

## Course Attribute Value

Home, Manage Student Records, Establish Courses, Setup, Course Attributes

Home > Manage Student Records > Establish Courses > Setup > Course Attributes

### Course Attributes

Course Attribute: CCTP

View All First 1 of 1 Last

'Effective Date: 01/01/1901 'Status: Active + -

'Description: Course Type

'Short Description: Crse Type

#### Attribute Values

View All First 1-2 of 3 Last

'Course Attribute Value: 1 ☐ Catalog Print ☐ Schedule Print + -

'Description: Open University

'Formal Description: Open University

'Course Attribute Value: 2 ☐ Catalog Print ☐ Schedule Print + -

'Description: Extended Education

'Formal Description: Extended Education

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

## Course Attributes

Course Attributes are used for institutional research purposes, and are used to print repetitive text in the schedule of classes or course catalog. Course attributes are attached to courses and/or classes. Each course/class attribute can be selected to print in the catalog or schedule of classes or be selected to not print at all. There are multiple values that will be required by the APDB and the ERS reports that will be captured in the Course Attribute field. The following APDB and ERS fields will be captured in the Course Attribute field: **Course Level, Course Suffix, Course Type, Service Learning Indicator**. In addition CI will code the GE classes using Course Attributes.

## Setup Instructional Mode

Home, Design Student Administration, Define Student Administration, Setup, Instruction Mode

Home > Design Student Administration > Define Student Administration > Setup > Instruction Mode

### Instruction Mode

Academic Institution: CICMP Channel Islands

Instruction Mode: IP

View All First 1 of 1 Last

Effective Date: 01/01/1901 'Status: Active + -

'Description: In Person

'Short Description: In Person

Print On Course Catalog: ☐

Print On Schedule Of Classes: ☐

Print On Transcript: ☐

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

Use the instruction mode to capture how a course is delivered.

# Room Characteristics

## Home, Manage Student Records, Establish Courses, Setup, Room Characteristics

[Home](#) > [Manage Student Records](#) > [Establish Courses](#) > [Setup](#) > [Room Characteristics Table](#)

### Room Characteristics Table

View All First 1 of 1 Last

Room Characteristic: 06

+ -

'Effective Date: 01/01/1900

'Status: Active

'Description: Television

Short Description: Television

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#)

[Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

# 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](#) [QL Interface](#)

View All First 1 of 1 Last

Course ID: 000180

Course Offering 1 of 1

+ -

'Effective Date: 01/01/1901

'Status: Active

ART 105

'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

Maximum Units: 3.00

Academic Progress Units: 3.00

Financial Aid Progress Units: 3.00

Last Course of Mult Term Seq: ☐

'Enrollment Unit Load Calc Type: Actual Units

Course Count: 1.00

Course Contact Hours: 0.00

Course Grading

'Grading Basis: Graded

Graded Component: Laboratory

'Grade Roster Print: Component

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** First 1 of 1 Last

'Course Attribute	'Course Attribute Value
CLEV	1

**Course Topics** First 1 of 1 Last

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 History

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.

**Grade Roster Print** - Select the type of grade roster that you want to print for this course offering. CI will use the Component option.

**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.**

**Consent** – Select this field to set either department or instructor consent required. This flag defaults to the Schedule of Classes and can be overridden there. When student's register for this class they will be prompted for a permission number before being able to enroll in this class

**Requirement Designation & Equivalent Course Group** - CI is not currently be using these fields

**Course Attribute & Course Attribute Value** – Attach all necessary course attributes and attribute values

**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

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

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: UGRD Undergraduate  
Tuition Group:   
Dynamic Class Date Rule:   
☒ Allow OOE Enrollment  
OOE 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.

**HEGIS Hyperlink - CO Hegis Classification** (COSAR table 06) will be captured for each offering of a course. This element is reported as the **Discipline code** for the Section APDB report. A new table/field will be added to this page to capture the **CO HEGIS classification** (COSAR Table 06) for the APDB report. The **Discipline Code** in the APDB report is captured by this Element. The CO HEGIS table will be SOSS owned.

**Academic Institution – CICMP**

**Academic Group** - Enter the academic group

**NOTE:** **Academic Group** valid values must have a one to one correlation for your campus to COSAR table 8 (**School Code**) for APDB Chancellor's Office reporting.

**Subject Area –** Enter the subject

**NOTE:** The **Subject** field will be used to report the **Course Abbreviation** field for the APDB report. The reported value must be 5 characters and left justified. Embedded and/or trailing blanks are allowed.

**Campus – MAIN**

**Academic Organization –** Enter the academic organization.

**NOTE:** This field will be loaded per the Academic Structure setup to map to the COSAR Table 9 (**Department Code**). These values will be used for the APDB report to capture the **Department Code**. You must set up Academic Organizations for Schools and Departments using values from COSAR 008 and COSAR 009 tables respectively.

