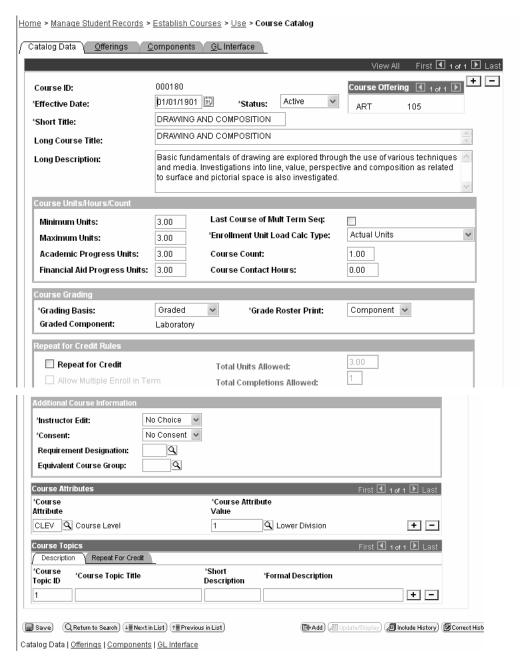
Course Catalog

Home, Manage Student Records, Establish Courses, Use, Course Catalog, Catalog Data



Course ID - automatically generated by the system.

Effective Date - Insert a new effective dated row each time you make a change to a course offering. When a class is scheduled for a term, the system prompts against the Course Catalog Data page using the start date of the term as the effective date to find the appropriate row. Therefore, a new course catalog doesn't need to be created for every term.

Short Title – Enter the short course title

Long Course Title – Enter the long course title. This title prints in the course catalog report.

Long Description – Enter the course description. This will print in the course catalog report.

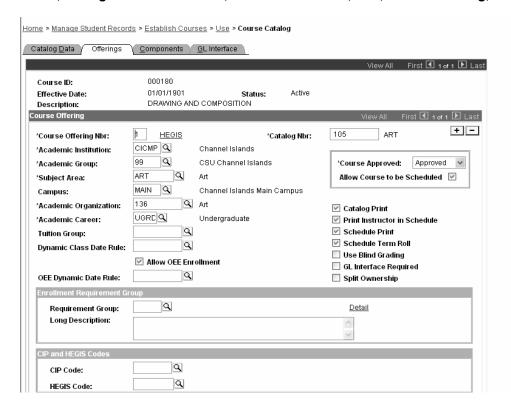
Minimum Units, Maximum Units, Academic Progress Units & Financial Aid Units. Enter units Grading Basis - Select a grading basis for the course.

Repeat for Credit - Select this checkbox to indicate that the class can be repeated for additional credit (as opposed to repeating for grade improvement). Enter the **Total Units Allowed** for the course when repeated. Next, enter the number of times the course can be repeated in **Total Completions Allowed**. **NOTE:** The system will stop when it hits the first rule. For example if a 3 credit class has a repeat rule of 9 total units allowed and 2 total completion allowed, it will only be allowed to be repeated twice because it will stop and the lowest value.

Instructor Edit - Select how you want the system to prompt for instructor ID's during class scheduling and enrollment. **For Fall 2003 CI will use the No Choice option.**

Topics - Define course topics associated with a course. Determine if you will allow students to repeat the topic for credit. If so, check the "Repeat for Credit" box and specify the total units and completions allowed.

Home, Manage Student Records, Establish Courses, Use, Course Catalog, Offerings



Course Offering Number - The system generates this number. It is used for sequencing. Insert a new row to generate a new offer number, i.e. cross-listing a course.

Academic Institution – CICMP

Academic Group - Enter the academic group

Subject Area – Enter the subject

Campus - MAIN

Academic Organization – Enter the academic organization.

Academic Career - Enter the academic career

Catalog Number. Enter the Catalog Number.

