] [input]  
 Short Description: begins with [dropdown] [input]

[Look Up] [Clear] [Cancel] [Basic Lookup](#)

**Search Results**

[View All](#) First [dropdown] 1-100 of 279 [dropdown] Last

Term	Description	Short Description
<a href="#">2081</a>	<a href="#">Winter Intersession 2008</a>	<a href="#">Win 2008</a>
<a href="#">2078</a>	<a href="#">Fall 2007</a>	<a href="#">Fall 2007</a>
<a href="#">2075</a>	<a href="#">Summer 2007</a>	<a href="#">Sum 2007</a>
<a href="#">2073</a>	<a href="#">Spring 2007</a>	<a href="#">Spr 2007</a>
<a href="#">2071</a>	<a href="#">Winter Intersession 2007</a>	<a href="#">Win 2007</a>
<a href="#">2068</a>	<a href="#">Fall 2006</a>	<a href="#">Fall 2006</a>

Find an Existing Value

---

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](#)

**Search Results**

[View All](#) First  1-100 of 120  Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
SACST	2078	COMS	2	Undergrad	MAIN	Argumentation	109556	1
SACST	2078	COMS	4	Undergrad	MAIN	Intro Public Speaking	109566	1
SACST	2078	COMS	4H	Undergrad	MAIN	Honors Public Speaking	191526	1
SACST	2078	COMS	5	Undergrad	MAIN	Communication Experience	109571	1

**Figure 9:** Search results.

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

## 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: Will always default 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	Notes	Exam
Course ID:	109811	Course Offering Nbr:	1		
Academic Institution:	Sacramento State	Term:	Fall 2007	Undergrad	<a href="#">Auto Create Component</a>
Subject Area:	COMS	Catalog Nbr:	117	Communication Studies	
				Multimedia Communication	
<b>Class Sections</b> <span style="float:right">Find   View All   First 1 of 1   Last</span>					
*Session:	1	Regular Academic Session	Class Nbr:	0	
*Class Section:			*Start/End Date:	09/04/2007	12/14/2007
*Component:	DIS	Discussion	Event ID:		
*Class Type:	Enrollment			<a href="#">Add Fee</a>	
*Associated Class:	1				
*Campus:	MAIN	Main		<input checked="" type="checkbox"/> Schedule Print	
*Location:	CAMPUS	CSU SACRAMENTO		<input type="checkbox"/> Student Specific Permissions	
Course Administrator:				<input type="checkbox"/> Dynamic Date Calc Required	
*Academic Organization:	187	Communication Studies		<input checked="" type="checkbox"/> Generate Class Mtg Attendance	
Academic Group:	ALS	Arts & Letters		<input type="checkbox"/> Sync Attendance with Class Mtg	
*Holiday Schedule:	SA	Student Admin Holiday Schedule		<input type="checkbox"/> GL Interface Required	
*Instruction Mode:	P	In Person			
Primary Instr Section:					
<b>Class Topic</b>					
Course Topic ID:				<input type="checkbox"/> Print Topic in Schedule	
<b>Equivalent Course Group</b>					
Course Equivalent Course Group:	00003	COMS117/JOUR120		<input type="checkbox"/> Override Equivalent Course	
Class Equivalent Course Group:					
<b>Class Attributes</b> <span style="float:right">Customize   Find   View All   First 1 of 1   Last</span>					
*Course Attribute		*Course Attribute Value			
CLEV	Course Level	2	Upper Division		

[Save](#)
[Return to Search](#)
[Notify](#)

**Figure 10:** Basic Data tab.

Much of the key information on the Basic Data tab will default. There may be a few cases where you'll need to override this data.

**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 to schedule the additional components.)

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

**Associated Class:** This value defaults to "1". The Associated Class number should always match the Class Section number (unless you are dealing with a course that has 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.

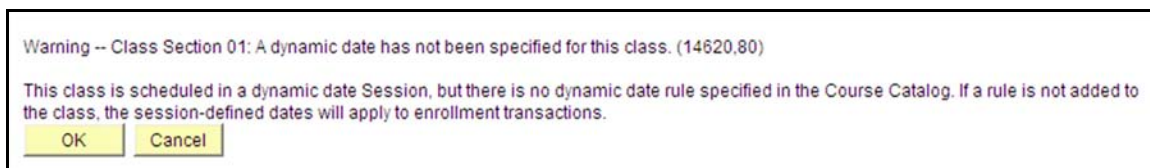
Instruction Mode: "P – In Person".

