



Campus Solutions 9.0
Class Schedule Audit
Business Process Guide





REVISION CONTROL

Document Title: CS90 Audit Review Class Schedules - BPG.docx
Author: CMS PeopleSoft Training
File Reference: H:/SA Training/Production/Documentation/SelfService/Staff

Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
9/28/12	T. Sherman	Modified document	All
10/9/12	L. Flores	Added section 3.20 Room Characteristics	3.20
10/11/12	T. Sherman	Modified sections	3.5, 3.8,3.13, and 3.20
10/11/12	T. Sherman	Added section 2.4 Room Characteristics	2.4, 3.20

Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)
9/28/12	Lilia Flores	Approved
9/28/12	Paula Miser	Approved
	Laura Bishop	
9/28/12	Andrea Weikel	Approved
10/8/12	Beth Garza	Approved



Table of Contents		Page
1.0	Overview	5
1.1	Audit Process	5
1.2	Assumptions.....	5
2.0	Download Class Information	6
2.1	Download Class Schedule Data	6
2.2	Download Instructor Table Data	7
2.3	Download Class Notes Data	8
2.4	Download Room Characteristics Data	9
3.0	Audit Class Schedules	11
3.1	Before you begin	11
3.2	Sessions.....	12
3.3	Section Numbers.....	12
3.4	Instruction Modes.....	13
3.5	Associated Class Numbers	14
3.6	Component and Class Types.....	15
3.7	Auto Enrollment.....	16
3.8	Component Units	17
3.9	Enrollment Capacity	18
3.10	Location.....	19
3.11	Class Association Requisites	20
3.12	Catalog Requisites	21
3.13	Minimum, Maximum, Academic Progress, FA Units, Course Contact Hours, and Contact	22
3.14	Space Type	23
3.15	Mtg Start and Mtg End Times	24
3.16	Class Notes.....	26
3.17	Instructor Assignment	27
3.18	Instructor Assign Type	28
3.19	Instructor Access.....	30
3.20	Room Characteristics.....	30
3.21	Textbook	31
4.0	Appendix	32
4.1	CSUB Academic Programs.....	32



- 4.1.1 Section Numbers (effective Fall 2010).....32
- 4.1.2 Instruction Modes, Learning Mode, Location, Space Type, and Comments Table34
- 4.1.3 Component Unit Breakdown35
- 4.2 Extended University Regional Programs36
 - 4.2.1 Section Numbers (effective Summer 2012)36
 - 4.2.2 EUD Contract Credit Sections36
 - 4.2.3 EUD Certificate/Extended Univ. sections36
 - 4.2.4 EUD Sections and Location Codes.....37
- 4.3 Getting Help38



1.0 Overview

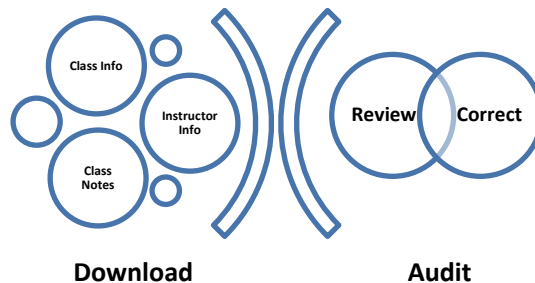
Before enrollment begins, it is important to audit your class schedules to ensure accuracy and to prevent problems with students enrolling in classes. You should audit all aspects of your class schedules, such as section numbers, component types, associated class numbers, meeting patterns, APDB values, etc. By auditing your classes, you help to ensure the accuracy and integrity of the ERSx and APDB reporting data.

This guide provides general instructions for auditing your courses. The information in this guide does not override existing procedures for class audits, so be sure to refer to current documentation. The aim of this document is to provide a framework for auditing your class schedules. The Appendix contains copies of existing procedures for sections numbers, component types, and other information. The Appendix information is as current as of this document date of creation.

1.1 Audit Process

The audit process involves two distinct parts: Download Class Information and Audit Classes. Figure 1 illustrates the process for auditing class schedules

- **Download Class Information**
You will run three queries that contain your class information. You will download the information as Excel spreadsheets.
- **Audit classes**
You will use the downloaded spreadsheets to identify discrepancies with your classes. You will correct the specified errors using the appropriate myCSUB page, such as Maintain Schedule of Classes or Schedule of Class Meetings.



1.2 Assumptions

The general instructions herein assume that you are comfortable with:

- Using myCSUB
- Adding new and maintaining existing classes and schedules

For more information on maintaining class schedules, please refer to the Schedule of Classes Quick Reference Guide.

Figure 1: Class Schedule Audit Process



2.0 Download Class Information

In this section, you will download the results from three queries that contain information on your classes. The queries are:

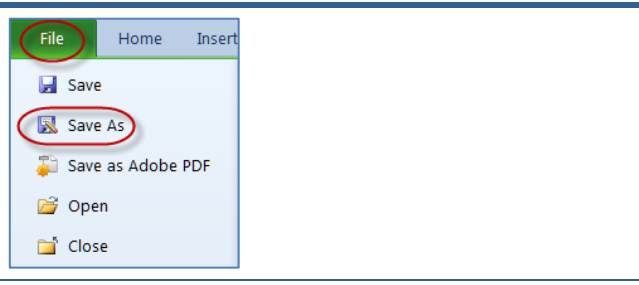
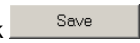
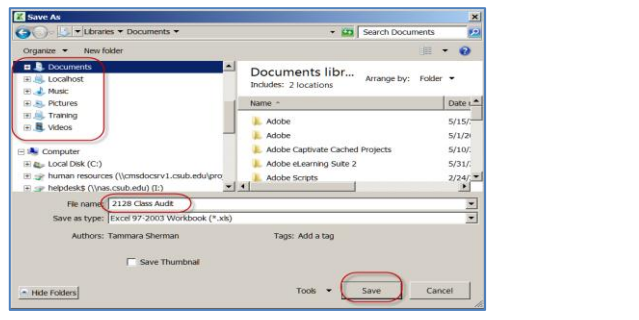
- BAKS_SR_Schedule
Used to audit class schedules
- BAKS_SR_Instructor_tbl
Used to audit instructor assignment and workload
- BAKS_SR_Class_Notes
Used to audit your class notes

2.1 Download Class Schedule Data

These instructions will walk you through running the **BAKS_SR_Schedule** query and downloading the results to Excel.

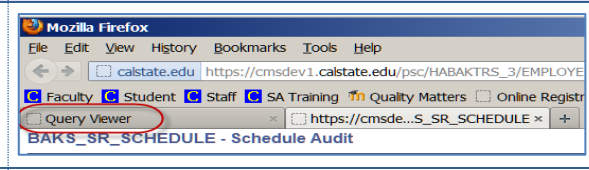

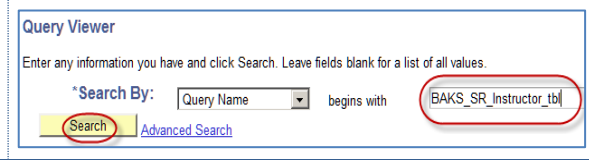
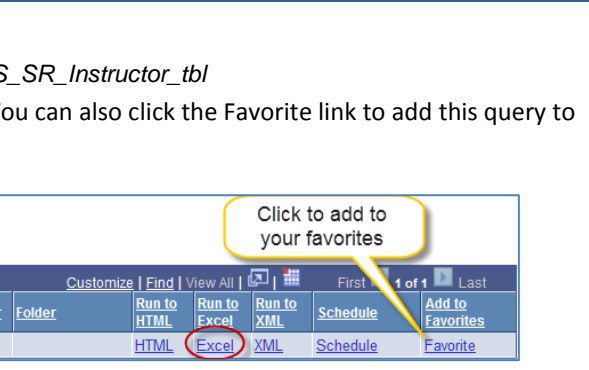


#	Steps	Illustrations
1.	Navigate to the Reporting Tools > Query > Query Viewer	
2.	On the Query Viewer page, <ul style="list-style-type: none"> • Enter the search criteria, <i>BAKS_SR_Schedule</i> • Click Search. 	
3.	From the Search Results page, <ul style="list-style-type: none"> • Click the Excel link beside the query named, BAKS_SR_SCHEDULE. (The query will open in a new tab or window. You can also click the Favorite link to add this query to your list of favorite queries.) 	
4.	On the prompt page, BAKS_SR_SCHEDULE – Schedule Audit , <ul style="list-style-type: none"> • Enter the Term, such as <i>2128</i> • Click View Results 	
5.	Depending on your browser and browser settings, a dialog box appears, <ul style="list-style-type: none"> • Follow the options on the screen to open the document in Excel. 	



