

All report names listed are found in Class Schedule AOC WorkCenter > Report & Query > Query Viewer

All Courses		
	Query Description	Query Name
	Course Master File	SFO_CS_SR_OSB_CRSE_MASTER
	Class Schedule Report	SFO_CS_SR_OSB_CLASS_SCHED
	Duplicate Sections Report <ul style="list-style-type: none"> • Duplicate sections must be deleted. Then added as a different section number 	SFO_CS_SR_OSB_AUDIT_DUP_SXN
	Section '99' Report <ul style="list-style-type: none"> • Do not schedule section 99. Any sections returned from this report must be deleted. 	SFO_CS_SR_OSB_SXN_99
	Associated Class Audit Report <ul style="list-style-type: none"> • For Sections less than 10, these sections have a leading '0'? i.e. 01, 02, 03... • Does Section Nbr = Associated Class Nbr? • Auto Enroll sections Is LAB/ACT Associated class the same as the LEC/SEM Associated Class Nbr? 	SFO_CS_SR_OSB_ASSOC_CLS_AUD
	Print Control Audit Report <ul style="list-style-type: none"> • Report for auditing <ul style="list-style-type: none"> ➢ Sch Print = Y/N ➢ Class Status = A,T, S, or X Note: S and X used for Enrollment period ➢ Consent = N, I, or D ➢ Instructor Print = Y or N ➢ Instructor Role = PI, SI, or TA 	SFO_CS_SR_OSB_PRNT_CNTL
	Missing Meeting Pattern Report <ul style="list-style-type: none"> • Returns sections by Component missing meeting pattern • For SUP component courses, Pat is ARR. 	SFO_CS_SR_OSB_AUDIT_MTGPAT
	Auditing Pat and Days Checkbox <ul style="list-style-type: none"> • Returns sections where the Pat box and Days checkboxes do not match • To correct, enter the meeting pattern in the Pat box so the Days checkboxes is the same as the Pat box. • No correction needed for M-F Pat if the Days checkboxes is MTWRF. 	SFO_CS_SR_OSB_AUDIT_PAT
	Room Utilization Report <ul style="list-style-type: none"> • For section to be housed by Schedule25, Enter term and search by Building = NEED; Room = ROOM 	SFO_CS_SR_OSB_RM_UTILIZATION

All Courses (con'd)		
	Query Description	Query Name
	Room Characteristics Audit Review for Schedule25 to be housed in University classrooms. <ul style="list-style-type: none"> • For CourseStream sections, coded with BOTH Room Char 01 and 05 • Courses requiring GEOG or HIST maps GEOG = Room Char 03 HIST = Room Char 04 Note: There are no university classrooms with both GEOG and HIST maps.	SFO_CS_SR_OSB_AUDIT_ROOM_CHAR
	Enroll Cap and Enr Limit Audit <ul style="list-style-type: none"> • Exception for Enroll less than 10, use 18 for Room Capacity 	SFO_CS_SR_OSB_AUDIT_ENR_CAP
	Class notes Report <ul style="list-style-type: none"> • All active Class Notes to attach to sections 	SFO_CS_SR_OSB_CLS_NOTES
	Class notes for Sections <ul style="list-style-type: none"> • Search by Class Note Nbr. and Subject for sections with note attached. 	SFO_CS_SR_OSB_AUDIT_CLS_NOTES
	Free Form Notes Report	SFO_CS_SR_OSB_FREE_FORM_NOTES
	ARR Sections missing TBA Hours <ul style="list-style-type: none"> • LEC, SEM, LAB, ACT sections with ARR must have TBA hours 	SFO_CS_SR_OSB_AUDIT_MISS_TBA
	TBA Hour Report	SFO_CS_SR_OSB_AUDIT_TBA
	Tentative Sections Report <ul style="list-style-type: none"> • Reports all of the Class Status = Tentative Sections for augmentation purposes 	SFO_CS_SR_OSB_TENTATIVE_SXN

Combined Sections		
	Query Description	Query Name
	Combined Sections Report <ul style="list-style-type: none"> • Check that Combined Enroll Capacity totals to all of the individual section enroll capacity • Check that Combined Waitlist Capacity totals to all of the individual section waitlist capacity 	SFO_CS_SR_OSB_CMBND_SXN
	Course Master File – XLST	SFO_CS_SR_OSB_CRSE_XLST
	Cross-listed Sections Audit <ul style="list-style-type: none"> • Lists XLST sections requiring Combined Sections ID 	SFO_CS_SR_OSB_AUDIT_XLST
	Course Master File – PAIR	SFO_CS_SR_OSB_CRSE_PAIR
	Paired Sections Audit <ul style="list-style-type: none"> • Lists PAIR sections either missing paired course or Combined Sections ID 	SFO_CS_SR_OSB_AUDIT_PAIR

