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## Business Process Guide: Scheduling

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Office of the Registrar

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## Introduction

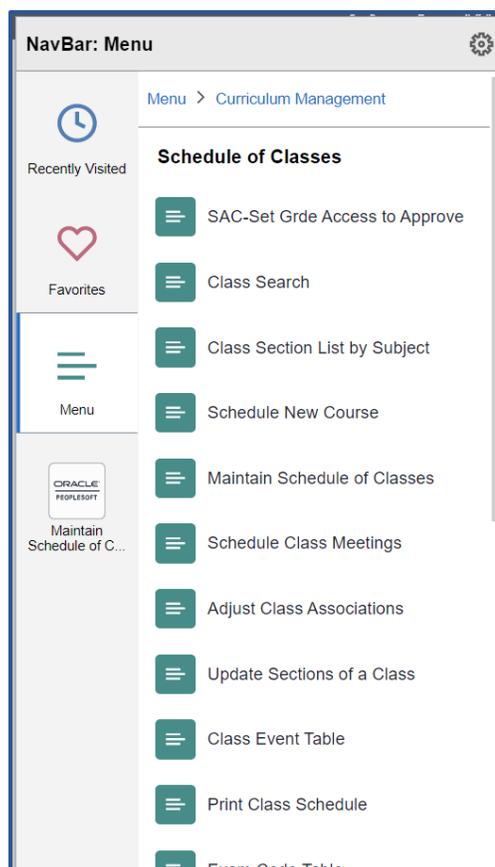
This guide is designed to support departments in building and managing class schedules efficiently and accurately, and strives to serve as a comprehensive reference for creating new course sections or modifying existing ones. Within the guide, you will find detailed explanations of the fields and pages commonly used in the scheduling process, step-by-step instructions for scheduling, and a section addressing common problems and their solutions. You can quickly navigate to specific sections of this guide by Ctrl + Clicking the appropriate line in the Table of Contents.

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## Where to Schedule Classes From

Most scheduling tasks are completed using pages located in the **Schedule of Classes** folder, found under **Curriculum Management** in CMS. Every department's class schedule from the previous "like" term is automatically copied to the upcoming term using a process called the **Course Roll**. For example, the classes scheduled for the Spring 2024 semester were rolled over to create the initial Spring 2025 schedule. This process gives departments a starting point, allowing them to make updates or edits to existing sections rather than building the schedule from scratch each term.

---



## Scheduling A Course for the First Time

To schedule a course for the first time, use the **Schedule New Course** page in CMS. Enter the **Term Code** and either the **Course ID** or the **Subject Area** and **Catalog Number**, then click **Search** to begin.

### Schedule New Course

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

▼ Search Criteria

\*Academic Institution =

\*Term =

Subject Area =

Catalog Nbr

Academic Career =

Campus

Course ID

Description

Course Offering Nbr =

Case Sensitive

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

### Search Results

View All First 1 of 1 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
SACST	2238	ACCY	199	Undergrad	MAIN	Spec Probl In Accountancy	100286	1

Click the blue link at the bottom of the search results to open the scheduling page for the course. To create the section, simply enter a **Section Number** and click **Save**. Once saved, you can make additional edits to this section, or any others, using the **Maintain Schedule of Classes** page.

Schedule New Course

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

Course ID	100286	Course Offering Nbr	1
Academic Institution	Sacramento State		
Term	Fall 2023	Undergrad	
Subject Area	ACCY	Accountancy	
Catalog Nbr	199	Spec Probl In Accountancy	

Auto Create Component

Class Sections
Find | View All
First 1 of 1 Last

*Session	1	Regular Academic Session	Class Nbr	0	
*Class Section			*Start/End Date	08/28/2023	12/08/2023
*Component	IND	Independent Study	Event ID		
*Class Type	Enrollment Section				
*Associated Class	1	Associated Class Attributes			
*Campus	MAIN	Main	<span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f39c12;">Add Fee</span>		
*Location	CAMPUS	CSU SACRAMENTO	<input checked="" type="checkbox"/> Schedule Print <input type="checkbox"/> Student Specific Permissions		
Course Administrator			<input type="checkbox"/> Dynamic Date Calc Required <input checked="" type="checkbox"/> Generate Class Mtg Attendance		
*Academic Organization	101	Accounting	<input type="checkbox"/> Sync Attendance with Class Mtg <input type="checkbox"/> GL Interface Required		
Academic Group	CBA	Business Administration			
*Holiday Schedule	SA	Student Admin Holiday Schedule			
*Instruction Mode	P	In Person			
Primary Instr Section					

Class Topic

Course Topic ID		<input type="checkbox"/> Print Topic in Schedule
-----------------	--	--

## Editing or Adding Sections with Maintain Schedule of Classes

The **Maintain Schedule of Classes** page is where most class schedule edits are made. Once at least one section of a class has been created—either by using **Schedule New Course** or through a **Course Roll** from a prior term—you can add new sections or edit existing ones from this page.

### Navigation Path:

**Curriculum Management** → **Schedule of Classes** → **Maintain Schedule of Classes**.

1. Enter the **Term Code**, and either the **Subject Area + Catalog Number** *or* the **Course ID**.
2. Click **Search**.
3. From the search results, click the blue link at the bottom to view and edit any existing sections for the selected term.

← Basic Data
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

▼ Search Criteria

*Academic Institution	=	▼	SACST	🔍
*Term	=	▼	2238	🔍
Subject Area	=	▼	ACCY	🔍
Catalog Nbr	begins with	▼	1	
Academic Career	=	▼		
Campus	begins with	▼		🔍
Description	begins with	▼		
Course ID	begins with	▼		🔍
Course Offering Nbr	=	▼		🔍
Academic Organization	begins with	▼		

Case Sensitive

Search
Clear
Basic Search
🔍 Save Search Criteria

## Basic Data Tab

The **Basic Data** tab within **Maintain Schedule of Classes** contains the core information for each class section. Below, you will find a breakdown of the page layout along with descriptions of each field and its purpose.

At the top of the **Basic Data** page, you will see several default fields displaying key course information—such as **Course ID**, **Subject Area**, and **Course Title**. These fields are automatically populated and cannot be edited.

In the top-right corner of the **Class Sections** box, you will find arrow buttons to move between scheduled sections.

**First / Last** will jump to the first or last section scheduled. **View All** will display all sections in a scrollable list. **View 1** will return to the default single-section view.

Any field marked with an asterisk (\*) is required.

The screenshot displays the 'Maintain Schedule of Classes' application. At the top, there is a navigation bar with a 'Basic Data' tab selected. Below the navigation bar, the 'Basic Data' section contains fields for Course ID (100086), Academic Institution (Sacramento State), Term (Fall 2023), Subject Area (ACCY), and Catalog Nbr (1). The 'Class Sections' section shows details for Session 1, Class Section 01, Class Nbr 81546, and Start/End Date 08/28/2023 to 12/08/2023. The 'Class Attributes' section includes a table with columns for Course Attribute, Description, Course Attribute Value, and Description. The table contains one row: CLEV, Course Level, 1, Lower Division. At the bottom, there are buttons for Save, Return to Search, and Notify, and a footer with navigation links.

---

**Session:** This field determines which session a section is scheduled in. Typically, it is left at “1” as this is the “Normal” session, but during non-typical terms you may see other data here. For Example, summer session will have the “Normal” Session 1, as well as some additional session codes indicating if the section is scheduled for the first 6-week block (6W1) or the second 6-week block (6W2).

**Class Nbr:** The Class Number is a unique identifier for each section within a given term. It is automatically generated by the system when the section is saved.

**Class Section:** This field is used to assign the Section Number to an offering. Section numbers must be unique within the same course and term—meaning you cannot have two sections labeled "01" for the same class. All section numbers must be entered as two digits (e.g., "01" instead of "1").

**Start/End Date:** These are the start and end dates of the section. These values will be filled automatically based on the value entered in the **Session** field. If the section follows a non-standard schedule, you can manually adjust the dates here.

**Component:** The Class field identifies the type of class, such as Lecture, Laboratory, Discussion, Independent Study, etc. Most classes only have one component type, so this field will automatically be filled with the correct information. For most courses, which have only one component, this field is automatically populated. However, if a course includes multiple components—like a Lecture and a Laboratory—you’ll need to manually assign the correct component type to each section.

To ensure students receive credit for a course, at least one section must be scheduled for each required component, and students must be enrolled in one section of each component type offered. This is typically managed through **Auto Enrollment Rules**, which are explained in the **Enrollment Cntrl Tab** section of this guide.

**Class Type:** The Class Type field has two options: **Enrollment Section** and **Non-Enrollment Section**. An **Enrollment Section** is one that students can be added to with **Quick Enroll**, or through normal registration. A **Non-Enrollment Section**, on the other hand, cannot be manually added; students are placed into these sections automatically by the system.

In courses with multiple components, one section (usually the main component, like a Lecture) is designated as the **Enrollment Section**, while the others (e.g., Laboratory or Discussion) are set as **Non-Enrollment Sections**. Enrollment into the Non-Enrollment sections is managed through **Auto Enrollment rules**, which are explained in the **Enrollment Cntrl Tab** section of this guide.

**Associated Class:** The Associated Class field identifies the group a section belongs to. It defaults to "1" and should be updated for each section as needed. While it is recommended for each section to be in its own group, the **Section Number** and **Associated Class Number** do not need to match.

For multi-component courses, make sure that at least one section of each required component is included within the same Associated Class group. Auto enrollment only works within the same Associated Class—students cannot be automatically enrolled into sections that belong to a different group.

**Campus and Location:** These fields will always be "MAIN" and "CAMPUS", respectively. These values will populate automatically.

**Add Fee:** This button allows you to add additional fees to a section if needed.

**Course Administrator:** If your section has a course administrator, you can enter their Employee ID here.

**Academic Organization:** This field will contain the Academic Org code for the organization that the class belongs to. This value is automatically populated, but you should always double-check to ensure it reflects the correct organization before proceeding.

**Academic Group:** The academic group the class belongs to. This field is not editable.

**Holiday Schedule:** The code of the holiday schedule. Typically, this is left as "SA".

**Instruction Mode:** The instruction mode of the course (In Person, Online Synchronous, Hybrid, etc.).

**P - In Person:** Course is taught entirely in person.

**A - Online Asynchronous:** Class is taught online with no set days or times to meet. No day/time data should be filled out on in the Meetings area of the section.

**S - Online Synchronous:** Class is taught online with set days and times to meet.

**H - Hybrid:** Class is taught using multiple instruction types. E.g. Monday's class is taught in person while Wednesday's Class is taught online and synchronously.

**Primary Instruction Section:** The section in which primary instruction for this section is taught. Typically, it is the same as the Section Number, and it is automatically populated once Section Number is filled out.

**Schedule Print Checkbox:** This checkbox controls if the section is displayed in the schedule of classes. If you clear this check box, the section does not display in a student or visitor class search when accessed through **Campus Self Service**. It does *not* prevent students from enrolling in the section. Students can enroll in these classes, but only if they enter the exact class number (without using the class search feature).

**Course Topic ID:** If your course has pre-built topics, you can enter the code here to display that topic on this section. You can request pre-built topics to be created by emailing the Registrar ITC team at [regsystems@csus.edu](mailto:regsystems@csus.edu).

**Class Attributes:** Any additional attributes can be added here (for example, OLDE – FL for fully online courses, ZCCM – ZCCM for zero cost course materials, etc.)

*Service Learning Courses:* Sections designated as Service Learning must include two specific attributes. First, add the **CSLI** attribute and select the appropriate secondary value: **Required**, **Optional**, or **Extra Credit**. This attribute helps students identify Service Learning courses during enrollment and is used for reporting to the Chancellor's Office. Second, add the **S4** attribute with the secondary value **SRV LRN**. This attribute enables the course to be uploaded to **CECconnect (CalStateS4)**, allowing students to complete the Service Learning orientation.

