

# CMS-SA Facilities Scheduling Department Scheduler User Guide

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## Preface

The CMS-SA Facilities Scheduling Department Scheduler User Guide is specifically designed to instruct Department Schedulers on how to locate and assign facilities for class sections using the Common Management Systems Student Administration system (referred to as CMS-SA in this Guide) during the initial Class Schedule building period. This user guide is not intended to be a comprehensive CMS-SA reference manual; it shall be used to supplement additional CMS-SA Class Schedule building references distributed by Academic Affairs and the Office of the University Registrar. A legend of icons used throughout this user guide is listed below.

### Legend

	Hint about how to use CMS		Timeline Scroll Keys
	Alerts you to important information		Captions – Title of Page or Area
	Information about how data is used or interpreted		Captions – Instructions
	CMS-SA Screen Button		Captions - General information
	CMS-SA Input Field		Quick-Step Guide or Example*

\*At the top of Quick-Steps and Examples, the path used to navigate to the point where the steps begin is specified.

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## 1 USE CMS-SA TO ASSIGN FACILITIES TO CLASS SECTIONS

During the initial Class Schedule building period outlined in the annual Calendar of Schedule Building Timeline distributed by the Academic Affairs and the Office of the University Registrar, Department Schedulers shall use CMS-SA to locate and assign facilities for class sections. CMS-SA has an interface with Astra Schedule that synchronizes facility assignments for classes between the two systems.



After the initial Class Schedule building period, assign facilities to class sections **only** in Astra Schedule. If facilities are scheduled in CMS-SA after the initial Class Schedule building period and double bookings occur with events or other class sections, the facility assignment will be dropped from the class section.



Astra Schedule is a comprehensive facility scheduling suite of software tools used by Sacramento State to locate and schedule facilities for classes, final exams, and events. The Office of Space Management is responsible for administering Astra Schedule.

## 2 REVIEW SCHEDULE OF CLASSES REQUIREMENTS FOR FACILITIES ASSIGNMENT

This section shows the CMS-SA pages and information required in order to assign a facility to a class section. Refer to the Schedule Building Quick Reference Guide and Advanced Class Scheduling Manual maintained by Academic Affairs and the Office of the University Registrar for complete instructions on how to schedule a new course.

**Navigation:** Curriculum Management > Schedule of Classes > Schedule New Course

(Available pages and options are similar if you choose *Curriculum Management > Schedule of Classes > Maintain Schedule of Classes* instead).

### 2.1 Basic Data Tab

The Basic Data tab in the Schedule of Classes component is where a class section is established.



A class section number needs to be established before meeting patterns and facilities can be assigned.



If your college agrees to have Class Schedules rolled forward, please keep in mind only 'Active' class sections are rolled forward from the prior academic year. Also, no lecture rooms are rolled. Please refer to Schedule Roll documentation from Academic Affairs and the Office of the University Registrar for more information about making adjustments to class sections due to possible roll anomalies (Component, Class Type, Associated Class, Consent, etc.).

## 2.2 Meeting Patterns and Facility ID

The Meetings tab in the Schedule of Classes component is where the meeting pattern is established and a facility is assigned to a class section.

The screenshot displays the 'Meetings Tab' interface. At the top, there are tabs for 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Notes', and 'Exam'. The 'Meetings' tab is active, showing course information: Course ID: 147106, Course Offering Nbr: 1, Academic Institution: Sacramento State, Term: Fall 2014, Subject Area: MATH, and Catalog Nbr: 9. Below this is the 'Class Sections' section, showing Session: 1, Class Section: 02, Component: Discussion, and Units: 3.00. The 'Meeting Pattern' section is highlighted with a callout 'Establish Meeting Pattern'. It includes fields for Facility ID (BRH205), Capacity (40), Meeting Pattern (MWF3), Meeting Start (9:00AM), Meeting End (9:50AM), and Start/End Dates (09/02/2014 to 12/12/2014). A callout 'Assign Facility' points to the Facility ID field. Below the meeting pattern section is the 'Instructors For Meeting Pattern' section, which includes a table for assigning instructors with columns for ID, Name, Instructor Role, Print, Access, Contact, Empl Rcd#, and Job Code. The 'Room Characteristics' section is also visible at the bottom.



