

**CAMPUS SOLUTIONS
ONLINE SCHEDULE BUILDING
(CSOSB)
USER'S MANUAL**

SAN FRANCISCO STATE UNIVERSITY
ACADEMIC RESOURCES

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About This Manual

This manual has been produced by Academic Resources for the process of Campus Solutions Online Schedule Building (CSOSB). This manual contains an overview of the schedule building process within Campus Solutions implemented at San Francisco State University, effective the semester of Fall 2014. For any questions regarding the processes within the manual, contact Academic Resources in ADM 467, acadroom@sfsu.edu or 415-405-3751 (on campus, x5-3751).

1.0 Introduction to Class Schedule Building

1.1 Curriculum Development and the Class Schedule

Development of the class schedule begins with a review of courses offered by a program/department. Any new courses, revisions to existing courses, or courses that are taken out of the course reserve bank, should be forwarded to the Curriculum Coordinator. It is the responsibility of the Curriculum Coordinator, the Course Review Committee, and/or the Deans of Undergraduate and Graduate Studies to review these proposals. Once approved, the courses become part of the University Bulletin (<http://bulletin.sfsu.edu/>) and the Campus Solutions Course Catalog. The class schedule is generated from the current course catalog.

1.2 Class Schedule Building Process

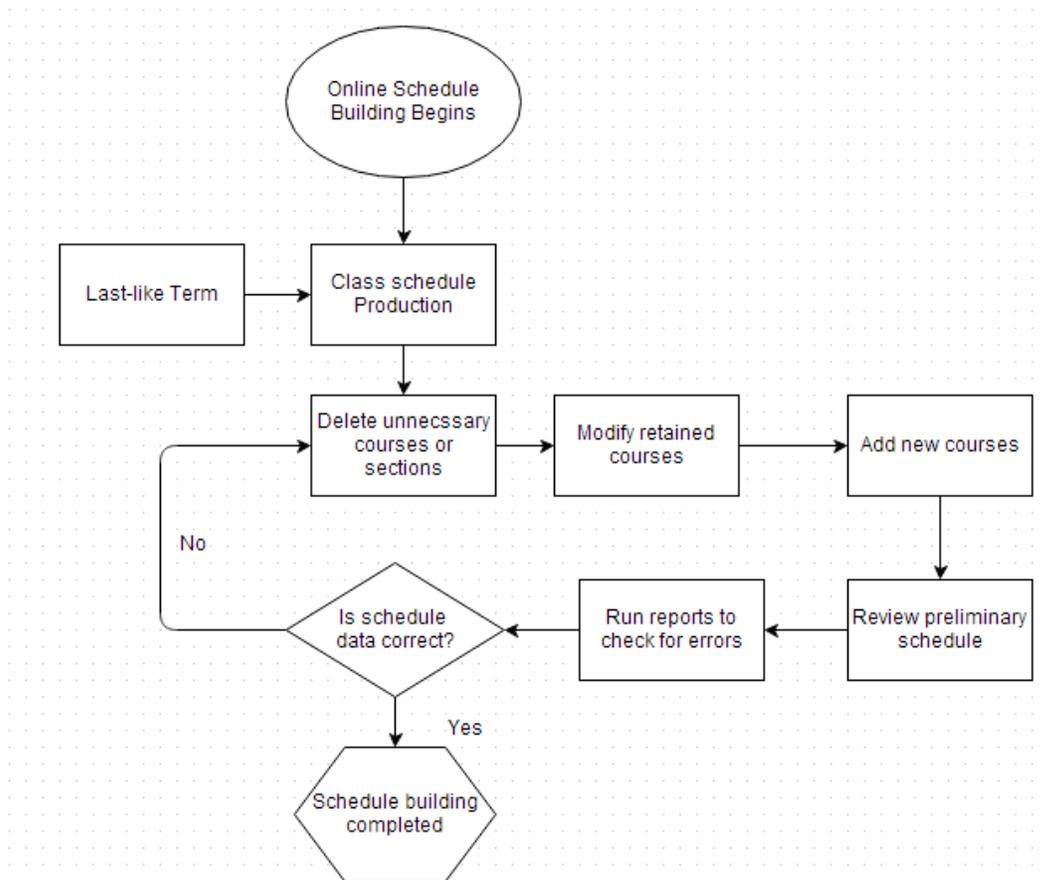
The class schedule building process takes place three (3) times a year for each of the Fall, Spring, and Summer semesters. The specific dates for department and college access during schedule building periods are available on the Academic Resources' website, <http://academicresources.sfsu.edu/sched/calendars>, under "Production Calendar by Semester". For each semester, when the departmental and college access has ended for the class schedule building period, Academic Resources publishes the Class Schedule on the web (<http://www.sfsu.edu/online/clssch.htm>) to assist students in planning for the upcoming registration period.