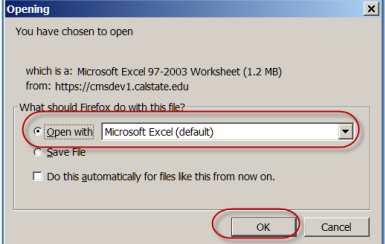
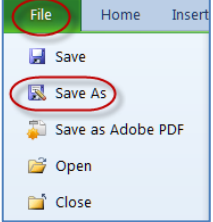
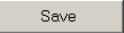
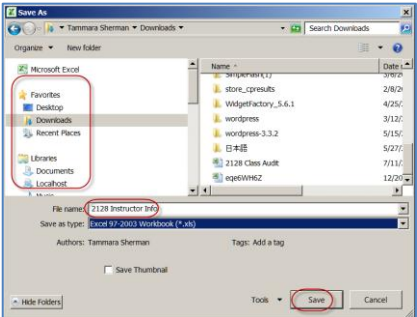
<p>6. When Excel opens,</p> <ul style="list-style-type: none"> Click the File tab Click Save As 	
<p>7. When the Save As dialog appears,</p> <ul style="list-style-type: none"> Navigate to the appropriate directory or network drive Give the file a meaningful name, such 2128 Class Audit Click  	

2.2 Download Instructor Table Data

These instructions will walk you through running the **BAKS_SR_Instructor_tbl** query and downloading the results to Excel.

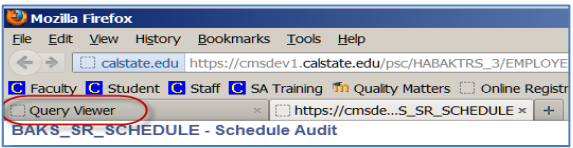

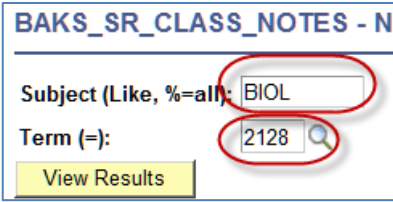
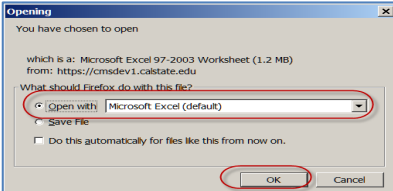
#	Steps	Illustrations
1.	<p>Navigate to the Reporting Tools > Query > Query Viewer or return to the Query Viewer tab by clicking the appropriate tab on your web browser.</p>	
2.	<p>On the Query Viewer page,</p> <ul style="list-style-type: none"> Enter the search criteria, <i>BAKS_SR_Instructor_tbl</i> Click  	
3.	<p>From the Search Results page,</p> <ul style="list-style-type: none"> Click the Excel link beside the query named, <i>BAKS_SR_Instructor_tbl</i> (The query will open in a new tab or window. You can also click the Favorite link to add this query to your list of favorite queries.) 	
4.	<p>On the prompt page, BAKS_SR_INSTRUCTOR_TBL - Instructor Information,</p> <ul style="list-style-type: none"> Enter the Term, such as 2128 Click  	



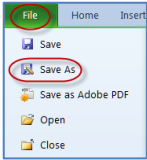

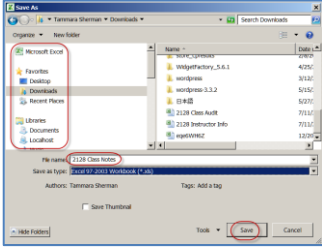
<p>5. Depending on your browser and browser settings, a dialog box appears,</p> <ul style="list-style-type: none"> Select the option to open the file with Microsoft Excel. Click OK, if appropriate 	
<p>6. When Excel opens,</p> <ul style="list-style-type: none"> Click the File tab Click Save As 	
<p>7. When the Save As dialog appears,</p> <ul style="list-style-type: none"> Navigate to the appropriate directory or network drive Give the file a meaningful name, such 2128 Instructor Info Click  	

2.3 Download Class Notes Data

These instructions will walk you through running the **BAKS_SR_CLASS_NOTES** query and downloading the results to Excel.


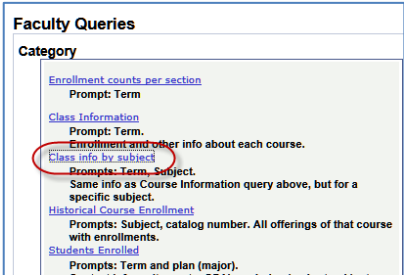
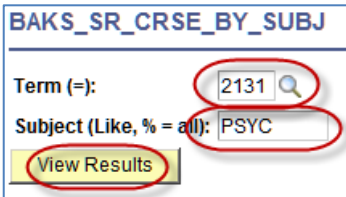
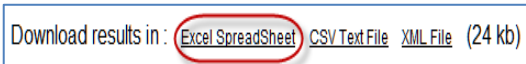
#	Steps	Illustrations
1.	<p>Navigate to the Reporting Tools > Query > Query Viewer or return to the Query Viewer tab by clicking the appropriate tab on your web browser.</p>	
2.	<p>On the prompt page, BAKS_SR_CLASS_NOTES – Notes by term and subject,</p> <ul style="list-style-type: none"> Enter the Subject, such as <i>BIOL</i> Enter the Term, such as <i>2128</i> Click  	
3.	<p>Depending on your browser and browser settings, a dialog box appears,</p> <ul style="list-style-type: none"> Select the option to open the file with Microsoft Excel. Click OK, if appropriate 	



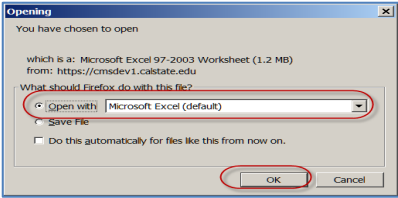
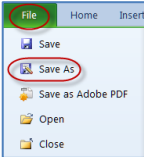

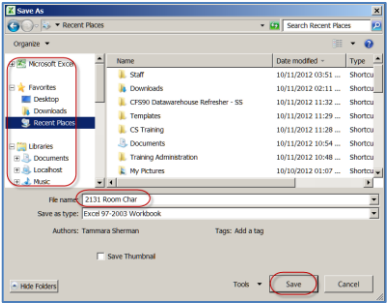
<p>4. When Excel opens,</p> <ul style="list-style-type: none"> • Click the File tab • Click Save As 	
<p>5. When the Save As dialog appears,</p> <ul style="list-style-type: none"> • Navigate to the appropriate directory or network drive • Give the file a meaningful name, such <i>2128 Class Notes</i> • Click  	

2.4 Download Room Characteristics Data

These instructions will walk you through running the **Class Info by Subject** query and downloading the results to Excel.

#	Steps	Illustrations
1.	Navigate to the CSUB Query Dashboard	
2.	When the page opens, click the Class Info by Subject link in the Faculty Queries section.	
3.	On the prompt page, BAKS_SR_CRSE_BY_SUBJ ,	
4.	After your results display, click the Excel Spreadsheet link.	



<p>5. Depending on your browser and browser settings, a dialog box appears,</p> <ul style="list-style-type: none">• Select the option to open the file with Microsoft Excel.• Click OK, if appropriate	
<p>6. When Excel opens,</p> <ul style="list-style-type: none">• Click the File tab• Click Save As	
<p>7. When the Save As dialog appears,</p> <ul style="list-style-type: none">• Navigate to the appropriate directory or network drive• Give the file a meaningful name, such <i>2131 Room Char</i>• Click 	



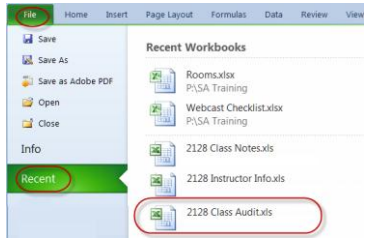
3.0 Audit Class Schedules

In this section, you will audit various aspects of your class schedules. Remember, the instructions herein are general, not intended to be exhaustive, and do not cover every situation. If you are unsure how to handle a situation, please feel free to contact Academic Scheduling at x3100.

3.1 Before you begin

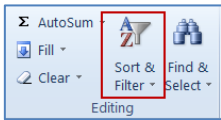
You will need to open the spreadsheet from the Download Class Schedule Data section on page 6.