Primary Instr Section: Same as Class Section.

7. Enter your section number in the Class Section field (begin with "01"). Your section numbers should always be 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.

8. Click the Save button.



**Figure 11:** Existing CCE section error.

9. If a CCE section of a class exists, a warning message may appear. Click OK and continue. (This may happen because CCE and Stateside now share classes within the same Term but use different sessions.)
10. Upon saving, the system will automatically generate a Class Nbr.

Note: Class Nbr's are 5 digits long and begin with a number that designates the term you are scheduling in (e.g., 8XXXX represents a fall class).

11. Make sure that the Associated Class number is correct. This value should always match the Class Section number unless you are dealing with a multi-component course. (See *Advanced Scheduling* manual for details on handling Associated Class numbers for courses with multiple components.)

Note: The Associated Class defaults to "1" so it should automatically be correct for your first section. When adding further sections, you will have to adjust the Associated Class number (e.g., Section 02 should have an Associated Class number of "2").

- Verify that the checkboxes for Schedule Print and Generate Class Mtg Attendance are checked (these selections should default).

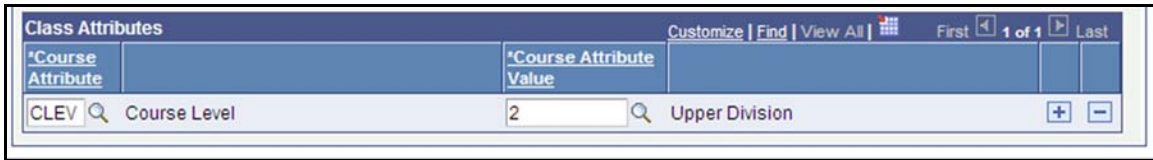
**Note:** You can uncheck the Schedule Print box if you do not want this class section to display for students in the schedule.

- The Student Specific Permissions checkbox should be unchecked (turned off) for most courses.

**Note:** Student Specific Permissions allow you to control which individual students can register for a class. Detailed instructions on how to use Student Specific Permissions for enrollment will be covered in registration training.

- Sacramento State is not using Class Topics.

- The Equivalent Course Group is a system generated number that identifies course equivalencies and/or combined sections.



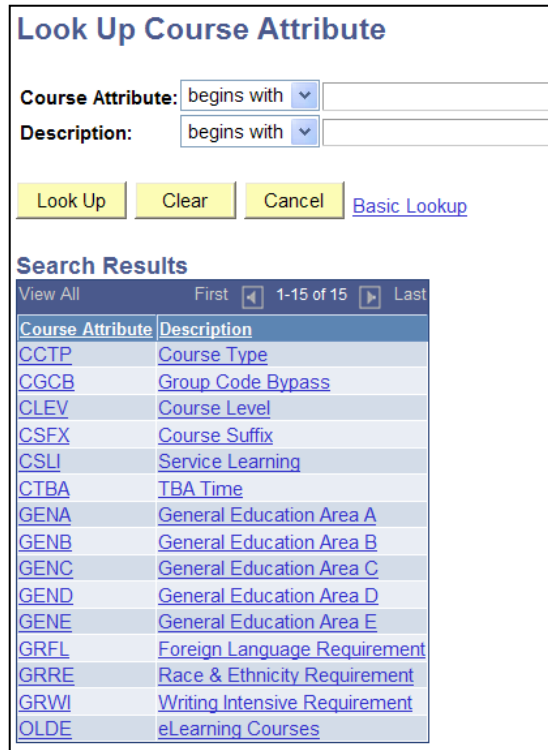
**Figure 12:** Class Attributes.

- Attributes of a course are identified using the Course Attribute field to enter a general category (e.g., Class Level – CLEV) and the Course Attribute Value field to enter a specific value (e.g., Upper Division – 2).

Additional Class Attributes can be assigned by clicking the plus (+) button and inserting another row.

