



FALL 2024 & SPRING 2025 SCHEDULE BUILD INSTRUCTIONS

Detailed Instructions for Schedule Build Using Alternate Delivery – Instructional Modalities

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Fall 2024 & Spring 2025 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 2024 & Spring 2025**, we will be using the following APDB Learning Modes and Course Attributes:

The **APDB Learning Modes** we will use for the **Fall 2024 & Spring 2025 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
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 (**S2**)
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

Search Results

Room Characteristic	Description
08	Computer Lab - MAC
09	Computer Lab - PC
19	ITV Studio
32	Smart Classrm PC
42	SmartFLEX
96	No room needed

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

myCSUB

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

Instruction Mode Legend Title

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
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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
82454	01-LEC Regular	MoWe 1:00PM - 2:15PM	Science III 239	Stephen Mellor	08/26/2019 - 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
82487	60-DIS Regular	TBA	Web/On-Line	Jay Manibo	08/26/2019 - 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
82498	61-LAB Regular	TBA	Web/On-Line	Jay Manibo	08/26/2019 - 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 Regular	MoWe 5:30PM - 6:45PM	Web/On-Line	Michael Sarr	08/26/2019 - 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 Regular	MoWe 7:00PM - 8:15PM	Web/On-Line	Michael Sarr	08/26/2019 - 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 Regular	MoWeFr 9:00AM - 9:50AM	Web/On-Line	Kurban Niroomand	08/26/2019 - 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 861-654-6194 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 Regular	Tu 7:20AM - 9:50AM	Science III 315	Kurban Niroomand	08/26/2019 - 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 live 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 2024 & Spring 2025

- 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 2024 & Spring 2025 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 2024 & Spring 2025

- 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 BKCMP Cal State Univ., Bakersfield
 Note Nbr 0545
 *Effective Date 08/01/2022 *Status Active
 *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 BKCMP Cal State Univ., Bakersfield
 Note Nbr 0546
 *Effective Date 08/01/2022 *Status Active
 *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 BKCMP Cal State Univ., Bakersfield
 Note Nbr 0547
 *Effective Date 08/01/2022 *Status Active
 *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 BKCMP Cal State Univ., Bakersfield
 Note Nbr 0557
 *Effective Date 08/01/2022 *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.

Class Note 0551: ITV Instructional Television

Academic Institution BKCMP Cal State Univ., Bakersfield
 Note Nbr 0551
 *Effective Date 08/01/2022 *Status Active
 *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 BKCMP Cal State Univ., Bakersfield
 Note Nbr 0525
 *Effective Date 08/01/2018 *Status Active
 *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.

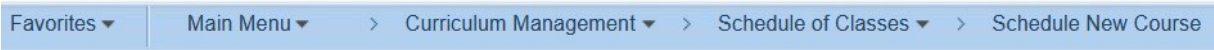
ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
[REDACTED]	IFF	461 - MGMT	<input checked="" type="checkbox"/>	100.0000	1.50	<input type="checkbox"/>	10.00

The other half of the workload would be allocated to the other section.

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
[REDACTED]	IFF	461 - MGMT	<input checked="" type="checkbox"/>	100.0000	1.50	<input type="checkbox"/>	10.00

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)



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)**

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

Class Attributes		Personalize Find View 2 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
LDGE	Lower Division General Educ	C1	GE (C1) Arts
THMR	Theme R: Rev Ideas & Innovatns	THMR	Theme R: Rev Ideas & Innovatns
IMCS	Instruct Mode for Class Search	FTF	Face to Face

Click on Meetings tab

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

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam

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 Find | View All First 3 of 6 Last

Session: 1 Regular Academic Session Class Nbr: 82406 Class APDB Mapping Values
 Class Section: 03 Component: Lecture Event ID: 000042050
 Associated Class: 3 Units: 3.00

APDB Class Section Values

CS Number: 04
 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 large classroom, 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)

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam

Course ID 007038 Course Offering Nbr 1
 Academic Institution Cal State Univ., Bakersfield
 Term Fall 2023 Undergrad
 Subject Area MGMT Management
 Catalog Nbr 4000 Strategic Management

Class Sections Find | View All First 1 of 6 Last

Session 1 Regular Academic Session Class Nbr 82107 Class APDB Mapping Values
 Class Section 01 Component Lecture Event ID 000053548
 Associated Class 1 Units 3.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID B044-401D Capacity 60 Pat 2DMW Mtg Start 2:30PM Mtg End 3:45PM M T W T F S S *Start/End Date 08/28/2023 12/18/2023
 DLC 401D Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

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

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcdid	Job Code
			Aganwal Anikta	Primary Instructor	<input checked="" type="checkbox"/>	Approve		2360	

Room Characteristics Personalize | Find | First 1 of 1 Last

*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

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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 Find | View All First 2 of 7 Last