For the most efficient utilization of facilities, schedule class sections within the standard meeting patterns provided with the Class Schedule building instructions distributed by Academic Affairs and the Office of the University Registrar. All class sections shall be scheduled within the standard meeting patterns and by the scheduling deadlines outlined in the annual Calendar of Schedule Building Timeline to receive priority in scheduling.

## 2.3 Enrollment Control

The Enrollment Control tab in the Schedule of Classes component is where the Class Status and enrollment information is set for a class section.



**Use the Requested Room Capacity field as directed by Academic Affairs and the Office of the University Registrar for enrollment planning purposes. The CMS Requested Room Capacity field is currently imported to Astra Schedule and is displayed as Max Enrollment.**

The screenshot shows the 'Enrollment Control' tab in the CMS-SA interface. The interface includes a navigation bar with tabs for 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Notes', and 'Exam'. The main content area displays course information for Course ID 147106, Course Offering Nbr 1, Academic Institution Sacramento State, Term Fall 2014, Undergrad, Subject Area MATH, Mathematics, and Catalog Nbr 9, Essential Of Algebra+Trig.

Callouts in the image point to specific fields:

- Enrollment Control Tab:** Points to the 'Enrollment Cntrl' tab in the navigation bar.
- Set Class Status:** Points to the '\*Class Status' dropdown menu, which is currently set to 'Active'.
- Set Requested Room Capacity:** Points to the 'Requested Room Capacity' input field, which has the value 35.
- Set Enrollment Capacity:** Points to the 'Enrollment Capacity' input field, which has the value 30.

Other visible fields include 'Enrollment Status' (Closed), '\*Add Consent' (Department Consent Required), '\*Drop Consent' (No Special Consent Required), and checkboxes for 'Auto Enroll from Wait List' and 'Cancel if Student Enrolled'.

### 2.3.1 Class Status:

Active and Tentative class sections in CMS are imported to Astra Schedule for facilities scheduling. Tentative sections with days and times scheduled shall be assigned Facility ID of 'TBA ARR' (To Be Arranged).

When a class section is cancelled in CMS, the assigned facility is automatically dropped in CMS.



If a facility is assigned to a Tentative class section, Space Management will drop the original facility assignment and assign facility 'TBA ARR' to the tentative section.

The screenshot shows a dropdown menu titled 'Class Status'. The menu is currently open, showing the following options:

- Active
- Active
- Cancelled Section
- Stop Further Enrollment
- Tentative Section

The 'Tentative Section' option is highlighted in blue, and a mouse cursor is visible over it.

### 2.3.2 Requested Room Capacity and Enrollment Capacity

Requested Room Capacity (displayed as Max Enrollment) and Actual Enrollment are both imported to Astra Schedule. The CMS Enrollment Capacity field is visible to students but is not imported to Astra Schedule. Both the CMS Requested Room Capacity and Enrollment Capacity fields must be populated. Scheduling practices necessitate a value greater than zero for both fields; zero capping is not allowed.

## 2.4 Facilities for Final Exams

The class sections that have a final exam component have been predetermined based on certain criteria. Meeting and primary graded components may be viewed in the Exam Tab for each class section.

