



FALL 2026 & SPRING 2027

SCHEDULE BUILD INSTRUCTIONS

Detailed Instructions for Schedule Build Using Alternate Delivery – Instructional Modalities

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Academic Operations
February 2026

Fall 2026 & Spring 2027 Schedule Build Guidelines

Based on Instructional Modality

Guidelines for PS Schedule Build for Instructional Modalities

As part of the **Course Delivery/Instructional Modalities for Fall 2025 & Spring 2026**, we will be using the following APDB Learning Modes and Course Attributes:

The APDB Learning Modes we will use for the **Fall 2025 & Spring 2026 Schedule** are:

- Instruction Mode **FACE to FACE (P)** with specific meeting days and times and campus locations (Main & AV Campus)
09 APDB Learning Mode – Face to Face (**P**)
Course Attribute (**IMCS**) and attribute value **FTF**
- Instruction Mode **FULLY ONLINE Class (OL)** with no meeting days or times.
01 APDB Learning Mode – Fully Online Class (**A1**)
Course Attribute (**FONL**) and attribute value **AB386**
Course Attribute (**IMCS**) and attribute value **A1**
- Instruction Mode **ONLINE (OL)** with prescheduled meeting days/times
02 APDB Learning Mode – Zoom Class (**S1**)
Course Attribute (**FONL**) and attribute value **AB386**
Course Attribute (**IMCS**) and attribute value **S1**
- **NOTE: Instruction Mode ONLINE (OL) - Rarely used by NURS, Teacher Educ, Clinicals**
03 APDB Learning Mode – Fully online with intermittent for orientation/mid-term/final exam
Course Attribute (**IMCS**) and attribute value **A1**
- Instruction Mode **HYBRID (HY)** with no meeting days or times.
05 APDB Learning Mode – 24/7 online (**FTF+ASYNC**)
Course Attribute (**IMCS**) and attribute value **HY**
- Instruction Mode **HYBRID (HY)** with face to face days/times and virtual delivery
06 APDB Learning Mode – Hybrid Class (**FTF+SYNC**)
Course Attribute (**IMCS**) and attribute value **S2**
- Instruction Mode **HYBRID (HY)** - Rarely used by NURS, Teacher Educ, Clinicals
10 APDB Learning Mode -
Course Attribute (**IMCS**) and attribute value **HY**
- Instruction Mode **HYBRID (HY)** - Rarely used by NURS, Teacher Educ, Clinicals
11 APDB Learning Mode -
Course Attribute (**IMCS**) and attribute value **HY**

- Instruction Mode **INSTRUCTIONAL TELEVISION (TV)** with specific meeting days and times and campus locations (Main & AV Campus)
04 APDB Learning Mode – Instructional Television
(ITV) Course Attribute (IMCS) and attribute value ITV
- Instruction Mode **INDEPENDENT STUDIES (IS)** – To be determined by instructor. For face to face or hybrid offerings confirm academic space availability prior to creating the CRN.
Learn Mode will depend on instruction mode offering
Course Attribute **(IMCS)** and attribute value will depend on offering –**IS, FTF, A1, S1 or S2, HY**

ATTRIBUTES:

- **IMCS** – Instructional Modality for Class Search. Assign this attribute to every section with the appropriate value.
- **HNRS** – Honors. Assign this attribute to Honors Course Sections.
- **ZCCM** – Zero Cost Course Materials. Assign this attribute to Course Sections without any additional course materials.

Required Instruction Mode Attribute for Class Search Display (see screenshot example below)

Each section **must** include the following attribute **Instruction Mode for Class Search (IMCS)** and attribute values to enable accurate Class Search results based on the instructional modality:

- **Face to Face (P)** – assign attribute IMCS with the attribute value **FTF**
- **Fully Online Class (OL)** – assign attribute IMCS with the attribute value **A1**
- **Zoom Class (OL)** – assign attribute IMCS with the attribute value **S2**
- **Flex Class** – assign attribute IMCS with the value **FTF for the FTF section (one instructor, share workload, share enrollment capacity)**
- **Flex Class** – assign attribute IMCS with the value **OL** for the S1 Zoom section **(one instructor, share workload, share enrollment capacity)**
- **Independent Studies (IS)** – assign attribute IMCS with the corresponding attribute value (it depends on the offering)
- **Instructional Television (ITV)** – assign attribute IMCS with the attribute **ITV**

Example of Related Class Search Results Including Instruction Mode and Class Note

CSUB

Search for Classes

Search Results

Cal State Univ., Bakersfield | Fall 2019

The following classes match your search criteria Course Subject: Computer Science, Course Career: Undergraduate, Show Open Classes Only: No

Class Status Legend Title	Open	Closed	Wait List
FTF (Face to Face Class)			
Class meetings Face-to-Face on campus at scheduled times.			
A1 (Fully Online Class)			
Online course via Canvas with no scheduled meeting times.			
S1 (Zoom Class)			
Class meetings via Zoom at scheduled times.			
S2 (Flex Class)			
Class meetings via Zoom and Face-to-Face on campus at scheduled times.			

New Search Modify Search

61 class section(s) found

CMPS 1200 - Basic Computer Skills

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Instruction Mode	View Books
82464	01-LEC	MoWe 1:00PM - 2:15PM	Science III 239	Stephen Mellor	08/28/2019 - 12/18/2019	●	FTF (Face to Face Class)	View Books

Class note: Students in this class will meet in person at CSUB at the time and place listed. Students will be required/expected to attend all class sessions in person in a classroom at the university. Social distancing in the classroom will be implemented and mask-wearing is required. Students who test positive for COVID during the semester, or who live with someone who tests positive during the semester, should contact their instructor immediately.

CMPS 2010 - Programming I: Programming Fundamentals

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Instruction Mode	View Books
82467	60-DIS	TBA	Web/On-Line	Jay Manibo	08/25/2019 - 12/18/2019	●	A1 (Fully Online Class)	View Books

Class note: This class will be fully online. Students in this class will receive all course content on Canvas. This class does not have an assigned meeting time, and there will be NO scheduled meetings for this class.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Instruction Mode	View Books	
82468	61-LAB	Regular	TBA	Web/On-Line	Jay Manibo	08/28/2019 - 12/18/2019	●	A1 (Fully Online Class)	View Books

Class note: This class will be fully online. Students in this class will receive all course content on Canvas. This class does not have an assigned meeting time, and there will be NO scheduled meetings for this class.

CMPS 2020 - Programming II: Data Structures and Algorithms

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Instruction Mode	View Books
82475	60-DIS	MoWe 5:30PM - 6:45PM	Web/On-Line	Michael Sarr	08/28/2019 - 12/18/2019	●	S1 (Zoom Class)	View Books

Class note: Additional lab time TBAAdditional lab time TBAStudents should plan to be available and able to attend the Zoom sessions during the scheduled meeting times. Specific expectations for Zoom attendance will be emailed to students via their CSUB email prior to the start of the Fall 2021 semester and included on the course syllabus. Students should plan to be available and able to attend the Zoom sessions during the scheduled meeting times. Specific expectations for Zoom attendance will be emailed to students via their CSUB email prior to the start of the Fall 2021 semester and included on the course syllabus.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Instruction Mode	View Books
82476	61-LAB	MoWe 7:00PM - 8:15PM	Web/On-Line	Michael Sarr	08/28/2019 - 12/18/2019	●	S1 (Zoom Class)	View Books

Class note: MIS 200A is a self-paced course. Once you have enrolled in the course the instructor is automatically given your registered email account. The syllabus will be sent to this registered email account on the first day of class. The course does not meet formally. The work is done in your own time at home or in the computer lab. Students should plan to be available and able to attend the Zoom sessions during the scheduled meeting times. Specific expectations for Zoom attendance will be emailed to students via their CSUB email prior to the start of the Fall 2021 semester and included on the course syllabus.

CMPS 2120 - Discrete Structures

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Instruction Mode	View Books
82876	01-DIS	MoWeFr 9:00AM - 9:50AM	Web/On-Line	Kurban Niroomand	08/28/2019 - 12/18/2019	●	S1 (Zoom Class)	View Books

Class note: Hours to be arranged. Pick up instructional packet in the OASIS Tutoring Center or in Faculty Towers 102D. Call 661-554-8194 if you have any questions. Students should plan to be available and able to attend the Zoom sessions during the scheduled meeting times. Specific expectations for Zoom attendance will be emailed to students via their CSUB email prior to the start of the Fall 2021 semester and included on the course syllabus.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Instruction Mode	View Books
82877	02-ACT	Tu 7:20AM - 9:50AM	Science III 315	Kurban Niroomand	08/28/2019 - 12/18/2019	●	S2 (Flex Class)	View Books

Class note: Non-refundable lab fee \$10.00 Students in this class will attend class on campus, in person for some class meetings, and will receive instruction via Zoom for the other class meetings. Assignment to groups will be determined by the instructor (after consultation with students) at the start of the semester. Students should plan to be available and able to attend the class in person or via Zoom during the scheduled meeting times. Specific details about in-person attendance and live-stream Zoom attendance will be emailed to students via their CSUB email prior to the start of the Fall 2021 semester and included on the course syllabus.

REQUIRED: Assigning Course Fees on Sections for Fall 2026 & Spring 2027

- Updated Course Fees are maintained each term at the PeopleSoft Catalog Level
- Departments will be required to assign course notes regarding fees accordingly.
- Academic Operations requires a complete and updated list of course sections (section number and CRN) that will not assign course fees for Fall 2026 & Spring 2027 due to changes in the instructional/delivery mode. Exact due date will be determined by Student Financial Services. A reminder will be sent out by Academic Operations.

Assigning Class Notes on Sections for Fall 2026 & Spring 2027

- Departments will be required to assign the specific Class Note Message Number per Instruction Modality.
- Various Class Notes have been created: 0545, 0546, 0547, 0551, 0557, 0525

Class Note 0545: FTF Face to Face Class

Academic Institution	BKCMF	Cal State Univ., Bakersfield
Note Nbr	0545	
*Effective Date	08/01/2022	<input type="button" value="B1"/>
*Status	Active	<input type="button" value="▼"/>
*Description FTF Face to Face Class		
*Long Description Students in this class will meet in person at CSUB at the time and place listed. Students will be expected to attend all class sessions in person in a classroom at the university.		

Class Note 0546: A1 Fully Online Class

Academic Institution	BKCMF	Cal State Univ., Bakersfield
Note Nbr	0546	
*Effective Date	08/01/2022	<input type="button" value="B1"/>
*Status	Active	<input type="button" value="▼"/>
*Description A1 Fully Online Class		
*Long Description This class will be fully online. Students in this class will receive all course content on Canvas. This class does not have an assigned meeting time, and there will be NO scheduled meetings for this course		

Class Note 0547: S1 Zoom Class

Academic Institution	BKCMF	Cal State Univ., Bakersfield
Note Nbr	0547	
*Effective Date	08/01/2022	<input type="button" value="B1"/>
*Status	Active	<input type="button" value="▼"/>
*Description S1 Zoom Class		
*Long Description Students in this class will be expected to attend zoom sessions during the scheduled meeting times.		