**Note:** Service Learning and eLearning classes need to be identified using the Course Attribute and Attribute Value fields.

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





## Meetings

Figure 13: Meetings tab.

- Use the Pat field to select a standard meeting pattern, if applicable. Use the magnifying glass to look up the appropriate value if necessary.

**Note:** Codes have been set up for the most common class meeting patterns to facilitate 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).

Standard Meeting Pattern	Description
E1	Friday
E2	Friday
E3	Friday
M1	Monday
M2	Monday
M3	Monday
MW2	Monday/Wednesday
MW3	Monday/Wednesday
MWF3	Monday/Wednesday/Friday
R1	Thursday

- Enter the start time for the class in the Mtg Start field.
- Enter the desired end time for the class in the Mtg End field. If you selected a standard meeting pattern, this value will default.

21. Select checkboxes to indicate which days of the week the class meets. If you selected a standard meeting pattern, this information will also default.

Note: Courses that are to be intentionally offered without a room assignment (CMS Facility ID field left blank) should NOT have a day and time meeting pattern. If day and time are established, and the course is NOT WEB ONLINE or OFF CAMPUS, please enter TBAARR in the CMS Facility ID field. TBAARR must also be entered in the Facility ID field for tentative sections.

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

23. Click the plus (+) button in the Meeting Pattern section to insert additional meeting patterns. (See the *Advanced Scheduling* manual for details on scheduling special sessions.)

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

The screenshot shows a 'Look Up ID' form with the following fields and results:

EmpID: begins with [dropdown] [text box]  
 Last Name: begins with [dropdown] WE [text box]  
 First Name: begins with [dropdown] [text box]

Buttons: Look Up, Clear, Cancel, Basic Lookup

**Search Results**

EmpID	Name	Last Name	First Name
250000143	Weasley,Ron	WEASLEY	RON
101057514	Wells,Susan M	WELLS	SUSAN

Note: You can click the headings in the lookup table to sort the instructor information.

25. Select "Approve" from the dropdown menu on the Access field.

Note: The Instructor Role will default to "Prim Instr" and the Print checkbox will be checked automatically.

26. Verify that the Empl Rcd # field has the correct value and that the Job Code associated with the Empl Rcd # is a faculty Job Code (e.g., 2358, 2399). It is very important that the correct Empl Rcd # is used for faculty who may also have Empl Rcd #'s for other non-faculty positions on campus. If the non-faculty Empl Rcd # is used, this will cause problems in how faculty workload is reported. If you are not certain if the Empl Rcd # is correct and matches a faculty Job Code, click on the magnifying glass and select the Empl Rcd # associated with the faculty Job Code.

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

ID	Name	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
250000143	Weasley, Ron	IFF	187	<input checked="" type="checkbox"/>	100.0000	2.00	<input checked="" type="checkbox"/>	13.33

**Figure 14:** Instructors For Meeting Pattern.

28. If you add multiple instructors, you will need to designate Primary/Secondary instructors using the Instructor Role field. You will also need to click the Workload tab and change the Load Factor field to match the percentage of the load each instructor will carry (Load Factor defaults to 100). If the course should not be included in workload calculations for an instructor, change the Assign Type value from "IFF" to "Not Includ".
29. If you need to change an instructor assignment, delete the existing instructor by clicking the minus (-) button before adding the new instructor assignment.
30. After all information has been completed on the Meetings tab, click the Enrollment Cntrl tab.

### Enrollment Cntrl

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

Course ID: 109811      Course Offering Nbr: 1  
 Academic Institution: Sacramento State  
 Term: Fall 2007      Undergrad  
 Subject Area: COMS      Communication Studies  
 Catalog Nbr: 117      Multimedia Communication

**Enrollment Control**      Find | View All      First 1 of 1 Last

Session: 1      Regular Academic Session      Class Nbr: 0  
 Class Section:      Component: Discussion      Event ID:  
 \*Class Status: Active     

Class Type: Enrollment      Enrollment Status: Closed  
 \*Consent: No Consent      Requested Room Capacity: 25 Total  
 1st Auto Enroll Section:      Enrollment Capacity: 25 0  
 2nd Auto Enroll Section:      Wait List Capacity: 0  
 Resection to Section:      Minimum Enrollment Nbr:

Auto Enroll from Wait List       Cancel if Student Enrolled

**Figure 15:** Enrollment Cntrl tab.

31. 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.)