The screenshot displays the 'Exam Tab' for a class section. The top navigation bar includes 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Notes', and 'Exam'. The 'Exam' tab is active, showing course details: Course ID: 147116, Academic Institution: Sacramento State, Term: Fall 2013, Subject Area: MATH, Catalog Nbr: 11, Course Offering Nbr: 1, Undergrad Mathematics, Algebra for College Students. The 'Class Sections' table lists Session 1, Class Section 01, Component Discussion, Units 4.00, and Final Exam Yes. A red callout box labeled 'Primary Graded Component' points to the 'Final Exam: Yes' field. Below, the 'Class Exam' table shows Exam Time Code AMWF3, Exam Date 12/18/2013, Exam Start 8:00AM, Exam End 10:00AM, Exam Type Final, Facility ID AMD308, Building Amador, and Room 308. A red callout box labeled 'Facility ID Displayed Here' points to the 'Facility ID' field in the 'Class Exam' table.

The graded meeting component can be lecture, seminar, discussion, lab, or tutorial. Finals are not scheduled for any other class meeting components. A primary graded component can be identified by a “Yes” in the Final Exam field. For all other meeting components for a class, the Final Exam field is set to “Last Class Meeting” or “No Final”.



If you notice a class section that you think should have an exam component but does not reflect one on the Exam tab, contact Academic Affairs.

The Office of Space Management oversees the final exam process for the campus. For the fall term, the final exam schedule is typically completed by mid-November; for the spring term, the final exam schedule is typically completed by mid-April.

The complete final exam schedule identifying facility assignments for class sections is maintained in Astra Schedule. The Office of Space Management distributes Astra Schedule Final Exam Schedule reports to academic departments after the final exam schedule has been established. Final Exam information is accessible in Astra Schedule at [astra.csus.edu](http://astra.csus.edu) by viewing the Scheduling Grids within the Calendars tab or by viewing class section data for terms ending in ‘F’ within the Academics tab (if security allows). Some final examination schedule information may be displayed in CMS; however, that information may be incomplete.

## 3 ASSIGN A FACILITY TO A CLASS SECTION

The Meetings tab in the Schedule of Classes component is where a facility is assigned to a class section.

Assigning a facility to a class section involves the steps outlined in the following table and depicted and described in the sections below. **The screenshots for the steps described below span several pages and information is provided for each.**

<b>Assign a Facility to a Class Section</b>	
Navigation:	
Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Meetings tab Or: Curriculum Management > Schedule of Classes > Schedule New Course > Meetings tab	
1.	Enter the Facility ID value (Building/Room) in the Facility ID field or use the Facility ID search icon (magnifying glass) to display "Look Up Facility ID" pop-up window.
2.	Narrow the facility list by entering search criteria into the fields at the top of the page.
3.	Click <b>LookUp</b> to apply the search criteria and begin the search.
4.	Select the preferred facility from your search results.

**Meetings Tab Assign Facility ID Screen 1 of 2**

Course ID: 147106      Course Offering Nbr: 1  
 Academic Institution: Sacramento State  
 Term: Fall 2014      Undergrad  
 Subject Area: MATH      Mathematics  
 Catalog Nbr: 9      Essential Of Algebra+Trig

**Class Sections**      Find | View All      First 1 of 9 Last

Session: 1      Regular Academic Session      Class Nbr: 85450      Class APDB Mapping Values  
 Class Section: 02      Component: Discussion      Event ID: 00082158  
 Associated Class: 2      Units: 3.00

**Meeting Pattern**      Find | View All      First

Facility ID: BRH205      Capacity: 40      Pat: MWF3      Mtg Start: 9:00AM      Mtg End: 9:50AM      M T W T F S S      \*Start/End Date: 09/02/2014 12/12/2014

**1. Click to Look Up Facility ID**

Topic ID:      Free Format Topic:      Print Topic On Transcript      Contact Hours      Meeting APDB Mapping Values

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

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		Prim Instr	<input checked="" type="checkbox"/>			0	

**Room Characteristics**      **Not Used**      Personalize | Find |      First 1 of 1 Last

*Room Characteristic	*Quantity
	1



The Room Characteristics feature on this tab does not function. DO NOT use this feature.



The **Event ID** is unique for each class section. The Event ID is the same for all class sections of a combined section group.