The schedule is generated from the last like term (i.e., Spring 2013 semester class data is copied for the Spring 2014 schedule) as a baseline to build the schedule for the upcoming semester. Therefore, much of the schedule building process is to modify section information from the previous like term. After the schedule building process has been completed, the production of the final Class Schedule occurs in Academic Resources.

1.3 Suggested Workflow for Class Schedule Building

Users find it helpful to use the last like term file in the following order:

1. Delete unnecessary courses or sections.
2. Modify any retained courses.
3. Add new courses.
4. Review the preliminary schedule. Use reporting tools to check for errors or missing classes.
5. Make the necessary changes and corrections to the scheduling data. (e.g. time, faculty)
6. Continue the process until data is correct.



1.4 Deadlines

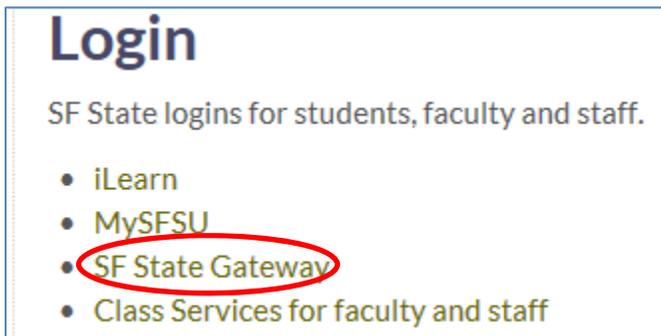
Academic Resources publishes the Class Schedule Production Calendar which outlines the due dates for schedule building and the production of the Academic Planning Data Base (APDB). The calendar is available <http://academicresources.sfsu.edu/sched/calendars> by selecting "Production Calendar by Semester" link. Student registration dates and deadlines are published under the Registrar's Office website, <http://registrar.sfsu.edu/>.

2.0 How to Log In

1. Use an appropriate web browser and go to www.sfsu.edu.
2. At the top navigation, click on "Login".



3. From the Login Page, click "SF State Gateway".



4. Enter your SF State ID or E-mail, then email password in the SF State Password. Then click the "Login" button.

 A white form box with a black border. It contains two input fields: 'SF State ID or E-mail' and 'SF State Password'. Below the first field is an example: '(Example: 123456789 or jdoe@mail.sfsu.edu)'. At the bottom center is a 'Login' button.

5. Click on [Employee Services](#) and
6. Then click on **Launch** [CS and HR Self Service](#)

3.0 How to Log Out

1. Close all working browser windows opened in Campus Solutions.
2. Click the "Sign out" link at the upper right corner of the browser window. Noted inside the red circle below.



4.0 Browse Course Catalog

There are two ways to navigate to the Browse Course Catalog: through the AOC WorkCenter or through the Curriculum Management.

1. AOC WorkCenter

The AOC WorkCenter is a custom page specifically for SF State. It will allow scheduling AOCs, to quickly navigate and complete the necessary data entry steps in order to build and maintain the Schedule of Classes.

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Browse Catalog

- Click on the Browse Catalog link

Class Schedule AOC WorkCenter

Course Catalog
Browse the course catalog by subject

Course Catalog
Create, view and update courses, course offerings, and course components.

Combined Sections
Identify Combined Sections
Identify classes to be combined for each combined section ID.

Class Schedule AOC WorkCenter

This is the Class Schedule AOC WorkCenter Page. It has Course Catalog, Combined Sections, APDB section on the AOC WorkCenter tab. On the Reports tab you can access Query Viewer and Report Manager.

