

Course Catalog

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

Home > Manage Student Records > Establish Courses > Use > Course Catalog

Catalog Data | Offerings | Components | GL Interface

View All First 1 of 1 Last

Course ID: 000180 Course Offering: ART 105

Effective Date: 01/01/1901 Status: Active

Short Title: DRAWING AND COMPOSITION

Long Course Title: DRAWING AND COMPOSITION

Long Description: Basic fundamentals of drawing are explored through the use of various techniques and media. Investigations into line, value, perspective and composition as related to surface and pictorial space is also investigated.

Course Units/Hours/Count

Minimum Units: 3.00 Last Course of Mult Term Seq: ☐

Maximum Units: 3.00 Enrollment Unit Load Calc Type: Actual Units

Academic Progress Units: 3.00 Course Count: 1.00

Financial Aid Progress Units: 3.00 Course Contact Hours: 0.00

Course Grading

Grading Basis: Graded Grade Roster Print: Component

Graded Component: Laboratory

Repeat for Credit Rules

☐ Repeat for Credit Total Units Allowed: 3.00

☐ Allow Multiple Enroll in Term Total Completions Allowed: 1

Additional Course Information

Instructor Edit: No Choice

Consent: No Consent

Requirement Designation:

Equivalent Course Group:

Course Attributes

Course Attribute: CLEV Course Level Course Attribute Value: 1 Lower Division

Course Topics

Description Repeat For Credit

Course Topic ID	Course Topic Title	Short Description	Formal Description
1			

Save Return to Search Next in List Previous in List Add Update/Display Include History Correct Hist

Catalog Data | Offerings | Components | GL Interface

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.

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Catalog Data Offerings Components GL Interface

View All First 1 of 1 Last

Course ID: 000180
Effective Date: 01/01/1901 Status: Active
Description: DRAWING AND COMPOSITION

Course Offering View All First 1 of 1 Last

*Course Offering Nbr: 11 HEGIS *Catalog Nbr: 105 ART + -

*Academic Institution: CICMP Channel Islands
*Academic Group: 99 CSU Channel Islands
*Subject Area: ART Art
Campus: MAIN Channel Islands Main Campus
*Academic Organization: 136 Art
*Academic Career: UGRC Undergraduate
Tuition Group:
Dynamic Class Date Rule:
☒ Allow OEE Enrollment
OEE Dynamic Date Rule:
☒ Catalog Print
☒ Print Instructor in Schedule
☒ Schedule Print
☒ Schedule Term Roll
☐ Use Blind Grading
☐ GL Interface Required
☐ Split Ownership

*Course Approved: Approved
Allow Course to be Scheduled ☒

Enrollment Requirement Group

Requirement Group:
Long Description:
Detail

CIP and HEGIS Codes

CIP Code:
HEGIS Code:

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

Home > Manage Student Records > Establish Courses > Use > Course Catalog

Catalog Data Offerings Components **GL Interface**

View All First 1 of 1 Last

Course ID: 000180
Effective Date: 01/01/1901
Status: Active
Description: DRAWING AND COMPOSITION

ART 105

Course Component View All First 1 of 1 Last

*Course Component: Laboratory

Instructor Contact Hours:

Default Section Size: 30

Workload Hours: 9.00

OEE Workload Hours:

*Final Exam: Yes

Exam Seat Spacing: 1

LMS File Type:

☐ Auto Create
☒ Graded Component
☒ Primary Component
☐ Optional Component
☐ Generate Class Mtg Attendance

Add Fee CS Number

Course Attendance View All First 1 of 1 Last

Instruction Mode: IP In Person

*Attendance Type: Class Meeting

☒ Use Present
☒ Use Reason
☒ Use Tardy
☒ Use Left Early
☒ Use Contact Minutes
☒ Use To and From Time
☐ Override Template Date / Time

Room Characteristics Required View All First 1 of 1 Last

*Room Characteristic	Description	*Room Characteristic Quantity
<input type="text"/>		1

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 Course, Use, Schedule New Courses, Basic Data

Home > Manage Student Records > Establish Courses > Use > Schedule New Course

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam GL Interface

Course ID: 000101 Course Offering Nbr: 1
Academic Institution: Channel Islands
Term: Fall 2002 Undergrad
Subject Area: ACCT Accounting
Catalog Nbr: 210 FINANCIAL ACCOUNTING

Auto Create Component

Class Sections Find | View All First 1 of 1 Last

'Session: 1 Regular Academic Session Class Nbr: 1002
'Class Section: 1
'Component: LEC Lecture
'Class Type: Enrollment
'Associated Class: 1
'Campus: MAIN CI Main
'Location: CI Channel Islands
Course Administrator:
'Academic Organization: 101 Accounting
Academic Group: 99 CSU Channel Islands
'Holiday Schedule: HOL Holiday Schedule
'Instruction Mode: P
Primary Instr Section: 1

Start/End Date: 08/26/2002 12/20/2002
Event ID:
Add Fee
☒ Schedule Print
☐ Student Specific Permissions
☒ Dynamic Date Calc Required
☐ Generate Class Mtg Attendance
☐ 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:

Learning Management System

LMS File Type:
LMS Group ID:
LMS URL:
Class Ext Dttm: Enrl Ext Dttm:

Class Attributes View All First 1 of 1 Last

'Course Attribute	'Course Attribute Value

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.

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

Home > Manage Student Records > Establish Courses > Use > Schedule New Course

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam GL Interface

Course ID: 000101 Course Offering Nbr: 1
Academic Institution: Channel Islands
Term: Fall 2002 Undergrad
Subject Area: ACCT Accounting
Catalog Nbr: 210 FINANCIAL ACCOUNTING

Enrollment Control Find | View All First 2 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 0
Class Section: 002 Component: Lecture Event ID:
'Class Status: Active Cancel Class

Class Type: Enrollment Enrollment Status: Closed
'Consent: No Consent Requested Room Capacity: 30 Total
1st Auto Enroll Section: 001 Enrollment Capacity: 30 0
2nd Auto Enroll Section: Wait List Capacity: 0
Resection to Section: Minimum Enrollment Nbr:

☐ Auto Enroll from Wait List ☐ Cancel if Student Enrolled

Save Return to Search Next in List Previous in List

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam GL Interface

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

Home > Manage Student Records > Establish Courses > Use > Schedule New Course

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | GL Interface

Course ID: 000101 Course Offering Nbr: 1
Academic Institution: Channel Islands
Term: Fall 2002 Undergrad
Subject Area: ACCT Accounting
Catalog Nbr: 210 FINANCIAL ACCOUNTING

Class Sections Find | View All First 1 of 1 Last

Session:	1	Regular Academic Session	Class Nbr:	1002
Class Section:	1	Component: Lecture	Event ID:	

Class Notes View All First 1 of 1 Last

'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 Next in List Previous in List

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | GL Interface

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.