CLASS SCHEDULE

Standard Meeting Patterns

Home, Design Student Administration, Design Academic Structure, Setup, Academic Group Table, Standard Meeting Patterns

Home > Design Student Admini	stration > Design Academic S	<u> Setup</u> > <u>Setup</u> > Acade	emic Group Table	
Academic <u>G</u> roup Table Ac	ademic <u>C</u> areer Level Table)	Standard Meeting Patte	erns 🗋	
Academic Institution:	CICMP Channel Island	ls		
Academic Group:	99 CSU Channel I	Islands		
		View All	First 🖪 1 of 1 🕩 Last	
Effective Date:	01/01/1901 Status:	Active		
		View All	First 💽 1 of 1 🕩 Last	
*Standard Meeting Pattern:	MVVF		+-	
'Description:	Monday, Wednesday,	Friday		
Short Description:	MWF			
	Monday	🗹 Friday		
	Tuesday	Saturday		
	✓ Wednesday	Sunday		
	Thursday			
Normal Class Duration:	50			
🗐 Save) (Q.Return to Search)	l≣Next in List) (†≣Previous in List)	E+/	Add) (쾬 Update/Display) (곒 Ind	wude History) (Correct History)
Academic Group Table Acader	<u>mic Career Level Table</u> Stan	dard Meeting Patterns		

Enter any standard meeting pattern for the Academic Group 99 – CSU Channel Island. All university courses are attached to that academic group. All continuing education courses are attached to the academic group 84- Continuing Education. You do not have to define all possible options, just the most common. Meeting patterns streamline data entry when setting up classes.

Class Notes Table

Home, Manage Student Records, Establish Courses, Setup, Class Notes Table

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Academic Institution:		Channel I	siands			[+][-
NOTE NDT:			0 athre			
Effective Date:	01/01/1901	*Status:	Active	*		
Description:	This is an activity	class.				
Note Text:	This is an activity	class.				~

Enter any standard notes that can be attached to sections of a particular class. Free text notes can also be added at the section level but creating standard notes for notes that are used often will help in data entry and consistency when printing the schedule of classes.

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

/ Basic Data <u>M</u> eetings	<u>E</u> nrollment Cntrl	Reserve Cap	<u>N</u> otes E <u>x</u> a	m <u>G</u> L Interface
Course ID: 00	0101	Course Of	fferina Nbr:	1
Academic Institution: Ch	annel Islands	000000	in the second	
Term: Fa	II 2002	Undergra	d	Auto Oresta Communent
Subject Area: AC	CT	Accountin	g	Auto create component
Catalog Nbr: 21	0	FINANCIA	LACCOUNTING	
Class Sections				<u>Find</u> View All First 🖪 1 of 1 🕨 Last
'Session:	1 Q Regular A	Academic Session	Class Nbr:	1002 +-
*Class Section:	1		*Start/End Date:	08/26/2002 🗊 12/20/2002 🗊
*Component:	LEC 🔍 Lecture		Event ID:	
*Class Type:	Enrollment 👻			
*Associated Class:	1 Q			Add Fee
'Campus:	MAIN	CI Main		
'Location:	CI 🔍	Channel Islands		Schedule Print
Course Administrator:	٩			Student Specific Permissions
*Academic Organization:	101 🔍	Accounting		
Academic Group:	99	CSU Channel Islani	ds	Dynamic Date Calc Required
'Holiday Schedule:	HOL 🔍	Holiday Schedule		Generate Class Mtg Attendance
*Instruction Mode:	P Q			GL Interface Required
Primary Instr Section:	1			
Class Topic				
Course Topic ID:	٩			Print Topic in Schedule
Equivalent Course Group				
Course Equivalent Cours	e Group:			Override Equivalent Course
Class Equivalent Course	Group:			
Learning Management Sy	rstem			
LMS File Type:		*		
LMS Group ID:				
LMS URL:				
Class Ext Dttm:		Enri Ext	Dttm:	
Class Attributes				View All Firet 🖣 1 of 1 🕨 Last
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Course		"Course attribu	ne	
Attribute		Value		
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		L		

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

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

Use **Enrollment** to indicate the section students will enroll in. The Class Type of **Non-Enrollment** is used to indicate the section is the student's option or that the section is used in auto-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. However if you desire to group sections together to require they always have the same units, components, and requisites they should have the same associated class number. For classes that are setup using the auto enroll feature you have two options: First – both sections have the same associated class number. This forces a student who enrolls in the enrollment section automatically into the non-enrollment section. Second – the non-enrollment section has an associated class number of 99. This allows the student to choose any non-enroll component with a associated class number of 99 to accompany their enrollment section.

