

CLASS SCHEDULE

Standard Meeting Patterns

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

Home > Design Student Administration > Design Academic Structure > Setup > Academic Group Table

Academic Group Table | Academic Career Level Table | Standard Meeting Patterns

Academic Institution: CICMP Channel Islands
Academic Group: 99 CSU Channel 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: MWF + -

Description: Monday, Wednesday, Friday

Short Description: MWF

Monday Friday
 Tuesday Saturday
 Wednesday Sunday
 Thursday

Normal Class Duration: 50

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

Academic Group Table | Academic Career Level Table | Standard 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

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

Class Notes Table

View All First 1 of 1 Last

Academic Institution: CICMP Channel Islands + -

Note Nbr: 0000

Effective Date: 01/01/1901 Status: Active

Description: This is an activity class.

Note Text: This is an activity class. |

Save Add Update/Display Include History Correct History

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

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 'Start/End Date: 08/26/2002 12/20/2002
 'Component: LEC Lecture Event ID:
 'Class Type: Enrollment
 'Associated Class: 1
 'Campus: MAIN CI Main Add Fee
 'Location: CI Channel Islands Schedule Print
 Course Administrator: Student Specific Permissions
 'Academic Organization: 101 Accounting Dynamic Date Calc Required
 Academic Group: 99 CSU Channel Islands Generate Class Mtg Attendance
 'Holiday Schedule: HOL Holiday Schedule GL Interface Required
 'Instruction Mode: P
 Primary Instr Section: 1

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: End Ext Dttm:

Class Attributes View All First 1 of 1 Last

'Course Attribute	'Course Attribute Value
<input type="text"/>	<input type="text"/>

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

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

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

PEOPLE Soft

Home Help

Home > Manage Student Records > Establish Courses > Use > Schedule of Classes [New Window](#)

Class APDB Attributes

CS Number: Workload Factor:

Component Units: Component Students:

Group Code:

Control:

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Home Help

Home > Manage Student Records > Establish Courses > Use > Schedule of Classes [New Window](#)

Space Type:

TBA Hours:

Learning Mode: Face to Face

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

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

[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.

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 > 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:

'Print Location: After Even if Class Not in Schedule

Note Nbr:

Free Format Text:

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