**Note:** When cancelling a class section, 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. Generate a list of students to notify by printing a class roster before cancelling a class. Click the Cancel Class button to dis-enroll students.

32. 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.
33. Enter a value in 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.)
34. Enter a value for the Wait List Capacity. (Refer to the *Wait List Guidelines* for further details.)
35. If the Wait List feature is being used, the Auto Enroll from Wait List box must be checked.
36. After Enrollment Cntrl information has been completed, click the Notes tab.

## Notes

The screenshot displays the 'Notes' tab of a software application. The interface includes a navigation bar with tabs for 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Notes', and 'Exam'. Below the navigation bar, there is a form for entering class notes. The form is divided into several sections:

- Course Information:** Course ID: 109811, Course Offering Nbr: 1, Academic Institution: Sacramento State, Term: Fall 2007, Subject Area: COMS, Catalog Nbr: 117, Undergrad, Communication Studies, Multimedia Communication.
- Class Sections:** Session: 1, Regular Academic Session, Class Nbr: 0, Component: Discussion, Event ID: (empty).
- Class Notes:** \*Sequence Number: 1, \*Print Location: After (dropdown),  Even if Class Not in Schedule, Note Nbr: (input field with search icon), Copy Note (button), Free Format Text: (text area), Clear Note (button).

At the bottom of the form, there are three buttons: Save, Return to Search, and Notify.

**Figure 16:** Notes tab

37. The Print Location should default to "After". Accept this default value.

38. Click the Note Nbr magnifying glass to select from a list of standard class notes.

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.

**Look Up Note Nbr**

Academic Institution: SACST

Note Nbr: begins with [ ]

Description: begins with [ ]

Look Up Clear Cancel Basic Lookup

**Search Results**

View All First 1-88 of 88 Last

Note Nbr	Description
0001	Instructor Approval
0002	Ethnic Studies Program
0003	Asian American Program
0004	Credit Over Cable Television

39. Click the plus (+) button to insert additional notes.
40. Click the Save button.
41. After completing the Notes information, click the Exam tab.

## Exam

Basic Data Meetings Enrollment Cntrl Notes Exam

Course ID: 109811 Course Offering Nbr: 1

Academic Institution: Sacramento State

Term: Fall 2007 Undergrad

Subject Area: COMS Communication Studies

Catalog Nbr: 117 Multimedia Communication

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

Session: 1 Regular Academic Session Class Nbr: 0

Class Section: Component: Discussion Event ID:

Exam Seat Spacing: 1 Final Exam:

**Class Exam** Customize | Find First 1 of 1 Last

Exam Time Code	Combined Exam	Exam Date	Exam Start	Exam End	Class Exam Type	Facility ID	Building	Room
	<input type="checkbox"/>				Final			

Save Return to Search Notify

**Figure 17:** Exam tab.

42. The Exam tab allows you to find information about the scheduled time and place for a final exam. This is a view only screen. You will not be able to make changes.

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.

## Additional Sections

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

Course ID: 109811      Course Offering Nbr: 1  
 Academic Institution: Sacramento State  
 Term: Fall 2007      Undergrad  
 Subject Area: COMS      Communication Studies      **Auto Create Component**  
 Catalog Nbr: 117      Multimedia Communication

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

\*Session: 1 Regular Academic Session      Class Nbr: 80027  
 \*Class Section: 01      \*Start/End Date: 09/04/2007 12/14/2007  
 \*Component: DIS Discussion      Event ID:  
 \*Class Type: Enrollment  
 \*Associated Class: 1      **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: 00003 COMS117/JOUR120       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	2 Upper Division		+ -
CSLI Service Learning	Y Service Learning Course		+ -

**Save**      **Return to Search**      **Notify**

**Figure 18:** Basic Data tab.

43. To continue scheduling additional sections, click the Basic Data tab.

44. Click the plus (+) button to insert a row and continue with the Basic Data instructions.

**Note:** When scheduling additional sections, you will need to assign unique Class Section numbers. You will also need to match the Associated Class number to your Class Section number unless you are dealing with a course that has multiple components. (See the *Advanced Scheduling* manual for further details on Associated Class numbers and courses with multiple components.)