The AOC WorkCenter has the following action icons:

- » Click to show the Task Panel
- « Click to hide the Task Panel
- Reload
- Personalize

Each pagelet may have the following action icons depends on its configurations:

- Click to show the Pagelet
- Click to hide the Pagelet
- Click to view help information of the Pagelet
- Click to reload the Pagelet
- Click to personalize the Pagelet

- Click the subject to expand
- Click on the Course Nbr or Course Title link

Browse Course Catalog

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

COLLAPSE ALL EXPAND ALL

Select subject code to display or hide course information.

▶ A U - All University

▼ AA S - Asian American Studies

Course Nbr	Course Title
110	Critical Thinking and the Asian American Experience
210	History of Asians in the United States
211	Contemporary Asian Americans
212	Asian Americans and Mass Media

Class Schedule AOC WorkCenter
⚙️ <<

AOC WorkCenter
AOC Reports & Query
APDB

Course Catalog 🔄 ⚙️

Browse Catalog
Browse the course catalog by subject

Course Catalog
Create, view and update courses, course offerings, and course components.

Combined Sections 🔄 ⚙️

Identify Combined Sections
Identify classes to be combined for each combined section ID.

Schedule Class Meetings
Add, view, and update meeting, facility, and instructor assignments for a class.

Update Sections of a Class
View and update class section summary information for a course.

Class Schedule 🔄 ⚙️

Maintain or Schedule New Crs

Browse Course Catalog

Course Detail

[Return to Browse Course Catalog](#)

AA S 110 - Critical Thinking and the Asian American Experience

Course Detail

Career	Undergraduate	view class sections
Units	3.00	
Grading Basis	Student Option	
Course Components	Lecture Required	
Campus	MAIN	
Academic Group	Ethnic Studies	
Academic Organization	Asian-American Studies	

Enrollment Information

Course Attribute	Lower Division Overlay: American Ethnic and Racial Minorities
-------------------------	--

Description

Development of basic critical thinking skills involved in understanding, criticizing, and constructing arguments reflective of experience of Asian Americans and key themes in of Asian American Studies.

2. Curriculum Management

Navigation: Curriculum Management > Course Catalog > Browse Catalog

- Click the subject to expand
- Click on the Course Nbr or Course Title link

San Francisco State University

Browse Course Catalog

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

COLLAPSE ALL EXPAND ALL

Select subject code to display or hide course information.

▶ A U - All University

⊖ AA S - Asian American Studies

Course Nbr	Course Title
110	Critical Thinking and the Asian American Experience
210	History of Asians in the United States
211	Contemporary Asian Americans
212	Asian Americans and Mass Media

Browse Course Catalog

Course Detail

[Return to Browse Course Catalog](#)

AA S 210 - History of Asians in the United States

Course Detail

Career	Undergraduate	view class sections
Units	3.00	
Grading Basis	Student Option	
Course Components	Lecture Required	
Campus	MAIN	
Academic Group	Ethnic Studies	
Academic Organization	Asian-American Studies	

Enrollment Information

Course Attribute	AI: United States History Lower Division GE D2: Social Sciences: U.S. History Overlay: American Ethnic and Racial Minorities
-------------------------	---

Description

Comparative analysis of the experience of different Asian American groups and their place in the general history and development of American society. [Formerly AA S 200]

5.0 Course Catalog

There are two ways to navigate to the Course Catalog: through the AOC WorkCenter or through the Curriculum Management. See Appendix K.

1. AOC WorkCenter

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Course Catalog

- Click on the Course Catalog link

This screenshot shows the 'Class Schedule AOC WorkCenter' page. The breadcrumb trail is 'Main Menu > AOC Administration > Class Schedule AOC WorkCenter'. The page title is 'Class Schedule AOC WorkCenter'. Below the title, there are tabs for 'AOC WorkCenter', 'AOC Reports & Query', and 'APDB'. The 'Course Catalog' tab is active. On the left side, there are three main sections: 'Browse Catalog' (Browse the course catalog by subject), 'Course Catalog' (Create, view and update courses, course offerings, and course components), and 'Combined Sections' (Identify Combined Sections). The 'Course Catalog' link is circled in red. On the right side, there is a description of the page and a list of action icons: '» Click to show the Task Panel', '« Click to hide the Task Panel', 'Reload', and 'Personalize'. Below this, there is a section for 'Each pagelet may have the following action icons depends on its configurations:' with icons for 'Click to show the Pagelet', 'Click to hide the Pagelet', 'Click to view help information of the Pagelet', 'Click to reload the Pagelet', and 'Click to personalize the Pagelet'.