*Online Courses:* Sections that include online instruction must have the **OLDE** attribute added to indicate that the course includes eLearning. This is an internal Sacramento State attribute used to help students identify courses with online components. Select the appropriate secondary value based on the format of the class: use **FL** if the section is fully online, or **HY** if the section is hybrid (includes both online and in-person instruction).

If the section is fully online with no in-person components, you must also add the **FONL** attribute with the secondary value of **AB386**. This requirement comes from the Chancellor's Office, which mandates that all fully online courses be available to CSU Fully Online students. Adding this attribute ensures the section's information is uploaded to the Chancellor's Office online course catalog.

*Zero-Cost Sections:* Sections can be designated as Zero Cost or Low Cost in regards to required course materials. The attribute **ZCCM** can be used to designate this, with the secondary values of **ZCCM** for zero cost and **LCCM** for low cost.

## Meetings Tab

The **Meetings** tab of **Maintain Schedule of Classes** contains key information about a section’s meeting pattern. This includes details such as the assigned instructor, meeting days and times, and workload data.

< Basic Data
Maintain Schedule of Classes

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

Course ID 100086      Course Offering Nbr 1

Academic Institution Sacramento State

Term Fall 2023      Undergrad

Subject Area ACCY      Accountancy

Catalog Nbr 1      Accounting Fundamentals

**Class Sections** Find | View All    First 1 of 12 Last

Session 1      Regular Academic Session      Class Nbr 81546      Class APDB Mapping Values

Class Section 01      Component Discussion      Event ID

Associated Class 1      Units 3.00

**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  08/28/2023  12/08/2023

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

Assignment Workload

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

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

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

**Academic Shift** Personalize | Find | First 1 of 1 Last

Academic Shift	Description
<input type="text"/>	

Save
Return to Search
Notify

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

**Class APDB Mapping Values:** This link will take you to the APDB Mappings Values page where you can set the APDB Learning Mode. No other values in this box should ever be changed.

### **Possible APDB Mapping Values**

**01** – *Asynchronous no meetings AB386*: Asynchronous, 24/7 web delivered instruction with no intermittent face to face meetings with students throughout the term. No set meeting dates/times.

**02** – *Synchronous no meetings AB386*: Synchronous web or airwaves delivered instruction at pre-scheduled (weekly or biweekly) days/times. No face-to-face meetings with students.

**03** – *Asynchronous mtgs allowed FDE*: Asynchronous 24/7 web delivered instruction with intermittent (days/times vary and less frequent than biweekly) face to face meetings for one or more of the following: orientation, mid-term and/or final exams, and/or overview of next phase of course content.

**04** – *Synchronous mtgs allowed FDE*: Synchronous web or airwaves delivered instruction at pre-scheduled (weekly or biweekly) days/times with intermittent (days/times vary and less frequent than biweekly) face to face meetings for one or more of the following: orientation, mid-term and/or final exams, and/or overview of next phase of course content.

**05** – *Asynchronous with mtgs, Hybrid*: Hybrid combination of face-to-face and asynchronous 24/7 web delivered instruction. Face-to-face component must meet weekly or biweekly at specific day/times.

**06** – *Synchronous with mtgs, Hybrid*: Hybrid combination of face to face and synchronous instruction (see 02 definition above). Both the face-to-face and synchronous (pre-scheduled broadcast) component must meet weekly or biweekly at specific day/times.

**09** – *Face-to-face*: 100% face to face (live instructor + physically assembled students) instruction throughout the term.

**10** – *A/S Hybrid no meetings AB386*: Hybrid combination of synchronous and asynchronous instruction (see 01 and 02 definitions above) with no intermittent face to face meetings with students throughout the term.

**11** – *A/S Hybrid mtgs allowed FDE*: Hybrid combination of synchronous and asynchronous instruction (see 01 and 02 definitions above) with intermittent (days/times vary and less frequent than

biweekly) face-to-face meetings for one or more of following: orientation, mid-term and/or final exams, and/or overview of next phase of course content.

**Meeting Pattern Rows:** The Meeting Pattern table defines the key logistical details of a class—where, when, and who. It includes the location(s) where the class meets, the days and times of those meetings, the assigned instructor(s), and the associated workload data.

Each section can have up to **nine meeting patterns**. You can add or remove patterns using the **+ / –** buttons. To navigate between patterns, use the arrow buttons, or click **View All** to see all meeting patterns at once. Clicking **View 1** will return you to the default single-pattern view.

If a section includes both in-person and online meetings, the first meeting pattern listed must be the in-person pattern.

If you need to update meeting pattern details—such as times or locations—you must delete the existing pattern using the “–” button and then create a new one using the “+” button. Simply editing an existing pattern can create backend "ghost" records, which may cause scheduling errors later on.

**Event ID:** The system creates a unique Event ID record in the **Event Table** when you schedule a class with a meeting pattern that contains a **Facility ID**. The **Event Table** is used to record class and non-class events for room scheduling.

**Facility ID:** The Facility ID is the room that a section will take place in is indicated. In-person sections will have a code for specific rooms on campus (e.g., AMD 153 for Amador Hall Room 153), while online course will have “WEBONLINE” in this field.

**Pat:** Code relating to the meeting pattern of a section. The code will contain the days a course takes place, as well as the unit value of the course.

**Mtg Start:** Start time for class meetings. Default values are based on what is pre-defied for the **Session** being scheduled in.

**Mtg End:** End time for class meetings. Default values are based on what is pre-defied for the **Session** being scheduled in.

**Topic ID:** If your course has pre-built topics, you can enter the code here to display that topic on this meeting pattern. You can request pre-built topics to be created by emailing the Registrar ITC team at [regsystems@csus.edu](mailto:regsystems@csus.edu) .

**Free Format Topic:** Free-fill field where you can manually add a topic for a meeting pattern.

**Print Topic on Transcript:** Controls if the topic will be printed on the student's transcript.

**Instructors for Meeting Pattern - Assignment Tab:**

ID: Instructor's Employee ID.

Instructor Role: Possible values are: Primary Instructor, Secondary Instructor, Teaching Assistant.

Access: This field controls the amount of access the instructor has when it comes to posting grades. "Post" allows only posting of the grades (once already assigned by someone else). "Grade" allows the submitting of grades, but not the finalization of them. "Approve" is the maximum amount of permission an instructor can have; they will be able to assign and post final grades.

Contact: This field can be used to provide contact information for the instructor. It is not typically used.

Empl Rcd #: This field is used to determine which department is to be billed for instructor pay. If an instructor teaches for multiple departments, you must choose the proper record number that correlates to the department which owns the section.

**Instructors for Meeting Pattern - Workload Tab:**

ID: Instructor's Employee ID.

Assign Type: Determines if workload should be assigned to the instructor. A value of **IFF** will receive a workload, while **Not Include** will receive no workload.

APDB Dept ID: Department ID. This field should be automatically filled.

Load Factor: The percentage of the workload the instructor should receive. Default value is 100. In the event there are multiple instructors, the Load Factors among all the instructors should total up to 100.

Work Load: Work Load received by the instructor. If **Auto Calc** is checked, this value will automatically be determined based on course workload multiplied by the instructor's **Load Factor**.

Auto Calc: Automatically calculate the **Work Load** for the instructor based on **Load Factor** and the course's **Work Load** value.

**Room Characteristics and Academic Shift Tables**: These tables are not currently used.

## Enrollment Cntrl Tab

The **Enrollment Cntrl** tab of **Maintain Schedule of Classes** contains all the information related to enrollment in the section. This includes the total number of seats available, whether students need permission to add or drop the class, and any auto-enrollment rules.

The screenshot displays the 'Enrollment Control' tab for a course. At the top, there are navigation tabs: Basic Data, Meetings, **Enrollment Cntrl**, Reserve Cap, Notes, Exam, LMS Data, Textbook, and GL Interface. Below these, course information is shown: Course ID 100086, Course Offering Nbr 1, Academic Institution Sacramento State, Term Fall 2023, Undergrad, Subject Area ACCY, Accountancy, and Catalog Nbr 1, Accounting Fundamentals. The main section is titled 'Enrollment Control' and includes a 'Find | View All' link and pagination 'First 2 of 12 Last'. It lists Session 1, Regular Academic Session, Class Nbr 81569, Class Section 02, Component Discussion, Event ID 000183075, and Associated Class 2 with Units 3.00. A dropdown for '\*Class Status' is set to 'Active', with a 'Cancel Class' button next to it. 'Class Type' is 'Enrollment' and 'Enrollment Status' is 'Open'. There are dropdowns for '\*Add Consent' and '\*Drop Consent', both set to 'No Special Consent Required'. Input fields for '1st Auto Enroll Section', '2nd Auto Enroll Section', and 'Resection to Section' are present. Checkboxes for 'Auto Enroll from Wait List' (checked) and 'Cancel if Student Enrolled' are at the bottom. A table on the right shows capacity details: Requested Room Capacity 120, Enrollment Capacity 120 (Total 82), Wait List Capacity 5 (Total 0), and Minimum Enrollment Nbr. At the bottom are 'Save', 'Return to Search', and 'Notify' buttons, and a breadcrumb trail: Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface.

**Class Status:** This field controls the status of the course. By default, Status will be set to **Active**. Other settings:

*Tentative Section:* Used when a section has been created but is not yet ready for student enrollment. While marked as **Tentative**, the section remains **Closed** and will not appear in class searches. When it's ready to be offered, simply change the status to **Active** to make it visible and available for enrollment.

*Stop Further Enrollment:* This section will be **Open**, but will not allow any further enrollment.

*Canceled Section:* Used to cancel a section. After setting this dropdown to Canceled Section, the scheduler must also click the **Cancel Class** button to finalize canceling a class.

**Cancel Class:** The Cancel Class button is used to finalize the cancellation of a section. A class cannot be canceled if students are enrolled unless the **Cancel if Student Enrolled** checkbox is selected. Proper procedure for canceling a class is as follows: 1) Notify enrolled students about the planned cancellation. 2) Drop all students from the section. 3) Use the Cancel Class button to officially cancel the section.

**Enrollment Status:** This is a read-only field which will update automatically to show the class's current enrollment status—either **Open** or **Closed**. Students cannot be enrolled into a **Closed** class. If a class is closed even though there are open seats, it may be because the system is still awaiting to process students from the waitlist into open seats. Another possibility is that the section is part of a **Combined Section** and the combined enrollment limit has been reached.

**Add Consent:** Add Consent determines whether special approval is required for a student to enroll in the section. The default value is set based on the course's **Course Catalog** entry, which should align with the department's submitted **Form A** for the course. **No Special Consent Required** means students can enroll without additional approval. **Instructor Consent** or **Department Consent** requires approval from the designated party before enrollment is allowed.

**Drop Consent:** Drop Consent determines whether special approval is required for a student to drop from the section. The default value is set based on the course's **Course Catalog** entry, which should align with the department's submitted **Form A** for the course. **No Special Consent Required** means students can drop without additional approval. **Instructor Consent** or **Department Consent** requires approval from the designated party before dropping is allowed.

**1st Auto Enroll Section:** This field governs automatic enrollment rules. When a student is enrolled into this section, the system will attempt to enroll the student into the section noted in this field. The field should contain the section number you want to automatically enroll into. **WARNING: changing these values after students are enrolled causes catastrophic errors.**

**2nd Auto Enroll Section:** This field governs automatic enrollment rules. When a student is enrolled into this section, the system will attempt to also enroll the student into the section noted in this field. The field should contain the section number you want to automatically enroll into. This field will be used when you need to automatically enroll into a section not noted in the **1st Auto Enroll Section**. **WARNING: changing these values after students are enrolled causes catastrophic errors.**

**Resection to Section:** The alternative section in which the system automatically enrolls a student if the primary section is full. Field is not required.