Campus – This defaults to MAIN from the Course

Location – This defaults to CI due to the campus selected above.

Academic Org - This defaults from the Course and can be overridden if necessary.

Academic Group - This defaults from the Course

Holiday Schedule - This defaults from the Course

Instruction mode is defaulted from the course catalog and can be overridden at the class section level.

Primary Instruction Section - You can use this field to indicate in which section the instructor resides. This field is for informational purposes only.

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

Add Fee – CI will not use

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

Student Specific Permissions - Student specific permission numbers tie permission numbers to individual students.

Dynamic Date Calc Required, Generate Class Mtg Attendance, & GL Interface Required are not being used by CI

Class Topic

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

Course Equivalent Group – CI is not currently using

Learning Management System - Select if this class should be extracted to blackboard

Class Attributes

The system defaults Course Attributes and Course Attribute Values from the ones defined in the course catalog. You can override or amend these values.

Meetings Tab

Home > Manage Student Re	ecords > Establish Courses > Use > Schedule New Course	
Basic Data Meetings	s <u>E</u> nrollment Cntrl <u>R</u> eserve Cap <u>N</u> otes <u>Ex</u> am <u>G</u> L Interface	
Course ID: Academic Institution:	000101 Course Offering Nbr: 1 Channel Islands	
Term:	Fall 2002 Undergrad	
Subject Area:	ACCT Accounting	
Catalog Nbr:	210 FINANCIAL ACCOUNTING	
Class Sections	<u>Find</u> View All First 🗹 1 of 1 🕨 Last	
Session:	1 Regular Academic Session Class Nbr: 1002 <u>APDB Mapping Values (</u>	<u>(CIs)</u>
Class Section:	1 Component: Lecture Event ID:	
Meeting Pattern	View All 🛛 First 🗹 1 of 1 🕨 Last	
Facility ID Ca BT1258 Q Bell Tower 1258	apacity Pat Mtg Start Mtg End M T W T F S S 'Start/End Date 30 MWF Q 8:00AM 8:50AM V V 0 08/26/2002 12/20/2002 Topic ID: Q Free Format Topic:	►
	Print Topic On Transcript <u>Contact Hours</u> APDB Mapping Values (Mtg)	
Instructors For Meeting	Pattern View All First 🔳 1 of 1 🕨 Last	
Section Assignment Vorklo	pad	
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000004(Christian Christia	istine Prim In: 🗸 🔽 🔽 🛨	
Room Characteristics	First 🖪 1 of 1 🛽	🕑 Last
*Room Characteristic	'Quantity	
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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.

Contact Hours link – CI will not use this link. The CMS has created their own hyperlink for this information.

ID - Enter instructor id

Room Characteristics - Add any room characteristics necessary for this class

<u>New sub-pages have been added at the Schedule of Classes Level. These Sub-Pages will capture</u> various elements such as C/S Number, Component Units/Students, Group Code Control, Space <u>Type, TBA Hours and Learning Mode.</u>

PEOPLE		
201	🙆 Home	🕐 Help
Home > Manage Student Records > Establish Courses > Use > Schedule of Classes		New Window
Class APDB Attributes		
CS Number: 01 Q Workload Factor: K		
Component 3.00 Component Units: Students:		
Group Code Control:		
nrnni r		
PEIPE	🙆 Home	🎓 Help
Home > Manage Student Records > Establish Courses > Use > Schedule of Classes	🙆 Home	Help New Window
Home > Manage Student Records > Establish Courses > Use > Schedule of Classes Space Type: 11 Lecture	🗟 Home	🔁 Help <u>New Window</u>
Home > Manage Student Records > Establish Courses > Use > Schedule of Classes Space Type: 1 Lecture TBA Hours:	A Home	😗 Help <u>New Window</u>
Home > Manage Student Records > Establish Courses > Use > Schedule of Classes Space Type: 1 Lecture TBA Hours: Learning Mode: F Q Face to Face	A Home	😗 Help <u>New Window</u>
Home > Manage Student Records > Establish Courses > Use > Schedule of Classes Space Type: 1 Lecture TBA Hours: Learning Mode: F Face to Face	A Home	Help New Window
Home > Manage Student Records > Establish Courses > Use > Schedule of Classes Space Type: 1 Lecture TBA Hours: Learning Mode: F Q Face to Face	A Home	Help <u>New Window</u>
Home > Manage Student Records > Establish Courses > Use > Schedule of Classes Space Type: 1 Lecture TBA Hours: Learning Mode: F Q Face to Face	A Home	Help New Window