## Class Associations

Under the Adjust Class Associations menu option, you can verify the units, components and requisites for the classes you have scheduled. All of the tabs available under Adjust Class Associations are "view only" (i.e., you will not be able to update information here).

### Navigation & Search

1. Navigation: Curriculum Management > Schedule of Classes > Adjust Class Associations.

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

**Find an Existing Value**

Academic Institution: = [dropdown] [text input] [magnifying glass]

Term: = [dropdown] [text input] [magnifying glass]

Subject Area: = [dropdown] [text input] [magnifying glass]

Catalog Nbr: begins with [dropdown] [text input]

Academic Career: = [dropdown] [dropdown]

Session: = [dropdown] [dropdown]

Course ID: begins with [dropdown] [text input] [magnifying glass]

Course Offering Nbr: = [dropdown] [text input] [magnifying glass]

Description: begins with [dropdown] [text input]

Case Sensitive

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

**Figure 19:** Search screen.

2. Enter "SACST" for the Academic Institution.
3. Fill in the appropriate Term.
4. Enter the Subject Area.
5. Enter the Catalog Nbr.

**Note:** If you just left the Schedule New Course option, the information on the search screen will automatically default to match the course you were working with.

6. Click the Search button. (You may have to select a class from search results at the bottom of the screen depending upon the criteria you entered.)

## Class Associations Tab

General course information will be displayed at the top of every tab under Adjust Class Associations.

Class Associations		Class Components		Class Requisites	
Course ID:	109811	Course Offering Nbr:	1		
Academic Institution:	Sacramento State				
Term:	Fall 2007	Undergrad			
Subject Area:	COMS	Communication Studies			
Catalog Nbr:	117	Multimedia Communication			
Session:	1	Regular Academic Session	<a href="#">Class Roll</a>		
<b>Class Associations</b> <span style="float: right;">Find   View All First 1 of 2 Last</span>					
Associated Class:	1				
Minimum Units:	3.00	Maximum Units:	3.00		
Academic Progress Units:	3.00	FA Units:	3.00		
Course Count:	1.00	Course Contact Hours:			
Billing Factor:	1.000	Instructor Edit:	No Choice		
Tuition Group:					
<input type="checkbox"/> Use Blind Grading					
<a href="#">Save</a>		<a href="#">Return to Search</a>		<a href="#">Notify</a>	

**Figure 20:** Class Associations tab.

7. Verify the Minimum and Maximum Unit values for the class.
8. Click the Class Components tab.



## Class Components Tab

Class Associations		Class Components		Class Requisites	
Course ID:	109811	Course Offering Nbr:	1		
Academic Institution:	Sacramento State				
Term:	Fall 2007	Undergrad			
Subject Area:	COMS	Communication Studies			
Catalog Nbr:	117	Multimedia Communication			
Session:	1	Regular Academic Session			
<b>Class Association Components</b> <span style="float: right;">Find   View All   First 1 of 2 Last</span>					
Associated Class:	1				
Grading Basis:	GRD	Graded			
Graded Component:	Discussion	Grade Roster Print:	Component		
Requirement Designation:			Primary Component:	DIS	
<b>Class Components</b> <span style="float: right;">Customize   Find   View All   First 1-2 of 2 Last</span>					
Course Component	Contact	Optional	Workload Hours	Final Exam	Auto Create
Discussion	2.000	<input type="checkbox"/>	2.00	Yes	<input type="checkbox"/>
Laboratory	1.000	<input type="checkbox"/>	1.50	Last Class Meeting	<input type="checkbox"/>
<span>Save</span> <span>Return to Search</span> <span>Notify</span>					

**Figure 21:** Class Components tab.

9. Verify the Grading Basis.
10. Verify the Graded Component (defaults from the Course Catalog).
11. Verify information in the Class Components section. This area will display information about each component of a class (e.g., the lecture and laboratory portions of a lecture/lab course).
12. Click the Class Requisites tab.