**Requested Room Capacity:** Requested room capacity. Your room capacity can be different than your enrollment capacity. Because the system stores two separate capacity values, this field enables you to manipulate the enrollment capacity without affecting room scheduling. The system populates the Requested Room Capacity field by default from the default section size on the Course Catalog

**Enrollment Capacity:** Total available seats in the sections. You can see the total number of students enrolled next to this field in the “Total” Column.

**Wait List Capacity:** Total available waitlist spots in a section. You can see the total number of students wait listed next to this field in the “Total” Column.

**Minimum Enrollment Nbr:** Enter the minimum enrollment number in order for the section to be offered. If the minimum enrollment number is not realized you might decide to cancel the section. This field is for informational purposes only.

**Auto Enroll from Wait List:** Selecting this checkbox will give students already on the waitlist priority for any seats that become open. When seats become available in a section (for example, when a student drops), the class status stays closed and allows the automatic waitlist process to run before the section opens back up for the rest of the population. The automatic waitlist process runs every night at 9:00 PM.

**Cancel if Student Enrolled:** Select for the system to process a request for a canceled class section regardless of whether students have already enrolled in the section. If you do not select this check box and you attempt to cancel a section in which students have enrolled, the system prevents you from posting the change, keeping the class status active.

## Reserve Cap Tab

The Reserve Cap tab is used to reserve seats in a section for specific groups of students. Reserve Caps can only be created and placed by the Registrar’s Office. Reserve requests can be requested from [regsystems@csus.edu](mailto:regsystems@csus.edu) . Please include the following in your requests: Which sections need reserves, number of seats reserved per section, specific data about who the seats are reserved for (e.g., “students with the BSCG student group”, or “students with the academic plan code ENVSNONEBS who are also freshmen”, etc.), and optionally, a date which you would like any remaining reserved seats to be released back to the general population.

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

Course ID 100086      Course Offering Nbr 1

Academic Institution Sacramento State

Term Fall 2023      Undergrad

Subject Area ACCY      Accountancy

Catalog Nbr 1      Accounting Fundamentals

**Class Sections** Find | View All    First 1 of 12 Last

Session 1      Regular Academic Session      Class Nbr 81546

Class Section 01      Component: Discussion      Event ID

Associated Class 1      Units 3.00

**Reserve Capacity** Find | View All    First 1 of 1 Last

\*Reserve Capacity Sequence       Enrollment Total 0 + -

**Reserve Capacity Requirement Group** Personalize | Find | [Print] [Calendar]    First 1 of 1 Last

*Start Date	*Requirement Group	Cap Enrl
<input type="text" value=""/> [Calendar]	<input type="text" value=""/> [Search]	<input type="text" value="0"/> <span style="float: right;">+ -</span>

Save
 Return to Search
 Notify

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

## Notes Tab

The Notes section is used to place notes onto specific sections. The notes can be chosen from a list of predetermined values, or can be entered manually in a **Free Format** method.

The screenshot displays the 'Notes' tab interface. At the top, there are navigation tabs: Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, **Notes**, Exam, LMS Data, Textbook, and GL Interface. Below these, course information is shown: Course ID 100086, Course Offering Nbr 1, Academic Institution Sacramento State, Term Fall 2023, Undergrad, Subject Area ACCY, Accountancy, and Catalog Nbr 1, Accounting Fundamentals. The 'Class Sections' section shows Session 1, Regular Academic Session, Class Nbr 81546, Class Section 01, Component Discussion, Event ID, Associated Class 1, and Units 3.00. The 'Class Notes' section has a 'Sequence Number' field with '1', a 'Print Location' dropdown set to 'After', a 'Note Nbr' search field, and a 'Free Format Text' area. A 'Copy Note' button is next to the Note Nbr field, and a 'Clear Note' button is below the Free Format Text area. A checkbox for 'Even if Class Not in Schedule' is also present. Navigation buttons for 'Save', 'Return to Search', and 'Notify' are at the bottom.

**Sequence Number:** Controls the order in which the notes will appear.

**Print Location:** Controls where the note will be printed, either *Before* or *After* the class listing.

**Even if class Not in Schedule:** This check box has no programming tied to it.

**Note Nbr:** The note number of a pre-existing note. The description of the note will appear adjacent to the note number once it is entered.

**Free Format Text:** Enter a Free Format Note here.

**Copy Note:** Copy the note number text to the free format text box.

**Clear Note:** Clear the free format text.

## Exam Tab

The Exam Tab is used to input data relating to a section's final exam. At the top you can see some basic, un-editable data relating to the section, and if there is a final exam.

**Maintain Schedule of Classes**

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

Course ID 100086      Course Offering Nbr 1

Academic Institution Sacramento State

Term Fall 2025      Undergrad

Subject Area ACCY      Accountancy

Catalog Nbr 1      Accounting Fundamentals

**Class Sections**      Find | View All      First 1 of 8 Last

Session 1      Regular Academic Session      Class Nbr 81390

Class Section 01      Component Discussion      Event ID 000205185

Associated Class 1      Units 3.00

Exam Seat Spacing 1      Final Exam Yes

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

Exam Time Code      Combined Exam       \*Exam Date      \*Exam Start      \*Exam End      \*Class Exam Type Final Exam      Facility ID      Building      Room

Save      Return to Search      Notify

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

**Exam Seat Spacing:** Indicates the number of seats between students during the final exam and is for informational purposes only.

**Exam Time Code:** Field not currently in use.

**Combined Exam:** Select to indicate that this exam can share a facility with another exam. Note: Time and facility conflicts with other events, such as regular class meetings, are not permitted—the system performs conflict checking for these. If you do not select the Combined Exam check box, the system verifies that no conflicts exist in room and time period scheduling. The stated room and time period is used for only one class exam.

**Exam Date/Start/End:** Date, start, and end time for exam.

**Class Exam Type:** Final Exam or Makeup of Final Exam.

**Facility ID:** Room code for where the exam takes place.

### LMS Data Tab

Our institution does not currently utilize the **Learning Management Systems** page.

### Textbook Tab

This page can be used to define information about textbooks students will need for the section. Note: Course materials entered on this page appear on the **Class Detail** page and on the **Faculty** and **Student Textbook Summary** pages. When the **Textbook Assignment Status** is **Pending**, the data is available only on administrative, Instructor and Advisor pages. Students and visitors receive a message: Textbooks to be determined. When the **Textbook Assignment Status** is **Textbook entry complete**, the data is then available to students and visitors.

#### Maintain Schedule of Classes

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

**Course ID** 100086      **Course Offering Nbr** 1  
**Academic Institution** Sacramento State  
**Term** Fall 2025      Undergrad  
**Subject Area** ACCY      Accountancy  
**Catalog Nbr** 1      Accounting Fundamentals

**Class Sections** Find | View All    First 1 of 8 Last

**Session** 1      Regular Academic Session      **Class Nbr** 81390  
**Class Section** 01      **Component** Discussion      **Event ID** 000205185  
**Associated Class** 1      **Units** 3.00

**Textbook Assignment**

**Textbook Assignment Status**  
 Textbook entry pending  
 Textbook entry complete  
 No textbooks assigned to class

Copy Textbooks

Personalize | Find |    First 1 of 1 Last

*Seq No	*Course Material Type	*Course Material Status	Title	ISBN	Author	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -

**Special Instructions**

---

**Textbook Assignment Status:** Select Pending to indicate that the textbook data that you are entering for the class is not final. The system displays pending textbook information to administrators, instructors and advisors only. Students and visitors cannot view pending textbook information. They receive a message: Textbooks to be determined. Pending is selected by default.

Select Textbook entry complete after you complete entering textbook assignments. This option indicates that the textbook data is final. When you select this option, the textbook data is available to all users, including students and visitors.

**No textbooks assigned to class:** No textbooks are to be assigned to this section.

**Copy Textbooks:** Click this button to copy the textbook and special instructions from another class to the current class. The copied assignments replace any existing assignments and special instructions.

**Course Materials Tab:** Used to define the course materials.

*Course Material Type:* Material type. Examples: book, kit, supply, eBook, etc.

*Course Material Status:* Recommended or Required.

*Title/ISBN/Author:* Material title, ISBN, and Author.

**Details Tab:** Contains information for **Year Published**, **Price**, and **Currency Code**.

**Notes Tab:** You can place extra notes on materials here.

**Special Instructions:** You can include any special instructions here.

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## Combined Sections Table

If you need to offer two or more separate classes as a single class offering, you can create a combined section. Combined sections will share the same meeting pattern and instructor information, and will be treated as one class for workload calculation purposes.

To set this up, use the Combined Section Table found in **Curriculum Management** → **Combined Sections**. All combined sections must have the same Instruction Mode and APDB Learning Mode.

---

### Combined Sections Table

**Find an Existing Value**

**Search Criteria**

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

Recent Searches  Saved Searches

\*Academic Institution

\*Term

Session

[Show fewer options](#)

Entering the term in which you are working in and click **Search**. You'll then be able to choose the session in which to combine sections. Typically, this will be the **Regular** session.

### Combined Sections Table

**Find an Existing Value**

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

Recent Searches  Saved Searches

\*Academic Institution

\*Term

Session

[Show fewer options](#)

**Search Results**  
 2 results Academic Institution "SACST", Term "2253"

Academic Institution	Term	Short Description	Session	
SACST	2253	Spr 2025	Regular	>
SACST	2253	Spr 2025	SlfNonStd	>

After selecting the session, you will see the **Combined Sections Table** for that term and session. This table displays all active combined section groupings.

When creating combined sections, only one section should have a meeting pattern assigned. All other sections in the combination should have no meeting pattern. You can remove existing meeting patterns by clicking the “-” (minus) button.

Combined Sections Table				
<p>Combined Sections Table</p> <p><b>Academic Institution:</b> Sacramento State  <b>Term:</b> Spring 2025  <b>Session:</b> Regular Academic Session</p>				
*Combined Sections ID	*Description	*Short Description		
0109	MUSC144S-04/244-05	MUSC144S-0	View Combined Sections	+ -
0108	MUSC144S-02/244-06	MUSC144S-0	View Combined Sections	+ -
0107	MUSC144S-01/244-03	MUSC144S-0	View Combined Sections	+ -
0106	MUSC144P-01/244-04	MUSC144P-0	View Combined Sections	+ -
0105	MUSC144I-05/244-02	MUSC144I-0	View Combined Sections	+ -
0104	MUSC144I-04/244-01	MUSC144I-0	View Combined Sections	+ -
0103	MUSC144I-03/244-10	MUSC144I-0	View Combined Sections	+ -
0102	MUSC144I-01/244-09	MUSC144I-0	View Combined Sections	+ -
0101	MUSC144G-01/244-07	MUSC144G-0	View Combined Sections	+ -
0100	MUSC144B-02/244-11	MUSC144B-0	View Combined Sections	+ -
0099	MUSC143V-01/242-08	MUSC143V-0	View Combined Sections	+ -
0098	MUSC143J-02/242-07	MUSC143J-0	View Combined Sections	+ -
0097	MUSC143J-01/242-06	MUSC143J-0	View Combined Sections	+ -
0096	MUSC142W/242-05	MUSC142W/2	View Combined Sections	+ -
0095	MUSC142T/242-03	MUSC142T/2	View Combined Sections	+ -
0094	MUSC142S/242-02	MUSC142S/2	View Combined Sections	+ -
0093	MUSC142C/242-01	MUSC142C/2	View Combined Sections	+ -

### Adding a New Combined Section

To add a new combination, click any of the “+” (plus) buttons to add a new line. Use a clear and descriptive language when creating the **Description** to help others understand what the combination includes.

After clicking Save, a **View Combined Sections** link will appear next to the new entry. Click this link to open and define the details of the combined section.