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

Enrollment Control

Home > Manage Student	Records > Establish Cou	<u>rses</u> > <u>Use</u> > Schedule New Cour	se	
<u>B</u> asic Data <u>M</u> eetin	gs / Enrollment Cntrl	<u>R</u> eserve Cap <u>N</u> otes	E <u>x</u> am <u>G</u> L Interfa	ice
Course ID:	000101	Course Offering Nbr	: 1	
Academic Institution:	Channel Islands			
Term:	Fall 2002	Undergrad		
Subject Area:	ACCT	Accounting		
Catalog Nbr:	210	FINANCIAL ACCOUN	NTING	
Enrollment Control			<u>Find View All</u>	<u>First</u> 🖪 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	Enroliment Status:	Closed	
*Consent:	No Consent	t 💌 Requested Room Capaci	ty: ³⁰ Total	
1st Auto Enroll Section	n: 001	Enrollment Capacity:	30 0	
2nd Auto Enroll Sectio	n:	Wait List Capacity:	0	
Resection to Section:		Minimum Enrollment Nbr	:	
🔲 Auto Enroll from V	Wait List	Cancel if Student Enrolled		
Save) QReturn to Se.	arch) (∔≣ Next in List) (↑≣ Prev	rious in List)		
T <u>Basic Data</u> <u>Meetings</u> E	nrohment Critri <u>Reserve</u>	<u>Cap Notes Exam GL Interface</u>		

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.

1st Auto Enroll Section & 2nd Auto Enroll Section - These sections are ones that you designate for the system to automatically enroll students. They are also sections associated with other class components (laboratory, lecture, discussion, and so on). For Example if section 001 is the non-enrollment lecture and section 002 is the enrollment lab and we want students who enroll in section 2 automatically put into section one then the **1st Auto Enroll Section** field on section 002 will have section 001 number. **2nd Auto Enroll Section** is only used if the class has three components two of which are non-enrollment sections. For example, a lecture, lab and discussion

Auto Enroll from Wait List – For Fall 2003 this flag should be unchecked.

Requested Room Capacity – Enter the requested room capacity

Enrollment Capacity – Enter the enrollment capacity

Wait List Capacity – Enter waitlist capacity to allow students to waitlist for this class

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.

Reserve Cap Tab - CI will not currently use

Notes Tab

Home > <u>Manage Student</u>	Records > Establish Cours	ses > <u>Use</u> > Schedule New Course		
<u></u> asic Data <u></u> eetin	gs 🔰 <u>E</u> nrollment Cntrl 👔	Reserve Cap Notes E	i <u>x</u> am 🔰 <u>G</u> L Interfa	ce
Course ID: Acadomic Institution:	000101 Channel Islands	Course Offering Nbr:	1	
Term:	Fall 2002	Undergrad		
Subject Area:	ACCT	Accounting		
Catalog Nbr:	210	FINANCIAL ACCOUNTING)	
Class Sections			<u>Find</u> View All	First 🖪 1 of 1 🕑 Last
Session: Class Section:	1 1 Component:	Regular Academic Session Clas Lecture Even	ssNbr: 1002 mtID:	
Class Notes			View All	First 🛃 1 of 1 🕩 Last
'Sequence Number: 'Print Location: Note Nbr:	After v	🗌 Even if Class Not in Sche	dule	+-
Free Format Text:	Clear Note		< ×	
🗐 Save) 🔍 Return to Se	aroh) (∔≣ Next in List) (↑≣ Previo	us 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.

Exams Tab - CI will not currently use

GL Interface - CI will not use