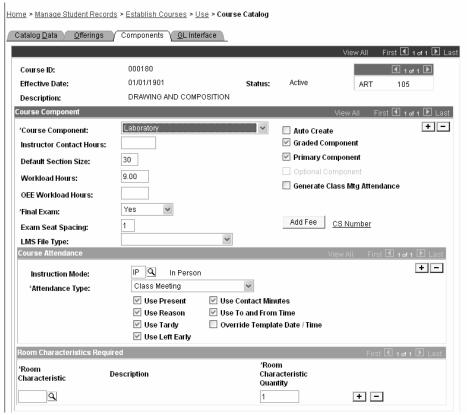
Course Approved - Select Approved to enable scheduling of the course offering. You must also check the box "Allow Course to be Scheduled" in order for this course to be scheduled.

Catalog Print – Select this field to print this course in the course catalog and to view this course on self-service

Print Instructor in Schedule – Select this field to default to the schedule of classes that instructors attached to classes of this course should print in the schedule of classes

Schedule Print - Select this field to default to the schedule of classes this course should print in the schedule of classes

Home, Manage Student Records, Establish Courses, Use, Course Catalog, Components



Course Component - The Course Component indicates the parts of the course offering (lecture, laboratory, seminar) and so on. One course offering can have multiple components.

Graded Component – Select if this component is the graded component. Each course can have only one graded component.

Primary Component – Select if this component is the primary component. Each course can have only one primary component. The primary component is the graded component.

Default Section Size – Enter the default section size

Final Exam – For Phase 1 CI will not be using the exam scheduling functionality in PS. However, this field is required so select a value from the dropdown

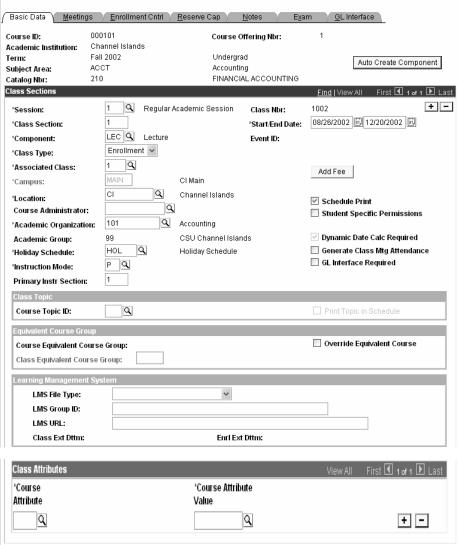
Exam Seat Spacing – Leave the default

Schedule of Classes

The scheduling features include four views for scheduling classes. The Schedule New Course component displays all courses that can be scheduled for a term. The Schedule of Classes component displays only those courses that have already been scheduled for a term. The Schedule Class Meetings component displays limited information on individual class sections that have been scheduled. This information includes meeting information, enrollment control information, and exam scheduling information. The Class Section component displays a snapshot summary of section information for all class sections of a class. This component helps make data entry easier when changing selected information such as consent, capacities, and class status.

Home > Manage Student Records > Establish Courses > Use > Schedule New Course Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam GL Interface 000101 Course ID: Course Offering Nbr: Channel Islands Academic Institution:

Home, Manage Student Records, Establish Course, Use, Schedule New Courses, Basic Data





Session - 1 CI is currently only using one session.

Class Section = XXX Making the section three spaces allows sections to sort in correct order when printing the schedule of classes.

Component – Each section has only one component. For classes requiring multiple components, set each component up as a separate section and then tie them together using the auto enroll feature.

Class Type = Enrollment

Associated Class – The associated class number should equal the section number so that units, components and requisites can be set separate for each section.

Class Number - This number is registration number. It is automatically assigned when a section is saved.

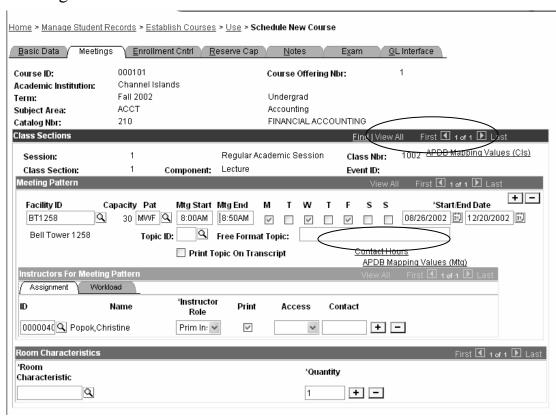
Start/End Date - Will default in with the session dates from the above selected session

Schedule Print - Check this box if the classes is to print in the schedule of classes and to be seen on self service.