Class Note 0557: S2 Hybrid

Academic Institution	BKCMF	Cal State Univ., Bakersfield
Note Nbr	0557	
*Effective Date	08/01/2022	<input type="button" value="B1"/>
*Status	Active	<input type="button" value="▼"/>
*Description FTF and Online		
*Long Description This class is partially face to face and partially online. Students will meet in person at the time and place listed and will also have course content on Canvas.		

Class Note 0551: ITV Instructional Television

Academic Institution	BKCMF	Cal State Univ., Bakersfield
Note Nbr	0551	
*Effective Date	08/01/2022	<input type="button" value="B1"/>
*Status	Active	<input type="button" value="▼"/>
*Description ITV Instructional Television		
*Long Description Students in this class will meet in person at CSUB Main Campus, or at AV Campus at the same time. Students are expected to attend all class sessions in person in a classroom at the respective location as listed for CSUB Main Campus and AV Campus.		

Class Note 0525: ZCCM

Academic Institution	BKCMF	Cal State Univ., Bakersfield
Note Nbr	0525	
*Effective Date	08/01/2016	<input type="button" value="B1"/>
*Status	Active	<input type="button" value="▼"/>
*Description ZCCM		
*Long Description A ZCCM section (i) uses zero-cost digital or print course materials, or (ii) uses library or other course materials provided free by the campus, or (iii) otherwise does not require the student to purchase any instructional materials.		

Assigning Shared Workload

If splitting workload among sections (50-54 Main ITV, 55-59 AV- ITV, 70-74 Main OL, 75-79 AV OL). Give the instructor half of the workload on first section.

| Instructors For Meeting Pattern | | | | | | | | Personalize | Find | View All | | | First | | 1 of 1 | | Last | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | <input type | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

Following are instructions for Fall 2026 & Spring 2027 Schedule Build based on Instruction Mode & APDB Learn Mode

How to Set-Up Face to Face (P) - 09 Learn Mode

Navigate to Schedule New Course or Maintain Schedule of Class page in PeopleSoft (PS)

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Schedule New Course

On the Basic Data Tab

- Use Main campus FTF section numbers 01-29 or AV FTF section numbers 30-33, if you run out, continue with section numbers 80-99 (section numbers must be 2 digits).
- Select appropriate component
- Select appropriate enrollment type for the component
- Enter Associated Class Number (can be single digit)
- Identify Location of class section
- Identify instruction mode as P (face to face)

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam

Course ID 002713 Course Offering Nbr 1

Academic Institution Cal State Univ., Bakersfield

Term Spring 2026 Undergrad

Subject Area KINE Kinesiology

Catalog Nbr 2000 Introduction to Kinesiology

Auto Create Component

Class Sections		Associated Class Attributes	
*Session 1	Regular Academic Session	Class Nbr	31727
*Class Section 01		*Start/End Date	01/20/2026 05/18/2026
*Component LEC	Lecture	Event ID	000062741
*Class Type Enrollment Section			
*Associated Class 1	Units 3.00	Associated Class Attributes	
*Campus MAIN	CSUB Main	Add Fee	
*Location BKSFLD	CSU Bakersfield Main Campus		
Course Administrator			
*Academic Organization 421 - KINE	Kinesiology		
Academic Group SS&E	Social Sciences and Education		
*Holiday Schedule SAHOL	SA Holiday Schedule		
*Instruction Mode P	Face to Face		
Primary Instr Section 01			

Find | View All First 1 of 1 Last

Add Fee

Schedule Print

Student Specific Permissions

Dynamic Date Calc Required

Generate Class Mtg Attendance

Sync Attendance with Class Mtg

GL Interface Required

- Multiple attributes will populate upon the creation of the course. Click the plus button at Class Attributes to add class attributes **IMCS** with course attribute value **FTF**. Add attribute and value of **ZCCM** if it is a zero cost materials section.

Class Attributes		Personalize Find View 2 First 1-5 of 5 Last	
*Course Attribute	Description	*Course Attribute Value	Description
CLEV	Course Level	1	Lower Division
CSLI	Service Learning (CSLI)	N	Not a Service Learning Course
IMCS	Instruct Mode for Class Search	FTF	Face to Face
TCPI	Teacher Credential Program Ind	N	Not a Teacher Cred Prog Course
ZCCM	ZCCM Zero Cost Crse Materials	ZCCM	ZCCM Zero Cost Crse Materials

Click on Meetings tab

- Click on Class APDB Mapping Values
- Assign 09 to the APDB Learning Mode, and click OK

APDB Class Section Values

CS Number: 02

Workload Factor: K 1.0

Component Units: 3.00

Component Students:

Group Code Control:

*APDB Learning Mode: 09

OK Cancel

- Departments may assign classrooms where appropriate (department controlled). Academic Operations will assign classrooms, computer labs as determined by Associate Deans negotiations
- Enter appropriate Meeting Pattern
- Assign prescheduled days/times (all face-to-face classes require this information)
- Assign Instructor ID with "approve" access and select Employee Record related to teaching Job Code. New instructors may not have a job code or correct job code, and this will require a correction after the date faculty due on campus per the Academic Calendar. Incorrect job codes can result in APDB error. See page 34 for list of job codes.
- Click on Meeting APDB mapping values, change Space Type to 01 (lecture) or 02 (laboratory), click OK
- Select the appropriate Room Characteristics for classroom preference (typically 42- SmartFLEX)

Meeting Pattern

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date	
B032-104K	47	2DTR	10:00AM	11:15AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/20/2026	05/18/2026				

DDH 104K

Topic ID

Free Format Topic

Print Topic On Transcript

Contact Hours

Instructors For Meeting Pattern

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
Botello Moffit,Tyler J	Primary Instructor	<input checked="" type="checkbox"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	0	2358

Room Characteristics

*Room Characteristic	Description	*Quantity
42	SmartFLEX	1

Meeting APDB Mapping Values

Space Type: 1 Lecture

TBA Hours:

OLD Learning Md:

OK Cancel

Click on Enrollment Control tab

- Enter Requested Room Capacity
- Enter Enrollment Capacity (Follow what has been determined for the Department Schedule)
- Enter Wait List Capacity
- Check Auto Enroll from Wait List box

Basic Data Meetings Enrollment Cntr Reserve Cap Notes Exam

Course ID 002713 Course Offering Nbr 1
Academic Institution Cal State Univ., Bakersfield
Term Spring 2026 Undergrad
Subject Area KINE Kinesiology
Catalog Nbr 2000 Introduction to Kinesiology

Find | View All First 1 of 1 Last

Enrollment Control		Enrollment Status Open	
Session 1	Regular Academic Session	Class Nbr 31727	Total
Class Section 01	Component Lecture	Event ID 000062741	
Associated Class 1	Units 3.00	Cancel Class	
*Class Status Active		Requested Room Capacity 45	31
Class Type Enrollment		Enrollment Capacity 45	31
*Add Consent No Special Consent Required		Wait List Capacity 3	0
*Drop Consent No Special Consent Required		Minimum Enrollment Nbr	
1st Auto Enroll Section			
2nd Auto Enroll Section			
Resection to Section			
<input checked="" type="checkbox"/> Auto Enroll from Wait List	<input type="checkbox"/> Cancel if Student Enrolled		

NEW: Click on the Notes Tab

- Add Class Note# 0545
- Click plus button for additional class notes and course fee notation if any
- Click SAVE, note the CRN

Basic Data Meetings Enrollment Cntr Reserve Cap Notes Exam

Course ID 002713 Course Offering Nbr 1
Academic Institution Cal State Univ., Bakersfield
Term Spring 2026 Undergrad
Subject Area KINE Kinesiology
Catalog Nbr 2000 Introduction to Kinesiology

Find | View All First 1 of 1 Last

Class Sections		Find View All First 1 of 1 Last	
Session 1	Regular Academic Session	Class Nbr 31727	
Class Section 01	Component Lecture	Event ID 000062741	
Associated Class 1	Units 3.00	Cancel Class	
Class Notes		Find View All First 1 of 1 Last	
*Sequence Number 1		<input type="button" value="+"/>	<input type="button" value="-"/>
*Print Location After		<input type="checkbox"/> Even if Class Not in Schedule	
Note Nbr 0545	<input type="button" value="Copy Note"/>	Students in this class will meet in person at CSUB at the time and place listed. Students will be expected to attend all class sessions in person in a classroom at the university.	
Free Format Text	<input type="button" value="Clear Note"/>		

Note: Don't forget to complete the Adjust Class Associations page with units (for variable unit courses) and set-up the appropriate campus restrictions.

How to Set-Up ITV -Instructional Television (TV) - 04 Learn Mode

[Navigate to Schedule New Course or Maintain Schedule of Class page in PeopleSoft \(PS\)](#)

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Schedule New Course

On the Basic Data Tab

- Use Main ITV section numbers 50-54 or AV ITV section numbers 55-59 (if you run out, continue with section numbers 80-99). ITV sections are shared workload. You must manually adjust faculty workload as ITV sections are considered shared workload.
- Select appropriate component
- Select appropriate enrollment type for the component
- Enter Associated Class Number
- Identify Location of class section (sections 50-54 for BKSFLD or 55-59 for AV locations)
- Identify instruction mode as **TV** (Instructional Television)

