


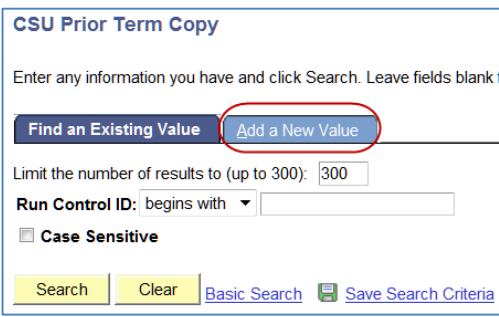

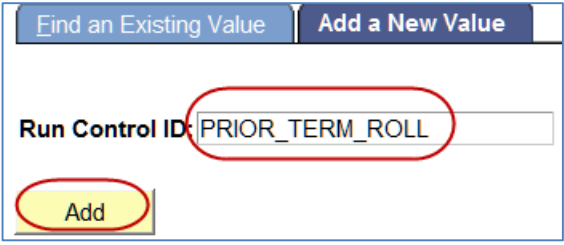
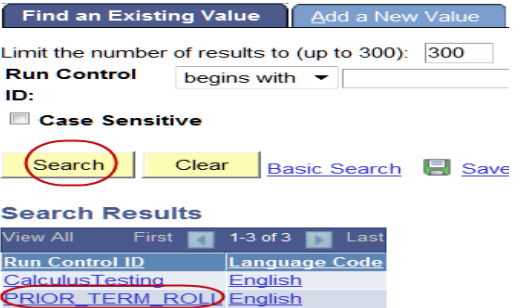


Prior Term Copy

Prior Term Copy allows you to roll class data from one term to another. This process is not required and does require cleanup of class data. As such, you may elect to create manually the class schedule rather than copying the class data from a prior term.

You may copy from any prior term to any current term, i.e. Fall 2012 to Fall 2013 or Winter 2012 to Spring 2013. However, you should not copy from terms prior to Fall 2010, due to Section number updates and school changes for Social Sciences & Education and Arts and Humanities, which became effective Summer 2010.

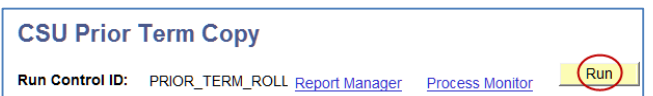
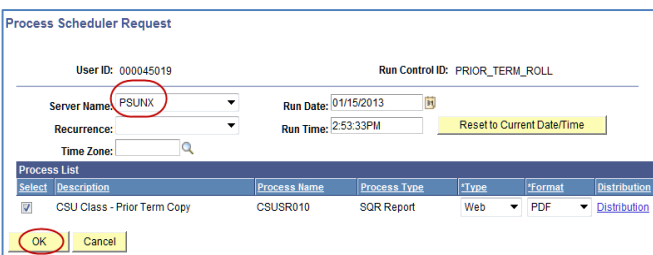
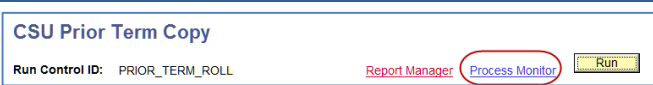
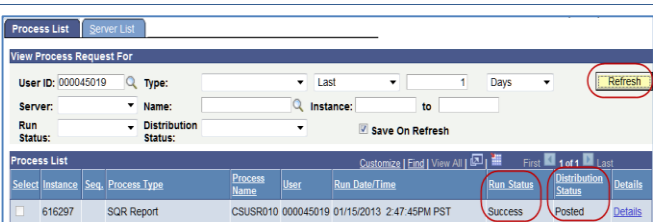
This process has three phases. In the first phase, you will copy the prior term class data. Next, you will verify the class data that was copied. Lastly, you will perform a Class Schedule Audit to clean-up and complete the class schedules.

Copy Prior Term	
1.	Navigate to the CSU SA Baseline > CSU Student Records > Prior Term Copy > Process > Prior Term Copy
2.	<p>If you copied a term previously, then skip to step 4. Otherwise, if this is your first time copying a prior term,</p> <ul style="list-style-type: none"> Click the Add a New Value tab. <p> Once a Run Control ID is created, you cannot delete it.</p> 
3.	<p>On the Add a New Value tab,</p> <ul style="list-style-type: none"> In the Run Control ID, enter a meaningful name, such as <i>PRIOR_TERM_ROLL</i>. Click the Add button Skip to Step 15 <p> The Run Control ID cannot contain blanks or spaces.</p> 
4.	<p>If you copied a term previously, then from the Find An Existing Value tab:</p> <ul style="list-style-type: none"> Click Search Select the desired Run Control Id from the Search Results, such as <i>PRIOR_TERM_ROLL</i>. 