This screenshot shows the 'Course Catalog' search page. The breadcrumb trail is 'Main Menu > AOC Administration > Class Schedule AOC WorkCenter > Course Catalog'. The page title is 'Course Catalog'. Below the title, there is a description: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a 'Search Criteria' section with several search fields: 'Academic Institution' (dropdown menu, value: SFCMP), 'Subject Area' (dropdown menu), 'Catalog Nbr' (dropdown menu, value: begins with), 'Campus' (dropdown menu, value: begins with), 'Course ID' (dropdown menu, value: begins with), and 'Description' (dropdown menu, value: begins with). There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

2. Curriculum Management

Navigation: Curriculum Management > Course Catalog > Course Catalog

The screenshot shows the 'Course Catalog' search interface. At the top, there is a navigation breadcrumb: 'Favorites > Main Menu > Curriculum Management > Course Catalog > Course Catalog'. Below this is the San Francisco State University logo. The main heading is 'Course Catalog', followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section is expanded, showing the following fields:

- Academic Institution: = [dropdown] [text: SFCMP] [magnifying glass icon]
- Subject Area: = [dropdown] [text:] [magnifying glass icon]
- Catalog Nbr: [dropdown: begins with] [text:] [magnifying glass icon]
- Campus: [dropdown: begins with] [text:] [magnifying glass icon]
- Course ID: [dropdown: begins with] [text:]
- Description: [dropdown: begins with] [text:]

Below the search criteria are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

- Academic Institution = SFCMP (required field)
- Subject Area: = Course Abbreviation; e.g., ANTH
- Catalog Nbr: = Course Number
- Campus: = MAIN
- Course ID: = Catalog Number
- Description: = Can be blank

These are not required fields except for the Academic Institution.

As an example, English courses in the Course Catalog can be located using “ENG” as the Subject Area parameter to search. The ENG courses are returned in the Search Results. Note that only the first 300 results are displayed, the maximum allowed results.

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Course Catalog](#) > [Course Catalog](#)



Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

Academic Institution: = 

Subject Area: = 

Catalog Nbr: begins with

Campus: begins with 

Course ID: begins with

Description: begins with

Include History
 Correct History
 Case Sensitive

[Basic Search](#)

[Save Search Criteria](#)

Search Results

Only the first 300 results can be displayed.

[View All](#)

[First](#)

1-100 of 300

[Last](#)

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
SFCMP	ENG	48	MAIN	028735	INTRO COLLEGE WRITING I
SFCMP	ENG	49	MAIN	012156	INTENSIVE LEARNING ENG
SFCMP	ENG	50	MAIN	007668	WRITING WORKSHOP
SFCMP	ENG	50NTR	(blank)	191073	Transfer Credit
SFCMP	ENG	51	MAIN	028734	INTRO COLLEGE WRITING II

Search for specific Course ID by narrowing down with the addition of Subject Area and Catalog Number, e.g. Subject Area = ENG, Catalog number = 104

Note: The Course Catalog is NOT term specific. It contains the course history information.

Select the Course ID for additional course information. In this case, ENG 104 is shown.

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Course Catalog > Course Data

Or

Navigation: Curriculum Management > Course Catalog > Course Catalog > Course Data

Catalog Data		Offerings		Components	
Course ID:	042978				
Effective Date:	06/04/2012	Status:	Active	Find View All First 1 of 1 Last	
Description:	1ST YEAR COMP STRETCH I		Course Offering 1 of 1		
Long Course Title:	First Year Composition Stretch I				
Long Description:	Prerequisite: English Placement Test (EPT) scores at or below T146. Critical thinking skills in reading and writing. Emphasis on academic argumentation.				
Course Units/Hours/Count					
Minimum Units:	3.00	Last Course of Mult Term Seq:	<input type="checkbox"/>		
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:	1.00		
Course Grading					
Grading Basis:	SF State R	Grade Roster Print:	Component		
Graded Component:	Lecture				
Repeat for Credit Rules					
<input type="checkbox"/> Repeat for Credit	Total Units Allowed:		3.00		
<input type="checkbox"/> Allow Multiple Enroll in Term	Total Completions Allowed:		1		
Additional Course Information					
Instructor Edit:	No Choice				
Add Consent:	No Consent	Drop Consent:	No Consent		
Requirement Designation:					
Equivalent Course Group:					
Course Attributes Personalize Find First 1 of 1 Last					
Course Attribute	Course Attribute Value				
CLEV	Course Level	1	Lower Division		
Override Topic Link ID: <input type="checkbox"/>					
Course Topics Personalize Find First 1 of 1 Last					
Description		Repeat For Credit			
Course Topic ID	Description	Short Description	Formal Description	Topic Link ID	
1					