Basic Data	Meetings	Enrollment Cntr	Reserve Cap	Notes	Exam																																																																	
Course ID 007038 Course Offering Nbr 1																																																																						
Academic Institution Cal State Univ., Bakersfield																																																																						
Term Fall 2021	Undergrad	Auto Create Component																																																																				
Subject Area MGMT	Management																																																																					
Catalog Nbr 4000	Strategic Management																																																																					
Class Sections <div style="display: flex; justify-content: space-between;"> Find View All First 2 of 7 Last </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">*Session</td> <td>1 <input type="text" value="1"/> </td> <td style="width: 40%;">Regular Academic Session</td> <td style="width: 15%;">Class Nbr</td> <td>0</td> </tr> <tr> <td>*Class Section</td> <td>50 <input type="text" value="50"/> </td> <td>*Start/End Date</td> <td>08/23/2021 <input type="text" value="08/23/2021"/>  12/14/2021 <input type="text" value="12/14/2021"/> </td> <td></td> </tr> <tr> <td>*Component</td> <td>LEC <input type="text" value="LEC"/> </td> <td>Lecture</td> <td colspan="2">Event ID</td> </tr> <tr> <td>*Class Type</td> <td>Enrollment Section <input type="text" value="Enrollment Section"/> </td> <td colspan="3"></td> </tr> <tr> <td>*Associated Class</td> <td>50 <input type="text" value="50"/> </td> <td colspan="3"> Associated Class Attributes <div style="display: flex; justify-content: space-between;"> Add Fee <input checked="" type="checkbox"/> Schedule Print </div> </td> </tr> <tr> <td>*Campus</td> <td>MAIN <input type="text" value="MAIN"/> </td> <td>CSUB Main</td> <td colspan="2"><input type="checkbox"/> Student Specific Permissions</td> </tr> <tr> <td>*Location</td> <td>BKSFLD <input type="text" value="BKSFLD"/> </td> <td>CSU Bakersfield Main Campus</td> <td colspan="2"><input type="checkbox"/> Dynamic Date Calc Required</td> </tr> <tr> <td>Course Administrator</td> <td><input type="text" value=""/> </td> <td colspan="3"><input checked="" type="checkbox"/> Generate Class Mtg Attendance</td> </tr> <tr> <td>*Academic Organization</td> <td>461 - MGMT <input type="text" value="461 - MGMT"/> </td> <td>Management</td> <td colspan="2"><input type="checkbox"/> Sync Attendance with Class Mtg</td> </tr> <tr> <td>Academic Group</td> <td>BPA <input type="text" value="BPA"/> </td> <td>Business and Public Admin</td> <td colspan="2"><input type="checkbox"/> GL Interface Required</td> </tr> <tr> <td>*Holiday Schedule</td> <td>SAHOL <input type="text" value="SAHOL"/> </td> <td>SA Holiday Schedule</td> <td colspan="2"></td> </tr> <tr> <td>*Instruction Mode</td> <td>ITV <input type="text" value="ITV"/> </td> <td>ITV</td> <td colspan="2"></td> </tr> <tr> <td>Primary Instr Section</td> <td>50 <input type="text" value="50"/> </td> <td colspan="3"></td> </tr> </table>						*Session	1 <input type="text" value="1"/> 	Regular Academic Session	Class Nbr	0	*Class Section	50 <input type="text" value="50"/> 	*Start/End Date	08/23/2021 <input type="text" value="08/23/2021"/>  12/14/2021 <input type="text" value="12/14/2021"/> 		*Component	LEC <input type="text" value="LEC"/> 	Lecture	Event ID		*Class Type	Enrollment Section <input type="text" value="Enrollment Section"/> 				*Associated Class	50 <input type="text" value="50"/> 	Associated Class Attributes <div style="display: flex; justify-content: space-between;"> Add Fee <input checked="" type="checkbox"/> Schedule Print </div>			*Campus	MAIN <input type="text" value="MAIN"/> 	CSUB Main	<input type="checkbox"/> Student Specific Permissions		*Location	BKSFLD <input type="text" value="BKSFLD"/> 	CSU Bakersfield Main Campus	<input type="checkbox"/> Dynamic Date Calc Required		Course Administrator	<input type="text" value=""/> 	<input checked="" type="checkbox"/> Generate Class Mtg Attendance			*Academic Organization	461 - MGMT <input type="text" value="461 - MGMT"/> 	Management	<input type="checkbox"/> Sync Attendance with Class Mtg		Academic Group	BPA <input type="text" value="BPA"/> 	Business and Public Admin	<input type="checkbox"/> GL Interface Required		*Holiday Schedule	SAHOL <input type="text" value="SAHOL"/> 	SA Holiday Schedule			*Instruction Mode	ITV <input type="text" value="ITV"/> 	ITV			Primary Instr Section	50 <input type="text" value="50"/> 			
*Session	1 <input type="text" value="1"/> 	Regular Academic Session	Class Nbr	0																																																																		
*Class Section	50 <input type="text" value="50"/> 	*Start/End Date	08/23/2021 <input type="text" value="08/23/2021"/>  12/14/2021 <input type="text" value="12/14/2021"/> 																																																																			
*Component	LEC <input type="text" value="LEC"/> 	Lecture	Event ID																																																																			
*Class Type	Enrollment Section <input type="text" value="Enrollment Section"/> 																																																																					
*Associated Class	50 <input type="text" value="50"/> 	Associated Class Attributes <div style="display: flex; justify-content: space-between;"> Add Fee <input checked="" type="checkbox"/> Schedule Print </div>																																																																				
*Campus	MAIN <input type="text" value="MAIN"/> 	CSUB Main	<input type="checkbox"/> Student Specific Permissions																																																																			
*Location	BKSFLD <input type="text" value="BKSFLD"/> 	CSU Bakersfield Main Campus	<input type="checkbox"/> Dynamic Date Calc Required																																																																			
Course Administrator	<input type="text" value=""/> 	<input checked="" type="checkbox"/> Generate Class Mtg Attendance																																																																				
*Academic Organization	461 - MGMT <input type="text" value="461 - MGMT"/> 	Management	<input type="checkbox"/> Sync Attendance with Class Mtg																																																																			
Academic Group	BPA <input type="text" value="BPA"/> 	Business and Public Admin	<input type="checkbox"/> GL Interface Required																																																																			
*Holiday Schedule	SAHOL <input type="text" value="SAHOL"/> 	SA Holiday Schedule																																																																				
*Instruction Mode	ITV <input type="text" value="ITV"/> 	ITV																																																																				
Primary Instr Section	50 <input type="text" value="50"/> 																																																																					

- Click the plus button at Class Attributes to add class attributes **IMCS** with course attribute value **ITV**

Class Attributes		Personalize Find View 2   First  1-3 of 3  Last	
*Course Attribute	Description	*Course Attribute Value	Description
CLEV 	Course Level	2 	Upper Division  
CSLI 	Service Learning (CSLI)	N 	Not a Service Learning Course  
IMCS 	Instruct Mode for Class Search	ITV 	Instructional Television  

Click on Meetings tab

- Click on Class APDB Mapping Values
- Assign 04 to the APDB Learning Mode, and click OK

Basic Data Meetings Enrollment Cntr Reserve Cap Notes Exam

Course ID: 007038 Course Offering Nbr: 1

Academic Institution: Cal State Univ., Bakersfield

Term: Fall 2021 Undergrad

Subject Area: MGMT Management

Catalog Nbr: 4000 Strategic Management

Class Sections

Session 1	Regular Academic Session	Class Nbr: 0	Class APDB Mapping Values
Class Section 50	Component Lecture	Event ID	
Associated Class: 50			

Meeting Pattern

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M T W T F S S	*Start/End Date
B043-ST-C	70	2DTR	8:00PM	7:15PM	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	08/23/2021 12/14/2021
WSL ST-C		Topic ID				Free Format Topic

APDB Class Section Values

CS Number:	01
Workload Factor:	K 1.0
Component Units:	1.00
Component Students:	
Group Code Control:	
*APDB Learning Mode:	04

- Departments may assign classroom where appropriate (department controlled). Academic Operations will assign large classroom, ITV, and computer labs as determined by Associate Deans negotiations
- Enter appropriate Meeting Pattern
- Assign prescheduled days/times (required for ITV sections)
- Assign Instructor ID with "approve" access and select Employee Record related to teaching Job Code
- Click on Meeting APDB mapping values, change Space Type to 01 (lecture), click OK
- Select the Room Characteristics - 19 (ITV Instruction)

Basic Data Meetings Enrollment Cntr Reserve Cap Notes Exam

Course ID: 000446 Course Offering Nbr: 1

Academic Institution: Cal State Univ., Bakersfield

Term: Spring 2026 Undergrad

Subject Area: CAFS Child Adolescent & Family Stud

Catalog Nbr: 2000 Foundations in Developmental Theo

Class Sections

Session 1	Regular Academic Session	Class Nbr: 31331	Class APDB Mapping Values
Class Section 50	Component Lecture	Event ID: 000062804	
Associated Class: 50 Units: 3.00			

Meeting Pattern

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M T W T F S S	*Start/End Date
B043-ST-A	30	2DTR	10:00AM	11:15AM	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	01/20/2026 05/18/2026
WSL ST-A		Topic ID				Free Format Topic

Meeting APDB Mapping Values

Space Type:	1 Lecture
TBA Hours:	
OLD Learning Md:	

Room Characteristics

*Room Characteristic	Description
19	ITV Studio

Meeting APDB Mapping Values

Space Type:	1 Lecture
TBA Hours:	
OLD Learning Md:	

OK Cancel

Click on Enrollment Control tab

- Enter Requested Room Capacity
- Enter Enrollment Capacity for the ITV classroom (Follow what has been determined for the Department Schedule)
- Enter Wait List Capacity
- Check Auto Enroll from Wait List

Course ID 002306
Academic Institution Cal State Univ., Bakersfield
Term Fall 2020
Subject Area MGMT
Catalog Nbr 3000

Course Offering Nbr 1
Regular Academic Session
Component Lecture
Units 3.00

Session 1
Class Section 03
Associated Class 3
Class Status Active

Class Type Enrollment
*Add Consent No Special Consent Required
*Drop Consent No Special Consent Required

1st Auto Enroll Section
2nd Auto Enroll Section
Resection to Section

Find | View All First 2 of 7 Last

Class Nbr 82123
Event ID 000042048

Requested Room Capacity	140	Total
Enrollment Capacity	33	44
Wait List Capacity	5	0
Minimum Enrollment Nbr		

Auto Enroll from Wait List Cancel if Student Enrolled

NEW: Click on the Notes Tab

- Add Class Note# 0551
- Click plus button for additional class notes and course fee notation if any
- Click SAVE, note the CRN

Academic Institution BKCMP Cal State Univ., Bakersfield

Note Nbr 0551

*Effective Date 06/01/2021 *Status Active

*Description ITV Instructional Television

*Long Description Students in this class will meet in person at CSUB Main Campus, as well as AV Campus, at the same time. Students will be required/expected to attend all class sessions in person in a classroom at the respective location as listed for CSUB Main Campus and AV Campus.

Note: Don't forget to complete the Adjust Class Associations page with units (for variable unit courses) and set-up the appropriate campus restrictions.

How to Set-Up A1 FULLY ONLINE (OL) 01 Learn Mode

Navigation: **Schedule New Course or Maintain Schedule of Class** page in PeopleSoft (PS)

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Schedule New Course

On the Basic Data Tab

- Use online section numbers 60-64 Main, 65-69 AV, 70-74 Main shared, or 75-79 AV shared (if you run out, continue with section 80-99). You must manually adjust faculty workload if the sections are considered shared workload.
- Select appropriate component
- Select appropriate enrollment type for the component
- Enter Associated Class Number
- Identify Location of class section
- Identify instruction mode as **OL (online)**