Meetings Tab  
Assign Facility ID  
Screen 2 of 2

SetID: SACST

Facility ID: begins with

Building: begins with

Room: begins with

Description: begins with

Facility Type: =

Look Up Clear Cancel Basic Lookup

**2. Enter Search Criteria**

Search Results  
Only the first 300 results  
View 100

First 1-300 of 300 Last

Facility ID	Building	Room	Description	Facility Type
ALP122	ALP	122	Alpine Hall 122	Lecture Rm
ALP138	ALP	138	Alpine Hall 138	Lecture Rm
ALP144	ALP	144	Alpine Hall 144	Lecture Rm
ALP147	ALP	147	Alpine Hall 147	Lecture Rm
ALP148	ALP	148	Alpine Hall 148	Lecture Rm
ALP152	ALP	152	Alpine Hall 152	Laboratory
ALP153	ALP	153	Alpine Hall 153	Lecture Rm
ALP156	ALP	156	Alpine Hall 156	Lecture Rm

**3. Click to apply criteria**

**4. Click Facility ID to select**



There is no facility security in CMS-SA. Assign only facilities that are allocated to your department or college region except when you have explicit written permission to schedule a facility outside your region.



The Facility Type drop down list can be used to filter the list by facility type. The only facility types in use at this campus in CMS are: Conference Room, Laboratory, Lecture Room, Sporting Facility (Kinesiology and Athletics facilities), and Other (Off Campus, Web Online, TBA ARR, and Napa Hall).



The Facility ID lookup table references all facilities in CMS-SA but only 300 records are displayed at a time. Use the arrow keys to view additional facilities.

### 3.1 Facility Conflict Message

The message shown below is displayed on the Meetings tab if you attempt to schedule a facility that is already assigned to another class section at the same date, day and time. The CMS-SA facility conflict checking does not consider conflicts in Astra Schedule pertaining to scheduled events.

**Meetings Tab Facility Conflict Message**

Course ID: 147106 Course Offering Nbr: 1  
 Academic Institution: Sacramento State  
 Term: Fall 2013 Undergrad  
 Subject Area: MATH Mathematics  
 Catalog Nbr: 9 Essential Of Algebra+Trig

Class Sections Find | View All First 2 of 10 Last  
 Session: 1 Regular Academic Session Class Nbr: 87716 Class APDB Mapping Values  
 Class Section: 02 Component: Discussion Event ID: 000069759  
 Associated Class:

Meeting Pattern  
 Facility ID: MRP1000  
 Mariposa 1000

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last  
 Assignment Workload

Message  
 Class Section: 02 conflicts with Campus Event ID: 000077160. (14620,27)  
 This class cannot be scheduled because its meeting pattern conflicts with an existing event. To save without scheduling, leave Facility ID blank.  
 OK

### 3.2 Facility Locked Message

The message shown below is displayed on the Meetings tab if you attempt to schedule a room that you are not authorized to schedule, such as an instructional PC lab or a large or specialized Lecture facility in a restricted building or during a restricted scheduling period.

**Meetings Tab Facility Locked Message**

Course ID: 147106 Course Offering Nbr: 1  
 Academic Institution: Sacramento State  
 Term: Fall 2014 Undergrad  
 Subject Area: MATH Mathematics  
 Catalog Nbr: 9 Essential Of Algebra+Trig

Class Sections Find | View All First 1 of 9 Last  
 Session: 1 Regular Academic Session Class Nbr: 85450 Class APDB Mapping Values  
 Class Section: 02 Component: Discussion Event ID: 000082158  
 Associated Class: 2 Units:

Meeting Pattern  
 Facility ID: MND2007 Capacity: 60 Pat: MWF3 Mtg Start: 9:00AM  
 Brighton 205 Topic ID:   
 Print

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

Message  
 MND2007 is locked for scheduling  
 The PeopleCode program executed an Error statement, which has produced this message.  
 OK

## 4 USE CMS-SA FACILITY SEARCH

The CMS Facility Search feature can be used as a tool during the initial schedule building period under the conditions outlined below. Astra Schedule shall be used as the primary search tool after the initial Class Schedule building period in order to accommodate facility assignments for events and final exams.