#### Identify Combined Sections

---

Identify Combined Sections

Academic Institution SACST Sacramento State

Term 2253 Spring 2025

Session 1 Regular Academic Session

Combined Sections ID 0091 RPTA 163/263

\*Combination Type Within Subject

Permanent Combination

Skip Mtg Pattern & Instr Edit

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

**Room Capacity**

Requested Room Capacity <input style="width: 80%;" type="text"/>	Enrollment Capacity <input style="width: 80%;" type="text"/>	<b>Total</b>
	Wait List Capacity <input style="width: 80%;" type="text"/>	29
		0

**Linked Classes** Personalize | Find | View All |

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
33403	RPTA	263	01	Closed	5	5	8	0	0	HHS	
33406	RPTA	163	01	Closed	30	25	21	5	0	HHS	

[View Combined Sections Table](#)

Save
 Return to Search
 Notify

**Combined Section ID:** The system generates a combined sections ID, providing a unique identifier for each combined sections record.

**Combination Type:** Possible values are **Within Subject**, **Cross Subject**, or **Both**.

**Permanent Combination:** Checking this box will inform the system to roll the combination when the **Prior Term Copy Process** is run.

**Skip Mtg Pattern & Instr Edit**: Select this check box to combine sections with different meeting patterns and instructor information. In this case, you enter the meeting pattern and instructor information directly in the Schedule of Classes, but the updated data is not propagated across the sections. The system considers instructor workload for each of the sections, and does not combine hours. If necessary, instructor workload hours can be adjusted on the Meetings page.

This field is not typically used as it will change workload calculations.

**Requested Room Capacity**: Enter the requested room capacity for the combined section. The room capacity can be different than the enrollment capacity. Requested room capacity of combined sections is used for informational purposes only.

**Enrollment Capacity**: Set the total enrollment capacity for the combined section. If total enrollment across all sections in the combination meets this set value, all sections in the combination will become closed regardless of if any seats remain in individual sections.

**Waitlist Capacity**: Set the total waitlist capacity for the combined section.

**Class Nbr**: Enter the class numbers of the sections you want combined. One per line.

## Instructor/Advisor Table

The Instructor/Advisor Table is located in **Curriculum Management → Instructor/Advisor Information**. This table is used to: Assign **Faculty Type**, **Advisor Status**, and to indicate which courses an instructor is approved to teach. To find a specific instructor, you'll typically search using their **Employee ID**.

**Instructor Type:** Select your instructor type. Selecting **Advisor Only** will automatically select the **Advisor** checkbox.

**Advisor:** Select to indicate that the individual is also an advisor and to place the individual into the system's Advisor view.

**Academic Institution:** Should always be set to SACST.

**Primary Acad Org:** Select the primary academic organization for the instructor.

**Instructor Available:** Select the instructor's availability to teach within the effective dates. Select **Available**, **Sabbatical**, or **Unavailable**. If the instructor has an advisor type of **Advisor Only**, the system populates the **Instructor Available** field with **Unavailable** by default. You can override this value.

### [Instructor/Advisor Role](#)

Use the Instructor/Advisor Role sub-table to indicate the **Academic Career, Program, Plan, and Subplan** to which the instructor/advisor is approved to advise for. Advisors typically need a total of 16 roles entered in this table—5 for the **UGRD** (Undergraduate) career and 11 for the **PBAC** (Postbaccalaureate) career.

Instructor/Advisor Table	
Instructor/Advisor Role	
Find   View 1 First 1-16 of 16 Last	
Advisor Number <input type="text" value="1"/>	Percent of Appointment <input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
*Academic Career <input type="text" value="UGRD"/> <input type="button" value="🔍"/>	Undergraduate
Academic Program <input type="text" value="UGD"/> <input type="button" value="🔍"/>	Undergraduate Degree
Academic Plan <input type="text"/> <input type="button" value="🔍"/>	
Academic Sub-Plan <input type="text"/> <input type="button" value="🔍"/>	
Advisor Number <input type="text" value="2"/>	Percent of Appointment <input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
*Academic Career <input type="text" value="UGRD"/> <input type="button" value="🔍"/>	Undergraduate
Academic Program <input type="text" value="UGED"/> <input type="button" value="🔍"/>	CCE Undergrad Degree
Academic Plan <input type="text"/> <input type="button" value="🔍"/>	
Academic Sub-Plan <input type="text"/> <input type="button" value="🔍"/>	
Advisor Number <input type="text" value="3"/>	Percent of Appointment <input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
*Academic Career <input type="text" value="UGRD"/> <input type="button" value="🔍"/>	Undergraduate
Academic Program <input type="text" value="UGOT"/> <input type="button" value="🔍"/>	Undergrad Other - Open U/CCE
Academic Plan <input type="text"/> <input type="button" value="🔍"/>	
Academic Sub-Plan <input type="text"/> <input type="button" value="🔍"/>	

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**Advisor Number**: The system populates this field with 1 by default. If an instructor advises students in more than one academic career, program, plan, or subplan, you can have multiple advisor numbers by adding rows.

**Percent of Appointment**: Enter a percent of appointment value that this instructor has for the indicated academic career, program, plan, and subplan. Instructors with dual appointments can have different percentages reflecting their responsibility. The total percentage must equal 100.

This field is not required.

**Academic Career**: Select the academic career to which the instructor or advisor is linked. This field is required in order to assign the employee as an advisor to students in degrees under that career.

**Academic Program**: Select the academic program to which the instructor or advisor is linked. This field is required in order to assign the employee as an advisor to students in degrees under that program.

**Academic Sub-Plan**: We do not utilize academic Sub-Plans at our institution.

### Approved Courses Tab

The approved courses tab is used to specify which courses the selected employee is authorized to be assigned to as an instructor.

**Instructor/Advisor Table**

Instructor/Advisor Table | **Approved Courses**

**Instructor Details** Find | View All First 1 of 1 Last

Effective Date 05/06/2025 Status: Active

Instructor Type:  Advisor

Academic Institution SACST Sacramento State

Primary Acad Org

**Course Description** Personalize | Find | First 1 of 1 Last

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus
1						

Save Return to Search Notify Update/Display Include History Correct History

Instructor/Advisor Table | Approved Courses

**Seq Nbr:** The system populates the Seq Nbr field by default. Sequence numbers are sequential numbers that the system assigns to identify rows in the table.

**Acad Org:** Select the academic organization to indicate that the instructor is approved to teach all courses within the academic organization that you specify.

**Subject Area:** Select the subject area that the instructor is approved to teach. Not needed if an **Acad Org** is assigned.

**Course ID:** If available, select the course ID of the course that the instructor is approved to teach. Not needed if an **Acad Org** or **Subject Area** is assigned.

**Offer Nbr:** Select the offering number of the class that the instructor is approved to teach. Not needed if an **Acad Org**, **Subject Area**, or **Course ID** is assigned.

## Section Enrollment Summary

The Section Enrollment Summary page can be used to quickly view enrollment data for all sections of a specific course within a given term. It is located in the **Schedule of Classes** folder. To generate a list of sections, enter the term and course information in the search fields.

### Sac Cs Sect Sum

**Find an Existing Value**

▼ **Search Criteria**

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

🕒 Recent Searches  ✎ 🔖 Saved Searches

\*\*Academic Institution  🔍

\*\*Term  🔍

Subject Area  🔍

Catalog Nbr

### Section Enrollment Summary

**Section Summary**

**Course ID** 108616      **Course Offering Nbr** 1

**Academic Institution** Sacramento State

**Term** Fall 2025      Undergrad

**Subject Area** CHEM      Chemistry

**Catalog Nbr** 6A      Intro General Chem

**Minimum Units:** 5.00      **Maximum Units:** 5.00

Personalize | Find | View All | 📄 📅      First 1-23 of 39 Last

Class Nbr	Sect	Assoc	Comp	Class Stat	Class Type	Sess	Days	Start	End	Room	Instructor	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Seats Avail	Consent
83740	01	1	LEC	A	N	1	MWF	9:00AM	9:50AM	DLN1004		168	154	120	63	0	N
83810	02	1	DIS	A	N	1	M	12:00PM	12:50PM	SQU428		24	19	20	20	0	N
83811	03	1	LAB	A	E	1	M	1:00PM	3:30PM	SQU428		24	19	20	20	0	N
84062	04	1	DIS	A	N	1	M	4:00PM	4:50PM	SQU428		24	20	20	11	0	N
83812	05	1	LAB	A	E	1	M	5:00PM	7:30PM	SQU428		24	20	20	12	0	N
83894	06	1	DIS	A	N	1	W	1:00PM	1:50PM	SQU428		24	19	20	17	0	N
83895	07	1	LAB	A	E	1	W	2:00PM	4:30PM	SQU428		24	19	20	17	0	N
83904	08	1	DIS	A	N	1	W	10:00AM	10:50AM	SQU426		24	24	20	13	0	N
83905	09	1	LAB	A	E	1	W	11:00AM	1:30PM	SQU426		24	24	20	13	0	N

## Class Section List by Subject

The Class Section List by Subject can be used to display section data for all courses within a **Subject Area** in the same **Term**.

### Class Section List by Subject

---

#### Class Schedule List by Subject

Term:

Subject:

### Class Section List by Subject

---

#### Class Schedule List by Subject

Term:

Subject:

Cls												Room				
Ses Nbr	Course	Sect	Description	Max Cmp	Enrl Unit	Tot Cap	Enrl	Avl	Wait Cap	Wait Tot	Days	Times	Bldg/Room	Cap	Faculty	Attr.
<b>ACCY 1 - Accounting Fundamentals (3 Units)</b>																
1	81390	ACCY 1	01	Accounting Fundamentals	DIS 3	110	87	23	5	0	TR	09:00A-10:15A	AMD153	126		1
1	81513	ACCY 1	02	Accounting Fundamentals	DIS 3	55	49	6	5	0	TR	12:00P-01:15P	ALP236	60		1, HY
													WEBONLINE	100		
1	81403	ACCY 1	03	Accounting Fundamentals	DIS 3	55	34	21	5	0	TR	01:30P-02:45P	ALP236	60		1, HY
													WEBONLINE	100		
1	81426	ACCY 1	04	Accounting Fundamentals	DIS 3	55	46	9	5	0	TR	04:30P-05:45P	ALP236	60		1
1	81438	ACCY 1	05	Accounting Fundamentals	DIS 3	55	51	4	5	5	MW	12:00P-01:15P	ALP236	60		1
1	85568	ACCY 1	06	Accounting Fundamentals	DIS 3	55	50	5	5	3	MW	01:30P-02:45P	ALP236	60		1
<b>ACCY 2 - Managerial Accounting (3 Units)</b>																
1	81411	ACCY 2	01	Managerial Accounting	DIS 3	110	106	4	5	2	TR	03:00P-04:15P	AMD153	126		1
1	81539	ACCY 2	02	Managerial Accounting	DIS 3	55	34	21	5	0	MW	06:00P-07:15P	ALP232	55	Staff	1
1	81540	ACCY 2	03	Managerial Accounting	DIS 3	55	54	1	5	2	MW	04:30P-05:45P	TAH1007	73	Staff	1
1	85567	ACCY 2	05	Managerial Accounting	DIS 3	55	38	17	5	0	TR	06:00P-07:15P	ALP235	55	Staff	1
<b>ACCY 111 - Intermediate Acctg I (3 Units)</b>																
1	81477	ACCY 111	01	Intermediate Acctg I	DIS 3	55	55	0	5	4	TR	10:30A-11:45A	LTR2021	70		2, HY

## Class Roster

The Class Roster page, found in **Curriculum Management** → **Class Roster**, allows you to view all students enrolled and/or waitlisted in a specific section. Enter the term and section information to generate a roster of students.