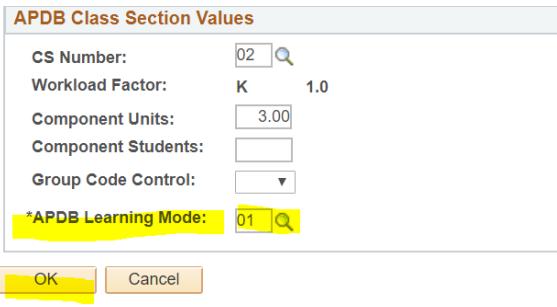
Basic Data	Meetings	Enrollment Ctrl	Notes																																													
Course ID 002306 Course Offering Nbr 1 Academic Institution Cal State Univ., Bakersfield Term Fall 2021 Undergrad Subject Area MGMT Management Catalog Nbr 3000 Organizational Behavior																																																
<input type="button" value="Auto Create Component"/>																																																
Class Sections <div style="display: flex; justify-content: space-between;"> Find View All First 1 of 1 Last </div> <table border="1"> <tr> <td>*Session <input type="text" value="1"/> </td> <td>Regular Academic Session</td> <td>Class Nbr <input type="text" value="0"/></td> </tr> <tr> <td>*Class Section <input type="text" value="80"/></td> <td colspan="2" style="text-align: right;">*Start/End Date <input type="text" value="08/23/2021"/> <input type="text" value="12/14/2021"/> </td> </tr> <tr> <td>*Component <input type="text" value="LEC"/> </td> <td colspan="2" style="text-align: right;">Event ID</td> </tr> <tr> <td>*Class Type <input type="text" value="Enrollment Section"/> </td> <td colspan="2"></td> </tr> <tr> <td>*Associated Class <input type="text" value="80"/> </td> <td colspan="2"> Associated Class Attributes <div style="display: flex; justify-content: space-between;"> <input type="button" value="Add Fee"/> <input checked="" type="checkbox"/> Schedule Print </div> </td> </tr> <tr> <td>*Campus <input type="text" value="MAIN"/> </td> <td>CSUB Main</td> <td></td> </tr> <tr> <td>*Location <input type="text" value="BKSFLD"/> </td> <td colspan="2">CSU Bakersfield Main Campus</td> </tr> <tr> <td>Course Administrator <input type="text"/> </td> <td colspan="2"></td> </tr> <tr> <td>*Academic Organization <input type="text" value="461 - MGMT"/> </td> <td>Management</td> <td><input type="checkbox"/> Student Specific Permissions</td> </tr> <tr> <td>Academic Group <input type="text" value="BPA"/></td> <td colspan="2">Business and Public Admin</td> </tr> <tr> <td>*Holiday Schedule <input type="text" value="SAHOL"/> </td> <td>SA Holiday Schedule</td> <td><input type="checkbox"/> Dynamic Date Calc Required</td> </tr> <tr> <td>*Instruction Mode <input type="text" value="OL"/> </td> <td>On-Line/Web</td> <td><input checked="" type="checkbox"/> Generate Class Mtg Attendance</td> </tr> <tr> <td>Primary Instr Section <input type="text" value="80"/></td> <td colspan="2"></td> </tr> <tr> <td colspan="3"> <input type="checkbox"/> Sync Attendance with Class Mtg </td> </tr> <tr> <td colspan="3"> <input type="checkbox"/> GL Interface Required </td> </tr> </table>				*Session <input type="text" value="1"/>	Regular Academic Session	Class Nbr <input type="text" value="0"/>	*Class Section <input type="text" value="80"/>	*Start/End Date <input type="text" value="08/23/2021"/> <input type="text" value="12/14/2021"/>		*Component <input type="text" value="LEC"/>	Event ID		*Class Type <input type="text" value="Enrollment Section"/>			*Associated Class <input type="text" value="80"/>	Associated Class Attributes <div style="display: flex; justify-content: space-between;"> <input type="button" value="Add Fee"/> <input checked="" type="checkbox"/> Schedule Print </div>		*Campus <input type="text" value="MAIN"/>	CSUB Main		*Location <input type="text" value="BKSFLD"/>	CSU Bakersfield Main Campus		Course Administrator <input type="text"/>			*Academic Organization <input type="text" value="461 - MGMT"/>	Management	<input type="checkbox"/> Student Specific Permissions	Academic Group <input type="text" value="BPA"/>	Business and Public Admin		*Holiday Schedule <input type="text" value="SAHOL"/>	SA Holiday Schedule	<input type="checkbox"/> Dynamic Date Calc Required	*Instruction Mode <input type="text" value="OL"/>	On-Line/Web	<input checked="" type="checkbox"/> Generate Class Mtg Attendance	Primary Instr Section <input type="text" value="80"/>			<input type="checkbox"/> Sync Attendance with Class Mtg			<input type="checkbox"/> GL Interface Required		
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<input type="checkbox"/> Sync Attendance with Class Mtg																																																
<input type="checkbox"/> GL Interface Required																																																

- Click the plus button at Class Attributes to add class attributes IMCS with course attribute value A1.
- Also Add the **FONL** Attribute and **AB386** (not required for Ind. Study, some internships, check with your department chair if unsure)

Class Attributes		Personalize		Find	View 2	1	2	First	1-5 of 5	Last
*Course Attribute	Description	*Course Attribute Value	Description							
CLEV	Course Level	1	Lower Division	+	-					
CSLI	Service Learning (CSLI)	N	Not a Service Learning Course	+	-					
FONL	Fully On line	AB386	On Line	+	-					
IMCS	Instruct Mode for Class Search	A1	Fully Online Class	+	-					
LDGE	Lower Division General Educ	DSEM	GE (DSEM) Area D	+	-					

Click on Meetings tab

- Click on Class APDB Mapping Values
- Assign 01 to the APDB Learning Mode, and click OK



Basic Data | Meetings | Enrollment Cntr | Reserve Cap | Notes | Exam |

Course ID 002306 Course Offering Nbr 1

Academic Institution Cal State Univ., Bakersfield

Term Fall 2020 Undergrad

Subject Area MGMT Management

Catalog Nbr 3000 Organizational Behavior

Class Sections Find | View All First 2 of 6 Last

Session:	1	Regular Academic Session	Class Nbr: 82123 Class APDB Mapping Values
Class Section:	03	Component: Lecture	Event ID: 000042048
Associated Class:	3	Units:	3.00

APDB Class Section Values

CS Number: 02

Workload Factor: K 1.0

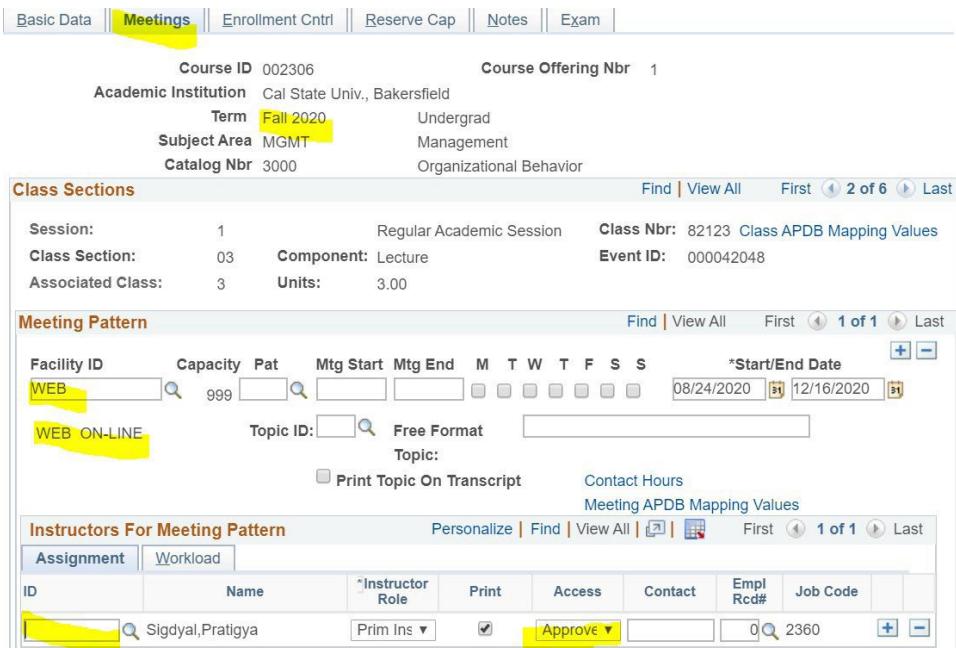
Component Units: 3.00

Component Students:

Group Code Control:

*APDB Learning Mode: 01

- Add to Facility ID – WEB
- Assign Instructor ID with “approve” access and select Employee Record related to teaching Job Code



Basic Data | Meetings | Enrollment Cntr | Reserve Cap | Notes | Exam |

Course ID 002306 Course Offering Nbr 1

Academic Institution Cal State Univ., Bakersfield

Term Fall 2020 Undergrad

Subject Area MGMT Management

Catalog Nbr 3000 Organizational Behavior

Class Sections Find | View All First 2 of 6 Last

Session:	1	Regular Academic Session	Class Nbr: 82123 Class APDB Mapping Values
Class Section:	03	Component: Lecture	Event ID: 000042048
Associated Class:	3	Units:	3.00

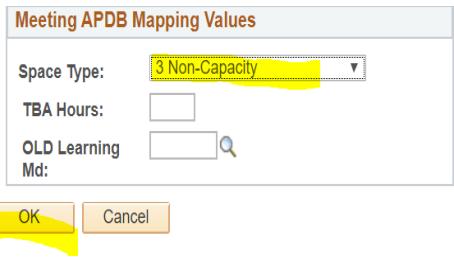
Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
WEB	999	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	08/24/2020 <input type="button" value="Search"/> 12/16/2020 <input type="button" value="Search"/>
WEB ON-LINE	Topic ID:	<input type="button" value="Search"/>	Free Format	<input type="button" value="Search"/>								
	Topic:	<input type="checkbox"/> 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
			Sigdyal,Pratigya	<input type="button" value="Prim Ins"/> <input checked="" type="checkbox"/>	<input type="button" value="Approve"/> <input type="button" value="Search"/>	0 <input type="button" value="Search"/> 2360	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>

- Click on Meeting APDB Mapping Values, change Space Type to 03 (non-capacity), click OK



Meeting APDB Mapping Values

Space Type: 3 Non-Capacity

TBA Hours:

OLD Learning Md:

- Room Characteristics – select 96 - No Room Needed

Room Characteristics		Personalize Find First 1 of 1 Last		
^Room Characteristic		*Quantity		
96		No room needed	1	

Click on Enrollment Control tab

- Requested Room Capacity will default at 30; set to same as enrollment capacity
- Enter Enrollment Capacity
- Enter Wait List Capacity
- Check Auto Enroll from Wait List

Enrollment Status Open

Requested Room Capacity	<input type="text" value="35"/>	Total
Enrollment Capacity	<input type="text" value="35"/>	0
Wait List Capacity	<input type="text" value="99"/>	0
Minimum Enrollment Nbr	<input type="text"/>	

Click on the Notes Tab

- Add Class Note# 0546
- Click plus button for additional class notes and course fee notation if any
- Click SAVE, note the CRN

Academic Institution BKCMP Cal State Univ., Bakersfield

Note Nbr 0546

*Effective Date *Status

*Description

*Long Description

Note: Don't forget to complete the Adjust Class Associations page with units (for variable unit courses) and set-up the appropriate campus restrictions.