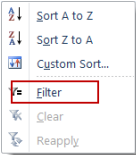
- To open the previously saved spreadsheet from Download Class Schedule Data on page 6,

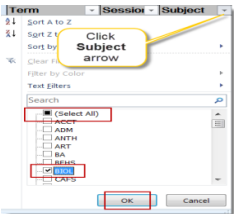
 - Click the File tab
 - Click **Recent** or **Open**
 - Double-click the file you saved earlier, such as *2128 Class Audit*
- When the spreadsheet opens, you will see all the classes offered for that term enabling you to review and edit your course information.

 - Highlight the header row (Row 2).

Schedule Audit	1856											
Term	Session	Subject	Catalog	Descr	Class Nbr	Section	Component	Class Type	Auto Enrol	Assoc	CS Number	
2121	1	ACCT	220	Financial Reporting & Acct	10950	01	LEC	E			1	04
2121	1	ACCT	220	Financial Reporting & Acct	10959	02	LEC	E			2	04
2121	1	ACCT	221	Intro Managerial Accounting	10960	60	LEC	E			60	04
- In the **Editing** group of your ribbon, click **Sort & Filter**.


- From the drop-down menu, select **Filter**. Arrows will appear beside each column header allowing you to select the type of data to display.


- To view only the information for your subject area,

 - Click the **Subject** arrow
 - Uncheck the (Select All)
 - Check your subject area
 - Click OK
- Now you are looking at just your classes.

Schedule Audit	1613				
Term	Session	Subject	Catalog	Descr	
2128	1	BIOL	100	Perspectives in Biology	
2128	1	BIOL	100	Perspectives in Biology	
2128	1	BIOL	100	Perspectives in Biology	
2128	1	BIOL	100	Perspectives in Biology	
2128	1	BIOL	100	Perspectives in Biology	



3.2 Sessions

You will need to ensure that you are only reviewing sessions (column B) for your campus, such as 1 for main campus/BKFLD and 10W for Extended University.

<p>1. To audit your Session numbers,</p> <ul style="list-style-type: none"> Click the Session arrow in (Column B) of the spreadsheet Make sure your Session numbers are either 1 for main campus/BKFLD and 10W for Extended University 	
---	--

3.3 Section Numbers

In this section, you will use the spreadsheet to review and identify errors with your section numbers.

Table 1 provides the rules for formatting section numbers.



Section numbers	Proper length and Composition
01, 40, etc	<ul style="list-style-type: none"> Section numbers must be two digits in length, such as <i>01, 02, 30 or 40.</i> You must add leading zeroes to ensure the section numbers are composed of two digits.
 See the Appendix for more information on Section Numbers.	

Table 1: Section Numbers, page 30

<p>2. To audit your Section numbers,</p> <ul style="list-style-type: none"> Click the Section arrow in (Column G) of the spreadsheet Review your Section numbers for proper length and composition by scrolling through the numbers on the drop-down menu. 	
<p>3. If you find an error with a Section Number, go to Maintain Schedule of Classes,</p> <ul style="list-style-type: none"> Click the Basic Data tab In the Class Section, enter the correct class section number, such as <i>01</i> Click  	



3.4 Instruction Modes

In this section, you will compare the Section numbers to the Instruction Modes and make sure they match appropriately. The table below shows a partial list of appropriate Instruction Modes for specific Section numbers.

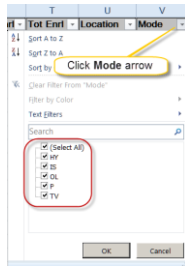
Section Numbers	Locations	Description	Instruction Modes
01 - 29	BKSFLD	Face to Face	P
30 - 39	AV	Face to Face	P
40 - 44	BKSFLD	Independent Study	IS
45 - 49	AV	Independent Study	IS
50 - 54	BKSFLD	Instructional Television	TV
55 - 59	AV	Instructional Television	TV
60 - 64	BKSFLD only	Online	OL or HY
65 - 69	AV only	Online	OL or HY
70 - 74	BKSFLD	Shared Online	OL or HY
75 - 79	AV	Shared Online	OL or HY
80 - 99			




See the Appendix for more information on section numbers and instruction modes

Table 2- Section Numbers and Instruction Modes

- To audit your Section numbers and Instruction Modes,

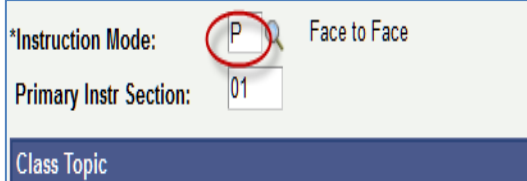

 - Click the **Mode** arrow (column V) to select a mode to review.
- For each mode in the drop-down menu, verify that your **Section Numbers** (Column G) reflect the appropriate Modes (Column V), use [Table 2](#), to assist you.



See the Appendix for more information on section numbers and instruction modes

A	B	C	G	U	V
Term	Session	Subject	Section	Location	Mode
2128	1	BIOL	01	BKSFLD	P
2128	1	BIOL	02	BKSFLD	P
2128	1	BIOL	40	BKSFLD	IS
2128	1	BIOL	40	BKSFLD	IS
2128	1	BIOL	40	BKSFLD	IS
2128	1	BIOL	41	BKSFLD	IS

A red box highlights the 'Section' column (G) and the 'Mode' column (V). A red double-headed arrow labeled 'Match' points from the '02' in column G to the 'P' in column V.
- If you find an error with the **Instruction Mode**, go to **Maintain Schedule of Classes**,

 - Click the **Basic Data** tab
 - In the **Instruction Mode**, enter the correct instruction mode, such as *P*
 - Click 



3.5 Associated Class Numbers

In this section, you will compare the Section numbers and the Associated Class numbers and make sure they match appropriately. In most instances, the Associated Class Number will be the same as the Class section number. For example if the Section number is 01, then the Associated Class Number will be 1. For Associated Class Numbers, the system removes the leading zeroes.

Table 3: Example - Section numbers and Associated Class numbers is an example of sections and associated class numbers, for complete a complete list see the Appendix.

Section Number (Column G)	Component	Corresponding Associated Class Number (Column K)
01	Lect	1
02	Lab	1
03	Lab	1
04	Lab	1
30	Lect	30
31	Lect	31

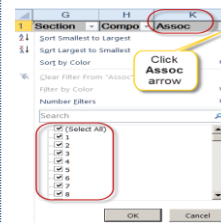
Table 3: Example - Section numbers and Associated Class numbers



The associated class number is the only number you see when you are adjusting units or setting enrollment requirement groups (requisites) through the Adjust Class Associations menu, therefore it is important that you assign it correctly. Once enrollment begins, **you cannot change the Associated Class Number; the system will gray it out.**

Also, you can use Associated Class Numbers to link courses with one lecture and many labs/activities. For example, Biology offers one lecture (Associated Class Number = 1) and three labs (all three labs will have the same Associated Class Number = 1). By linking the courses, the students are prompted to select a lab section or a related class at registration.

- To audit your **Associated Class** (column K) and **Section** numbers (Column G),
 - Click the **Assoc** arrow (column K).




- For each mode in the drop-down menu, verify that your Section Numbers (Column G) reflect the appropriate Assoc (Column K), use Table 3, to assist you.

Subject	Section	Compo	Assoc	CS Number
BIOL	01	LEC	1	04
BIOL	02	LAB	1	16
BIOL	40	IND	1	25
BIOL	40	IND	1	25
BIOL	40	IND	1	25

- Once enrollment begins, you **cannot** change the Associated Class Number; the system will gray it out. If you choose to change, you will need to remove the students from class, fix the associated class number, save it, and re-add the students. Otherwise, you can leave it as is, since it is not reported by Institutional Research Planning and Assessment (IRPA).



4. If you need to change the **Associated Class** number, go to **Maintain Schedule of Classes**,

- Click the **Basic Data** tab
- In the **Associated Class**, enter the correct associated class number, such as 1
- Click 

Class Sections

*Session: 1 Regular Academic Session

*Class Section: 01

*Component: LEC Lecture

*Class Type: Enrollment

*Associated Class: 1 Units: 5.00

3.6 Component and Class Types

You will need to audit each class for proper Component and Class Type combinations. You should set the enrollment class type for lectures (graded component) to E and the enrollment class type for lab and activity components (non-graded component) to non-enrollment, N.

For single component courses, you will always use Class Type of E. However, if you have a two-component course, then you will use Class Type of E for the graded component and Class Type of N for non-graded component.