6.0 Class Schedule

6.1 Term

Term is a four character value in Campus Solutions

Four digits = CYYT (Century, Year, Year, Term Value)

C = Century Options

1 = 1900–1999

2 = 2000–2099

YY = Last two digits of year

For example, 99 =1999; 00=2000; 01=2001; 3 for 2013; etc.

T = Term Value

1 = Winter

3 = Spring

5 = Summer

7 = Fall

Based upon this conversion, below are examples of terms at SFSU

<u>Term</u>	<u>Campus Solution Value</u>
Winter 2015	2151
Spring 2015	2153
Summer 2015	2155
Fall 2015	2157

6.2 Class Schedule

1. AOC WorkCenter

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Class Schedule

- Click on Maintain or Schedule New Crs link

The screenshot shows the 'Class Schedule AOC WorkCenter' interface. On the left sidebar, under the 'Class Schedule' section, the link 'Maintain or Schedule New Crs' is highlighted with a red box. The main area shows search criteria for Academic Institution (SFCMP), Term (2153), and Subject Area (ENG). Below the search criteria, a table of search results is displayed.

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
SFCMP	2153	ENG	104	Undergrad	MAIN	1ST YEAR COMPOSITION STRETCH I	042976	1
SFCMP	2153	ENG	105	Undergrad	MAIN	1ST YEAR COMPOSITIN STRETCH II	042977	1
SFCMP	2153	ENG	112	Undergrad	MAIN	READ + WRITING TECHNIQUES	042979	1
SFCMP	2153	ENG	114	Undergrad	MAIN	1ST YEAR COMPOSITION	042980	1

2. Curriculum Management

Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Or

Navigation: Curriculum Management > Schedule of Classes > Schedule New Course

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Maintain Schedule of Classes](#)



Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Academic Institution: =
 Term: =
 Subject Area: =
 Catalog Nbr: begins with
 Academic Career: =
 Campus: begins with
 Description: begins with
 Course ID: begins with
 Course Offering Nbr: =
 Academic Organization: begins with

Case Sensitive

[Basic Search](#)

Search Results

View All First 1-96 of 96

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
SFCMP	2153	ENG	104	Undergrad	MAIN	1ST YEAR COMPOSITION STRETCH I	042976	1
SFCMP	2153	ENG	105	Undergrad	MAIN	1ST YEAR COMPOSITN STRETCH II	042977	1
SFCMP	2153	ENG	112	Undergrad	MAIN	READ + WRITING TECHNIQUES	042979	1
SFCMP	2153	ENG	114	Undergrad	MAIN	1ST YEAR COMPOSITION	042980	1

- Academic Institution = SFCMP
- Term: = 2153 for Spring 2015
- Subject Area: = Course Abbreviation; e.g. ANTH, ENG, MATH
- Catalog Nbr: = Course Number
- Academic Career: = Undergraduate or Postbaccalaureate
- Campus: = MAIN
- Description: = Can be blank
- Course ID: = Catalog Number

These are not required fields except for the Academic Institution.

6.3 Basic Data

Use the Class Schedule Entry page to define sections and designate a course administrator. The course administrator might or might not be the instructor of the class.