How to Set-Up S1 Zoom Class with prescheduled meeting days/times 02 learn mode

Navigate to **Schedule New Course or Maintain Schedule of Class** page in PeopleSoft (PS)

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Schedule New Course

On the Basic Data Tab

- Use online section numbers 60-64 Main, 65-69 AV, 70-74 Main shared, or 75-79 AV shared (if you run out, continue with section 80-99). You must manually adjust faculty workload if the sections are considered shared workload.
- Select appropriate component
- Select appropriate enrollment type for the component
- Enter Associated Class Number
- Identify Location of class section
- Identify instruction mode as **OL (Online)**

- Click the plus button at Class Attributes to add class attributes **IMCS** with course attribute value **S1**
- Also Add the **FONL** Attribute and **AB386** (not required for Ind. Study, some internships, check with your department chair if unsure)

Class Attributes		Personalize Find View 2 First 1-4 of 4 Last	
*Course Attribute	Description	*Course Attribute Value	Description
CLEV	Course Level	1	Lower Division
CSLI	Service Learning (CSLI)	N	Not a Service Learning Course
FONL	Fully On line	AB386	On Line
IMCS	Instruct Mode for Class Search	S1	Zoom

Click on Meetings tab

- Click on Class APDB Mapping Values
- Assign 02 to the APDB Learning Mode, and click OK

Basic Data Meetings Enrollment Ctrl Reserve Cap Notes Exam

Course ID: 002308 Course Offering Nbr: 1

Academic Institution: Cal State Univ., Bakersfield Term: Fall 2020 Undergrad

Subject Area: MGMT Management Catalog Nbr: 3020 Intro to Operations Management

Class Sections Find | View All First 1 of 7 Last

Session:	1	Regular Academic Session	Class Nbr: 82079 Class APDB Mapping Values
Class Section:	01	Component: Lecture	Event ID: 000042246
Associated Class:	1	Units: 3.00	

APDB Class Section Values

CS Number: 02 Workload Factor: K 1.0 Component Units: 3.00 Component Students: Group Code Control: *APDB Learning Mode: 02

- Add to Facility ID – WEB
- Enter appropriate Meeting Pattern
- Enter prescheduled days/times
- Assign Instructor ID with “approve” access and select Employee Record related to teaching Job Code
- Click on Meeting APDB Mapping Values, change Space Type to 03 (non-capacity), click OK

Basic Data Meetings Enrollment Ctrl Reserve Cap Notes Exam

Course ID: 008584 Course Offering Nbr: 1

Academic Institution: Cal State Univ., Bakersfield Term: Fall 2021 Undergrad

Subject Area: SOC Sociology Catalog Nbr: 2208 Intro to Statistics in Soc Sci

Class Sections Find | View All First

Session 1	Regular Academic Session	Class Nbr: 81024 Class APDB Mapping Values
Class Section: 63	Component: Lecture	Event ID: 000045286
Associated Class: 63	Units: 3.00	

Meeting Pattern Find | View All First

Facility ID: WEB	Capacity: 999	Pat: <input type="button" value="Search"/>	Mtg Start: 2020/08/24 05:30PM	Mtg End: 2020/08/24 06:45PM	M: <input checked="" type="checkbox"/>	T: <input checked="" type="checkbox"/>	W: <input checked="" type="checkbox"/>	T: <input type="checkbox"/>	F: <input type="checkbox"/>	S: <input type="checkbox"/>	S: <input type="checkbox"/>	*Start/End Date: 08/23/2021 to 12/14/2021
WEB ON-LINE		Topic ID: <input type="button" value="Search"/>	Free Format Topic: <input type="text"/>									

Print Topic On Transcript Contact Hours

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

ID	Name	*Instructor Role	Print	Access	Contact	Empl. Rode	Job Code
Lyons, Rhea T	Primary Instructor	<input checked="" type="checkbox"/>	Approve <input type="button" value="Search"/>	000042388	<input type="button" value="Print"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID: WEB	Capacity: 999	Pat: <input type="button" value="Search"/>	Mtg Start: 2020/08/24 05:30PM	Mtg End: 2020/08/24 06:45PM	M: <input type="checkbox"/>	T: <input type="checkbox"/>	W: <input type="checkbox"/>	T: <input type="checkbox"/>	F: <input type="checkbox"/>	S: <input type="checkbox"/>	S: <input type="checkbox"/>	*Start/End Date: 08/24/2020 to 12/16/2020
WEB ON-LINE		Topic ID: <input type="button" value="Search"/>	Free Format Topic: <input type="text"/>									
Topic: <input type="text"/>												
<input type="checkbox"/> Print Topic On Transcript Contact Hours <input type="button" value="Meeting APDB Mapping Values"/>												

Meeting APDB Mapping Values

Space Type: 3 Non-Capacity TBA Hours: OLD Learning Md:

- Room Characteristics – select 96 - No Room Needed

Room Characteristics		Personalize Find   First  1 of 1  Last		
*Room Characteristic	Description	*Quantity		
96 	No room needed	1		

Click on Enrollment Control tab

- Requested Room Capacity will default to 30; set to same as enrollment capacity
- Enter Enrollment Capacity
- Enter Wait List Capacity
- Check Auto Enroll from Wait List

Enrollment Status Open

Requested Room Capacity	<input type="text" value="35"/>	Total
Enrollment Capacity	<input type="text" value="35"/>	0
Wait List Capacity	<input type="text" value="99"/>	0
Minimum Enrollment Nbr	<input type="text"/>	

Click on the Notes Tab

- Add Class Note# 0547
- Click plus button for additional class notes and course fee notation if any
- Click SAVE, note the CRN

Academic Institution	BKCMP	Cal State Univ., Bakersfield
Note Nbr	0547	
*Effective Date	<input type="text" value="08/01/2022"/> 	*Status <input data-bbox="687 1248 825 1279" type="text" value="Active"/>
*Description	<input type="text" value="S1 Zoom Class"/>	
*Long Description	<input type="text" value="Students in this class will be expected to attend zoom sessions during the scheduled meeting times."/>	

Note: Don't forget to complete the Adjust Class Associations page with units (for variable unit courses) and set-up the appropriate campus restrictions.

How to Set-Up S2 Hybrid Class (w/one component) 05 or 06 learn mode

Navigate to **Schedule New Course or Maintain Schedule of Class** page in PeopleSoft (PS)

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Schedule New Course

Note: Hybrid with single component requires a second meeting pattern. **06 FTF + SYNC or 05 for FTF +ASYNC**

Subj	Crs #	Sec	Component	Ins. Mode	Fac ID	Day	Time	learn mode	space type
				SCI III					
BIOL	4918	01	DISC	HY	102	T	2-2:50pm	05	1
BIOL	4918	01	DISC	HY	WEB				3

On the Basic Data Tab

- Use appropriate HY section number 01-29 Main, 30-33 AV, if you run out, continue with section 80-99 (section numbers must be 2 digits)
- Select appropriate component
- Select appropriate enrollment type for the component
- Enter Associated Class Number (can be single digit)
- Identify Location of class section
- Identify instruction mode as **HY** (hybrid)

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam

Course ID 000430	Course Offering Nbr 1																																										
Academic Institution Cal State Univ, Bakersfield																																											
Term Spring 2021	Undergrad																																										
Subject Area BIOL	Biology																																										
Catalog Nbr 4918	Senior Seminar																																										
Auto Create Component																																											
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Class Sections</td> <td style="width: 40%; text-align: right;">Find View All First 1 of 3 </td> <td style="width: 30%; text-align: right;"> </td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">*Session 1</td> <td style="text-align: right;">Regular Academic Session</td> <td style="text-align: right;">Class Nbr 31367</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">*Class Section 01</td> <td style="text-align: right;">*Start/End Date 01/25/2021 05/22/2021 </td> <td style="text-align: right;">Event ID 000045092</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">*Component DIS </td> <td style="text-align: right;">Discussion</td> <td></td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">*Class Type Enrollment Section </td> <td style="text-align: right;">Event ID 000045092</td> <td></td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">*Associated Class 1</td> <td style="text-align: right;">Units 1.00</td> <td style="text-align: right;">Associated Class Attributes</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">*Campus MAIN </td> <td style="text-align: right;">CSUB Main</td> <td style="text-align: right;"></td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">*Location BKSFLD </td> <td style="text-align: right;">CSU Bakersfield Main Campus</td> <td style="text-align: right;"><input checked="" type="checkbox"/> Schedule Print</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Course Administrator </td> <td></td> <td style="text-align: right;"><input type="checkbox"/> Student Specific Permissions</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">*Academic Organization 145 - BIOL </td> <td style="text-align: right;">Biology</td> <td style="text-align: right;"><input type="checkbox"/> Dynamic Date Calc Required</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Academic Group NSM </td> <td style="text-align: right;">Natural Science and Math</td> <td style="text-align: right;"><input checked="" type="checkbox"/> Generate Class Mtg Attendance</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">*Holiday Schedule SAHOL </td> <td style="text-align: right;">SA Holiday Schedule</td> <td style="text-align: right;"><input checked="" type="checkbox"/> Sync Attendance with Class Mtg</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">*Instruction Mode HY </td> <td style="text-align: right;">Hybrid</td> <td style="text-align: right;"><input type="checkbox"/> GL Interface Required</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Primary Instr Section 01</td> <td></td> <td></td> </tr> </table>		Class Sections	Find View All First 1 of 3		*Session 1	Regular Academic Session	Class Nbr 31367	*Class Section 01	*Start/End Date 01/25/2021 05/22/2021	Event ID 000045092	*Component DIS	Discussion		*Class Type Enrollment Section	Event ID 000045092		*Associated Class 1	Units 1.00	Associated Class Attributes	*Campus MAIN	CSUB Main		*Location BKSFLD	CSU Bakersfield Main Campus	<input checked="" type="checkbox"/> Schedule Print	Course Administrator		<input type="checkbox"/> Student Specific Permissions	*Academic Organization 145 - BIOL	Biology	<input type="checkbox"/> Dynamic Date Calc Required	Academic Group NSM	Natural Science and Math	<input checked="" type="checkbox"/> Generate Class Mtg Attendance	*Holiday Schedule SAHOL	SA Holiday Schedule	<input checked="" type="checkbox"/> Sync Attendance with Class Mtg	*Instruction Mode HY	Hybrid	<input type="checkbox"/> GL Interface Required	Primary Instr Section 01		
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- Click the plus button at Class Attributes to add class attributes

IMCS with course attribute value **S2**

*Course Attribute Value	S2
*Description	Hybrid
*Formal Description	Hybrid

Click on Meetings tab

- Click on Class APDB Mapping Values
- Assign APDB Learning Mode for the HY section **06 FTF + SYNC or 05 for FTF +ASYNC**, and click OK

Basic Data	Meetings	Enrollment Cntr	Reserve Cap	Notes	Exam																																								
<table border="1"> <tr> <td>Course ID 007038</td> <td>Course Offering Nbr 1</td> </tr> <tr> <td>Academic Institution Cal State Univ., Bakersfield</td> <td></td> </tr> <tr> <td>Term Fall 2020</td> <td>Undergrad</td> </tr> <tr> <td>Subject Area MGMT</td> <td>Management</td> </tr> <tr> <td>Catalog Nbr 4000</td> <td>Strategic Management</td> </tr> <tr> <td colspan="2"> Class Sections </td> </tr> <tr> <td colspan="2"> Session: 1 Regular Academic Session Class Section: 03 Component: Lecture Associated Class: 3 Units: 3.00 </td> </tr> <tr> <td colspan="2"> Find View All First 3 of 6 Last </td> </tr> <tr> <td colspan="6"> APDB Class Section Values </td> </tr> <tr> <td>CS Number:</td> <td>02</td> <td>Workload Factor:</td> <td>K 1.0</td> </tr> <tr> <td>Component Units:</td> <td>3.00</td> <td>Component Students:</td> <td></td> </tr> <tr> <td>Group Code Control:</td> <td colspan="3"> OK Cancel </td> </tr> <tr> <td colspan="6"> *APDB Learning Mode: 06 </td> </tr> </table>						Course ID 007038	Course Offering Nbr 1	Academic Institution Cal State Univ., Bakersfield		Term Fall 2020	Undergrad	Subject Area MGMT	Management	Catalog Nbr 4000	Strategic Management	Class Sections		Session: 1 Regular Academic Session Class Section: 03 Component: Lecture Associated Class: 3 Units: 3.00		Find View All First 3 of 6 Last		APDB Class Section Values						CS Number:	02	Workload Factor:	K 1.0	Component Units:	3.00	Component Students:		Group Code Control:	OK Cancel			*APDB Learning Mode: 06					
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- Departments may assign classroom where appropriate (department controlled). Academic Operations will assign large classroom, and computer labs as determined by Associate Deans negotiations
- Enter appropriate Meeting Pattern for the FTF, fill in the time and days
- Click the plus button enter an appropriate Meeting Pattern for the Zoom prescheduled days/times or leave blank for the 24/7 online, assign WEB to facility ID
- Assign Instructor ID to the FTF meeting pattern with “approve” access and select Employee Record related to teaching Job Code
- Click on Meeting APDB mapping values of the **First Meeting Pattern**, change Space Type to 01 (lecture) or 02 (laboratory), click OK