Component	Class Type	When to Use
LEC, SEM, IND	E (enrollment)	Graded components, such as lectures, seminar, activity, etc.
LAB, ACT, etc.	N (non-enrollment)	Non-graded components, such as labs and activities

Table 4: Components and Class Types


1. To audit your Component and Class Type,

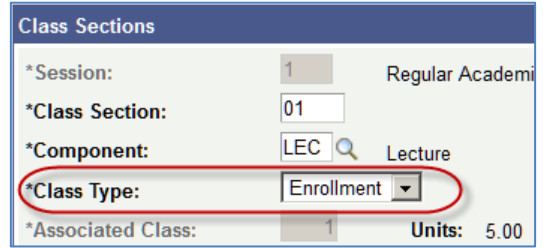
- Click the **Component** arrow (column H) to select a component to review, such as *LEC*.

2. For each mode in the drop-down menu, verify that your **Component** (Column H) reflects the appropriate **Class Types** (Column I), use Table 4: Components and Class Types, to assist you.

	H	I
	Component	Class Type
	LAB	N
	LEC	E
	IND	E
	IND	E
	SEM	E
	SEM	E
	IND	E
	DIS	E
	ACT	N



- If you find an error with the **Class Type**, go to **Maintain Schedule of Classes**,
 - Click the **Basic Data** tab
 - In the **Class Type**, enter the correct class type, such as *Enrollment*
 - Click 



The screenshot shows the 'Class Sections' form with the following fields:

- *Session: 1 Regular Academic
- *Class Section: 01
- *Component: LEC Lecture
- *Class Type: Enrollment (highlighted with a red circle)
- *Associated Class: 1 Units: 5.00

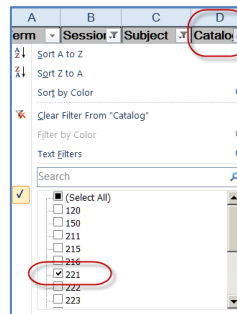
3.7 Auto Enrollment

You will need to review the auto enrollments for missing entries. If you have two component courses, with one lecture and one lab or activity, you must connect the courses with auto enroll. When offering a Lecture section and a Lab section for a two-component class, such as CMPS 215 and 216, you must connect the sections so that when the student enrolls for the Lecture, the system will enroll the student in the Lab section automatically.



If your auto enroll is not setup correctly, then when the student tries to enroll or someone tries to quick enroll, they will receive the following message, "A required related class component lab must be selected. There is an additional component required for enrollment that is missing."

- To audit your Auto Enrollment,
 - Click the **Catalog** arrow (column D) to select the catalog number to review, such as 221.



The screenshot shows a dropdown menu for the 'Catalog' column. The '221' option is selected and circled in red. Other visible options include 120, 150, 211, 215, 216, 222, and 223.

- In the **Auto Enrol** (column J), make sure you enter the section number to be auto enrolled, such as 002.

C	D	F	G	H	I	J
Subject	Catalog	Class Nbr	Section	Compo	Class Type	Auto Enrol
CMPS	221			LEC	E	02
CMPS	221			LAB	N	
CMPS	221	81099	03	LEC	E	
CMPS	221			LAB	N	
CMPS	221			LEC	E	
CMPS	221	81102	00	LAB	N	
CMPS	221	81103	07	LEC	E	

When the student enrolls in the Biology Lecture component (Section 01), the student will be enrolled in the Lab component (Section 02), as well without having to enroll in it separately.



- If you need to add auto enrollment for a class, go to **Maintain Schedule of Classes**,
 - Click the **Enrollment Cntrl** tab
 - In the **1st Auto Enroll Section**, enter the Class Section of the desired component, such as 02
 - Click Save

Enrollment Control

Session: 1 Regular Academic

Class Section: 01 Component: Lecture

Associated Class: 1 Units: 5.00

*Class Status: Active

Class Type: Enrollment Enrollment

*Add Consent: No Consent Requested

*Drop Consent: No Consent Enrollment

1st Auto Enroll Section: 02 Wait List

2nd Auto Enroll Section: Minimum

3.8 Component Units

You will need to review the Component Units for correct values. You must make sure that no zeroes(0) appear in the Comp Units column (column P) when an enrollment exists.



Note:

For two component courses, such as BIOL 100 the component units for lecture will be 4.00 and on the laboratory use 1.00 for the component units. (For more information, see 4.1.3 Component Unit Breakdown on page 35).

You will need to check with your Dean or Department Chair before making changes, since it can affect the faculty's WTUs and possibly their pay.

- To audit your Component Units,
 - Click the **Comp Units** arrow (column P) to select the component units, such as 0.00.

N O P

< Factor S Factor Comp Units

Sort Smallest to Largest

Sort Largest to Smallest

Sort by Color

Clear Filter from "Comp Units"

Filter by Color

Number Filters

Search

(Select All)

0.00

1.00

2.00

2.50

3.00

4.00

5.00

6.00

OK Cancel

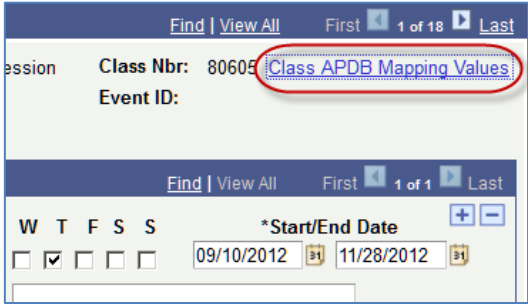
- In the **Comp Units (column P)**, make sure no zeroes (0) exist. If they do, you will need to enter a value for the Component Units for the class components.

L	M	N	O	P	Spac
CS Numbe	Workload Factor	K Factor	S Factor	Comp Units	
02	K	1.0	0.000	3.00	1
16	K	2.0	0.000	2.00	2
01	K	1.0	0.000	5.00	1
02	K	1.0	0.000	2.00	1
16	K	2.0	0.000	3.00	2
16	K	2.0	0.000	3.00	2
16	K	2.0	0.000	3.00	2
16	K	2.0	0.000	3.00	2
04	K	1.0	0.000	2.00	1
16	K	2.0	0.000	1.00	2



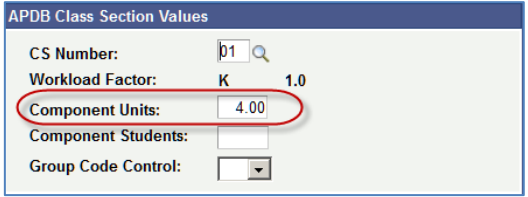
3. If you need to add or update Component Units, go to **Maintain Schedule of Classes**,


- Click the **Meetings** tab
- Click the **Class APDB Mapping values** link



4. When the **APDB Class Section Values** page opens,

- In the **Component Units**, enter the component units, such as **4.00**
- Click **OK**
- Click **Save**



5.  *Note: For two component courses, such as BIOL 100 the component units for lecture will be 4.00 and on the laboratory use 1.00 for the component units. (For more information, see 4.1.3 Component Unit Breakdown on page 35).*

3.9 Enrollment Capacity

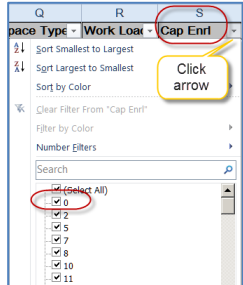
You will need to review the enrollment capacity and make sure it is not set zero (0). If the enrollment capacity is set to zero, the class will not appear when searching; and the system will flag the class as a closed section.



When creating a new course, the enrollment capacity will automatically default to an enrollment capacity of 30.

1. To audit your Enrollment Capacity,

- Click the **Cap Enrl** arrow (column S) to find classes with cap enrollment set to 0.




2. In the **Cap Enrl (column S)**, make sure no zeroes (0) exist. If they do, you will need to enter a value for the enrollment capacity for the class.

C	G	H	S	T	U	V
Subject	Section	Component	Cap Enrl	Tot Enrl	Location	Mode
SW	01	LEC	25	0	BKSFLD	P
SW	02	LEC	25	2	BKSFLD	P
SW	01	LEC	0	0	BKSFLD	P
SW	01	LEC	0	0	BKSFLD	P



3. If you need to enter the enrollment capacity for a class, go to **Maintain Schedule of Classes**,

- Click the **Enrollment Cntrl** tab
- In the **Enrollment Capacity**, enter a value, such as 120
- Click 

Enrollment Status: Closed

Requested Room Capacity: Total

Enrollment Capacity: 120

Wait List Capacity: 24

Minimum Enrollment Nbr:

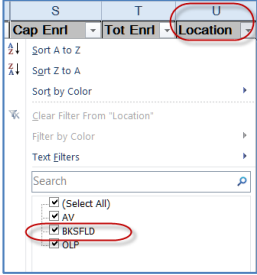
3.10 Location

You will need to verify that your section numbers reflect the appropriate location. Section numbers tell you where a class is located.