When adding a course to the class schedule, you must select an existing course in the Course Catalog. Use the Find an Existing Value page to locate the Course ID in the Course Catalog to add the course to the schedule if the course was not offered in the previous like term. [See Page 15, Course Catalog for instructions]

1. AOC WorkCenter

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Course Schedule

Course ID:	042976	Course Offering Nbr:	1
Academic Institution:	San Francisco State University	Undergrad	<input type="button" value="Auto Create Component"/>
Term:	Spring 2015	English	
Subject Area:	ENG	1ST YEAR COMPOSITION STRETCH I	
Catalog Nbr:	104		

Class Sections		Find View All	First	1 of 3	Last
*Session:	<input type="text" value="1"/>	Academic Regular Session	Class Nbr:	66821	<input type="button" value="+"/> <input type="button" value="-"/>
*Class Section:	<input type="text" value="38"/>				

Basic Data					
*Component:	<input type="text" value="LEC"/> Lecture	*Start/End Date:	<input type="text" value="01/26/2015"/> <input type="text" value="05/15/2015"/>		
*Class Type:	<input type="text" value="Enrollment"/>	Event ID:	000029646		
*Associated Class:	<input type="text" value="38"/> Units: 3.00				
*Campus:	<input type="text" value="MAIN"/>	MAIN	<input checked="" type="checkbox"/> Schedule Print		
*Location:	<input type="text" value="ON CAMPUS"/>	On Campus			
*Academic Organization:	<input type="text" value="255 - ENG"/>	English Language & Literature			
Academic Group:	28	Liberal & Creative Arts			
*Holiday Schedule:	<input type="text" value="AY"/>	Academic Holiday Schedule			
*Instruction Mode:	<input type="text" value="P"/>	In Person			

Class Topic	
Course Topic ID:	<input type="text"/>

Class Attributes		Personalize Find <input type="button" value="Print"/> <input type="button" value="Calendar"/>	First	1-2 of 2	Last
*Course Attribute		*Course Attribute Value			
CLEV	Course Level	<input type="text" value="1"/>	Lower Division	<input type="button" value="+"/>	<input type="button" value="-"/>
GELD	GE Lower Division	<input type="text" value="A2"/>	A2: Written English Comm I	<input type="button" value="+"/>	<input type="button" value="-"/>

2. Curriculum Management

Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Basic Data

Or

Navigation: Curriculum Management > Schedule of Classes > Schedule New Course > Basic Data

Basic Data	Meetings	Enrollment Cntrl	Notes
Course ID:	042976	Course Offering Nbr:	1
Academic Institution:	San Francisco State University		
Term:	Spring 2015	Undergrad	<input type="button" value="Auto Create Component"/>
Subject Area:	ENG	English	
Catalog Nbr:	104	1ST YEAR COMPOSITION STRETCH I	
Class Sections Find View All First 1 of 3 Last			
*Session:	1	Academic Regular Session Class Nbr:	66821
*Class Section:	38	*Start/End Date:	01/26/2015 05/15/2015
*Component:	LEC Lecture	Event ID:	000029646
*Class Type:	Enrollment		
*Associated Class:	38	Units:	3.00
*Campus:	MAIN	Associated Class Attributes	
*Location:	ON CAMPUS		<input type="button" value="Add Fee"/>
Course Administrator:			<input checked="" type="checkbox"/> Schedule Print
*Academic Organization:	255 - ENG	English Language & Literature	<input type="checkbox"/> Student Specific Permissions
Academic Group:	28	Liberal & Creative Arts	<input type="checkbox"/> Dynamic Date Calc Required
*Holiday Schedule:	AY	Academic Holiday Schedule	<input type="checkbox"/> Generate Class Mtg Attendance
*Instruction Mode:	P	In Person	<input checked="" type="checkbox"/> Sync Attendance with Class Mtg
Primary Instr Section:	38		<input type="checkbox"/> GL Interface Required
Class Topic			
Course Topic ID:			<input type="checkbox"/> Print Topic in Schedule
Equivalent Course Group			
Course Equivalent Course Group:			<input type="checkbox"/> Override Equivalent Course
Class Equivalent Course Group:			
Class Attributes Personalize Find View All First 1-2 of 2 Last			
*Course Attribute		*Course Attribute Value	
CLEV	Course Level	1	Lower Division
GELD	GE Lower Division	A2	A2: Written English Comm I

6.3.1 Basic Data Field Definitions *(Based on the AOC WorkCenter sample)*

Class Sections

- **Session.** Fall/Spring - select 1 for Regular University; CEL for CEL

Summer – State-Support – select Summer Regular Session 1 – 4

(Please note if changing R1-R4 sessions, you will need to click to remove the previous entry and click to add new entry. When you update the session, the Start/End Date will auto fill).