### Class Roster

---

Class Roster

Fall 2025 | Regular Academic Session | Sacramento State | Undergraduate

ART 1A - 01 (80541)  
Art, Religions, and Power before 1400 (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 9:00AM-10:15AM	Kadema Hall 145	[REDACTED]	08/25/2025 - 12/05/2025

\*Enrollment Status: Enrolled

Enrollment Capacity: Enrolled Enrolled: 70

Waiting

Enrolled Students									
ID	Name	Pronouns	Grade	Units	Program and Plan	Academic Level	Add Dt	Grade Dt	
1	[REDACTED]			3.00	Undergraduate Degree - Undeclared	Freshman	04/30/2025		
2	[REDACTED]			3.00	Undergraduate Degree - Ethnic Studies (Chicano) BA	Junior	04/28/2025		
3	[REDACTED]			3.00	Undergraduate Degree - Expressed Interest: BUS (HRES)	Sophomore	04/30/2025		
4	[REDACTED]			3.00	Undergraduate Degree - English BA	Sophomore	04/22/2025		
5	[REDACTED]			3.00	Undergraduate Degree - Undeclared	Sophomore	04/30/2025		
6	[REDACTED]			3.00	Undergraduate Degree - Criminal Justice (Pre) BS	Sophomore	04/30/2025		
7	[REDACTED]			3.00	Undergraduate Degree - Art (Art Education) BA	Junior	04/28/2025		
8	[REDACTED]			3.00	Undergraduate Degree -	Sophomore	04/30/2025		

## Quick Enroll a Student

The Quick Enroll a Student page is located under **Records and Enrollment** → **Enroll Students**. It can be used to enroll students manually while bypassing usual restrictions such as prerequisites or enrollment appointments. To use it, enter the student's ID, Academic Career, and Term in the appropriate fields.

### Quick Enroll a Student

**Add a New Value**

\*ID

\*Academic Career

\*Academic Institution

\*Term

### Quick Enrollment

Request ID 0000000000

Career Undergrad      Institution Sac State      ID       Term Fall 2025

---

Class Enrollment

Units and Grade

Other Class Info

General Overrides

Class Overrides

	*Action	Class Nbr	Section	Pending	Related 1	Related 2
+	Enroll	<input type="text"/>	<input type="text"/>	Pending	<input type="text"/>	<input type="text"/>

Go to

- Enroll
- Add Grade
- Change Grade
- Change Wait List Position
- Drop
- Drop to Wait List
- Normal Maintenance
- Remove Grade
- Swap Courses

Enrollment Appointments

Calculate Tuition

Term/Session Withdrawal

Study List

---

## [Class Enrollment Tab](#)

**Action:** An enrollment action is the action performed on the enrollment record. The system by default sets the enrollment action for the request to Enroll, but other actions are available.

**Class Nbr:** The class number of the section you are taking action on.

**Related 1 & 2:** If you have selected an enrollment action of Enroll or Swap, the Related 1 and Related 2 fields become available for edit. If the class has a related class that is not an auto-enroll class, select that class number in this field.

---

## [Units and Grade Tab](#)

**Unit Taken:** The system uses units taken to calculate the transcript GPA and the enrollment load. The enrollment engine uses units taken to calculate the number of units a student can take in a term. Units taken appear by default from minimum units on the Class Associations page. If minimum units and maximum units are different on the Class Associations page, then the class is defined as having variable units. This field becomes active, and you must enter the number of units the student selects in this field.

**Course Count:** this field is not used at our institution.

**Grade Base:** If the course has multiple grading basis options, the type of grading basis can be selected here.

**Grade Input:** This is the final grade given to the student for the class. You can enter the grade here, or you can use the grade roster generator. When a grade is entered and posted, the system displays the grade here.

**Repeat Code:** Select a repeat code for the enrollment transaction, if applicable.

**Requirement Designation:** Use this field to select a requirement designation for the class enrollment. Requirement designations are typically only used for transfer credit courses at our institution.

**Requirement Designation Option:** If there is a requirement designation specified for the corresponding row of the enrollment transaction and that requirement designation is at the student's option, select whether the student elects to take the requirement designation.

**RD Grade:** You can enter the student requirement designation grade for the class enrollment on this page or through the grade roster. Usually, it is more convenient for you to enter grades for groups of students and classes through the grade roster. Values are Satisfied or Not Satisfied.

---

### [Other Class Info Tab](#)

**Permission:** If the student has a general permission for enrollment, enter the number in this field. The system reserves the permission number for the student.

**Drop if Enroll:** This field is only displayed when the Action field is set to Enroll. Enter the class section that the student wants to drop. The system drops the student from this class section only if the student is successfully enrolled in the class section that the student is currently requesting. The system does not drop the student if he or she is put on a wait list. If you select the Wait List Okay check box and the student is put on the wait list, the system will not drop the student.

**Ind Study Instructor:** If the Instructor Edit field on the Class Associations page is set to anything but No Choice, then this field becomes available for edit. Select the instructor ID responsible for the class if the class is an independent study.

**Action Reason:** Select the enrollment action reason for the enrollment action. Not typically used at our institution.

**Create Transcript Note:** Click to access the Transcript Note page, where you can enter a free-form text that prints on the student's transcript for the class enrollment.

---

## General Overrides Tab

**Note:** Only overrides that you are authorized to access are available.

**Appointment:** Select to override the student's enrollment appointment date, time, and maximum enrollment units.

**Unit Load:** Select to have the enrollment engine skip all unit limit checks, including the unit load for the student's enrollment appointment, the term and session unit load, the term and session course count load, the term and session no grade point average (GPA) units, the term and session audit units, and the minimum unit enrollment check.

**Time Conflict:** Select to disable time conflict checking for class sections when you process the enrollment request.

**Action Date:** Select to override the action date. The Action Date field becomes available to edit, where you can select the date that you want to use as the action date for processing this enrollment transaction.

**Requirement Designation:** Select to override the requirement designation for the corresponding row of an enrollment request. The Requirement Designation field becomes available to edit.

**Career:** Select to override academic career pointers and career pointer exception rules for the student's academic career.

**Service Indicator:** Select to override service holds that have been placed on the student's record.

**Requisites:** Select to have the enrollment engine bypass requisite checking when you submit the corresponding row of an enrollment request for processing.

---

## [Class Overrides Tab](#)

**Closed Class**: Select to enroll the student into a closed class.

**Class Links**: Select to allow students to add and drop class sections without having to do likewise for the required related component sections in a class association group, to allow students to enroll in a non-enrollment type section, and to allow multiple student enrollment in a course.

**Class Units**: Select to override the Units Taken field value for both fixed and variable unit classes.

**Grading Basis**: Select to allow students to enroll into a class with a grading basis other than the one established for the class. The Grading Basis field becomes available for edit so that you can select a different grading basis for the class enrollment.

**Class Permission**: Select to override general permission and student-specific permission requirements, academic career pointers, and career pointer exception rules.

**Wait List Okay**: Select to allow the student to wait list into a class section even if the class section, combined section, and reserve capacity are full provided that space is available on the wait list and the last date to wait list has not passed.

**WaitList Pos**: Click this link to access the Wait List Position page, where you can view the student's position on the wait list. This link is available only for enrollment requests in which the student is already on the wait list for the specified class section.

## Step by Step Scheduling a Course (Simplified)

This section of the guide is intended to be used as a reference to schedule the most basic of schedule builds. More complex schedule builds may require additional steps not covered in this area of the guide.

1. **Step One:** Determine if you are scheduling the first section of a course, or editing/adding on to existing sections
  - a. If scheduling the first section of a course for a term, navigate to **Schedule New Course**, located in **Curriculum Management → Schedule of Classes → Schedule New Course**.
  - b. If making corrections to existing sections, or scheduling additional sections, navigate to **Maintain Schedule of Classes**, located in **Curriculum Management → Schedule of Classes → Maintain Schedule of Classes**.

2. **Step Two:** Enter the **Academic Institution (SACST)**, the **Term** code, and either the **Subject Area & Catalog Nbr**, or the **Course ID**. Click the search button to begin working on that course.

### Schedule New Course

**Find an Existing Value**

▼ **Search Criteria**

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

🕒 Recent Searches  ✎
🔖 Saved Searches  ✎

<b>*Academic Institution</b> <input type="text" value="SACST"/>	<input type="text"/>	<input type="text"/>	<b>Required</b>
<b>*Term</b> <input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Subject Area</b> <input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Option 1</b>
<b>Catalog Nbr</b> <input type="text" value="begins with"/>	<input type="text"/>	<input type="text"/>	
<b>Academic Career</b> <input type="text"/>	<input type="text"/>	<input type="text"/>	<b>OR</b>
<b>Campus</b> <input type="text" value="begins with"/>	<input type="text"/>	<input type="text"/>	<b>Option 2</b>
<b>Course ID</b> <input type="text" value="begins with"/>	<input type="text"/>	<input type="text"/>	
<b>Description</b> <input type="text" value="begins with"/>	<input type="text"/>	<input type="text"/>	
<b>Course Offering Nbr</b> <input type="text"/>	<input type="text"/>	<input type="text"/>	

[^ Show fewer options](#)

**Case Sensitive**

- Step Three:** Begin working on the appropriate section’s **Basic Data** tab. Navigate between the different sections using the arrow buttons. If additional sections are required, add a new row to **Maintain Schedule of Classes** using the “+” (plus) button in the top right corner.

### Maintain Schedule of Classes

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

Course ID 100086      Course Offering Nbr 1

Academic Institution Sacramento State

Term Spring 2025      Undergrad

Subject Area ACCY      Accountancy

Catalog Nbr 1      Accounting Fundamentals

---

**Class Sections** Find | View All    First 1 of 6 Last

*Session <input type="text" value="1"/>	Regular Academic Session	Class Nbr <input type="text" value="31377"/>	+ -
*Class Section <input type="text" value="01"/>		*Start/End Date <input type="text" value="01/21/2025"/> <input type="text" value="05/09/2025"/>	
*Component <input type="text" value="DIS"/> <input type="button" value="Q"/>	Discussion		

- Step Four:** If scheduling outside of the regular academic session, change the **Session** code from the default value of 1 (Regular Academic Session) to the session you are scheduling in. The session code cannot be changed once students are enrolled.

### Maintain Schedule of Classes

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

Course ID 100086      Course Offering Nbr 1

Academic Institution Sacramento State

Term Spring 2025      Undergrad

Subject Area ACCY      Accountancy

Catalog Nbr 1      Accounting Fundamentals

---

**Class Sections** Find | View All    First 7 of 7 Last

*Session <input type="text" value="1"/> <input type="button" value="Q"/>	Regular Academic Session	Class Nbr <input type="text" value="0"/>	+ -
--	--------------------------	--	-----

- Step Five:** Input the **Class Section** number (always two digits). Section numbers are required to be unique per section for each class during a given term.

### Maintain Schedule of Classes

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

Course ID 100086      Course Offering Nbr 1

Academic Institution Sacramento State

Term Spring 2025      Undergrad

Subject Area ACCY      Accountancy

Catalog Nbr 1      Accounting Fundamentals

Auto Create Component

---

**Class Sections** Find | View All    First 7 of 7 Last

\*Session 1      Regular Academic Session      Class Nbr 0

\*Class Section        \*Start/End Date 01/21/2025 05/09/2025

\*Component DIS      Discussion

\*Class Type Enrollment Section      Event ID

- Step Six:** If dealing with a section that has multiple component types (e.g., a Lecture and a Lab), set the appropriate **Component** type for the section. For courses with only one component type, this field does not need to be edited. Click the magnifying glass to see available component types.