For example, classes with section numbers between 01 and 29 and 40-44, 50-54, 60-64, 70-74, 80-99 will have **BKSFLD** as their location. Classes with section numbers between 30 and 39, 45-49, 55-59, 65-69, 75-79 will have **AV** as their location. Please refer to **Table 2- Section Numbers and Instruction Modes** on page 13 or the Appendix at the end of this document.

1. To audit your Bakersfield section numbers and location,

- Click on Location (column U)
- Select **BKSFLD**



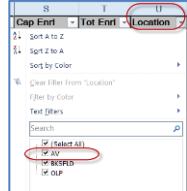
2. Make certain your section numbers (column G) correspond to the location (column U) for BKSFLD.

C	G	H	S	T	U
Subject	Section	Component	Cap Enrl	Tot Enrl	Location
ACCT	61	LEC	45	27	BKSFLD
ACCT	01	LEC	45	45	BKSFLD
ACCT	01	LEC	45	15	BKSFLD
ACCT	01	LEC	45	45	BKSFLD
ACCT	01	LEC	45	34	BKSFLD

← Match →

3. To audit your Antelope Valley section numbers and location,

- Click on Location (column U)
- Select **AV**



4. Make certain your Section numbers (column G) correspond with the Location (column U) for AV

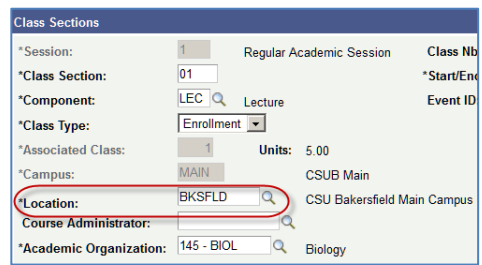
C	G	H	S	T	U
Subject	Section	Component	Cap Enrl	Tot Enrl	Location
BEHS	30	CLN	24	8	AV
CAFS	75	LEC	20	20	AV
CAFS	30	LEC	45	5	AV
CAFS	75	ACT	30	2	AV
COMM	75	LEC	10	10	AV

← Match →



5. If you need to update a location for a class, go to **Maintain Schedule of Classes**,

- Click the **Basic Data** tab
- In the **Location**, enter the location, such as *BKSFLD* or use the to lookup the correct value
- Click



3.11 Class Association Requisites

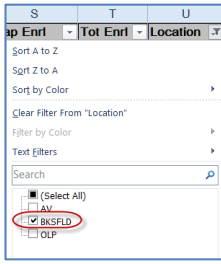
You will need to check your requirement groups for class association requisites. This requirement group is used for campus restrictions. You will review each class for missing and valid campus restrictions. See **Table 5: Campus Restrictions by Location** for a list of common campus restrictions.

Location	Campus Restriction	Requirement Group
AV	AV Campus	000008
BKSFLD	Main Campus	000007
AV or BKSFLD	Honors	000021

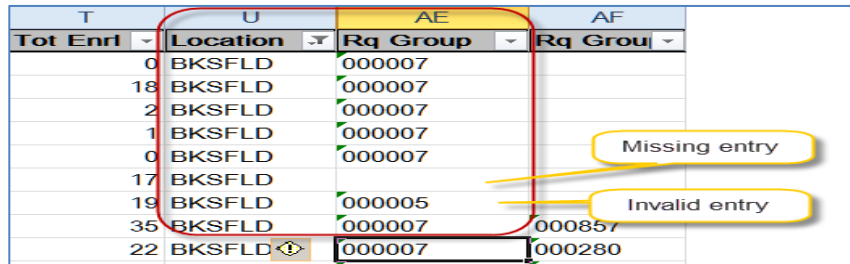
Table 5: Campus Restrictions by Location (partial list)

1. To audit your **Requirement Group for Class Association Requisites** for missing or incorrect entries,

- Click the **Location** (column U) down arrow
- Select a location, such as BKSFLD

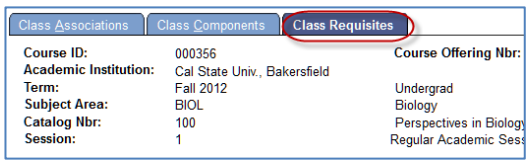


2. In the **RQ Group** (column AE) make sure the values are correct and there are no missing entries. Table 5: Campus Restrictions by Location.



3. If you need to add or update the **Requirement Group for Class Association Requisites** for a class, go to **Adjust Class Association**,

- Click the **Class Requisites** tab



4. When the page opens, using the **Class Association Requisites** section:

- In the **Requirement Group**, enter the correct value, such as *000007* or use the to lookup the appropriate value.



- Click 

Class Association Requisites Find | View All First 1 of 3 Last

Associated Class: 1 Also Use Catalog Requisite

Requirement Group: 000007  [Detail](#) Main Campus

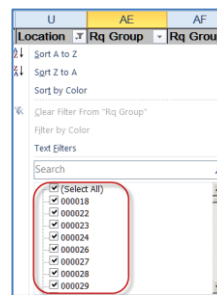
Long Description: Main Campus

3.12 Catalog Requisites

You will need to check your requirement groups for catalog requisites. If a number, such as 000857, appears in the **Rq Group** (column AF), it means that the class has a requisite. Conversely, if the **Rq Group** (column AF) is blank, it indicates that the class has no requisites associated with it.

- To audit your **Requirement Group for Catalog Requisite** ,
 - Click the **Rq Group** (column AF) down arrow

Blanks indicate that the class may not have a requisite.



- If you need to add or change a requisite, you must submit a request for approval New Course/Course Change from or contact Lilia Flores (x-3100).

Link to form:

<http://www.csub.edu/academicprograms/Documents/Acadmeic%20Scheduling/newcourseapprovalchange.xls>

- If you need to review the **Requirement Group for Class Association Requisites** for a class, go to **Adjust Class Association**,

- Click the **Class Requisites** tab

Class Associations **Class Components** **Class Requisites**

Course ID: 000356 Course Offering Nbr:

Academic Institution: Cal State Univ., Bakersfield

Term: Fall 2012 Undergrad

Subject Area: BIOL Biology

Catalog Nbr: 100 Perspectives in Biology

Session: 1 Regular Academic Sess

- When the page opens, you will see the following in the **Catalog Requisite** section. Click the **Detail** link for the requisite detail and parameters.

Catalog Requisite

Requirement Group: 000022 [Detail](#) BIOL 201, 202, 203

Long Description: Prerequisites: ENGL 110.

- The Enrollment Requisite Summary page appears.



Enrollment Requisite Summary

Find | View All First 1 of 1 Last

000022 BIOL 201, 202, 203 Effective Date: 01/01/1901 Active Always Report

Academic Requirements

(Group Line Type: Course ENGL 110
 Requisite Type: Pre-Requisite
 Course ID: 001528 Writing and Research Include Equivalent Courses

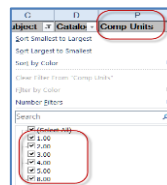
Or Group Line Type: Course) GEA2 100
 Requisite Type: Pre-Requisite
 Course ID: 003776 GEA2 100 Include Equivalent Courses

3.13 Minimum, Maximum, Academic Progress, FA Units, Course Contact Hours, and Contact

You must review the Minimum Units, Maximum Units, Academic Progress Units, FA Units, Course Contact Hours, and Contact for your classes. The system populates these fields by default. However, the units listed in Minimum, Maximum, Academic Progress, FA Units, Course Contact, and Contact must be the same and should not have variable units, such as 1-5. If they are not the same, when the students register, the system will offer a range in units to them. If the students do not select the number of units, then the system will enroll them in the minimum units available.

Course Units	Minimum Units	Maximum Units	Academic Progress Units	FA Units	Course Contact	Contact
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5

- To audit your **Minimum, Maximum, Academic Progress, FA Units, Crs Cntct, and Contact**
 - Click the **Comp Unit** arrow (column P) to select the component you desire to audit, such as 0.00 or 1.00.




- In the **Min Units (column X), Max Units (column Y), Prgrss Unt (column Z), FA Units (column AA), Crs Cntct (column AB), and Contact (column AC)** make sure the values are the same as **Comp Units (column P)** and there are no missing entries.