Session 1 Regular Academic Session **Class Nbr** 82123
Class Section 03 **Component** Lecture **Event ID** 000042048
Associated Class 3 **Units** 3.00

*Class Status

Class Type Enrollment **Enrollment Status** Open

*Add Consent	<input type="text" value="No Special Consent Required"/>	Requested Room Capacity	<input type="text" value="140"/>	Total
*Drop Consent	<input type="text" value="No Special Consent Required"/>	Enrollment Capacity	<input type="text" value="33"/>	44
1st Auto Enroll Section	<input type="text"/>	Wait List Capacity	<input type="text" value="5"/>	0
2nd Auto Enroll Section	<input type="text"/>	Minimum Enrollment Nbr	<input type="text"/>	
Resection to Section	<input type="text"/>			

Auto Enroll from Wait List 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

Academic Institution BKCMP Cal State Univ., Bakersfield
Note Nbr 0545
***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 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 Cntrl | 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

Auto Create Component

Class Sections Find | View All First 2 of 7 Last

*Session 1 Regular Academic Session Class Nbr 0
 *Class Section 50 *Start/End Date 08/23/2021 12/14/2021
 *Component LEC Lecture Event ID
 *Class Type Enrollment Section
 *Associated Class 50 Associated Class Attributes
 *Campus MAIN CSUB Main Add Fee
 *Location BKSFLD CSU Bakersfield Main Campus
 Course Administrator
 *Academic Organization 461 - MGMT Management
 Academic Group BPA Business and Public Admin
 *Holiday Schedule SAHOL SA Holiday Schedule
 *Instruction Mode TV ITV
 Primary Instr Section 50

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

- 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 Cntrl 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 Find | View

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

Meeting Pattern Find | View

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 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, 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 Cntrl 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 Find | View

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

Meeting Pattern Find | View

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 08/23/2021 12/14/2021
 WSL ST-C Topic ID Free Format Topic

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

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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 Find | View All First 2 of 7 Last

Session 1 Regular Academic Session **Class Nbr** 82123
Class Section 03 **Component** Lecture **Event ID** 000042048
Associated Class 3 **Units** 3.00

*Class Status

Class Type Enrollment **Enrollment Status** Open
 *Add Consent **Requested Room Capacity** **Total**
 *Drop Consent **Enrollment Capacity** 44
1st Auto Enroll Section **Wait List Capacity** 0
2nd Auto Enroll Section **Minimum Enrollment Nbr**
Resection to Section

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** ***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 A1 FULLY ONLINE (OL) 01 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 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 [Print] [Refresh]		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 Cntrl | 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

OK Cancel

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

Basic Data | **Meetings** | Enrollment Cntrl | 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 WEB ON-LINE Topic ID: Free Format
 Topic: Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

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

Assignment	Workload	ID	Name	Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
			Sigdyal,Pratigya	Prim Ins	<input checked="" type="checkbox"/>	Approve		2360	

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

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 WEB ON-LINE Topic ID: Free Format
 Topic: Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Meeting APDB Mapping Values

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

OK Cancel

- 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 08/01/2021  *Status Active 

*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 class.

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 [Print] [Refresh]		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

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

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

OK Cancel

- 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

Course ID 006584 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

Session 1 Regular Academic Session Class Nbr 81024
 Class Section 63 Component Lecture Event ID 000045288
 Associated Class 63 Units 3.00

Meeting Pattern

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 WEB 999 2DMMW 5:30PM 6:45PM [X] [] [X] [] [] [] [] [] 08/23/2021 12/14/2021

WEB ON-LINE Topic ID Free Format Topic

Instructors For Meeting Pattern








ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
[REDACTED]	Lyons, Rhea T	Primary Instructor	[X]	Approve		0	2358

Meeting APDB Mapping Values

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

OK Cancel

- 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  *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 (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.

Subj	Crs #	Sec	Component	Ins. Mode	Fac ID	Day	Time	learn mode	space type
BIOL	4918	01	DISC	HY	SCI III 102	T	2-2:50pm	06	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

Class Sections Find | View All First 1 of 3 Last

*Session 1 Regular Academic Session Class Nbr 31367
 *Class Section 01 *Start/End Date 01/25/2021 05/22/2021
 *Component DIS Discussion Event ID 000045092
 *Class Type Enrollment Section
 *Associated Class 1 Units 1.00 Associated Class Attributes
 *Campus MAIN CSUB Main Add Fee
 *Location BKSFLD CSU Bakersfield Main Campus
 Course Administrator
 *Academic Organization 145 - BIOL Biology
 Academic Group NSM Natural Science and Math
 *Holiday Schedule SAHOL SA Holiday Schedule
 *Instruction Mode HY Hybrid
 Primary Instr Section 01

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

- Click the plus button at Class Attributes to add class attributes
IMCS with course attribute value **S2**