### Maintain Schedule of Classes

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

Course ID 108616      Course Offering Nbr 1

Academic Institution Sacramento State

Term Spring 2025      Undergrad

Subject Area CHEM      Chemistry

Catalog Nbr 6A      Intro General Chem

Auto Create Component

---

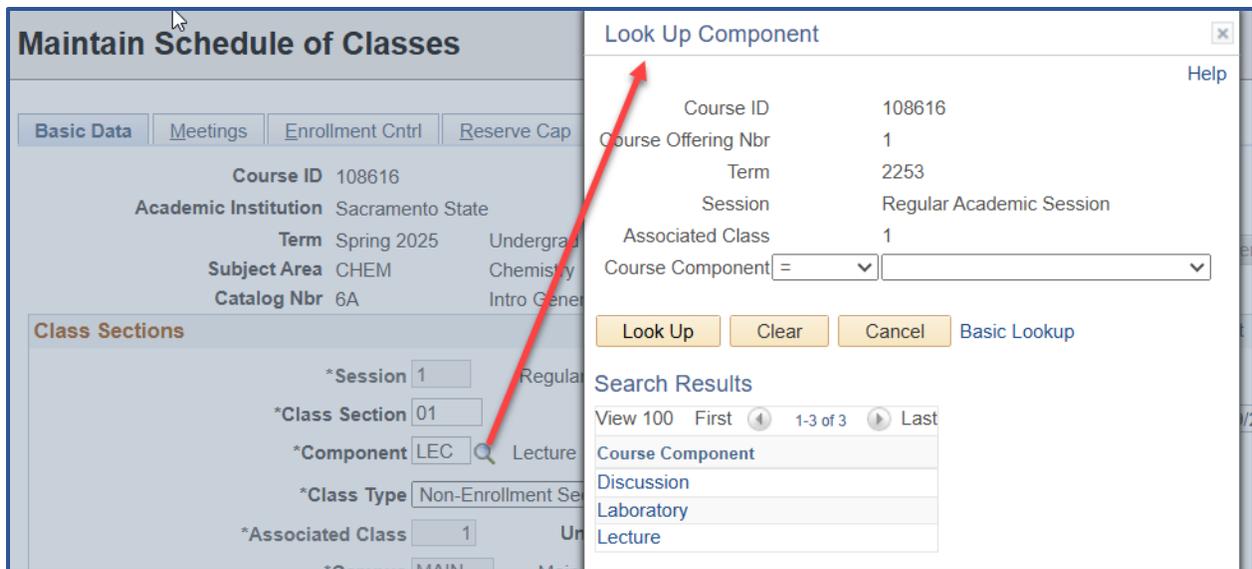
**Class Sections** Find | View All    First 1 of 39 Last

\*Session 1      Regular Academic Session      Class Nbr 33702

\*Class Section 01      \*Start/End Date 01/21/2025 05/09/2025

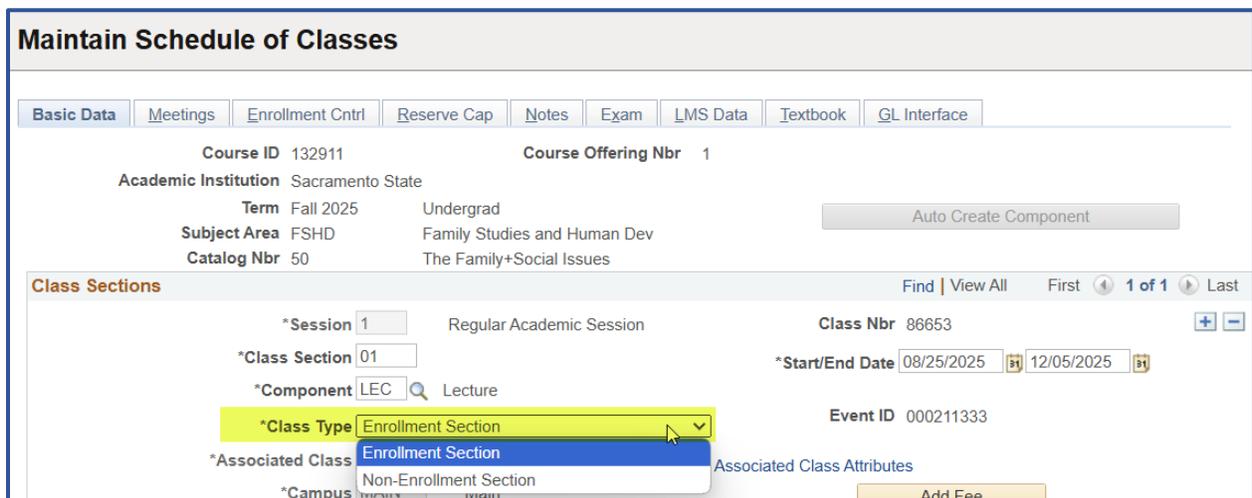
\*Component LEC      Lecture

Event ID 00000004



- Step Seven:** If dealing with a section that has multiple component types (e.g., a Lecture and a Lab), set the appropriate **Class Type** for the section. Choose **Enrollment** for sections in which the enrollment is manual (e.g., the students enroll themselves, or the departments enroll the students).

Choose **Non-Enrollment** for sections in which you would like the system to automatically enroll students once the students become enrolled in a different section. See the **Enrollment Ctrl** section of this guide for more details on automatic enrollment.



8. **Step Eight:** Set the **Associated Class** to specify the group to which the section belongs. By default, this value is set to "1" and must be changed for each section if you want them grouped differently. The best practice is to assign each section its own **Associated Class**. The exception is multi-component courses, which require at least one of each component type within the same class association. Note that this value cannot be changed once students have enrolled in the section.

### Maintain Schedule of Classes

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

Course ID 132911      Course Offering Nbr 1

Academic Institution Sacramento State

Term Fall 2025      Undergrad      Auto Create Component

Subject Area FSHD      Family Studies and Human Dev

Catalog Nbr 50      The Family+Social Issues

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

\*Session 1      Regular Academic Session      Class Nbr 86653 + -

\*Class Section 01      \*Start/End Date 08/25/2025 12/05/2025

\*Component LEC      Lecture

\*Class Type Enrollment Section      Event ID 000211333

**\*Associated Class 1**      Units 3.00      Associated Class Attributes

9. **Step Nine:** Set the Instruction mode for the section. The most common instruction modes used are: P (In Person), Hy (Hybrid), A (Online – Asynchronous), and S (Online – Synchronous). Click the magnifying glass to see all available options.

### Maintain Schedule of Classes

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

Course ID 108616      Course Offering Nbr 1

Academic Institution Sacramento State

Term Fall 2025      Undergrad

Subject Area CHEM      Chemistry

Catalog Nbr 6A      Intro General Chem

[Auto Create Component](#)

---

**Class Sections** Find | View All    First 1 of 39 Last

\*Session 1      Regular Academic Session

\*Class Section 01

\*Component LEC      Lecture

\*Class Type Non-Enrollment Section

\*Associated Class 1      Units 5.00

\*Campus MAIN      Main

\*Location CAMPUS      CSU SACRAMENTO

Course Administrator

\*Academic Organization 178      Chemistry

Academic Group NSM      Natural Sciences & Math

\*Holiday Schedule SA      Student Admin Holiday Schedule

**\*Instruction Mode P**      In Person

Class Nbr 83740

\*Start/End Date 08/25/2025 12/05/2025

Event ID

Associated Class Attributes

[Add Fee](#)

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

**10. Step Ten:** If scheduling a hybrid or fully online section, some additional attributes should be added. New lines can be added to the attribute table with the “+” (plus) button. A section that is Hybrid or Online (asynchronous or synchronous) should have the **OLDE – FL** or **OLDE – HY** attribute. A section that has no in person components (Online – Asynchronous/Synchronous) should also have the **FONL – AB386** attribute in addition to the **OLDE – FL** attribute.

Academic Group ED Education

\*Holiday Schedule SA Student Admin Holiday Schedule

\*Instruction Mode A Online - Asynchronous

Primary Instr Section 01

Dynamic Date Calc Required

Generate Class Mtg Attendance

Sync Attendance with Class Mtg

GL Interface Required

**Class Topic**

Course Topic ID

Print Topic in Schedule

**Equivalent Course Group**

Course Equivalent Course Group

Override Equivalent Course

**Class Attributes** Personalize | Find | View 2 |   First 1-5 of 5 Last

*Course Attribute	Description	*Course Attribute Value	Description		
CLEV	Course Level	2	Upper Division	<input type="button" value="+"/>	<input type="button" value="-"/>
CSFX	Course Suffix	A	A	<input type="button" value="+"/>	<input type="button" value="-"/>
TCPI	Teacher Credential Program Ind	Y	Teacher Cred Program Course	<input type="button" value="+"/>	<input type="button" value="-"/>
OLDE	eLearning Courses	FL	Fully Online	<input type="button" value="+"/>	<input type="button" value="-"/>
FONL	Fully On Line	AB386	On Line	<input type="button" value="+"/>	<input type="button" value="-"/>

**11. Step Eleven:** Move to the **Meetings** tab. This area includes information like the meeting times, meeting location, and instructor information.

**Maintain Schedule of Classes**

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

Course ID 100086 Course Offering Nbr 1

Academic Institution Sacramento State

Term Fall 2025 Undergrad

Subject Area ACCY Accountancy

Catalog Nbr 1 Accounting Fundamentals

**Class Sections** Find | View All First 1 of 8 Last

Session 1 Regular Academic Session Class Nbr 81390

Class Section 01 Component Discussion Event ID 000205185 Class APDB Mapping Values

Associated Class 1 Units 3.00

**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
AMD153	126	TR3	9:00AM	10:15AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/25/2025 12/05/2025

**12. Step Twelve:** Click the **Class APDB Mapping Values** link to select the **APDB Learning Mode** value. This is the **ONLY** value you should change on this sub-page. You can find specific definitions of all **APDB Learning Mode** codes in the **Meetings** chapter of this guide, under the **Possible APDB Mapping Values** sub-chapter.

Basic Data		<b>Meetings</b>	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface
Course ID	100086	Course Offering Nbr	1						
Academic Institution	Sacramento State								
Term	Fall 2025	Undergrad							
Subject Area	ACCY	Accountancy							
Catalog Nbr	1	Accounting Fundamentals							
<b>Class Sections</b>									
Session	1	Regular Academic Session	Class Nbr	81390					
Class Section	01	Component	Discussion	Event ID	000205185				
Associated Class	1	Units	3.00						
Find   View All First 1 of 8 Last									
<b>Meeting Pattern</b>									
Find   View All First 1 of 1 Last									

**Maintain Schedule of Classes**

**APDB Class Section Values**

CS Number:

Workload Factor:  1.0

Component Units:

Component Students:

Group Code Control:

**\*APDB Learning Mode:**

OK Cancel

**13. Step Thirteen:** Complete the **Meeting Pattern** table under the **Meetings** tab. For online classes, the **Facility ID** should be set to **WEBONLINE**. For in-person classes, it should include the appropriate room code.

During the initial schedule build, departments are instructed by Space Management to assign facilities in CMS using their dedicated rooms, based on room region reports. After the initial build, Space Management imports the term into Astra and audits the schedule. Once the term is returned to departments, all room assignments must be managed in Astra Schedule.

The **Pat** field should contain a code that reflects the meeting days and the unit value of the course. For example, a 3-unit course that meets on Tuesdays and Thursdays would use the code **TR3**. This field is optional if no existing code matches your class’s meeting pattern.

**Mtg Start** and **Mtg End** indicate the start and end times of the meeting. Use the checkboxes to select the meeting days. If a value is entered in the **Pat** (Pattern) field, the checkboxes will automatically populate based on that pattern.

A section can have multiple meeting patterns. To add a new **Meeting Pattern**, use the “+” button. When changes are needed, the recommended approach is to delete the existing meeting pattern(s) using the “-” button and create new ones from scratch, rather than editing the existing entries.