P	X	Y	Z	AA	AB	AC
Comp Units	Min Units	Max Units	Prgrss Unt	FA Units	Crs Cntct	Contact
5.00	5.00	5.00	5.00	5.00	5.00	5.000
5.00	5.00	5.00	5.00	5.00	5.00	5.000
1.00	1.00	1.00	1.00	1.00	1.00	1.000
1.00	1.00	1.00	1.00	1.00	1.00	1.000
2.00	2.00	2.00	2.00	2.00	2.00	2.000
2.00	2.00	2.00	2.00	2.00	2.00	2.000
5.00	5.00	5.00	5.00	5.00	5.00	5.000
5.00	5.00	5.00	5.00	5.00	5.00	5.000

Note: A yellow callout bubble points to the first two rows with the text "Must be the same". A red line highlights the consistency of values across columns X, Y, Z, AA, AB, and AC for each row.



- If you need to add or update the **Minimum, Maximum, Academic Progress, FA Units, and Course Contact Hours** for a class,

 - Go to **Adjust Class Association**
 - Click the **Class Associations** tab
 - In the **Minimum Units**, enter the correct value, such as *5.00*
 - In the **Maximum Units**, enter the correct value, such as *5.00*
 - In the **Academic Progress Units**, enter the correct value, such as *5.00*
 - In the **FA Units**, enter the correct value, such as *5.00*
 - In the **Course Contact Hours**, enter the correct value, such as *5.00*
 - Click 

- If you need to add or update the **Contact** for a class,

 - Click the **Class Components** tab
 - In the **Contact**, enter the correct value, such as *5.00*

3.14 Space Type

You will need to review the Space Type for correct and missing entries. The Space Type (Col Q) should contain a value between 1 and 4.

Space type is updated through a Learn Mode Sync up process, for the most part this data will be populated automatically. For the occasional missing space type, you will need to review missing entries. The space type column Q should contain a value between 1 and 4.

- To audit your Space Type,

 - Click the **Space Type** arrow (column Q) to select the space type you desire to audit, such as *1*, or *Blanks*.

Blanks indicate that the Space Type entries are missing. By filtering on Blanks, you can quickly identify classes that need updating.

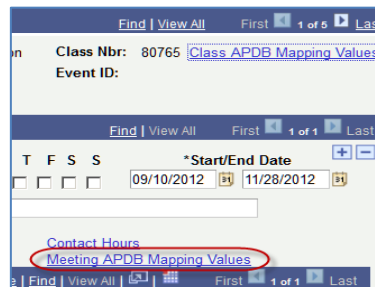
- In the **Space Type (column Q)**, make sure the values are between 1 and 4 and there are no missing entries.



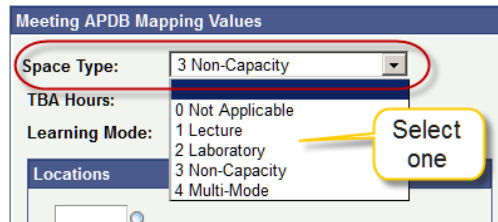
C	G	H	Q
Subject	Section	Component	Space Type
HUM	64	ACT	3
HUM	60	ACT	3
HUM	61	ACT	3
HUM	62	ACT	3
HUM	63	ACT	3
HUM	65	ACT	3
INST	01	LEC	1
INST	60	CLN	3

If you add a new class based on an Instruction mode, a nightly batch job, Learn Mode Sync, up process will populate the space type, learning mode, and location. However if you notice that the Space Type is missing and you did not recently add the class, then you will need to update it.

- If you need to add or update the **Space Type** for a class, go to **Maintain Schedule of Classes**,
 - Click the **Meetings** tab
 - Click the **Meeting APDB Mapping values** link



- When the **APDB Class Section Values** page opens,
 - In the **Space Type**, select the appropriate value, such as *3 Non-Capacity*
 - Click **OK**
 - Click **Save**

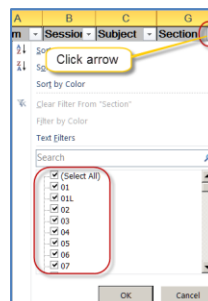


3.15 Mtg Start and Mtg End Times

You will need to review the times for meeting start and meeting end. You are strongly encouraged to not crossover time blocks when assigning meeting times, especially for class start times: 10am, 12:45pm, and 7:30pm. (GE classes should not cross)

Additionally, you will need to make sure you used correct am/pm designations, such as 4:15pm instead of 4:15am. Using military time can help reduce these types of errors. To use military time simply add 12 to any time after 12:59pm, i.e. 1:00pm becomes 13:00.

- To audit your Mtg Start and Mtg End times,
 - Click the **Mtg Start** (column AJ) arrow to select the times, such as *08:00:00 AM* and *10:00:00 AM*





2. In the **Mtg Start (column AJ)** and the **Mtg End (column AK)**, make sure that the:
- No missing entries (especially Face-toFace courses)
 - AM/PM designations are correct
 - Start time must have sufficient minutes based on the CS Number
 - End time should not cross over for 10am and 12:45pm time blocks
 - Courses with CS Numbers between 1-16 and 18-21 have day and times assigned

For more information, please refer to PeopleSoft Components and CS #'s (see Lilia Flores) and Schematic of Preferred Time Block (see Analia Rodriguez).

C	D	AJ	AK
Subject	Catalog	Mtg Start	Mtg End
BIOL	100	8:00:00 AM	9:40:00 AM
BIOL	100	10:00:00 AM	12:30:00 PM
BIOL	100	10:00:00 AM	12:30:00 PM
BIOL	100	10:00:00 AM	11:10:00 PM
BIOL	100	10:00:00 AM	12:30:00 PM
BIOL	201	10:00:00	Time designator error
BIOL	203	10:00:00 AM	12:30:00 PM
BIOL	250	10:00:00 AM	12:30:00 PM
BIOL	250	10:00:00 AM	12:30:00 PM
BIOL	304	10:00:00 AM	11:40:00 AM

3. If you need to correct the **Mtg Start** or **Mtg End** for a class, go to **Maintain Schedule of Classes**,

- Click the **Meetings** tab
- In the **Mtg Start**, enter the start time, such as 8:00AM
- In the **Mtg End**, enter the start time, such as 9:40AM
- Click

Meeting Pattern

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S
<input type="text"/>	<input type="text"/>	<input type="text"/>	8:00AM	9:40AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are correcting a class with a combined section, you will need to use the **Schedule Class Meetings** menu. See the instructions below.

4. If you need to correct the **Mtg Start** or **Mtg End** for a class with a combined section, go to **Schedule Class Meetings**,

- Click the **Meetings** tab
- In the **Mtg Start**, enter the start time, such as 8:00AM
- In the **Mtg End**, enter the start time, such as 9:40AM
- Click

Meeting Pattern

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S
<input type="text"/>	<input type="text"/>	<input type="text"/>	8:00AM	9:40AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



3.16 Class Notes

You will need to check for spelling errors, missing, and incomplete class notes. If the Instruction mode is TV, OL, or HY, you must include class notes. Additionally, if the class requires specific material, field trips, lab fees, or other “approved” class fees, you must include this information in the class notes.

You can use either the **BAKS_SR_Class_Notes** query (see instructions on page 8) or the **BAKS_SR_Schedule** query (see instructions on page 6).

<p>1.</p>	<p>To audit your Class Notes,</p> <ul style="list-style-type: none"> Click the Class Notes arrow (column AS) to select the sections to review, such as 01 and 02. 	
<p>2.</p>	<p>To open the previously saved spreadsheet from 2.1 Download Class Schedule Data on page 6 or 2.3 Download Class Notes Data on page 8,</p> <ul style="list-style-type: none"> Click the File tab Click Recent Double-click the file you saved earlier, such as <i>2128 Class Notes</i> or <i>2128 Class Audit</i> 	
<p>3.</p>	<p>To check for spelling errors,</p> <ul style="list-style-type: none"> Click the Review tab Click the button 	
<p>4.</p>	<p>When the Spelling box appears,</p> <ul style="list-style-type: none"> In the Not in Dictionary, determine if the word is spelled correctly If not, continue with the step below. Otherwise, click Add to Dictionary 	
<p>5.</p>	<p>If you need to add or update your Class Notes, go to Maintain Schedule of Classes,</p> <ul style="list-style-type: none"> Click the Notes tab Make the correction Click 	

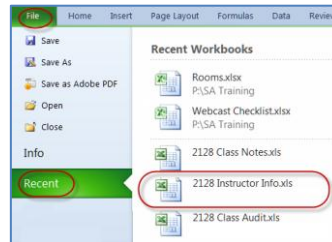


3.17 Instructor Assignment

You will need to audit your classes to ensure that you assigned instructors to your classes. You will use the instructor data you downloaded earlier to perform this audit.