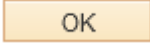

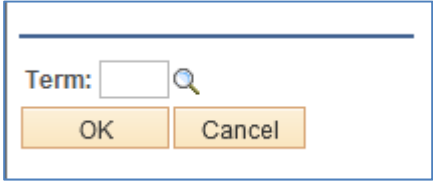


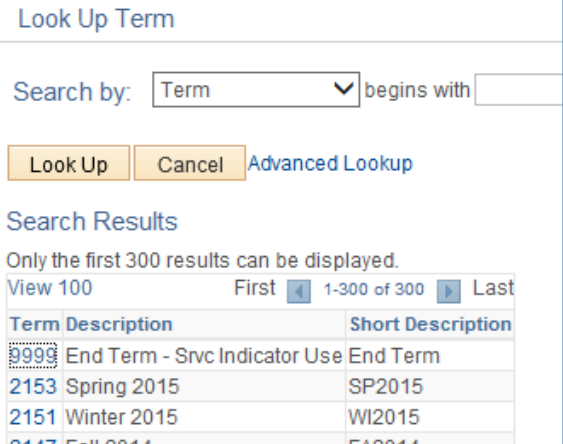
Multiple Component Courses		
	Query Description	Query Name
	Audit Missing Component <ul style="list-style-type: none"> • Reports sections that are missing other component 	SFO_CS_SR_OSB_AUDIT_MULTCOMP
	Audit Mult Comp Enr Wait Cap <ul style="list-style-type: none"> • Audit Enrollment Limit and Wait Capacities are the same for LEC/SEM and ACT/LAB 	SFO_CS_SR_OSB_AUD_MLT_ENR_WAIT

Topic Courses		
	Query Description	Query Name
	Course Master File – Topics	SFO_CS_SR_OSB_CRSE_CAT_TPC_GNC
	Topics Sections Report <ul style="list-style-type: none"> • Report of all scheduled Topics sections 	SFO_CS_SR_OSB_AUDIT_TPC_SXN
	Missing Topics Audit Report <ul style="list-style-type: none"> • Lists Topics sections missing Topics attached 	SFO_CS_SR_OSB_AUDIT_MISS_TPC
	Topics Audit in Basic and Meet <ul style="list-style-type: none"> • Lists sections where Topics in Basic Data and Meeting are not the same 	SFO_CS_SR_OSB_AUD_SAME_TPC_ID

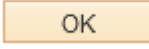
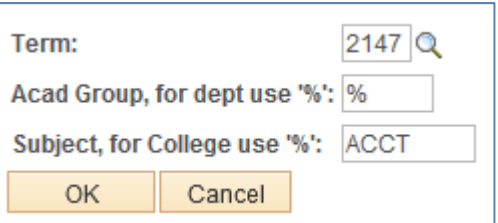
Faculty								
	Query Description	Query Name						
	Faculty Schedule Report	SFO_CS_SR_OSB_FACULTY_SCHED						
	Faculty Acad Org <ul style="list-style-type: none"> • Search by Acad Org to return list of Faculty available to teach 	SFO_CS_SR_OSB_FACULTY_ORG						
	Instructor Org Report <ul style="list-style-type: none"> • Search by SFSU ID for attached Acad Org • If no value returns and ETRAC has been submitted, fill out CS Instructor Advisor Form on AR's website http://academic.sfsu.edu/ar/sched/schedule.php 	SFO_CS_SR_OSB_INSTR_ORG						
	Instructor Role in Meeting Pattern <ul style="list-style-type: none"> • Check Instructor Role and Access in Meeting Pattern <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">*Instructor Role</td> <td style="padding: 2px;">Print</td> <td style="padding: 2px;">Access</td> </tr> <tr> <td style="padding: 2px;">Prim In ▼</td> <td style="padding: 2px;"><input checked="" type="checkbox"/></td> <td style="padding: 2px;">Approv ▼</td> </tr> </table> </div> <ul style="list-style-type: none"> ➤ Primary Instructor = Approve ➤ Secondary Instructor = Approve ➤ TA = Grade 	*Instructor Role	Print	Access	Prim In ▼	<input checked="" type="checkbox"/>	Approv ▼	SFO_CS_SR_OSB_INSTR_ROLE_MTG
*Instructor Role	Print	Access						
Prim In ▼	<input checked="" type="checkbox"/>	Approv ▼						

Common Prompt Types

1. Term only prompt

<p>Query Prompt</p> <ul style="list-style-type: none"> Enter Term, then click  or Use look up  for Term 											
<p>From  - Look Up Term:</p> <ol style="list-style-type: none"> Click on Term – this will bring you back to the Query Prompt. Click  	 <p>Look Up Term</p> <p>Search by: Term <input type="text"/> begins with <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> Advanced Lookup</p> <p>Search Results</p> <p>Only the first 300 results can be displayed.</p> <p>View 100 First <input type="button" value="1-300 of 300"/> Last</p> <table border="1"> <thead> <tr> <th>Term Description</th> <th>Short Description</th> </tr> </thead> <tbody> <tr> <td>9999 End Term - Svc Indicator Use</td> <td>End Term</td> </tr> <tr> <td>2153 Spring 2015</td> <td>SP2015</td> </tr> <tr> <td>2151 Winter 2015</td> <td>WI2015</td> </tr> <tr> <td>2147 Fall 2014</td> <td>FA2014</td> </tr> </tbody> </table>	Term Description	Short Description	9999 End Term - Svc Indicator Use	End Term	2153 Spring 2015	SP2015	2151 Winter 2015	WI2015	2147 Fall 2014	FA2014
Term Description	Short Description										
9999 End Term - Svc Indicator Use	End Term										
2153 Spring 2015	SP2015										
2151 Winter 2015	WI2015										
2147 Fall 2014	FA2014										

2. Term, Acad Group, Subject prompt

<p><u>Department User</u></p> <ul style="list-style-type: none"> Enter Term Acad Group – always enter % Enter Subject (example is ACCT) Click  	
<p><u>College User</u></p> <ul style="list-style-type: none"> Enter Term Acad Group (college code) Values are: 28, 38, 40, 50, 67 or 88 Enter Subject – always enter % Click 