*Course Attribute Value

*Description

*Formal Description

Click on Meetings tab

- Click on Class APDB Mapping Values
- Assign 06 to the APDB Learning Mode for the HY section, and click OK

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam

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 Find | View All First 3 of 6 Last

Session:	1	Regular Academic Session	Class Nbr.: 82406 Class APDB Mapping Values
Class Section:	03	Component: Lecture	Event ID: 000042050
Associated Class:	3	Units: 3.00	

APDB Class Section Values

CS Number:

Workload Factor: **K** **1.0**

Component Units:

Component Students:

Group Code Control:

***APDB Learning Mode:**

OK Cancel

- 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 Capacity 32 Pat Mtg Start 2:00PM Mtg End 2:50PM M T W T F S S *Start/End Date 01/25/2021 05/22/2021

SCI III 102 Topic ID Free Format Topic

Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

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

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd	Job Code
		000044603	Lauer,Antje	Primary Instructor	<input checked="" type="checkbox"/>	Approve		1	2360

Meeting APDB Mapping Values

Space Type:

TBA Hours:

OLD Learning Md:

OK Cancel

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

The image shows two screenshots from a software interface. The left screenshot is the 'Meeting Pattern' screen, showing fields for Facility ID (WEB), Capacity (999), and Meeting APDB Mapping Values. The right screenshot is the 'Meeting APDB Mapping Values' dialog box, where 'Space Type' is set to '3 Non-Capacity'.

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

The image shows the 'Room Characteristics' screen with a table listing characteristics. The first row is highlighted with '42' in the ID field and 'SmartFLEX' in the Description field, with a quantity of 1.

*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

The image shows the 'Enrollment Control' screen for a class. It displays various fields for course information and enrollment settings. The 'Requested Room Capacity' is set to 140, 'Enrollment Capacity' is 33, and 'Wait List Capacity' is 5. There are checkboxes for 'Auto Enroll from Wait List' and '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 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 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**

The screenshot shows the 'Basic Data' tab for a class section. Key fields include:

- Course ID: 006267, 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 1, *Class Section 01, *Component DIS, *Class Type Enrollment Section
- *Associated Class: 1, *Campus MAIN, *Location BKSFLD
- *Academic Organization: 136 - ART, Academic Group A&H, *Holiday Schedule SAHOL
- *Instruction Mode: HY
- Primary Instr Section: 01
- Associated Class Attributes: Schedule Print, Generate Class Mtg Attendance
- Class Attributes: CAPS (Capstone), CLEV (Course Level), CSLI (Service Learning), IMCS (Instruct Mode for Class Search) with value S2.

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

APDB Class Section Values

CS Number:

Workload Factor: 1.0

Component Units:

Component Students:

Group Code Control:

*APDB Learning Mode:

Class Sections Find | View All

Session	Component	Class Nbr	Event ID
Session 1	Regular Academic Session	0	
Class Section 01	Component Discussion		
Associated Class 1			

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 1 of 2 Last

Session	Component	Class Nbr	Event ID
Session 1	Regular Academic Session	32193	
Class Section 01	Component Lecture		
Associated Class 1	Units 3.00		

Meeting Pattern Find | View All First 1 of 2 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
<input type="text"/>	<input type="text"/>	2DTR	1:00PM	2:15PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/22/2024 - 05/17/2024

Topic ID: Free Format Topic:

Print Topic On Transcript Contact Hours:

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
			Tian, Yu	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	2360

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

*Room Characteristic	Description	*Quantity
42	SmartFLEX	1

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

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.

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

Auto Create Component

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 1 Associated Class Attributes

*Campus MAIN CSUB Main Add Fee

*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

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 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

APDB Class Section Values

CS Number:

Workload Factor:

Component Units:

Component Students:

Group Code Control:

*APDB Learning Mode:

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

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

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 BKCOMP 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 BKCOMP 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 Cntrl | 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 Find | View All | First 1 of 1 | Last

*Session 1 Regular Academic Session Class Nbr 0

*Class Section 40 *Start/End Date 08/23/2021 12/14/2021

*Component IND Independent Study Event ID

*Class Type Enrollment Section

*Associated Class 40 **Associated Class Attributes**

*Campus MAIN CSUB Main

*Location BKSFLD CSU Bakersfield Main Campus

Course Administrator

*Academic Organization 145 - BIOL Biology

Academic Group NSM Natural Science and Math

*Holiday Schedule SAHOL SA Holiday Schedule

*Instruction Mode IS Independent Study

Primary Instr Section 40

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 Personalize | Find | View All | First 2-3 of 3 | Last

*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

- 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”

OK Cancel

Click on Enrollment Control tab

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

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Maintain Schedule of Classes](#)

[Basic Data](#) | [Meetings](#) | **Enrollment Cntrl** | [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