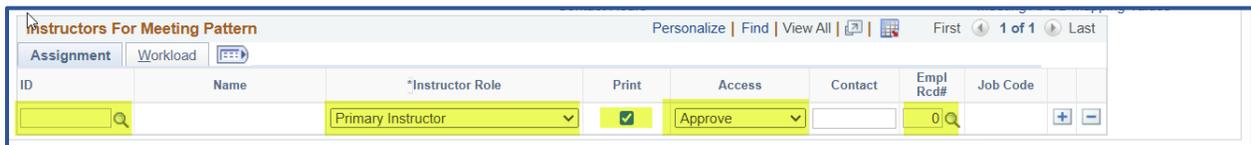
For all sections except **Asynchronous**, you must enter data in the **Facility ID**, **Mtg Start/End**, and **Days** checkboxes. For **Asynchronous** courses, the only required field is **Facility ID**, which should be set to **WEBONLINE**.

The screenshot shows the 'Meeting Pattern' section of the Astra Scheduling interface. It includes a table with the following columns: Facility ID, Capacity, Pat, Mtg Start, Mtg End, days of the week (M, T, W, T, F, S, S), and Start/End Date. The current entry shows Facility ID 'AMD153', Capacity '126', Pat 'TR3', Mtg Start '9:00AM', Mtg End '10:15AM', and days selected for Tuesday and Thursday. A red arrow points to the '+' button in the top right corner of the table, indicating how to add a new meeting pattern.

**14. Step Fourteen:** Fill out the **Instructors for Meeting Pattern** table. This table contains two tabs: the **Assignment** tab and the **Workload** tab.

In the **Assignment** tab, enter the **Instructor ID**, select their **Instructor Role** (typically Primary Instructor), and choose whether to **Print** the instructor info to the schedule. Set the **Access** (default is **Approve**, which grants the highest level of access).

If the instructor teaches for multiple departments, be sure to select the correct **Empl Rcd #** that matches the department offering the section. Note that only instructors with the appropriate **Academic Organization** listed in their **Instructor/Advisor Table** will be available for assignment. To add additional instructors, use the “+” button.



In the **Workload** tab, the **Instructor ID** will carry over automatically. Select the appropriate **Assign Type**: use **IFF** if the instructor should receive workload credit, or **Not Include** if they should not. If there are multiple instructors assigned to the section, adjust the **Load Factor** values so they total 100% across all instructors.



15. **Step Fifteen:** Fill out the required data on the **Enrollment Cntrl** tab. This includes **Class Status**, **Add/Drop Consent** rules, and **Enrollment Capacity**.

**Maintain Schedule of Classes**

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

Course ID 100086 Course Offering Nbr 1  
 Academic Institution Sacramento State  
 Term Fall 2025 Undergrad  
 Subject Area ACCY Accounting  
 Catalog Nbr 1 Accounting Fundamentals

**Enrollment Control** Find | View All First 1 of 8 Last

Session 1 Regular Academic Session Class Nbr 81390  
 Class Section 01 Component Discussion Event ID 000205185  
 Associated Class 1 Units 3.00  
 \*Class Status Active

16. **Step Sixteen:** Set the **Class Status**. Leave the status as **Active** if you want the class to be active immediately upon saving. Set to **Tentative Section** to set the **Enrollment Status** to closed and to not print it to the schedule. Set the class status to **Stop Further Enrollment** to set the **Enrollment Status** to closed, but leave the section on the printed schedule. Set to **Cancelled Section** to cancel the section with the **Cancel Class** button.

**Maintain Schedule of Classes**

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

Course ID 100086 Course Offering Nbr 1  
 Academic Institution Sacramento State  
 Term Fall 2025 Undergrad  
 Subject Area ACCY Accounting  
 Catalog Nbr 1 Accounting Fundamentals

**Enrollment Control** Find | View All First 1 of 8 Last

Session 1 Regular Academic Session Class Nbr 81390  
 Class Section 01 Component Discussion Event ID 000205185  
 Associated Class 1 Units 3.00  
 \*Class Status **Active**   
 Class Type  
 \*Add Consent Stop Further Enrollment  
 \*Drop Consent Tentative Section

Enrollment Status Open  
 Requested Room Capacity 120 Total  
 Enrollment Capacity 110 84

**17. Step Seventeen:** If desired, set **Add Consent** to help control enrollment into the section. **No Special Consent** means no additional approval is required. If enrollment should be restricted, you can require either **Instructor Consent** or **Department Consent**.

The same options are available for **Drop Consent**.

### Maintain Schedule of Classes

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

**Course ID** 100086                      **Course Offering Nbr** 1  
**Academic Institution** Sacramento State  
**Term** Fall 2025                      Undergrad  
**Subject Area** ACCY                      Accountancy  
**Catalog Nbr** 1                      Accounting Fundamentals

---

**Enrollment Control**
Find | View All    First ◀ 1 of 8 ▶ Last

**Session** 1                      Regular Academic Session                      **Class Nbr** 81390  
**Class Section** 01                      **Component** Discussion                      **Event ID** 000205185  
**Associated Class** 1                      **Units** 3.00

**\*Class Status** Active Cancel Class

**Class Type** Enrollment                      **Enrollment Status** Open

**\*Add Consent** No Special Consent Required ▼  
Department Consent Required  
Instructor Consent Required  
**1st Auto Enroll Section** No Special Consent Required

**Requested Room Capacity** 120    **Total**  
**Enrollment Capacity** 110    84  
**Wait List Capacity** 5    0

**18. Step Eighteen:** Enter the capacity limits for the section. The current number of enrolled students and those on the waitlist will be displayed next to their corresponding capacity fields.

Find | View All First 1 of 8 Last

Class Nbr 81390  
Event ID 000205185

Cancel Class

Enrollment Status Open

Requested Room Capacity	120	Total
Enrollment Capacity	110	84
Wait List Capacity	5	0
Minimum Enrollment Nbr		

**19. Step Nineteen:** Use the **Notes** tab to add additional information to a section. You can select from pre-built notes or enter custom text in the **Free Format Text** area.

### Maintain Schedule of Classes

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

**Course ID** 100086                      **Course Offering Nbr** 1  
**Academic Institution** Sacramento State  
**Term** Fall 2025                      Undergrad  
**Subject Area** ACCY                      Accountancy  
**Catalog Nbr** 1                      Accounting Fundamentals

**Class Sections** Find | View All    First ◀ 1 of 8 ▶ Last

<b>Session</b> 1	Regular Academic Session	<b>Class Nbr</b> 81390
<b>Class Section</b> 01	<b>Component</b> Discussion	<b>Event ID</b> 000205185
<b>Associated Class</b> 1	<b>Units</b> 3.00	

**Class Notes** Find | View All    First ◀ 1 of 1 ▶ Last

\*Sequence Number

\*Print Location After ▼

Note Nbr  🔍

Copy Note

Free Format Text

Clear Note

Even if Class Not in Schedule

+
-

Save
Return to Search
Notify

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

**20. Step Twenty:** When scheduling a class with multiple components, use the **Enrollment Cntrl** tab to set the auto-enrollment rules. Enter the section number of the related non-enrollment component in the **1st Auto Enroll Section** field, and use the **2nd Auto Enroll Section** field if a second component is needed.

### Maintain Schedule of Classes

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

**Course ID** 108616                      **Course Offering Nbr** 1  
**Academic Institution** Sacramento State  
**Term** Fall 2025                      Undergrad  
**Subject Area** CHEM                      Chemistry  
**Catalog Nbr** 6A                      Intro General Chem

Enrollment Control
Find | View All    First 3 of 39 Last

<b>Session</b> 1	Regular Academic Session	<b>Class Nbr</b> 83811
<b>Class Section</b> 03	<b>Component</b> Laboratory	<b>Event ID</b> 000201247
<b>Associated Class</b> 1	<b>Units</b> 5.00	
* <b>Class Status</b> Active		<input type="button" value="Cancel Class"/>
<b>Class Type</b> Enrollment		<b>Enrollment Status</b> Open
* <b>Add Consent</b> No Special Consent Required		<b>Requested Room Capacity</b> 24 <b>Total</b>
* <b>Drop Consent</b> No Special Consent Required		<b>Enrollment Capacity</b> 24    19
<b>1st Auto Enroll Section</b> 01		<b>Wait List Capacity</b> 20    20
<b>2nd Auto Enroll Section</b> 02		<b>Minimum Enrollment Nbr</b>
<b>Resection to Section</b>		

**21. Step Twenty-one:** Enter any available textbook information on the **Textbook** tab. The **Textbook Assignment** table contains multiple sub-tabs where you can add course material details. You also have the option to copy textbook information from existing sections.

The screenshot shows the 'Maintain Schedule of Classes' interface. At the top, there are tabs for 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', 'Exam', 'LMS Data', 'Textbook', and 'GL Interface'. The 'Textbook' tab is selected. Below the tabs, course information is displayed: Course ID 100086, Course Offering Nbr 1, Academic Institution Sacramento State, Term Fall 2025, Undergrad, Subject Area ACCY, Accountancy, and Catalog Nbr 1, Accounting Fundamentals. The 'Class Sections' section shows Session 1, Regular Academic Session, Class Nbr 81390, Class Section 01, Component Discussion, Event ID 000205185, and Units 3.00. The 'Textbook Assignment' section has radio buttons for 'Textbook entry pending' and 'Textbook entry complete' (selected), and a checkbox for 'No textbooks assigned to class'. A 'Copy Textbooks' button is present. Below this is a table with tabs for 'Course Materials', 'Details', and 'Notes'. The 'Course Materials' tab is active, showing a table with columns: \*Seq No, \*Course Material Type, \*Course Material Status, Title, ISBN, and Author. One row is visible: 1, eBook, Required, CNCT OLA FINCLACCTG FUND 8, 9781265134815, Wild. A 'Special Instructions' text area is at the bottom.

**22. Step Twenty-two:** Saving a class section will generate a **Class Nbr** for that section. If a physical location was booked in CMS, an **Event ID** will be generated.

The screenshot shows the 'Maintain Schedule of Classes' interface with class section details. Fields include: \*Session 1, Regular Academic Session, Class Nbr 81390, \*Class Section 01, \*Start/End Date 08/25/2025 to 12/05/2025, \*Component DIS Discussion, \*Class Type Enrollment Section, Event ID 000205185, \*Associated Class 1, Units 3.00, \*Campus MAIN Main, and an 'Add Fee' button.

## Step by Step Combining Sections

Combined Sections are used when two or more sections are offered together as a single class. All combined sections must share the same **Instruction Type**.

- Step One:** Create all the sections needed for the combination by following the steps in the **Step-by-Step Scheduling a Course (Simplified)** section of this guide. Only one section in the combination should have a meeting pattern; the others must have a blank meeting pattern. To clear existing meeting patterns (even if they appear empty) use the “-” button in the **Meeting Pattern** table.

**Maintain Schedule of Classes**

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

Course ID 109121 Course Offering Nbr 1  
 Academic Institution Sacramento State  
 Term Spring 2026 Postbac  
 Subject Area CHEM Chemistry  
 Catalog Nbr 500 Culminating Experience

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

Session 1 Regular Academic Session Class Nbr 33638  
 Class Section 01 Component Thesis Event ID Class APDB Mapping Values  
 Associated Class 1 Units Research 2.00 - 4.00

**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  
 01/26/2026 05/15/2026

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

Assignment Workload

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

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

- Step Two:** Navigate to the Combined Sections table, located in **Curriculum Management** → **Combined Sections** → **Combined Sections Table**.

3. **Step Three:** Enter the **Term Code** for which term you would like to combine sections in.

**Combined Sections Table**

**Find an Existing Value**

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

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

\*Academic Institution: SACST  
\*Term: 2253  
Session: [blank]

Show fewer options

Search Clear

4. **Step Four:** If multiple sessions are available, select the session in which you want to combine sections. Typically, this will be the **Regular** session.