Meeting Pattern	Find View 1 First 1-2 of 2 Last
Facility ID B048-102 Capacity 32 Pat 1D1U Mtg Start 2:00PM Mtg End 2:50PM M T W T F S S *Start/End Date 0125/2021 05/22/2021	Meeting APDB Mapping Values
SCI III 102 Topic ID <input type="text"/> Free Format Topic <input type="text"/>	Space Type: 1 Lecture
Print Topic On Transcript Contact Hours	TBA Hours: <input type="text"/>
Personalize Find View All <input type="button"/> First 1 of 1 Last	
Instructors For Meeting Pattern	
Assignment Workload <input type="button"/>	
ID Name *Instructor Role Print Access Contact Empl Rcd# Job Code	
000044603 Lauer, Antje Primary Instructor <input checked="" type="checkbox"/> Approve <input type="button"/> 1Q 2360 <input type="button"/>	

- Click on Meeting APDB mapping values of the **Second Meeting Pattern**, change Space Type to 3 non-capacity, click OK

Meeting Pattern

Capacity: 999

Meeting Pattern Details: M T W T F S S

Start/End Date: 01/25/2021 to 05/22/2021

Meeting APDB Mapping Values

Space Type: 3 Non-Capacity

- Select the appropriate Room Characteristics for classroom preference for Hybrid FTF section

Room Characteristics

*Room Characteristic	Description	*Quantity
42	SmartFLEX	1

Click on Enrollment Control tab

- Enter Requested Room Capacity
- Enter Enrollment Capacity – (Follow what has been determined for the Department Schedule)
- Enter Wait List Capacity
- Check Auto Enroll from Wait List

Course ID: 002306

Course Offering Nbr: 1

Academic Institution: Cal State Univ., Bakersfield

Term: Fall 2020

Subject Area: MGMT

Catalog Nbr: 3000

Regular Academic Session

Class Nbr: 82123

Event ID: 000042048

Enrollment Control

Session: 1

Component: Lecture

Units: 3.00

Class Status: Active

Class Type: Enrollment

Add Consent: No Special Consent Required

Drop Consent: No Special Consent Required

1st Auto Enroll Section

2nd Auto Enroll Section

Resection to Section

Requested Room Capacity: 140

Enrollment Capacity: 33

Wait List Capacity: 5

Minimum Enrollment Nbr:

Auto Enroll from Wait List

Cancel If Student Enrolled

Click on the Notes Tab

- **Add Class Note# 0557 or 0558**
- Click plus button for additional class notes and course fee notation if any
- Click SAVE, note the CRN

Academic Institution BKCMP Cal State Univ., Bakersfield

Note Nbr 0557

*Effective Date  *Status 

*Description

*Long Description

OR

Academic Institution BKCMP Cal State Univ., Bakersfield

Note Nbr 0558

*Effective Date  *Status 

*Description

*Long Description

Note: Don't forget to complete the Adjust Class Associations page with units (for variable unit courses) and set-up the appropriate campus restrictions.

How to Set-Up S2 Hybrid Class (with multiple components, multiple space type and learn mode 05 (FTF + ASYNC/24/7 online) or learn mode 06 (FTF + SYNC prescheduled) (S2)

Navigate to Schedule New Course or Maintain Schedule of Class page in PeopleSoft (PS)

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Schedule New Course

Note: Hybrid with two component requires only one meeting pattern for HY and one meeting pattern for OL.

Subj	Crs #	Sec	Component	Ins. Mode	Fac ID	Day	Time	learn mode	space type
ART	4058	01	DISC	HY	VA104	F	10-10:50am	05	1
ART	4058	02	ACT	HY	WEB				3
ART	4058	01	DISC	HY	VA104	F	10-10:50am	06	1
ART	4058	02	ACT	HY	WEB	F	10:51am-2:10pm		3

On the Basic Data Tab for HYBRID portion of class section/component

- Use appropriate HY section number 01-29 Main, 30-33 AV, if you run out, continue with section 80-99 (section numbers must be 2 digits)
- Select appropriate component
- Select appropriate enrollment type for the component
- Enter Associated Class Number (can be single digit)
- Identify Location of class section
- Identify instruction mode as **HY** (hybrid) for component with classroom usage
- Click the plus button at Class Attributes to add class attributes **IMCS** with course attribute value **S2**

Basic Data | Meetings | Enrollment Cntr | Notes

Course ID: 009287 Course Offering Nbr: 1

Academic Institution: Cal State Univ., Bakersfield
Term: Fall 2021
Subject Area: ART
Catalog Nbr: 4058

Undergrad
Art
Senior Project and Exhibition

Auto Create Component

Class Sections

*Session: 1	Regular Academic Session	Class Nbr: 0
*Class Section: 01		*Start/End Date: 08/23/2021 - 12/14/2021
*Component: DIS	Discussion	Event ID:
*Class Type: Enrollment Section		
*Associated Class: 1		
*Campus: MAIN	CSUB Main	
*Location: BKSFLD	CSU Bakersfield Main Campus	
Course Administrator:		
*Academic Organization: 138 - ART	Art & Art History	
Academic Group: A&H	Arts and Humanities	
*Holiday Schedule: SAHOL	SA Holiday Schedule	
*Instruction Mode: HY	Hybrid	
Primary Instr Section: 01		

Associated Class Attributes

- Schedule Print
- Student Specific Permissions
- 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:
Class Equivalent Course Group:
 Override Equivalent Course

Class Attributes

Course Attribute	Description	Course Attribute Value	Description
CAPS	Capstone	CAPS	Capstone
CLEV	Course Level	2	Upper Division
CSLI	Service Learning (CSLI)	N	Not a Service Learning Course
IMCS	Instruct Mode for Class Search	S2	Flex Class

Click on Meetings tab for (HY) Hybrid

- Click on Class APDB Mapping Values
- Assign the following 05 or 06 APDB Learning Mode and Space type based on offer, and click OK

Note: Hybrid with two component requires only one meeting pattern for HY and one meeting pattern for OL.

Subj	Crs #	Sec	Component	Ins. Mode	Fac ID	Day	Time	learn mode	space type
ART	4058	01	DISC	HY	VA104	F	10-10:50am	05	1
ART	4058	02	ACT	HY	WEB				3
ART	4058	01	DISC	HY	VA104	F	10-10:50am	06	1
ART	4058	02	ACT	HY	WEB	F	10:51am-2:10pm		3

- Departments may assign classroom where appropriate (department controlled). Academic Operations will assign large classroom, and computer labs as determined by Associate Deans negotiations
- Enter appropriate Meeting Pattern
- Assign prescheduled days/times for in person class
- Assign Instructor ID with “approve” access and select Employee Record related to teaching Job Code
- Select the appropriate Room Characteristics for classroom preference for FTF class section

Term Fall 2021 Undergrad
 Subject Area ART Art
 Catalog Nbr 4058 Senior Project and Exhibition

Class Sections		Find View All
Session 1	Regular Academic Session	Class Nbr 0
Class Section 01	Component Discussion	Event ID
Associated Class 1		

APDB Class Section Values

CS Number:	02 <input type="button" value="🔍"/>
Workload Factor:	K 1.0
Component Units:	1.00
Component Students:	<input type="text"/>
Group Code Control:	<input type="button" value="▼"/>
*APDB Learning Mode:	06 <input type="button" value="🔍"/>

[Basic Data](#) [Meetings](#) [Enrollment Cntrl](#) [Reserve Cap](#) [Notes](#) [Exam](#)

Course ID 000666	Course Offering Nbr 1
Academic Institution Cal State Univ., Bakersfield	
Term Spring 2024	Undergrad
Subject Area COMM	Communications
Catalog Nbr 2110	Issues and Practices in Journa

Class Sections		Find View All	First <input type="button" value="◀"/> 1 of 2 <input type="button" value="▶"/> Last
Session 1	Regular Academic Session	Class Nbr 32193	Class APDB Mapping Values
Class Section 01	Component Lecture	Event ID	
Associated Class 1	Units 3.00		

Meeting Pattern		Find View All	First <input type="button" value="◀"/> 1 of 2 <input type="button" value="▶"/> Last
Facility ID	Capacity	Pat <input type="button" value="2DTR"/> Mtg Start <input type="button" value="1:00PM"/> Mtg End <input type="button" value="2:15PM"/> M <input type="checkbox"/> T <input checked="" type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> S <input type="checkbox"/> *Start/End Date <input type="button" value="01/22/2024"/> <input type="button" value="05/17/2024"/>	
Topic ID		Topic <input type="button"/>	Free Format Topic <input type="text"/>
<input type="checkbox"/> Print Topic On Transcript		Contact Hours	
Meeting APDB Mapping Values			

Instructors For Meeting Pattern		Personalize Find View All <input type="button"/> First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last
Assignment	Workload	
ID <input type="button"/>	Name Tian,Yu	*Instructor Role Primary Instructor <input type="button"/> Print <input checked="" type="checkbox"/> Approve <input type="button"/> Contact <input type="checkbox"/> Emplo Rcdfr <input type="checkbox"/> Job Code <input type="button"/>

Room Characteristics		Personalize Find View All <input type="button"/> First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last
*Room Characteristic	Description SmartFLEX	*Quantity <input type="button"/> 1 <input type="button"/> <input type="button"/>
42		

Click on Enrollment Control tab for Hybrid Component

- Enter Requested Room Capacity for Hybrid component
- Enter Enrollment Capacity (Follow what has been determined for the Department Schedule)
- Enter Wait List Capacity
- Check Auto Enroll from Wait List

Course ID 002306 Course Offering Nbr 1
Academic Institution Cal State Univ., Bakersfield
Term Fall 2020 Undergrad
Subject Area MGMT Management
Catalog Nbr 3000 Organizational Behavior

Session 1 Regular Academic Session
Class Section 03 Component Lecture
Associated Class 3 Units 3.00
*Class Status Active

Find | View All First 2 of 7 Last

Class Nbr 82123
Event ID 000042048

Enrollment Status Open

Requested Room Capacity	Enrollment Capacity	Wait List Capacity	Total
140	33	5	44

1st Auto Enroll Section
2nd Auto Enroll Section
Resection to Section

Auto Enroll from Wait List Cancel if Student Enrolled

Click on the Notes Tab

- Add Class Note# 0557 or 0558
- Click plus button for additional class notes and course fee notation if any
- Click SAVE, note the CRN

Academic Institution BKCMF Cal State Univ., Bakersfield

Note Nbr 0557

*Effective Date 01/01/2022 *Status Active

*Description FTF and Online

*Long Description This class is partially face to face and partially online. Students will meet in person at the time and place listed and will also have course content on Canvas.