Enrollment Control Find | View All First 2 of 7 Last

Session 1 Regular Academic Session **Class Nbr** 82123
Class Section 03 **Component** Lecture **Event ID** 000042048
Associated Class 3 **Units** 3.00

*Class Status: Active [Cancel Class](#)

Class Type Enrollment **Enrollment Status** Open

*Add Consent	No Special Consent Required	Requested Room Capacity	140	Total
*Drop Consent	No Special Consent Required	Enrollment Capacity	33	44
1st Auto Enroll Section		Wait List Capacity	5	0
2nd Auto Enroll Section		Minimum Enrollment Nbr		

Auto Enroll from Wait List Cancel if Student Enrolled

Click on the Notes Tab

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

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | **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 Find | View All First 1 of 1

Session 1 Regular Academic Session **Class Nbr** 0
Class Section 40 **Component** Independent Study **Event ID**
Associated Class 40

Class Notes Find | View All First 1 of 1

*Sequence Number: 1
 *Print Location: After Even if Class Not in Schedule
 Note Nbr: [Copy Note](#)
 Free Format Text: [Clear Note](#)

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

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Notes](#)

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:

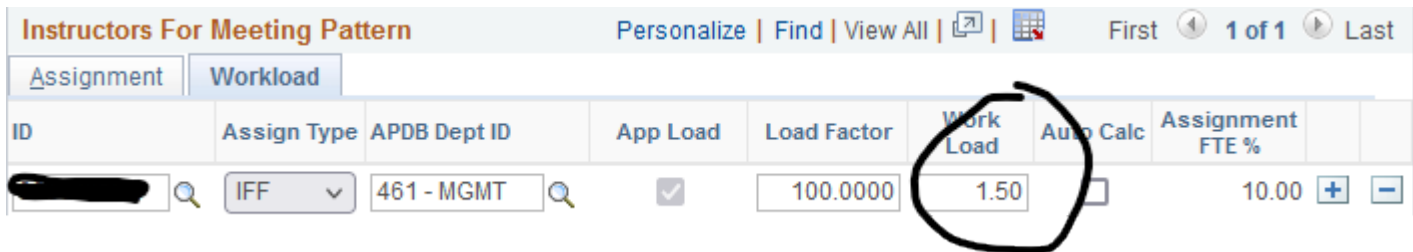
- Same instructor
- Shared workload (manually adjust).
- Shared enrollment capacity (e.g. 50/50, 70/30 or 75/25)

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

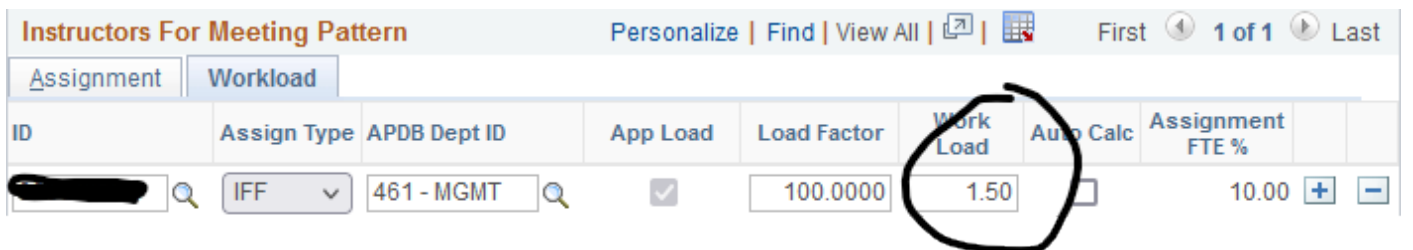
- Go to How to set-up Face to Face and create a CRN. Give the instructor half of the workload. Assign part of the enrollment capacity. Flex requires a room characteristic of 42 – SmartFlex



ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
[REDACTED]	IFF	461 - MGMT	<input checked="" type="checkbox"/>	100.0000	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.



ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
[REDACTED]	IFF	461 - MGMT	<input checked="" type="checkbox"/>	100.0000	1.50	<input type="checkbox"/>	10.00

NOTES:

- This guide is not inclusive of all Schedule Build steps, refer to [Staff Guides](#) for further details.
- Don't forget to complete the Adjust Class Associations page with units (for variable unit courses) and appropriate campus restrictions.
- Please contact Tonya Nixon if you need any assistance in creating the course section and assigning the various codes.

Fall 2024 and Spring 2025 Additional Course Fees

Academic Operations has been informed that Additional Course Fees will not be applied to every section of a class for Fall 2024 and Spring 2025, 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 2024 Registration – April 8, 2024 and before Census Day September 4, 2024. Same goes for making corrections and edits accordingly, prior to the first day of Spring 2025 Registration – October 21, 2024 and before Census Day February 17, 2025.

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)