**Combined Sections Table**

**Find an Existing Value**

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

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

\*Academic Institution: SACST  
\*Term: 2248  
Session: [blank]

Show fewer options

Search Clear Save Search

**Search Results**  
2 results Academic Institution "SACST", Term "2248"

View All | First 1-2 of 2 Last

Academic Institution	Term	Short Description	Session
SACST	2248	Fall 2024	Regular
SACST	2248	Fall 2024	SifNonStd

5. **Step Five:** This view displays all existing combined section definitions for the term and session you searched. If you are editing an existing combination, proceed directly to **Step Seven.**

Combined Sections Table			
Combined Sections Table			
<b>Academic Institution:</b>		Sacramento State	
<b>Term:</b>		Fall 2025	
<b>Session:</b>		Regular Academic Session	
*Combined Sections ID	*Description	*Short Description	
0092	GEOG 150/250-04	GEOG 50/04	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
0091	GEOG 150/250-03	GEOG 50/03	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
0090	EEE/CPE 64-09	EEE 64-09	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
0089	ART 53.03/153	ART 53/153	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
0088	ART 50.03/150	ART 50/150	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
0087	ART 122C/129	ART 122C/1	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
0086	ETHN 30 92/93/94	ETHN 30	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
0085	CSC 199-07/ENGR 199-01	CSC 199-07	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
0084	THEA/FILM155-01	TH/F155-01	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
0083	CM FASH 137 02/60	CM FASH 13	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
0082	JOUR/GOVT 134-01	J/G134-01	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
0081	EEE/CPE 201-02	E/C201-2	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
0080	EEE/CPE 201-01	E/C201-1	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
0079	EEE270/CPE166-02	270/166-2	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
0078	EEE270/CPE166-01	270/166-1	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>

6. **Step Six:** Click any of the “+” buttons located on the right hand side to create a new row in the table. The **Combined Sections ID** will be automatically generated. Enter a clear description in the **Description** field. For example, if combining the section 04’s of GEOG 150 and GEOG 250, you might give it the description “GEOG 150/250-04”. Click the save button at the bottom.

### Combined Sections Table

Combined Sections Table

**Academic Institution:** Sacramento State  
**Term:** Fall 2025  
**Session:** Regular Academic Session

*Combined Sections ID	*Description	*Short Description	
0092	GEOG 150/250-04	GEOG 50/04	View Combined Sections <span style="float: right;">+ -</span>
0093			<span style="float: right;">+ -</span>
0091	GEOG 150/250-03	GEOG 50/03	View Combined Sections <span style="float: right;">+ -</span>
0090	EEE/CPE 64-09	EEE 64-09	View Combined Sections <span style="float: right;">+ -</span>
0089	ART 53.03/153	ART 53/153	View Combined Sections <span style="float: right;">+ -</span>

- Step Seven:** A **View Combined Sections** link should be visible next to the line. Click this link to open the **Identify Combined Sections** page.

### Combined Sections Table

Combined Sections Table

**Academic Institution:** Sacramento State  
**Term:** Fall 2025  
**Session:** Regular Academic Session

*Combined Sections ID	*Description	*Short Description	
0092	GEOG 150/250-04	GEOG 50/04	View Combined Sections  
0091	GEOG 150/250-03	GEOG 50/03	View Combined Sections  
0090	EEE/CPE 64-09	EEE 64-09	View Combined Sections  

### Identify Combined Sections

Identify Combined Sections

**Academic Institution** SACST Sacramento State  
**Term** 2258 Fall 2025  
**Session** 1 Regular Academic Session  
**Combined Sections ID** 0092 GEOG 150/250-04

Permanent Combination  
 Skip Mtg Pattern & Instr Edit

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

\*Combination Type

**Room Capacity**

Requested Room Capacity <input type="text"/>	Enrollment Capacity <input type="text" value="18"/>	<b>Total</b>
	Wait List Capacity <input type="text" value="10"/>	10
		0

**Linked Classes** Personalize | Find | View All |   First ◀ 1-2 of 2 ▶ Last

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
<input type="text" value="86971"/> 	GEOG	150	04	Open	30	18	10	10	0	NSM	 
<input type="text" value="86973"/> 	GEOG	250	04	Open	30	18	0	0	0	NSM	 

View Combined Sections Table

8. **Step Eight:** Choose the **Combination Type** based on which sections are to be combined. Check the **Permanent Combination** checkbox if you want this combination to be rolled to the next term. The **Skip Mtg Pattern & Instr Edit** checkbox should never be checked.

### Identify Combined Sections

Identify Combined Sections

Academic Institution SACST Sacramento State  Permanent Combination  
 Term 2258 Fall 2025  Skip Mtg Pattern & Instr Edit  
 Session 1 Regular Academic Session Warning: Mtg Pattern & Instr information will not be shared within  
 Combined Sections ID 0092 GEOG 150/250-04 the combined section.

\*Combination Type Within Subject

Room Capacity	Enrollment Capacity	Total
Requested Room Capacity <span style="border: 1px solid gray; padding: 2px;">Within Subject</span>	18	10

9. **Step Nine:** Enter the Class Numbers of all sections to be combined. The order does not matter. New lines can be added with the “+” button.

\*Combination Type Within Subject

Room Capacity	Enrollment Capacity	Total
Requested Room Capacity <input style="width: 50px;" type="text"/>	18	10
	Wait List Capacity <input style="width: 50px;" type="text"/>	0

**Linked Classes** 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		
86971	GEOG	150	04	Open	30	18	10	10	0	NSM	+	-
86973	GEOG	250	04	Open	30	18	0	0	0	NSM	+	-

**10. Step Ten:** Enter the **Capacity** data for the combination. Typically, you will sum up the capacities for all the sections in the combination and add this value to the corresponding combination capacity field. If the combination’s **Enrollment Capacity** is met by total number of students enrolled across all combined sections, all sections in the combination will become closed.

### Identify Combined Sections

Identify Combined Sections

Academic Institution SACST Sacramento State

Term 2258 Fall 2025

Session 1 Regular Academic Session

Combined Sections ID 0092 GEOG 150/250-04

\*Combination Type Within Subject

Permanent Combination

Skip Mtg Pattern & Instr Edit

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

**Room Capacity**

Requested Room Capacity <span style="border: 1px solid gray; display: inline-block; width: 40px; height: 15px;"></span>	Enrollment Capacity <span style="border: 1px solid gray; display: inline-block; width: 40px; text-align: center;">18</span>	Total
	Wait List Capacity <span style="border: 1px solid gray; display: inline-block; width: 40px; text-align: center;">10</span>	10
		0

**Linked Classes** Personalize | Find | View All |

First 1-2 of 2 Last

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
<span style="border: 1px solid gray; padding: 2px;">86971</span>	GEOG	150	04	Open	30	18	10	10	0	NSM	<span style="border: 1px solid gray; padding: 2px;">+</span> <span style="border: 1px solid gray; padding: 2px;">-</span>
<span style="border: 1px solid gray; padding: 2px;">86973</span>	GEOG	250	04	Open	30	18	0	0	0	NSM	<span style="border: 1px solid gray; padding: 2px;">+</span> <span style="border: 1px solid gray; padding: 2px;">-</span>

**11. Step Eleven:** Click save. If you receive an error message saying you cannot combine due to differences in meeting patterns, repeat the meeting pattern deletion described in **Step One**. After successfully saving, meeting pattern data for combined sections will only be editable using the **Schedule Class Meetings** page.

## Common Problems and Solutions

### Why doesn't my course appear when I search for it in Maintain Schedule of Classes?

It is possible your course has no sections scheduled for the selected term. Try searching for the course using **Schedule New Course** instead.

### Why can't I edit my Meeting Pattern?

This is likely because your section is part of a **Combined Section**. You can confirm this by checking for the **Combined Section** on the **Meeting Pattern** tab or **Enrollment Cntrl** tab. To edit the meeting pattern for the combination, open any of the associated sections using the **Schedule Class Meetings** page.

Session 1 Regular Academic Session Class Nbr 84539  
 Class Section 01 Component Lecture Event ID 000202078  
 Associated Class 1 Units 3.00 Class APDB Mapping Values

**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  
 TSC5027 18 9:00AM 9:50AM 0 1 0 1 0 0 0 08/25/2025 12/05/2025

TscSciComp 5027 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 | 1 of 1 Last

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Recd#	Job Code
		219679266	Patterson,Anna K	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	2360

Term Fall 2025 Undergrad  
 Subject Area GEOG Geography  
 Catalog Nbr 150 Programming for GIS

**Enrollment Control** Find | View All First 1 of 4 Last

Session 1 Regular Academic Session Class Nbr 84539  
 Class Section 01 Component Lecture Event ID 000202078  
 Associated Class 1 Units 3.00

\*Class Status Active

Class Type Enrollment Enrollment Status Closed

\*Add Consent No Special Consent Required Requested Room Capacity 30 Total 18  
 \*Drop Consent No Special Consent Required Enrollment Capacity 18  
 1st Auto Enroll Section 02 Wait List Capacity 10 4  
 2nd Auto Enroll Section  
 Resection to Section  
 Auto Enroll from Wait List  Cancel if Student Enrolled Minimum Enrollment Nbr

Combined Section

Why is my section closed when there are still available seats?

There are two common reasons for this issue:

1. **Combined Section Capacity:** If your class is part of a **Combined Section** (see “*Why can’t I edit my Meeting Pattern?*” for more details), the combined enrollment capacity may have been reached. You can adjust this capacity in the **Combined Sections Table**.
2. **Waitlist Process:** If the section has a waitlist, the system may be keeping it closed until the **automatic waitlist process** runs (typically around 9 PM each night). This allows waitlisted students the first opportunity to claim open seats. Once the process runs, the section will reopen automatically. If you prefer to open the section immediately, you can disable **Auto Enroll from Wait List** by unchecking its box.

Term Fall 2025 Undergrad  
 Subject Area GEOG Geography  
 Catalog Nbr 150 Programming for GIS

**Enrollment Control** Find | View All First 1 of 4 Last

Session 1 Regular Academic Session Class Nbr 84539  
 Class Section 01 Component Lecture Event ID 000202078  
 Associated Class 1 Units 3.00

\*Class Status Active   
 Class Type Enrollment Enrollment Status Closed  
 \*Add Consent No Special Consent Required Requested Room Capacity 30 Total  
 \*Drop Consent No Special Consent Required Enrollment Capacity 18 18  
 1st Auto Enroll Section 02 Wait List Capacity 10 4  
 2nd Auto Enroll Section  
 Resection to Section  
 Auto Enroll from Wait List  Cancel if Student Enrolled Combined Section  
 Minimum Enrollment Nbr

Why isn't my instructor assignable to my section?

This is usually due to the **Instructor/Advisor Table** missing the correct **Academic Org** code on the **Approved Courses** tab of the table. If the correct Academic Org is present, confirm the Effective Date is early enough for the term in which you are scheduling (01/15 for Spring, 05/01 for Summer, and 08/01 for Fall).

**Instructor/Advisor Table**

Instructor/Advisor Table | **Approved Courses**

**Instructor Details** Find | View All First 1 of 1 Last

**Effective Date** 06/04/2025 **Status** Active

**Instructor Type**  Advisor

**Academic Institution** SACST **Sacramento State**

**Primary Acad Org**

**Course Description** Personalize | Find | First 1 of 1 Last

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus
1						

Save Return to Search Notify Update/Display Include History Correct History

Instructor/Advisor Table | Approved Courses

Support Contact

In the event that you need any additional help or training regarding scheduling, you can always reach out to the Registrar's ITC team for support at [regsystems@csus.edu](mailto:regsystems@csus.edu) .