Self-Support – select CEL Summer Acad Credit Sessn 1 – 4

- **Class Number.** When you save the class schedule, PeopleSoft generates a unique Class Number for each section. The **Class** Number is pulled from the Next Class Number field on the Term Value setup table, incremented by one, and stored in the Next Class Number field. The Class Number prints on the schedule of classes and can be used by students to enroll in a class section in Self Service or by staff in Enrollment Request. You can have multiple components and sections within a course offering but the system maintains uniqueness of the Class Number as a unique section identifier during a term. Note that the Class Numbers can be reused in a subsequent term.
- **Class Section.** The Class Section number must be unique within course offering and session. For classes have multiple course components (CS#), each dependent component has a separate class number with the same class section and the first letter of the course component. (For example: BIOL 150.01; this class has two component, a lecture and lab. You will see two separate sections, a 01 and a 02. Since each section will have its own class number, make sure you have the lecture (01) section with class type of 'Enrollment' and the lab (02) section with the class type of 'Non-Enrollment'.

Basic Data

- **Component.** The system defaults to the **Component** from the Course Catalog Data page. If you are adding a course with multiple components, once you add the lecture section, click 'Auto Create Component', the system will automatically insert the component section. Make sure to change the 'Associate Class' field and modify other information as needed.
- **Start/End Date.** The system defaults to the **Start/End Date** values from the Session Begin Date and Session End Date of the session entered on the Session Table page. **DO NOT CHANGE THESE DATES.**
- **Class Type.** The Class Type of **Enrollment** indicates which section is the primary section at enrollment time. The Class Type of **Non-Enrollment** is used to indicate that the section is used in auto-enrollment. Within a class, only one component can possess the Class Type of **Enrollment**. An example of a **Non-Enrollment** section is can be a Lab that the student will be enrolled into automatically after the selection of a particular Lecture section.
- **Event ID.** For each class scheduled that contains (on the Meetings page) a Facility ID, meeting start and end times, and days of the week, PeopleSoft establishes a Course Event whose key is the Event ID.
- **Associated Class.** Select an Associated Class number from the list box, or enter an Associated Class value of your own. By using Associated Class numbers, you link class sections that constitute a single course offering. A special Associated Class number, 99, allows a section to be associated with any other section. **Please do not use '99'.**
- **Units.** Number of units for the class.
- **Campus.** The system defaults to the **Campus** from the Course Catalog Data page if one was specified on the Offering page, indicating the campus offering the course. You cannot revise this value on the Class Schedule Entry page if one was identified in the course catalog. If a specific Campus wasn't identified in the course catalog, then you can, on a section-by-section basis, schedule

classes at various Campuses. Because you cannot revise the Campus value if one was provided on the course catalog level, it is best not to identify a specific campus on the Course Catalog Data page unless absolutely necessary.

- **Location.** Defaults to 'On Campus'
- **Academic Organization.** The system defaults to the Academic Organization from the Course Catalog Data page. The Academic Organization refers to the Organization offering the class. You can override this value.
- **Academic Group.** The system defaults to the **Academic Group** from the Course Catalog Data page for information only.
- **Holiday Schedule.** Default to 'AY-Academic Holiday Schedule'
- **Instruction Mode.** The instruction mode is defaulted from the course catalog and can be overridden at the class section level.
- **Schedule Print.** Select this flag to enabling printing of the sections in the schedule of classes.

Class Topic

- **Class Topic ID.** Only enter for the Basic Data Field page. Select a Course Topic ID for the section. Topic ID values are defined on the Course Catalog Topics page. **Student transcripts will include the Course Topic ID from this page.**

Class Attributes

- **Course Attributes.** The system defaults this field from the values defined in the course catalog section. Values for course attributes are defined on the Course Attributes setup page. **DO NOT OVERRIDE THESE VALUES.** You can amend to these values as instructed.
- **Course Attributes Values.** The system defaults this field from the values defined in the course catalog section. Values for course attributes are defined on the Course Attributes setup page. **DO NOT OVERRIDE THESE VALUES.** You can amend to these values as instructed.

6.3.2 Course Attribute FONL (effective Fall 2015)

The screenshot displays the course management interface for 'INTRODUCTION TO FILMMAKING' (Course ID: 045751, Offering Nbr: 1). The 'Class Sections' section is expanded, showing details for session 1, class section 01. The 'Class Attributes' table is highlighted with a red box, showing 'FONL' with value 'AB386'. The 'Meeting Pattern' section shows 'ONLINE' as the facility ID.