## Class Requisites Tab

Class Associations		Class Components		Class Requisites	
Course ID:	109811	Course Offering Nbr:	1		
Academic Institution:	Sacramento State				
Term:	Fall 2007		Undergrad		
Subject Area:	COMS		Communication Studies		
Catalog Nbr:	117		Multimedia Communication		
Session:	1		Regular Academic Session		
<b>Catalog Requisite</b>					
Requirement Group:	000031	<a href="#">Detail</a>	Acad Level = Jr or Sr		
Long Description:	You must be a Junior or Senior to enroll in this class.				
<b>Class Association Requisites</b> <span style="float: right;">Find   View All   First 1 of 2 Last</span>					
Associated Class:	1	<input checked="" type="checkbox"/> Also Use Catalog Requisite			
Requirement Group:	<a href="#">Detail</a>				
Long Description:					
Save		Return to Search		Notify	

**Figure 22:** Class Requisites tab.

13. Requisites recorded at the Catalog level will display on this tab. Verify that the requisite information is correct.
14. If additional requisites are necessary for a particular section at the Schedule of Classes level, contact Academic Affairs.

## Update Sections of a Class

The Update Sections of a Class menu option provides a quick and easy way to view all sections of a class you have scheduled.

1. Navigation: Curriculum Management > Schedule of Classes > Update Sections of a Class.

**Figure 23:** Search screen.

2. Enter "SACST" for the Academic Institution.
3. Fill in the appropriate Term.
4. Enter the Subject Area.
5. Enter the Catalog Nbr.
6. Click the Search button.

Note: You may have to select a class from search results displayed at the bottom of the screen.

7. The Update Section of a Class page displays with two tabs in the Class Sections area: Class Status and Class Enrollment Limits.

**Update Sections of a Class**

Course ID: 109811 Course Offering Nbr: 1  
 Academic Institution: Sacramento State  
 Term: Fall 2007 Undergrad  
 Subject Area: COMS Communication Studies  
 Catalog Nbr: 117 Multimedia Communication

**Class Sections** Customize | Find | View All | First 1-4 of 4 Last

Session	Section	Class Nbr	Component	Enrollment Status	Class Type	Class Stat	Assoc	Auto Enrl 1	Auto Enrl 2	Resection	Consent	Schd Print
Regular	01	80028	Discussion	Open	E	A		1 02			N	<input checked="" type="checkbox"/>
Regular	02	80042	Laboratory	Open	N	A		1			N	<input checked="" type="checkbox"/>
Regular	03	80043	Discussion	Open	E	A		2 04			N	<input checked="" type="checkbox"/>
Regular	04	80044	Laboratory	Open	N	A		2			N	<input checked="" type="checkbox"/>

Save Return to Search Notify

Figure 24: Class Status tab.

Class Status – This tab can be used to audit all of the sections scheduled for a class. The information displayed is particularly useful in verifying Class Associations.

**Update Sections of a Class**

Course ID: 109811 Course Offering Nbr: 1  
 Academic Institution: Sacramento State  
 Term: Fall 2007 Undergrad  
 Subject Area: COMS Communication Studies  
 Catalog Nbr: 117 Multimedia Communication

**Class Sections** Customize | Find | View All | First 1-4 of 4 Last

Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl
Regular	01	80027	Discussion	25		5		
Regular	02	80022	Laboratory	25		5		
Regular	03	80023	Discussion	25		5		
Regular	04	80024	Laboratory	25		5		

Save Return to Search Notify

Figure 25: Class Enrollment Limits tab.

Class Enrollment Limits – This tab can be useful in auditing Enrollment Capacity and Wait List Capacity for all scheduled sections of a class.

## Maintain Schedule of Classes

As revisions to scheduled class sections become necessary, you can make changes using the Maintain Schedule of Classes option.

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

### Maintain Schedule of Classes

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

**Find an Existing Value**

Academic Institution:	=	▼	<input type="text"/>	
Term:	=	▼	<input type="text"/>	
Subject Area:	=	▼	<input type="text"/>	
Catalog Nbr:	begins with	▼	<input type="text"/>	
Academic Career:	=	▼	<input type="text"/>	▼
Campus:	begins with	▼	<input type="text"/>	
Description:	begins with	▼	<input type="text"/>	
Course ID:	begins with	▼	<input type="text"/>	
Course Offering Nbr:	=	▼	<input type="text"/>	

Case Sensitive

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

**Figure 26:** Search screen.

2. Enter "SACST" for the Academic Institution.
3. Fill in the appropriate Term.
4. Enter the Subject Area.
5. Enter the Catalog Nbr.
6. Click the Search button.