Class Topic

Topic - Attach topics to specific class meeting patterns if required. These are setup on the Course Catalog

Meetings Tab



Event ID - The system creates a unique Event ID record in the Event table when you schedule a class with a meeting pattern and Facility ID. The Event table is used to record class and non-class events for room scheduling. This is where PS looks to insure that this event doesn't conflict with another event if you have the conflict checking enabled.

Facility ID - Select a facility ID for the class

Capacity - The system populates the Capacity field by default to the setting on the Facility Table page.

Pat - Select the class meeting pattern in the **Pat** field. Meeting patterns associated with the academic group for the class are available. If the correct meeting pattern doesn't exist in this drop down just select the appropriate checkboxes.

Mtg Start/End- Enter the class meeting start and end times. The system defaults an end time once you enter a start time, based on the default Normal Class Duration set on the Academic Group table- Standard Meeting Pattern page.

Start/End Date - The start and end dates default from the Session table. They can be overridden by meeting pattern if necessary.

Topic ID – Enter the Topic ID that applies only to this meeting pattern. These are setup on the course catalog.

Free Format Topic - Enter a free format topic if a predefined topic ID does not suit your purposes.

Note. You can not assign class meeting pattern topic IDs to combined sections. This would cause data integrity problems. For this reason, once sections are combined, the system makes the Topic ID field unavailable on the Meetings page. Instead, only assign free format topics to combined sections. In addition, if you combine sections that already have class meeting pattern topic IDs assigned to them, the system deletes the topic IDs.

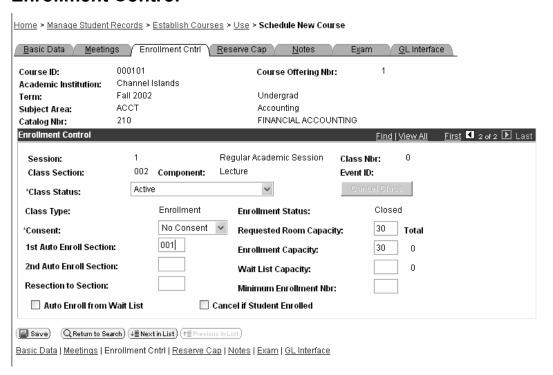
Print Topic On Transcript - Select this check box for the system to print the class meeting pattern topic, along with the class name, on transcripts.

NOTE: If you have combined this section with another section, the system displays the Sections Combined ID.

ID – Enter instructor id

Most of this data defaults from the course catalog. Enter additional data at the schedule of class.

Enrollment Control



Enrollment Control

Class Status - The system defaults the Class Status to Active. You can override the Status to indicate Stop Further Enrollment, Canceled Section, or Tentative Section.

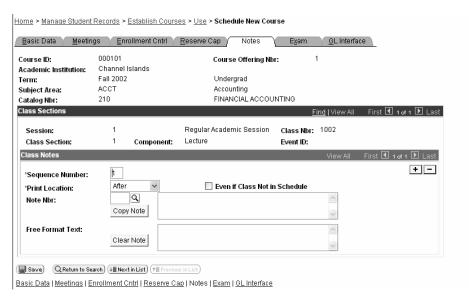
Requested Room Capacity – Enter the requested room capacity

Enrollment Capacity – Enter the enrollment capacity

Cancel if Student Enrolled – If the class status is changed to canceled section, check this box before clicking the cancel class button and all the enrolled students in this class will be dropped.

Cancel Class button – This button run a process to cancel this class and if the above checkbox is checked it will also drop all students from this class.

Notes Tab



Select the Print Location of the note, either **Before** the class listing or **After** it.

Select the Note Number. Note Number values are defined on the Class Notes Table page.

Enter a Free Format Text Note if you wish. You can specify both a Note Number and Free Format Text Note on the same class section.

Click the Copy Note button to copy the Note Number Text to the Free Format Text. This eliminates the Note Number and Note Text.