The CMS Facility Search feature is recommended to be used as follows:

1. To search for an available facility within your region for a class section when a CMS-SA Facility conflict message is received after attempting to select a facility from the facility drop down list on the Meetings tab (see **3.1 Facility Conflict Message**).

Upon finding a preferred available facility within your region, go back to the Meetings tab, then select and assign the available facility from the drop down list.

2. To search or "shop" for a different facility within your region using the existing meeting pattern or to search for a facility using a new or different meeting pattern while retaining the existing meeting pattern and facility assignment.

To update an existing meeting pattern and a facility assignment with a new meeting pattern and available facility within your region, delete the facility assignment and the meeting pattern. Establish the new meeting pattern on the Meetings tab and assign the available facility in CMS-SA.



The CMS-SA Facility Search feature only searches for facility availability based on classes in CMS-SA. It does not check facility availability in Astra Schedule pertaining to events or final exams. Therefore, all facility assignments for class sections shall be made in Astra Schedule (not CMS-SA) after the initial Class Schedule building period.

## 4.1 Search for a Facility

You may search for available facilities in CMS-SA based on the criteria you enter. Searching for an available facility involves the steps outlined in the following table and depicted below. Example results from a search are also shown below.



Dates, time, and at least one day of the week are required values.



Search Limits – The CMS-SA Facility Search feature is searching for all available facilities that meet the search criteria. CMS-SA does not allow you to limit facility search results to specific regions.



Assigning Facilities – You cannot assign a facility using the CMS-SA Facility Search page.



Academic Organization – Academic Organization values can only be set up for one region in CMS-SA. Some Academic Organizations (regions) are set up for laboratory facility types. No Academic Organizations are set up for lecture facilities. Therefore, this feature has limited ability as a search feature.

<b>Search for a Facility</b>	
<b>Navigation:</b> Curriculum Management > Facility and Event Information > Search for a Facility	
1.	Enter criteria in the <b>From Date</b> and <b>End Date</b> fields (required).
2.	Enter criteria in the <b>Meeting Start Time</b> and <b>Meeting End Time</b> fields (required).
3.	Select the appropriate <b>day(s) of the week</b> using the checkboxes (required).
4.	Enter additional preferred <b>Facility Criteria</b> .
5.	Click <b>Fetch Facilities</b> to begin the search.
6.	Click the <b>Facility Search Results</b> tab to view your results.

**Facility Search Criteria Tab**

Academic Institution: Sacramento State

**Meeting Criteria**

\*From Date: 09/02/2014 \*End Date: 12/12/2014

\*Meeting Start Time: 1:00PM \*Meeting End Time: 1:50PM

M Tu W Th F Sa Su

**Facility Criteria**

Facility Type: LCTR Lecture Room

\*General Assignment: Ignore Fld Room Capacity From: Room Capacity To:

Academic Organization: Facility Partition: Location Code: Building:

**Fetch Facilities**

**Facility Search Results**

**Facility Search Results Tab**

Academic Institution: Sacramento State

The following facilities match your search criteria. From Date: 09/02/2014, End Date: 12/12/2014, Meeting Start Time: 1:00PM, Meeting End Time: 1:50PM, Day of Week: Mon Wed Fri, Facility Type: LCTR, General Assignment: Ignore Fld,

Building	Room	Facility ID	Capacity	Type	Acad Org	Assignment	Partition	Location
Folsom	1049	FLS1049	80	LCTR		Y		CAMPUS
Folsom	1050	FLS1050	123	LCTR		Y		CAMPUS
Solano	4008	SLN4008	20	LCTR		Y		CAMPUS

## 5 MANAGE COMBINED SECTION GROUPS

Combined section groups are two or more equivalent course sections (same or different Subject) combined to meet at the same day/time and location and taught by the same instructor. Combined Section Groups are established in CMS-SA.