Note: You may have to select a class from search results displayed at the bottom of the screen.

The pages and information available through Maintain Schedule of Classes will look like the information available under the Schedule New Course option. However, after a class has been scheduled, changes can be made using the Maintain Schedule of Classes option. Listed below are some examples of changes where you may use Maintain Schedule of Classes:

- Changing Meeting Patterns
- Changing Enrollment Capacity
- Changing or adding course instructors
- Changing, adding, or deleting Class Notes
- Cancelling Class Sections

The screenshot shows the 'Basic Data' tab of a scheduling application. At the top, there are tabs for 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Notes', and 'Exam'. The main area contains the following information:

- Course ID:** 109811, **Course Offering Nbr:** 1
- Academic Institution:** Sacramento State
- Term:** Fall 2007, **Undergrad** (with an 'Auto Create Component' button)
- Subject Area:** COMS, **Communication Studies**
- Catalog Nbr:** 117, **Multimedia Communication**

The 'Class Sections' section includes:

- \*Session: 1 (Regular Academic Session), **Class Nbr:** 80027
- \*Class Section: 01, \*Start/End Date: 09/04/2007 to 12/14/2007
- \*Component: DIS (Discussion), **Event ID:**
- \*Class Type: Enrollment
- \*Associated Class: 1 (with an 'Add Fee' button)
- \*Campus: MAIN (Main)
- \*Location: CAMPUS (CSU SACRAMENTO),  Schedule Print
- Course Administrator: (empty)
- \*Academic Organization: 187 (Communication Studies),  Student Specific Permissions
- Academic Group: ALS (Arts & Letters),  Dynamic Date Calc Required
- \*Holiday Schedule: SA (Student Admin Holiday Schedule),  Generate Class Mtg Attendance
- \*Instruction Mode: P (In Person),  Sync Attendance with Class Mtg
- Primary Instr Section: 01,  GL Interface Required

The 'Class Topic' section has a 'Course Topic ID' field and a  'Print Topic in Schedule' checkbox.

The 'Equivalent Course Group' section shows 'Course Equivalent Course Group: 00003 COMS117/JOUR120' and an  'Override Equivalent Course' checkbox.

The 'Class Attributes' section is a table with the following data:

*Course Attribute	*Course Attribute Value		
CLEV Course Level	2	Upper Division	+ -
CSLI Service Learning	Y	Service Learning Course	+ -

At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.

Figure 27: Basic Data tab.

7. Make any necessary changes to class data.
8. Click the Save button.



## Term Code Structure

<b>Year</b>	<b>Semester</b>
2009 = 209	Winter = 1
2010 = 210	Spring = 3
2011 = 211	Summer = 5
2012 = 212	Fall = 8

## Sample Term Codes

<b>Term Value</b>	<b>Semester</b>
2108	Fall, 2010
2111	Winter, 2011
2113	Spring, 2011
2115	Summer, 2011

## Academic Structure Glossary

Item	Definition/Explanation	Example(s)
Academic Structure	A group of set up tables that define your institution to the PeopleSoft Student Administration. This group of tables is the foundation for all components of the PS-SA system. Represents the institution's logical structure and physical structure. Also represents the student's academic objective(s). Defining an institution's Academic Structure is the 1 <sup>st</sup> step in the implementation.	See Flowchart
Academic Institution	A separate college or university. Each academic institution operates independently, has a separate course catalog and schedule, unique transcripts and student statistics and does not share course work.	SACST
Campus	Physical & administrative unit which students & courses may be associated-belong to a single institution & use the same course catalog.	Main
Academic Group	At a university – typically the schools or colleges that offer courses and academic programs. The highest level breakdown of an institution. Can be used to separate courses for unique reporting needs.	College of Arts and Letters
Academic Organization	Defines how an institution is organized from an administrative perspective. At the lowest level an Academic Organization may be compared to an Academic Department. Tree Manager is used to identify the levels of the organization and to define the relationships between Academic Organizations in the hierarchy. Controls operator access to Course Catalog data. Each academic organization can be linked to one or more Financial Organizations and HR Departments on a percentage ownership basis. These relationships are used to report, analyze and distribute revenue and work-load.	Department of Biology
Academic Program	The layer between Academic Career and Academic Plan; entity into which a student applies and graduates from. Typically, there are only a few programs at the undergraduate level, but there may be a different one for every area of study and degree offered at the graduate/professional school level. This level allows you to attach rules and controls to students such as academic standing, honors and awards, repeat checking, and degree audit. Also controls financial aid eligibility.	Postbac 2 <sup>nd</sup> Masters, Postbac Credential
Academic Plan	A student's area of study, typically a major, minor, or specialization. This information appears on a student's	COMS (major),