OR

Academic Institution BKCMF Cal State Univ., Bakersfield

Note Nbr 0558

*Effective Date 01/01/2022 *Status Active

*Description FTF and Online

*Long Description This class is partially face to face and partially online. Students will be expected to attend all class sessions in person or on zoom as scheduled.

NEXT: Start over at Basic Data tab to begin the set-up for the second component.

Click on the Basic Data Tab for (activity or lab component) of the class section

- Use HY section number 01-29 Main, 30-33 AV (if you run out, continue with section 80-99)
- Select appropriate component
- Select appropriate enrollment type for the component
- Enter Associated Class Number
- Identify Location of class section
- Identify instruction mode as HY (Hybrid)
- Click the plus button at Class Attributes to **add class attributes IMCS with course attribute value of S2**

Basic Data Meetings Enrollment Cntrl Notes

Course ID 006287 Course Offering Nbr 1

Academic Institution Cal State Univ., Bakersfield
Term Fall 2021 Undergrad
Subject Area ART Art
Catalog Nbr 4058 Senior Project and Exhibition

Class Sections

		Find	View All	First	2 of 2	Last	
*Session	1	Regular Academic Session	Class Nbr	0			
*Class Section	02	*Start/End Date		08/23/2021	12/14/2021		
*Component	ACT	Activity	Event ID				
*Class Type	Non-Enrollment Section	Associated Class Attributes					
*Associated Class	1	Add Fee					
*Campus	MAIN	Schedule Print					
*Location	BKSFLD	Student Specific Permissions					
Course Administrator		Dynamic Date Calc Required					
*Academic Organization	136 - ART	Generate Class Mtg Attendance					
Academic Group	A&H	Sync Attendance with Class Mtg					
*Holiday Schedule	SAHOL	GL Interface Required					
*Instruction Mode	HY	Primary Instr Section		01			

Class Topic

		Print Topic in Schedule
Course Topic ID		
Equivalent Course Group		Override Equivalent Course
Course Equivalent Course Group		
Class Equivalent Course Group		

Class Attributes

		Personalize	Find	View All	First	2-3 of 4	Last
*Course Attribute	Description	*Course Attribute Value	Description				
CLEV	Course Level	2	Upper Division				
IMCS	Instruct Mode for Class Search	S2	Flex Class				

Click on Meetings tab for (activity or lab component) of the class section

- Click on Class APDB Mapping Values
- Assign the following 05 or 06 APDB Learning Mode and Space type based on offer, and click OK

Note: Hybrid with two component requires only one meeting pattern for HY and one meeting pattern for OL.

Subj	Crs #	Sec	Component	Ins. Mode	Fac ID	Day	Time	learn mode	space type
ART	4058	01	DISC	HY	VA104	F	10-10:50am	05	1
ART	4058	02	ACT	HY	WEB				3
ART	4058	01	DISC	HY	VA104	F	10-10:50am	06	1
ART	4058	02	ACT	HY	WEB	F	10:51am-2:10pm		3

Basic Data **Meetings** **Enrollment Cntr** **Notes**

Course ID: 000287 Course Offering Nbr: 1
 Academic Institution: Cal State Univ., Bakersfield
 Term: Fall 2021 Undergrad
 Subject Area: ART Art
 Catalog Nbr: 4058 Senior Project and Exhibition

Class Sections

Session	Component	Class Nbr	Event ID	Class APDB Mapping Values
Session 1	Regular Academic Session	0		
Class Section 02	Component: Activity			
Associated Class 1				

Meeting Pattern

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date	
3082-104	28		10:51AM	2:10PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/23/2021	12/14/2021
VA 104													

Instructors For Meeting Pattern

Assignment	Workload	*Instructor Role	Print	Access	Contact	Emplo. Record	Job Code
		Primary Instructor	<input checked="" type="checkbox"/>				

APDB Class Section Values

CS Number:	02
Workload Factor:	K 1.0
Component Units:	1.00
Component Students:	
Group Code Control:	
*APDB Learning Mode:	06

OK **Cancel**

- For (activity or lab component) of the class section, assign Facility ID or allow Academic Operation to assign
- Enter appropriate Meeting Pattern if applicable
- Assign prescheduled days/times if applicable
- Assign Instructor ID with “approve” access and select Employee Record related to teaching Job Code
- Select the appropriate Room Characteristics

Basic Data **Meetings** **Enrollment Cntr** **Notes**

Course ID: 000287 Course Offering Nbr: 1
 Academic Institution: Cal State Univ., Bakersfield
 Term: Fall 2021 Undergrad
 Subject Area: ART Art
 Catalog Nbr: 4058 Senior Project and Exhibition

Class Sections

Session	Component	Class Nbr	Event ID	Class APDB Mapping Values
Session 1	Regular Academic Session	0		
Class Section 02	Component: Activity			
Associated Class 1				

Meeting Pattern

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date	
WEB	999		10:51AM	2:10PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/23/2021	12/14/2021
WEB-ON-LINE													

Instructors For Meeting Pattern

Assignment	Workload	*Instructor Role	Print	Access	Contact	Emplo. Record	Job Code
		Primary Instructor	<input checked="" type="checkbox"/>				

Room Characteristics

*Room Characteristic	Description	Quantity
00	No room needed	1

Click on Enrollment Control tab for (activity or lab component) of the class section

- Enter Requested Room Capacity for each component
- Enter Enrollment Capacity (Follow what has been determined for the Department Schedule)
- Enter Wait List Capacity
- Check Auto Enroll from Wait List

The screenshot shows the 'myCSUB' interface with the 'Enrollment Ctrl' tab selected. The course details are as follows:

- Course ID: 002306
- Academic Institution: Cal State Univ., Bakersfield
- Term: Fall 2020
- Subject Area: MGMT
- Catalog Nbr: 3000
- Course Offering Nbr: 1
- Regular Academic Session
- Component: Lecture
- Units: 3.00

The 'Enrollment Control' section shows:

- Session: 1
- Class Section: 03
- Associated Class: 3
- Class Status: Active
- Class Type: Enrollment
- Add Consent: No Special Consent Required
- Drop Consent: No Special Consent Required
- 1st Auto Enroll Section: [empty]
- 2nd Auto Enroll Section: [empty]
- Resection to Section: [empty]
- Auto Enroll from Wait List: [checkbox]
- Cancel if Student Enrolled: [checkbox]

Enrollment Status: Open

Requested Room Capacity	140	Total
Enrollment Capacity	33	44
Wait List Capacity	5	0
Minimum Enrollment Nbr	[empty]	

Click on the Notes Tab

- Add Class Note# 0557 or 0558
- Click plus button for additional class notes and course fee notation if any
- Click SAVE, note the CRN

Academic Institution: BKCMP Cal State Univ., Bakersfield

Note Nbr: 0557

*Effective Date: 01/01/2022 *Status: Active

*Description: FTF and Online

*Long Description: This class is partially face to face and partially online. Students will meet in person at the time and place listed and will also have course content on Canvas.

OR

Academic Institution: BKCMP Cal State Univ., Bakersfield

Note Nbr: 0558

*Effective Date: 01/01/2022 *Status: Active

*Description: FTF and Online

*Long Description: This class is partially face to face and partially online. Students will be expected to attend all class sessions in person or on zoom as scheduled.

Note: Don't forget to complete the Adjust Class Associations page with units (for variable unit courses) and set-up the appropriate campus restrictions.

How to Set-Up Individual Study (IS) INDEPENDENT STUDIES (IS)

Navigate to Schedule New Course or Maintain Schedule of Class page in PeopleSoft (PS)

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Schedule New Course

On the Basic Data Tab

- Use sections 40-44 for Main and 45-49 for AV Independent Study
- Select appropriate component
- Select appropriate enrollment type for the component
- Enter Associated Class Number
- Identify Location of class section
- Identify instruction mode as IS (Independent Study) or the appropriate instruction mode if IS does not fit
- Click the plus button at Class Attributes to add class attributes **IMCS** with course attribute value **IS** or the appropriate value if IS does not fit

Basic Data Meetings Enrollment Cntr Notes

Course ID 000428 Course Offering Nbr 1

Academic Institution Cal State Univ., Bakersfield

Term Fall 2021 Undergrad

Subject Area BIOL Biology

Catalog Nbr 4880 Research

Auto Create Component

Class Sections

Session		Regular Academic Session	Class Nbr	Start/End Date	Event ID
*Session	1	Regular Academic Session	0	08/23/2021	12/14/2021
*Class Section	40	Independent Study			
*Component	IND				
*Class Type	Enrollment Section				
*Associated Class	40				
*Campus	MAIN	CSUB Main			
*Location	BKSFLD	CSU Bakersfield Main Campus			
Course Administrator				<input type="checkbox"/> Add Fee	
*Academic Organization	145 - BIOL	Biology		<input type="checkbox"/> Schedule Print	
Academic Group	NSM	Natural Science and Math		<input type="checkbox"/> Student Specific Permissions	
*Holiday Schedule	SAHOL	SA Holiday Schedule		<input type="checkbox"/> Dynamic Date Calc Required	
*Instruction Mode	IS	Independent Study		<input checked="" type="checkbox"/> Generate Class Mtg Attendance	
Primary Instr Section	40			<input type="checkbox"/> Sync Attendance with Class Mtg	
				<input type="checkbox"/> GL Interface Required	

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

Class Topic

Course Topic ID

Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group Override Equivalent Course

Class Equivalent Course Group

Class Attributes

Course Attribute	Description	Course Attribute Value	Description
CSLI	Service Learning (CSLI)	N	Not a Service Learning Course
IMCS	Instruct Mode for Class Search	IS	Independent Study

Click on Meetings tab for IS

- Click on Class APDB Mapping Values
- Assign the appropriate Learn Mode if IS and Learn Mode 09 does not fit
- Click OK
- If Instructor should not receive workload for IS, the CS number should be updated to CS# 78

Basic Data Meetings Enrollment Ctrl Notes

Course ID: 000428 Course Offering Nbr: 1

Academic Institution: Cal State Univ., Bakersfield

Term: Fall 2021 Undergrad

Subject Area: BIOL Biology

Catalog Nbr: 4880 Research

Class Sections

Session	Component	Class Nbr	Event ID	Class APDB Mapping Values
Session 1	Regular Academic Session	0		
Class Section 40	Independent Study			
Associated Class 40				

APDB Class Section Values

CS Number: 78

Workload Factor: K

Component Units: 3.00

Component Students:

Group Code Control:

*APDB Learning Mode: 09

- Departments may assign classroom where appropriate. **Please check on classroom availability if a classroom is needed.** Otherwise IS may be scheduled as WEB or OFFCMP
- Enter appropriate Meeting Pattern if applicable or ARR (by arrangement), ARR is required for IS and Learning Mode 09
- Assign prescheduled days/times if applicable ARR is required for IS and Learning Mode 09
- Assign Instructor ID with “approve” access and select Employee Record related to teaching Job Code
- Click on Meeting APDB mapping values, change Space Type to 03 non-capacity, click OK
- Select applicable Room Characteristic or 96 “No room needed”