### 5.1 Assign Facility to a Combined Section Group

Once a combined section group is established, the instructor, meeting pattern and facility shall be assigned to the primary section using the Meetings Tab in the same manner as any other course.

**Navigation:** Curriculum Management > Schedule of Classes > Schedule New Course

(Available pages and options are similar if you choose to use *Curriculum Management > Schedule of Classes > Maintain Schedule of Classes* instead).



Refer to the Advanced Class Scheduling Manual maintained by Academic Affairs and the Office of the University Registrar for complete instructions on how to schedule combined sections.

Basic Data	Meetings	Enrollment Cntrl	Notes	Exam														
Course ID:	138591	Course Offering Nbr:	1															
Academic Institution:	Sacramento State																	
Term:	Fall 2014	Undergrad																
Subject Area:	HIST	History																
Catalog Nbr:	169	Hollywood+America																
<b>Meetings Tab Combined Sections</b>																		
<b>Class Sections</b> Find   View All First 1 of 1 Last																		
Session:	1	Regular Academic Session	Class Nbr:	86900 Class APDB Mapping Values														
Class Section:	01	Component: Lecture	Event ID:	000085985														
Associated Class:	1	Units: 3.00																
<b>Meeting Pattern</b> Find   View All First 1 of 1 Last																		
Facility ID	Capacity	Pat	Mtg Start	Mtg End														
BRH208	65	MW3	1:30PM	2:45PM														
Brighton 208		Topic ID:	Free Format Topic:															
<input type="checkbox"/> Print Topic On Transcript <span style="float: right;"> <input type="checkbox"/> Contact Hours Meeting APDB Mapping Values             </span>																		
<b>Instructors For Meeting Pattern</b> Personalize   Find   View All First 1 of 1 Last																		
<table border="1"> <thead> <tr> <th>Assignment</th> <th>Workload</th> </tr> <tr> <th>ID</th> <th>Name</th> <th>*Instructor Role</th> <th>Print</th> <th>Access</th> <th>Contact</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Prim Instr</td> <td><input checked="" type="checkbox"/></td> <td>Approve</td> <td></td> </tr> </tbody> </table>					Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact			Prim Instr	<input checked="" type="checkbox"/>	Approve	
Assignment	Workload																	
ID	Name	*Instructor Role	Print	Access	Contact													
		Prim Instr	<input checked="" type="checkbox"/>	Approve														
<b>Room Characteristics</b> Personalize   Find   View All First 1 of 1 Last																		
<table border="1"> <thead> <tr> <th>*Room Characteristic</th> <th>*Quantity</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> </tr> </tbody> </table>					*Room Characteristic	*Quantity		1										
*Room Characteristic	*Quantity																	
	1																	
<b>Combined Section Denoted Here</b>																		

## 5.2 Update Facility for Existing Combined Section Group

Existing facility assignments for a combined section group cannot be edited on the Meetings Tab under *Schedule New Course* or *Maintain Schedule of Classes*. Once an instructor, meeting pattern or facility assignment exists, the information will be grayed out and changes cannot be made. In order to update an existing facility assignment for a combined section group, you need to use the *Schedule Class Meetings* option instead.

**Navigation:** Curriculum Management > Schedule of Classes > Schedule Class Meetings



Refer to the Advanced Class Scheduling Manual maintained by Academic Affairs and the Office of the University Registrar for complete instructions on how to schedule combined sections.