**Academic Career** – Enter the academic career

**Catalog Number.** Enter the Catalog Number.

**NOTE:** The Course Catalog Number will be used to capture the **Course Number** for the APDB report. This element is used in conjunction with the course abbreviation and Course Suffix to identify a course.

**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

**Dynamic Date Rule, OEE Dynamic Date Rule, and Allow OEE Enrollment** fields are not being used at CI.

**Enrollment Requirement Group** – Select the requirement to link a requisite to these courses. CI will not do requisite checking for Fall 2003 so all courses will not have requisites attached.

**CIP & HEGIS Codes** – These fields are for informational only. Use the Hegis hyperlink to enter data for APDB reporting.

## 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
		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.

**Auto Create** – CI will not be using auto create in PS.

**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.

**Generate Class Mtg Attendance** – CI will not be using the attendance tracking functionality in PS.

**Instructor Contact Hours** – This field is for informational use only. Use the CS Number hyperlink to enter component contact hours for APDB reporting.

**Default Section Size** – Enter the default section size

**Workload Hours** - This field is for informational use only. Use the CS Number hyperlink to enter component contact hours for APDB reporting.

**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

**LMS File Type** – This field is use to identify is course data is to be extracted to blackboard.

**Add Fee** – CI is not using for Phase 1

**CS Number Hyperlink**

[Home](#) > [Manage Student Records](#) > [Establish Courses](#) > [Use](#) > **Course Catalog**

#### Component Subpanel

CS Number:	<input type="text" value="115"/>	<input type="button" value="Q"/>	Workload Factor:	K
Component	<input type="text" value="6.00"/>		Component	<input type="text" value=""/>
Units:			Students:	1.5
Space Type:	<input type="text" value="2 Laboratory"/>			
<input type="button" value="OK"/> <input type="button" value="Cancel"/>				

**Course Classification (C/S) number** will be captured on a sub-page off of the Course Component page. This number will be used for APDB reporting. The CS “K or S” Factor multiplied by the Component Units (K) or Component Students (S) will determine the workload hours for a particular course component. The Units/Students for a component need to be added manually. Workload hours will be established for each component by an automatic calculation when the page is saved. The Workload hours will default to the Class Schedule when an instructor is added to a class section. The **Space Type** field on the APDB report will be captured on the sub-page as well. Only one C/S number will be captured per course component. These values will be inherited at the Class Section Level of the Schedule of Classes when the Component for the course is scheduled as a Class Section.

**Instruction Mode** – Enter the course instruction mode

**Attendance Type** – CI is not using the attendance processing in PS

**Room Characteristics** - Select the characteristics that you require for the course component

**NOTE:** Room characteristic values are defined on the Room Characteristic Table page. Characteristics you enter here default to the schedule of classes. Insert rows to add additional characteristics. The **Room Characteristic** field is used for interfacing to the Universal Algorithm's product, Schedule25. The maximum number of room characteristics for Schedule25 is 96. Therefore, be sure you select values between 01 and 96 if you use Schedule 25.

Home, Manage Student Records, Establish Courses, Use, Course Catalog, GL Interface


CI will not enter GL information at the Course or Class level

## Installation Table

Home, Design Student Admin, Define Student Admin, Setup, Installation Student Admin

Home > [Design Student Administration](#) > [Define Student Administration](#) > [Setup](#) > **Installation Student Admin**

### Installation Student Administration

Auto-Numbering Parameters			
Last LS ID Assigned:	<input type="text" value="42031"/>	Last Requirement ID:	<input type="text" value="1170"/>
Last Course ID Assigned:	<input type="text" value="7300"/>	Last Requirement Group:	<input type="text" value="8028"/>
Last Equiv Course ID Assigned:	<input type="text" value="5102"/>	Last Test Type Rec Nbr:	<input type="text" value="100000"/>
Last Course Sharing Sequence:	<input type="text" value="16"/>	Last ATP Rec Nbr:	<input type="text" value="15760"/>
Last Course List Sequence:	<input type="text" value="162"/>	Last External SA Event ID:	<input type="text"/>
Last Facility ID Assigned:	<input type="text" value="10000"/>	Last Event Nbr Assigned:	<input type="text" value="21743"/>
Last Class Note ID Assigned:	<input type="text" value="3"/>	Transcript Default Date:	<input type="text" value="01/01/2000"/> 
Last Enroll Target Seq Number:	<input type="text" value="210"/>		
Last Application Nbr Assigned:	<input type="text" value="22926"/>		
<input checked="" type="checkbox"/> Use SR Class Schedule Facility Conflict Checking			

 Save

Use the **Installation Student Administration** page to set or review start numbers for automatically incremented fields within your Student Administration system. Each of the fields on this page is a field that is automatically incremented throughout the system, such as Course ID, Last Requirement ID, and so on. Once you have begun converting or entering data and running processes you can come to this page to determine the last number that was incremented for each of the fields listed, but you should not change the numbers.