Class Sections

Session	Component	Class Nbr	Event ID	Class APDB Mapping Values
Session 1	Regular Academic Session	0		
Class Section 40	Independent Study			
Associated Class 40				

Meeting Pattern

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date	
OFFCMP	999		ARR									08/23/2021	12/14/2021
Topic ID: <input type="text"/>													
Free Format Topic: <input type="text"/>													

Meeting APDB Mapping Values

*Space Type:	3 Non-Capacity
TBA Hours:	<input type="text"/>
OLD Learning Md:	<input type="text"/>

Meeting APDB Mapping Values

*Space Type:	3 Non-Capacity
TBA Hours:	<input type="text"/>
OLD Learning Md:	<input type="text"/>

OK Cancel

Click on Enrollment Control tab

- Enter Requested Room Capacity
- Enter Enrollment Capacity
- Enter Wait List Capacity
- Check Auto Enroll from Wait List

Course ID: 002306 Course Offering Nbr: 1

Academic Institution: Cal State Univ., Bakersfield Term: Fall 2020 Undergrad Subject Area: MGMT Management Catalog Nbr: 3000 Organizational Behavior

Enrollment Control

Session 1: Regular Academic Session Class Nbr: 82123 Event ID: 000042048

Class Status: Active Component: Lecture Units: 3.00

Class Type: Enrollment Enrollment Status: Open

*Add Consent: No Special Consent Required

*Drop Consent: No Special Consent Required

1st Auto Enroll Section: []

2nd Auto Enroll Section: []

Resection to Section: []

Auto Enroll from Wait List Cancel if Student Enrolled

Requested Room Capacity: 140 Total: 44

Enrollment Capacity: 33 Wait List Capacity: 5 Minimum Enrollment Nbr: 0

Click on the Notes Tab

- Attach a note if applicable or type in a free format note
- Click SAVE, note the generated CRN

Course ID: 000428 Course Offering Nbr: 1

Academic Institution: Cal State Univ., Bakersfield Term: Fall 2021 Undergrad Subject Area: BIOL Biology Catalog Nbr: 4880 Research

Class Sections

Session 1: Regular Academic Session Class Nbr: 0 Event ID: []

Class Section: 40 Component: Independent Study

Associated Class: 40

Class Notes

*Sequence Number: 1 *Print Location: After Even if Class Not in Schedule

Note Nbr: []

Free Format Text:

Note: Don't forget to complete the Adjust Class Associations page with units (for variable unit courses) and set-up the appropriate campus restrictions.

How to Set-Up Face to Face + Zoom (FLEX)

Face to face + Zoom: course will be offered via **two sections**, one FTF and one via Zoom, scheduled at the same time. This set-up allows for students to register in a face-to-face section or enroll in the zoom section of the class.

Navigate to Schedule New Course or Maintain Schedule of Class page in PeopleSoft (PS)

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Schedule New Course

These two sections require shared data:

- Same instructor
- Shared workload (manually adjust).
- Shared enrollment capacity (e.g. 50/50, 70/30 or 75/25)

Flex requires a room characteristic of 42 – SmartFlex for the FTF portion of the class.

For the FTF, it requires that students attend in person at the campus location (must use campus restriction 00007), however, the Zoom portion allows for campus restriction of Main 00007 only or 00013 Main and AV

Use an FTF section numbers for Main Campus: 01-29, 80-99

- Go to How to set-up Face to Face and create a CRN. Give the instructor half of the workload. Assign part of the enrollment capacity. Flex requires a room characteristic of 42 – SmartFlex

Instructors For Meeting Pattern							
Assignment		Workload		Personalize Find View All First 1 of 1 Last			
ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
[REDACTED]	IFF	801 - HCAF	<input checked="" type="checkbox"/>	100.000	1.50	<input type="checkbox"/>	10.00

Use an Online section number for Main Campus: 70-74 (shared workload), 80-99

- Go to How to set-up a Zoom and create a CRN. Give the instructor half of the workload. Assign the other portion of the enrollment capacity.

NOTES:

- Don't forget to complete the Adjust Class Associations page with units (for variable unit courses) and appropriate campus restrictions.
- Do not delete sections once created. Use the cancel section feature instead of deleting (minus button).
- When changing/removing instructors, use the minus button, save and then add new instructor ID#.
- Please contact Tonya Nixon if you need any assistance in creating the course section and assigning the various codes.

Fall 2026 and Spring 2027 Additional Course Fees

Academic Operations has been informed that Additional Course Fees will not be applied to every section of a class for Fall 2026 and Spring 2027, particularly if it is fully online. Departments are responsible for providing Academic Operations with details of which class sections and CRN will be charged a course fee and which class section and CRN **will not** be charged.

Departments will also be responsible for providing Academic Operations the Dual/High School enrollment sections and CRN information and when course fees will not be applied.

Audit Review Class Schedule

PLEASE run the Audit Review Class Schedule query multiple times throughout the semester to proof your Schedule Build and APDB reporting data. Make corrections and edits accordingly, prior to the first day of Fall 2026 Registration – April 06, 2026 and before Census Day September 21, 2026. Same goes for making corrections and edits accordingly, prior to the first day of Spring 2026 Registration – October 26, 2026 and before Census Day February 19, 2027.

IMPORTANT: Class Status – Use of Active, Tentative, Stop Further Enrollment, Cancelled

Tentative and Stop Further Enrollment class statuses cannot be seen through Class Search. Students and other offices such as Records and Enrollment cannot drop the students when a class is not “active” in PeopleSoft. The Stop Further Enrollment and Tentative Enrollment can be seen by students in their weekly schedule, it is also counted in their in-progress units and student financials tuition calculation. Students will be charged for these sections even though the classes remain “inactive” (stop further enrollment and tentative). Should you need the class to remain “active”, set enrollment to zero or to “department consent” or uncheck the schedule print flag so that this section is not seen by the students. These options keep students from enrolling and won’t have impacts on unit load and Financial Aid.

Field or Control	Description
Class Status	<p>The system populates this field to <i>Active</i> by default. Class status values are delivered with your system as translate values. You can override the status to indicate <i>Stop Further Enrollment</i>, <i>Cancelled Section</i>, or <i>Tentative Section</i>. The Schedule of Classes report enables you to select class status, so that you can print only <i>Active</i> classes, or only <i>Inactive</i> classes, and so on.</p> <p>Note: When you select <i>Stop Further Enrollment</i>, <i>Cancelled Section</i>, or <i>Tentative Section</i>, the system sets enrollment status to closed. Classes with class statuses of <i>Stop Further Enrollment</i>, <i>Cancelled Section</i>, or <i>Tentative Section</i> do not appear in class search.</p> <p>The class status of <i>Active</i> has coding attached to it and should not be deleted from the translate table. You can add as many new class status values to the translate table as you want, but they will not have coding attached to them.</p>
Cancel Class	<p>Click to cancel the class in view. The class status must be <i>Canceled Section</i>. The button processes one section cancellation at a time. If you want to cancel multiple sections, you must post your request for each section that you want to cancel.</p> <p>Warning! If you want to cancel the section regardless of whether students are enrolled, you must select the Cancel if Student Enrolled check box. Doing so, however, drops any students who are enrolled in the section and requires that you recalculate tuition for those students.</p>

Revised Section Numbers effective Fall 2014

Section #'s	Description	Instruction Mode
***01 - 29	Main – warm body	P or ***HY
***30 - 33	AV – warm body	P or ***HY
40 - 44	Main – Independent Study	IS
45 – 49	AV – Independent Study	IS
50 – 54	Main – ITV – shared workload	TV
55 – 59	AV – ITV - shared workload	TV
*60 – 64	Main only – Online	*OL
*65 - 69	AV only – Online	*OL
**70 – 74	Main – shared workload	**OL
**75 – 79	AV – shared workload	**OL
80-99 & 34-39	Main	34-39 (shall be used only for CSUB 101/103 courses)
N/A (Nurs/SW)	Clinical Prac Lab Off Campus	N/A

Main and AV classes use Session 1

*On-line (OL) course is designed as a separate or individual course: schedulers will use sections 60-64 for Main (7) and 65-69 for AV (8) campus. Such sections will have their own instructor, enrollment cap, and one meeting pattern with facility ID WEB. Class APDB Mapping Value APDB Learning Mode is 01 and Meeting APDB Mapping Value Space Type is 3 non-capacity.

**On-line (OL) course is designed as a shared course: schedulers will use sections 70-74 for Main (13) and 75-79 for AV campus (13). Departments can set up such pairs so that each offering has its shared enrollment cap and shared workload. Class APDB Mapping Value APDB Learning Mode is 01 and Meeting APDB Mapping Value Space Type is 3 non-capacity.

***Hybrid (HY) course may consist of one component with two or more meeting patterns: **First meeting pattern** Class APDB Mapping Value APDB Learning Mode is 05. Meeting APDB Mapping Value is 1 Lecture for the meeting patterns assigned a classroom. The 1 lecture meeting patterns require a facility ID, day, time. Instructor should only be assigned to first meeting pattern. **Last meeting pattern** assigned will be the Meeting APDB Mapping Value Space Type of 4 Multimode. Last meeting pattern requires facility ID assignment of WEB, do NOT assign instructor, day or time.

Extended University Division Regional/Degree Program sections (effective Summer 2012)

EUD and Regional Program sections use Session 10W

- Sections 101-114 Normal warm body

Regional Program Section Numbers

<u>Instruction Mode</u>	<u>Section Number</u>
Face to Face	115-125
Online	126-135
Hybrid	136-145
Independent Study	146-150
Additional Unused Sections	151-199

EUD Contract Credit sections do not require a classroom when location code listed is EUD.

- Sections 601 – 699

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

EUD sections will use the following location codes:

COC = College of Canyons

EUD = Extended University (classroom not required)

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

Job Code	Description
2354	Teaching Associate
2358	Lecturer, AY
2359	Lecturer, 12 Month
2360	Instructional Faculty, AY
2361	Instructional Faculty, 12 Month
2365	Music Studio Instr Fac
2377	Coach, 10 Month
2378	Coach, AY
2379	Coaching Specialist, 12 Month
2380	Coaching Specialist, 10 Month
2381	Coaching Specialist, AY
2382	Coaching Assistant, 12 Month
2383	Coaching Assistant
2384	Coaching Assistant, AY
2393	Visiting Faculty
2481	Dept Chair, 12 month
2482	Dept Chair, AY
2920	Librarian 12 month
3071	SSP Acad, Related I AY
3075	SSP Acad, Related III AY
3306	Administrator III
8185	Athletic Trainer II, 12 Month

Job Code	Do Not Use and/or Use on occasion
1150	Instr Student Assistant
1870	Indicates Job Code is Missing
1870	Student Assistant
2322	Instrc Fac/Special Pgms for Credit (used by EUD)
2322	Intersession (only use for Intersession)
2322	Spec Session/Ext. Non Credit (used by EUD)
2363	Instrc Faculty Extension Non Credit (used by EUD)
2457	Summer Hires (use for Summer)
4660	Special Consultant (do not use)