1. You will need to open the spreadsheet from the 2.2 Download Instructor Table Data section on page 7.

- To open the previously saved spreadsheet,
 - Click the **File** tab
 - Click **Recent** or **Open**
 - Double-click the file you saved earlier, such as *2128 Instructor Info*



3. When the spreadsheet opens, you will see all the classes offered for that term enabling you to review and edit your courses.

- Highlight the header row (Row 2).

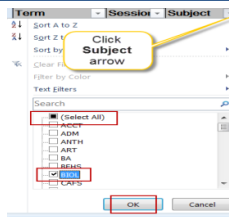
1	Instructor Id	1065												
2	Term	Session	Section	Subject	Catalog	Assign	Seq #	ID	Name	Role	Access	Contact	Print	
3	2128	1	01	ACCT	220			1000572819	Lincoln, Abraham	PI	A		0	Y
4	2128	1	02	ACCT	220			900091632	Clinton, William	PI	A		0	Y

4. In the **Data** tab, click **Filter**. Arrows will appear beside each column header allowing you to select the type of data to display.



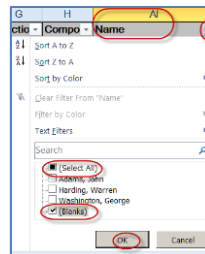
5. To view only the information for your subject area,

- Click the **Subject** arrow
- Uncheck the (Select All)
- Check your subject area
- Click OK



6. To audit for unassigned instructors ,

- Check the Name (column H) down arrow
- Unclick Select All
- Click Blanks
- Click OK



7. In the **Name** (column H) make sure you have assigned instructors to your classes. You must not leave this information blank.

Subject	Catalog	Name
ACCT	221	
ACCT	360	



- If you need to assign instructors to a class, go to **Maintain Schedule of Classes**, (update pic)
 - Click the **Meetings** tab
 - In the **Instructor for Meeting Pattern** section,
 - Click the **Assignment** tab
 - Enter the ID of the instructor, such as 099999999 or use the icon to search for the instructor
 - Select **Approve** as the **Access**
 - Click

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
000000000	Franklin, Benjamin	Prim Ins	<input checked="" type="checkbox"/>	Approve		0	2482

- You will need to add the load factor for the instructor, as well. In the **Instructors for Meeting Pattern** section,
 - Click the **Workload** tab
 - In the **Load Factor**, enter the correct amount, such as 100.0000 (if you have more than one faculty member assigned to a course, you will need to adjust the Load Factor based on their hiring contract. If you do not need the hiring contract details, see your department administration).
 - Click

ID	Name	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
000000000	Franklin, Benjamin	IFF	178 - CHEM	<input checked="" type="checkbox"/>	100.0000	4.00	<input checked="" type="checkbox"/>	26.67



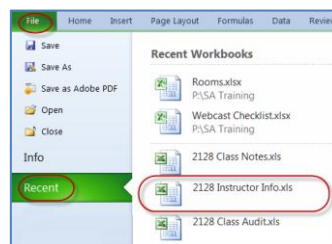
For combined sections classes and some independent studies, the **Load Factor** will appear as 0.0000 and may have a **Workload** of 0.0000. For multiple faculty assignment, the **Load Factor** may appear as 1.0000 or 17.0000 or 25.0000, or 50.0000. These numbers will depend on the faculty load and should have a value higher than 0.0000.

3.18 Instructor Assign Type

You will need to audit your classes to ensure that you have not assigned an instructor to more than one meeting pattern at once. You will use the instructor data you downloaded earlier to perform this audit.

- You will need to open the spreadsheet from the 2.2 Download Instructor Table Data section on page 7.

- To open the previously saved spreadsheet,
 - Click the **File** tab
 - Click **Recent** or **Open**
 - Double-click the file you saved earlier, such as *2128 Instructor Info*

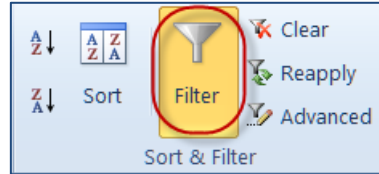


- When the spreadsheet opens, you will see all the classes offered for that term enabling you to review and edit your courses.
 - Highlight the header row (Row 2).



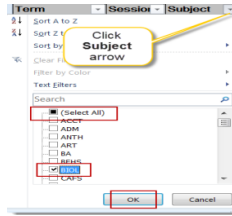
	A	B	C	D	E	F	G	H	I	J	K	L
1	Instructor Id	1065										
2	Term	Session	Section	Subject	Catalog	Assign Seq #	ID	Name	Role	Access	Contact	Print
3	2128	1	01	ACCT	220		1000572819	Lincoln, Abraham	PI	A		0 Y
4	2128	1	02	ACCT	220		900091632	Clinton, William	PI	A		0 Y

4. In the **Data** tab, click **Filter**. Arrows will appear beside each column header allowing you to select the type of data to display.



5. To view only the information for your subject area,

- Click the **Subject** arrow
- Uncheck the (Select All)
- Check your subject area
- Click OK



6. You will need to make sure the **Assign Type (column O)** is correct. It should show IFF by default. If NON is displayed, it indicates the Faculty member is assigned to more than once to a meeting

D	E	H	I	J	K	L	M	N	O
Subject	Catal	Name	Re	Acc	Con	Prin	Load F	Empl	Assign Type
ACCT	220	Lincoln, Abraham	PI	A	0 Y		100.0000	0	IFF
ACCT	220	Clinton, William	PI	A	0 Y		100.0000	0	IFF
ACCT	221						0.0000	0	IFF
ACCT	221	Johnson, Lync					0.0000	0	NON
ACCT	300	Washington, G					0.0000	0	IFF
ACCT	301	Adams, John	PI	A	0 Y		100.0000	0	IFF
ACCT	360		PI	A	0 Y		100.0000	0	IFF

Indicates the Faculty member is assigned to more than once to a meeting pattern

7. If you need to correct the Assign Type, go to **Maintain Schedule of Classes**, (update pic)

- Click the **Meetings** tab
- Click the **View All** in the Meeting Pattern section



8. You will need to:

- Click the to remove the instructor from the second meeting pattern.
- Click Save

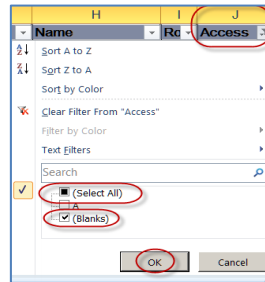


3.19 Instructor Access

You will need to audit your classes to ensure that you set the access for your instructors to approve. You will use the instructor data you downloaded earlier to perform this audit.

- You will need to use the spreadsheet from the 2.2 Download Instructor Table Data section on page 7.
 - See 3.17 Instructor Assignment on page 27, for instructions on how to open the previously saved spreadsheet.
 - If you need to download this data again, please refer to 2.2 Download Instructor Table Data on page 7.

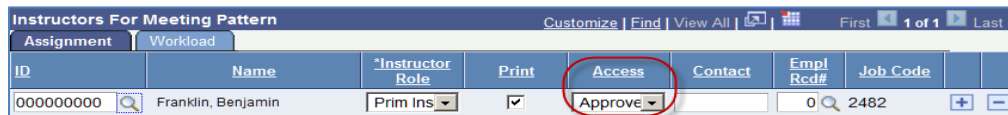
- To audit your instructors' access ,
 - Click the Access (column J) down arrow
 - Unclick Select All
 - Click Blanks
 - Click OK



- In the **Access** (column J) make sure you see the letter A for all your classes. You must not leave this information blank.

D	E	H	I	J	K	L	M
Subject	Catak	Name	Rc	Access	Conta	Print	Load Fact
CMPS	120	Nixon, Richard	PI	A			100.0000
CMPS	120	Johnson, Lyndon	PI	A			100.0000
CMPS	150	Washington, George	PI	A		0 Y	100.0000
CMPS	150	Adams, John	PI	A		0 Y	100.0000
CMPS	215	Franklin, Benjamin	PI				100.0000
CMPS	215	Harding, Warren	PI				100.0000

- If you need to update the your instructor's access, go to **Schedule Class Meetings**,
 - Click the **Meetings** tab
 - In the **Instructor for Meeting Pattern** section, click the **Assignment** tab
 - Select *Approve* as the **Access**
 - Click



3.20 Room Characteristics

As of Winter 2013, Academic Scheduling will use the class scheduling software (R25) to assign courses to rooms. An advantage of this software is that it uses the information about special room requests. To enable this process, you must enter these requests into PeopleSoft as you create your courses.