	diploma and transcript.	ART (minor)
Academic Sub-Plan	An area of specialization linked to a specific Academic Plan. This information does not appear on a student's diploma or transcript.	COMS with an emphasis in Criticism & Public Comm.
Academic Career	Organizes student academic work into single unit/set of statistics.	Undergraduate, Post baccalaureate
Subject	Specific area of instruction within an Academic Organization, tied to an Academic Organization tree and linked to the course catalog. For example: a course identified as English 101 would have English as the subject.	English (ENGL)
Term	Administrative time period within which sessions are defined, students are billed, and statistics are accumulated for individual students as well as for the entire school. Different academic careers within a school may have totally different Academic Term structures. Term values are numeric codes, which are sequential in order for sorting and reporting purposes. Within an academic career, the various Term start and end dates may not overlap.	Fall 2010 (term value like 2108)
Session	A subdivision of a Term representing a time period within the term used for offering courses. Every term must have at least one session. Terms may have several sessions.	Regular, Early Summer, Late Summer

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## Schedule of Classes Glossary

Item	Definition/Explanation	Example(s)
Course ID	A unique ID generated by the system when a course is added to the Catalog, 6 numeric characters.	100231
Course Offering Nbr	A system generated number indicating which offering of the course the data represents.	1, 2, or 3
Catalog Nbr	The Catalog number for a course – up to 10 alphanumeric characters.	ENGL <u>001A</u>
Class Nbr	A system generated number identifier used when enrolling students in the class for a term/session, 5 numeric characters.	e.g.; 81468
Class Section	A unique number within a course offering and session.	01, 02, or 03
Component	A component refers to the type of course offering.	Lecture, Lab, Seminar, etc.
Class Type	Indicates whether sections are open to manual enrollment or non-enrollment, system driven enrollment sections.	Enrollment, Non-Enroll
Associated Class	A number used to link all class sections with multiple components that constitute a single course offering.	1, 2, or 3
Equivalent Course Groups	Two or more courses equal to one another. Primarily used for requisite checking, repeat checking, and degree audit.	
Course Attributes	A general characteristic of a course offering for displaying Course Catalog or Schedule of Classes information.	Course Level, Course Suffix, GE Course
Pat	Class meeting patterns.	MWF3 = MWF 3 units  TR3 = TR 3 units
Class Status	The current status of a class section.	Active, Cancelled Section, Tentative Section
Class Notes	Used to link existing class notes or create free-form text notes for class sections.	Fee Course

Minimum Units	The minimum units of a course offering.	<u>1</u> – 3 units
Maximum Units	The maximum units of a course offering.	1 – <u>3</u> units
Grade Basis	The grade basis used for grading students in the class.	Graded, Crd/No Cred
Requirement Groups	Requirement groups are used to identify courses that satisfy a particular requirement.	Pre-requisite, Co-requisite
Combined Sections	A means of combining sections within or across subject areas or both.	HIST 168/HRS 168
Session	<p>The Session code will automatically default to "01" (Regular session) when you are scheduling new classes.</p> <p><u>Warning:</u> Your classes will be scheduled in the same Term as CCE classes but they will exist in separate Sessions. Please be sure <b>NOT</b> to modify any data within the following Sessions:</p> <p>OS – Overseas Studies OU – Open University SNS – Self Support Nonstandard Dates (CCE)</p>	01 – Regular