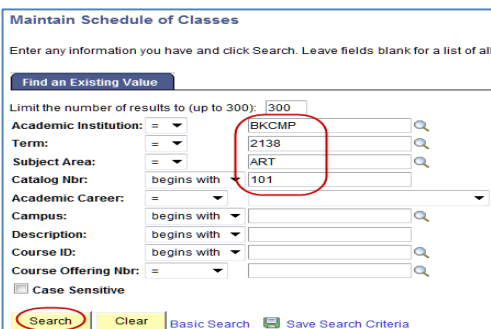


<p>5. When the Parameters/Class Status/Roll Options page appears,</p> <ul style="list-style-type: none"> In the Institution, enter BKCMP In the Roll From Term, enter the desired term, such as 2128 In the Roll to Term, enter the desired term, such as 2138 	<p>CSU Prior Term Copy</p> <p>Run Control ID: PRIOR_TERM_ROLL Report Manager</p> <p>*Institution: BKCMP Cal State Univ., Bakersfield</p> <p>*Roll From Term: 2128 Fall 2012</p> <p>*Roll To Term: 2138 Fall 2013</p>
<p>6. In the Prior Term Copy Parameter section,</p> <ul style="list-style-type: none"> In the Academic Group, leave blank. (Do not copy by Academic Group!) In the Subject Area, enter the subject you want to roll, such as Art In the Catalog Number From, enter the number you want to roll or leave blank. In the Catalog Number To, enter the number you want to roll or leave blank. If you specify a catalog number, only that class is copied, i.e. Art 101 to Art 101. However, if you leave the catalog number blank, then all the classes for the specified subject area are copied from the prior term. In the Campus, enter Main In the Session, enter Regular In the Commit Frequency, leave the default of 1 	<p>Prior Term Copy Parameters Find View All</p> <p>Sequence: 1</p> <p>Academic Group: []</p> <p>Subject Area: ART</p> <p>Catalog Number From: 101 Catalog Number To: 101</p> <p>Campus: MAIN CSUB Main Campus</p> <p>Session: Regular Commit Frequency: 1</p>
<p>7. In the Class Status section, check Active</p>	<p>Class Status</p> <p><input checked="" type="checkbox"/> Active <input type="checkbox"/> Cancelled <input type="checkbox"/> Tentative <input type="checkbox"/> Stop Enrollments</p>
<p>8. In the Roll Options section, check only the following:</p> <ul style="list-style-type: none"> Roll Room Characteristics Roll Class Notes Roll Class Attributes 	<p>Roll Options</p> <p><input checked="" type="checkbox"/> Roll Room Characteristics <input type="checkbox"/> Roll Meeting Patterns <input type="checkbox"/> Roll Reserve Capacities <input type="checkbox"/> Roll Facility ID</p> <p><input type="checkbox"/> Roll Combined Sections <input type="checkbox"/> Roll Instructors <input type="checkbox"/> Roll Class Requisites <input type="checkbox"/> Roll Cancel if Student Enroll</p> <p><input type="checkbox"/> Use Catalog Component <input checked="" type="checkbox"/> Roll Class Notes <input checked="" type="checkbox"/> Roll Class Attributes <input type="checkbox"/> Roll Global Notes</p> <p><input type="checkbox"/> Roll Textbook Assignments</p>



<p>9. Click Run</p>	
<p>10. On the Process Scheduler Request page,</p> <ul style="list-style-type: none"> In the Server Name, select <i>PSUNX</i> from the drop-down Leave all other field with the default values Click OK 	
<p>11. On the CSU Prior Term Copy page, click the Process Monitor link.</p>	
<p>12. On the Process List tab, click the Refresh button until the Run Status says <i>Success</i> and the Distribution Status says <i>Posted</i>.</p>	

Verify Class Data

<p>13. Navigate to the Curriculum Management > Schedule of Classes > Maintain Schedule of Classes</p>	
<p>14. Search for the current term and the specific courses you rolled forward, such as Fall 2013 (2138) Art 101.</p>	

Perform Class Schedule Audit

15. When rolling over class data from a prior term, the system copies everything that you checked. You should cleanup the class schedule and make any changes that are necessary, such as

- Removing unwanted sections of a class
- Updating the Enrollment or Waitlist capacity
- Updating the Instruction mode
- Updating the Meeting patterns
- Removing Class notes with outdated dates

To accomplish this task, perform a thorough class schedule audit. For more information on the Class Schedule Audit, you can download the Class Schedule Audit BPG from the myCSUB Staff Guides at:
<http://www.csub.edu/selfservice/guides/Staff/index.shtml>.