In the past, Academic Scheduling would send out quarterly notices asking you for your special requests. Academic Scheduling will **not** send out the quarterly notices anymore, beginning Winter 2013. Please contact Academic Scheduling if you have any questions.

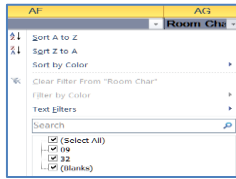



Room Characteristics

Room Characteristics	Description
----------------------	-------------



(Leave blank)	No room is required
08	Computer Lab - Mac
09	Computer Lab - PC
19	ITV Studio
31	Smart Classrm MAC
32	Smart Classrm PC

You will need to audit your classes to ensure the appropriate room characteristic is selected. You will have a choice of five (5) characteristics, please indicate which is required for each class. If none required, leave the field blank.

- You will need to use the spreadsheet from the 2.4 Download Room Characteristics Data on page 9.
- To audit your room characteristics , verify that the Room Characteristics are appropriate for your classes.
 - Click the Room Char (column AG) down arrow to filter, if desired
- If you need to enter or update your room characteristics, go to **Maintain Schedule of Classes**,
 - Click the **Meetings** tab
 - In the **Room Characteristics** section, click the  icon
 - Select the appropriate **Room Characteristic** from the **Search Results**, such as 32
 - Click 

3.21 Textbook

Effective Summer 2012 Schedulers/Administrative Coordinators are no longer required to enter textbook information in PeopleSoft. Please disregard the textbook tab and textbook query in PS and if you roll classes forward from previous term do not roll over textbooks information.

The textbook order is placed with the Follett Bookstore directly either by Faculty or Scheduler/Administrative Coordinator that depends on your departments business process.



4.0 Appendix

4.1 CSUB Academic Programs

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

4.1.1 Section Numbers (effective Fall 2010)

The section numbers vary by a number of factors, such as program, Instruction mode, etc.

Section #'s	Description	Instruction Mode	Notes
01 - 29	BKFLD – warm body	P	<ul style="list-style-type: none"> Requires Facility ID, day, and time
30 - 39	AV – warm body	P	<ul style="list-style-type: none"> Requires Facility ID, day, and time
40 - 44	BKFLD – Independent Study	IS	<ul style="list-style-type: none"> Consult with your AAS regarding workload
45 – 49	AV – Independent Study	IS	<ul style="list-style-type: none"> Consult with your AAS regarding workload
50 – 54	BKFLD - ITV	TV	<ul style="list-style-type: none"> Requires Facility ID, day, and time Requires split workload with 55-59
55 – 59	AV - ITV	TV	<ul style="list-style-type: none"> Requires Facility ID, day, and time Requires split workload with 50-54
60 – 64	BKFLD only – Online	OL or HY	<ul style="list-style-type: none"> For OL only, assign WEB as Facility ID, For HY setup, follow step 3 below
65 - 69	AV only – Online	OL or HY	<ul style="list-style-type: none"> For OL only, assign WEB as Facility ID, For HY setup, follow step 3 below
70 – 74	BKFLD – shared Online	OL or HY	<ul style="list-style-type: none"> For OL only, assign WEB as Facility ID, For HY setup, follow step 3 below Requires split workload with 75-79



75 – 79	AV – shared Online	OL or HY	<ul style="list-style-type: none"> • For OL only, assign WEB as Facility ID, • For HY setup, follow step 3 below • Requires split workload with 70-74
80 - 99			<ul style="list-style-type: none"> • Use sections as needed

BKFLD and AV sections above use Session 1

1. If an on-line course offering is designed as a separate or individual course, schedulers will use sections 60-64 for BKFLD and 65-69 for AV campus. Such sections will have their own instructor, their own enrollment cap, their own meeting pattern, etc.
2. If an on-line course offering is designed as a shared course, schedulers will use sections 70-74 for BKFLD and 75-79 for AV campus. Departments can set up such pairs so that each offering has its shared enrollment cap.
3. Use the on-line section numbers for the Hybrid courses, the HY course requires two meeting patterns in the following order: facility ID assignment for face to face and a second meeting pattern for the facility ID assignment of WEB, remove faculty assignment.



4.1.2 Instruction Modes, Learning Mode, Location, Space Type, and Comments Table

The information is as follows:

Instruction Mode	CS#/Class APDB Mapping Value	Learning Mode		Location	Space Type	Comments
TV	01, 02, 03, 04, 05, 06	S (synchronous)	ITV courses (not conducted face to face)	H	1-Lecture	Use ITV section numbers
TV	07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21	S (synchronous)	ITV courses (not conducted face to face)	H	2-Laboratory	Use ITV section numbers
OL	01 - 48	A (asynchronous)	Pure WEB and on-line courses (not face to face)	blank	3-Non Capacity	Use Web/On-Line section numbers
HY	01 - 48	A (asynchronous)	WEB and on-line courses with some face to face	blank	4-Multi mode	(a course will be defined as "hybrid" if any portion of the seat time of the course is replaced by online coursework) Use Web/On-Line section numbers
P	01, 02, 03, 04, 05, 06	F (face to face)	Face to face courses (includes ind. study) and regularly conducted scheduled meetings	blank	1-Lecture	Use normal warm body section numbers
P	07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21	F (face to face)	Face to face courses (includes ind. study) and regularly conducted scheduled meetings	blank	2-Laboratory	Use normal warm body section numbers
P	17, 23, 24, 25, 36, 48	F (face to face)	Face to face courses (includes ind. study) and regularly conducted scheduled meetings	blank	3-Non Capacity	Use normal warm body section numbers
IS	01 - 78	F (face to face)	Face to face courses (includes ind. study) and regularly conducted	blank	3-Non Capacity	Use Independent Study section numbers



			scheduled meetings			
	move CS#17 from Lab to Non-Capacity space type effective 09/01/12					

4.1.3 Component Unit Breakdown

The component breakdown can be found in the Course Catalog within the components tab, course components and CS number. There you can see how many components a class has and the break down per course component if more than one.

Examples:

CAFS 110	1 component course	2 units	2.0 component units
Biol 100	2 component course	5 units (Lecture = 4.0 units, Lab 1.0 units)	5.0 component units (Lecture = 4.0 component units, Lab = 1.0 component units)
Math 191	2 component course	5 units (Discussion = 2.5 units, Lecture 2.5 units)	5.0 component units (Discussion = 2.5 component units, Lecture 2.5 component units)



4.2 Extended University Regional Programs

The following sub-sections contain the section numbers and location codes for the different regional program offerings. All the EUD and Regional Program sections above use **Session 10W**.

4.2.1 Section Numbers (effective Summer 2012)

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

- Sections 101-114 for Face-to Face classes (normal warm body classes)

Section Numbers for Regional Programs

Program	F2F	Hybrid	Online
COMM (COC)	121-123	124	125
Credential (COC)	141-143	144	145
EDAD (Hanford)	181-183	184	185
EDCI (OL)	~	~	166-170
ENGL (COC)	149-151	152	153
ERM (OL)	~	~	176-180
LBST (COC)	115-118	119	120
MPA (Lancaster)	146-147	148	149
MSA (OL)	~	~	171-175
SOC (COC)	153-154	155	156

4.2.2 EUD Contract Credit Sections

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

- Sections 601 – 699

4.2.3 EUD Certificate/Extended Univ. sections

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

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



4.2.4 EUD Sections and Location Codes

EUD sections will use the following location codes:

Code	Location
COC	College of Canyons
EUD	Extended University (not requiring a room at main campus)
EBKS	Extended University (any class which requires a room assignment on main campus)
EAVC	Extended University (any class which requires a room assignment on AVC campus)
HAN	Hanford W. High School
O	Open University
OLP	On-line Programs
PCC	Porterville College



4.3 Getting Help

If you are unsure or need assistance, please consider the preferred sources and order in which to contact listed below:

- **For help with auditing class schedules**
Lilia Flores – Academic Scheduling
661-654-3100
- **For help with auditing class schedules for Extended University courses**
Beth Garza – Extended University
661-654-2441
- **For help with computer-related Issues**
Help Desk
661-654-2307
- **For help with Microsoft Excel 2010**

How to filter data in Excel 2010

<http://www.gcflearnfree.org/excel2010/13>

How to use Excel 2010

<http://www.gcflearnfree.org/excel2010>