Meetings
Enrollment Cntrl
Exam

Course ID: 138591

Academic Institution: Sacramento State

Term: Fall 2014

Subject Area: HIST

Catalog Nbr: 169

Course Offering Nbr:

Undergrad

History

Hollywood+America

**Meetings Tab**

**Schedule Class Meetings**

**Update Combined Section**

**Group**

**Class Sections**

Session:	1	Regular Academic Session	Class Nbr:	86900	<a href="#">Class APDB Mapping Values</a>
Class Section:	01	Component: Lecture	Event ID:	000085985	
Associated Class:	1	Units: 3.00	Associated Class Attributes		

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

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
BRH208	65	MW3	1:30PM	2:45PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/02/2014 12/12/2014

Topic ID:  Free Format Topic:

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

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

Assignment	Workload				
ID	Name	*Instructor Role	Print	Access	Contact
<input type="text"/>	<input type="text"/>	Prim Instr	<input checked="" type="checkbox"/>	Approve	<input type="text"/>

**Room Characteristics** Personalize | Find | First 1 of 1 Last

*Room Characteristic	*Quantity
<input type="text"/>	1

**Click to Look Up Facility ID**

**Combined Section Denoted Here**

## 5.3 Update Section in a Combined Section Group

In order to update an instructor, meeting pattern or facility assignment *for a section* in the combined section group, go to the Combined Sections page and select the combined section group to be updated (click the *View Combined Sections* link) to display the Identify Combined Sections page for that group.

**Navigation:** Curriculum Management > Combined Sections

**Combined Sections Table**

Academic Institution: Sacramento State  
Term: Fall 2014  
Session: Regular Academic Session

**Curriculum Management Combined Sections Page**

**Click to View Combined Section Info**

*Combined Sections ID	*Description	*Short Description		
0026	HIST/HRS 169	H/H 169 01	View Combined Sections	+ -
0025	ART 40D/145	ART 40D/14	View Combined Sections	+ -
0024	COMS 157/ART 147	COM/ART157	View Combined Sections	+ -
0023	ART 142/CS126	ART142CS12	View Combined Sections	+ -
0022	HRS/HIST 126	H/H 126 01	View Combined Sections	+ -

On the Identify Combined Sections page, add or delete sections from the combined section group to link or unlink a section from the combined section group and to delete or add to a facility assignment for a section in the combined section group.

**Navigation:** Curriculum Management > Combined Sections > Identify Combined Sections

**Identify Combined Sections**

Academic Institution: SACST Sacramento State  
Term: 2148 Fall 2014  
Session: 1 Regular Academic Session  
Combined Sections ID: 0026 HIST/HRS 169  
\*Combination Type: Cross Subject

Permanent Combination  
 Skip Mtg Pattern & Instr Edit  
Warning: Mtg Pattern & Instr information will not be shared within the combined section.

**Identify Combined Sections Page**

**Click to allow combined class sections to have different Facility IDs**

**Room Capacity**

Requested Room Capacity:	Enrollment Capacity:	Wait List Capacity:	Total
	40	10	0
			0

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

Combined Sections		Class Description										
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group		
80703	HRS	169	01	Open	50	25	0	5	0	ALS	+ -	
86900	HIST	169	01	Open	50	25	0	5	0	ALS	+ -	

**Click +/- to link/unlink class section to/from combined class sections**



On the Combined Sections table, if the facility will be shared, the facility information only needs to be entered on the primary class section. You have the ability to override classes sharing the same facility when they are combined.

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## APPENDIX A - SPECIAL SCHEDULING CONSIDERATIONS

This section includes important information to assist colleges and departments in the maintenance of the Class Schedule.

### **Best Practices**

1. Review and follow the annual Facilities Scheduling Instructions distributed by the Office of Space Management.
2. Review and follow the annual Schedule Building Instructions and Timelines distributed by Academic Affairs and the Office of the University Registrar.
3. Plan class sections within the standard meeting patterns for efficient facility utilization and follow the required scheduling standards included in the Schedule Building Instructions.
4. After the initial schedule building period, assign facilities to class sections only in Astra Schedule. If facilities are scheduled in CMS-SA after the schedule building deadline and double bookings occur with events or other class sections, the facility assignment will be dropped from the class section.
5. After the initial schedule building period, send Space Management written approval from the controlling college or department to request a lab facility that is outside of your college or department region to be assigned to your class section.
6. Confirm that facility assignments made in Astra Schedule transfer to CMS-SA by comparing report data.
  - a. In Astra Schedule, export real-time Section List data for your subject area.
  - b. In Cognos, run the Class Schedule-Schedule of Classes query.
7. To request assignment of an IRT Computer Lab for a full-term class section, send an email to the Office of Space Management at [spacemgt@csus.edu](mailto:spacemgt@csus.edu). Every effort shall be made to use college/department labs before making a request to use IRT Computer labs for a class section meeting the entire term.

### **Additional Facilities**

When an instructor requires an extra room at the same meeting pattern the class section meets all term to fulfill course requirements, an additional facility is appropriate to schedule. For example, class sections scheduled in outdoor facilities may require an extra room for the entire term for those days when a film is shown, lecture is given, or due to weather conditions. Astra Schedule does not have a feature to assign additional facilities to class sections. Departments shall request an additional facility through the Office of Space Management by completing the standard space request form available on the Space Management Website, [csus.edu/administration-business-affairs/space-management/event-scheduling.html](https://csus.edu/administration-business-affairs/space-management/event-scheduling.html). Additional facilities will be scheduled as “Course Add’l Facility” events.

If instructors require additional facilities or rainy day facility assignments for class sections meeting outdoors *for certain dates or for less than the entire span of the term dates*, departments shall request facilities by submitting the standard space request form to the Office of Space Management available at [csus.edu/administration-business-affairs/space-management/event-scheduling.html](https://csus.edu/administration-business-affairs/space-management/event-scheduling.html). These facilities will be scheduled as ‘Course Related’ events.

### **Assign a Facility Outside of Your Region after Receipt of Written Approval**

1. Send an email to the department that has authority over the facility including the relevant course and meeting pattern information.
2. Receive an email response from that department indicating approval to use the facility.
3. After written approval is received, select and assign the Facility ID to the class section in CMS-SA before the schedule building deadline. If you receive a facility conflict message, contact the department that has authority over the facility that you are attempting to assign.



Keep your email request and response on file until the term is over. These approvals are only valid for one term. In case of a dispute, Space Management may request a copy of your email request and written approval response.



Assigning facilities outside of your college/department region in CMS-SA with written approval shall only be done through the initial Class Schedule building period outlined in the annual Calendar of Schedule Building Timeline. If approval is obtained to schedule sections in other department labs, please contact Space Management for assistance in scheduling the facility after the initial Class Schedule building deadline.

### **Class Sections Intentionally Without Facility Assignment**

All class sections that have a day and time and are intended to *not* be scheduled in a facility shall be assigned a Facility ID of 'TBAARR' (To Be Arranged) unless Off Campus, Web Online, etc. is a more appropriate assignment.



Class sections with a day and time meeting pattern that **require** a Lecture facility assignment, and no facility is available within assigned college/department region allocations, shall have the CMS Facility ID field blank. The Office of Space Management will run the Astra Schedule Optimizer after the initial schedule building deadline to centrally assign Lecture facilities to class sections *without* Facility ID assignments in CMS-SA that have a Meeting Type of LEC, SEM, DIS, or TUT. Refer to the annual Facilities Scheduling Instructions distributed by the Office of Space Management for more information.

### **Facility Groups**

Some facilities are grouped into one primary facility to avoid conflicts with use of overlapping space. Please assign the grouped facility if appropriate.

- FLS 1029A (Folsom Hall 1029A) = FLS 1029 and FLS 1033
- OUT STADTR (Stadium, Track and Restrooms) = OUT STAD, OUT TRACK, and OUT STADRR