Course Attribute	Course Attribute Value
CLEV	1
FONL	AB386

Purely ONLINE sections must be coded with the Course Attribute: **FONL**. The table below provides the different Course Attribute Value by the term. Fall or Spring semesters are coded with the Course Attribute Value, **AB386**, and the Summer semesters, effective Summer 2016, are coded with the Course Attribute Value, **SELF**. For all of these sections, the APDB Learning Mode is either 01, 02, or 10. Please refer to section 6.4.2 APDB Learning Mode for the learning mode definition.

Semester	Course Attribute	Course Attribute Value	APDB Learning Mode
Fall or Spring	FONL	AB386	01, 02, or 10
Summer	FONL	SELF	01, 02, or 10

- All fully-online courses must be coded with FONL Course Attribute and AB386 Course Attribute Value
- AB386 attribute values can be added and removed any time before the enrollment window has opened
- AB386 courses must not have an in person, Face to Face component
- Courses may be synchronous or asynchronous
- All components for the same course must meet online: LEC/LAB, LEC/ACT, etc.

6.4 Meetings

Use the Class Meeting Pattern/Instructor page to define for a particular section: class meeting patterns; instructor(s); applicable APDB values; and instructor workload values.

1. AOC WorkCenter

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Maintain or Schedule New Crs > Class Schedule > Meetings

The screenshot shows the 'Meetings' page with the following sections:

- Meeting Pattern:** Includes fields for Facility ID (HUM0502), Capacity (19), Pat (MW), Mtg Start (8:10AM), Mtg End (9:25AM), days of the week (M, T, W, T, F, S, S), and Start/End Dates (08/25/2014 to 12/15/2014).
- Instructors For Meeting Pattern:** A table with columns for ID, Name, *Instructor Role (Prim Instr), Print, Access (Approve), Contact, Empl Rcd#, and Job Code.
- Meeting APDB Mapping Values:** Includes TBA Hours, *Learning Mode (F), and Face to Face.
- APDB Class Section Values:** Includes CS Number (04), Workload Factor (K), Component Units (1.0), and a field for 3.00.
- Room Characteristics:** Includes *Room Characteristic and *Quantity (1).

Or

2. Curriculum Management

Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Basic Data

Or

Navigation: Curriculum Management > Schedule of Classes > Schedule New Course > Basic Data > Meetings

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface				
Course ID:	042976	Course Offering Nbr:	1									
Academic Institution:	San Francisco State University											
Term:	Spring 2015	Undergrad										
Subject Area:	ENG	English										
Catalog Nbr:	104	1ST YEAR COMPOSITION STRETCH I										
Class Sections		Find View All		First 1 of 3		Last						
Session:	1	Academic Regular Session	Class Nbr:	66	Class APDB Mapping Values							
Class Section:	38	Component: Lecture	Event ID:	000029646								
Associated Class:	38	Units: 3.00										
Meeting Pattern		Find View All		First 1 of 1		Last						
Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
HSS0380	66	M	8:10AM	10:55AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/26/2015 05/15/2015					
HSS 380	Topic ID:	Free Format Topic:										
<input type="checkbox"/> Print Topic On Transcript		Contact Hours		Meeting APDB Mapping Values								
Instructors For Meeting Pattern		Personalize Find View All		First 1 of 1		Last						
Assignment		Workload										
ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code					
		Prim Instr	<input checked="" type="checkbox"/>	Approve		0	2358					
Room Characteristics		Personalize Find View All		First 1 of 1		Last						
*Room Characteristic			*Quantity									
			1									

6.4.1 Meetings Field Definitions

Meeting Pattern

- **Meeting Pattern Number.** The system assigns a unique Meeting Pattern Number for sequencing purposes. Every time you add a new row for different Meeting Pattern data, the system assigns a new Pattern Number. That number is not shown on this page but exists in the underlying table.
- **Facility ID.** Select a Facility ID to identify where the class is meeting. If a Facility ID is not found, contact Academic Resources.
- **Capacity.** This is defined in the Facility Table.
- **Pat (Meeting Pattern).** Enter the meeting pattern (e.g., MWF, TR)
- **Meeting Start, Meeting End.** Enter the Class Meeting Start and Meeting End times. The system defaults to an End time once you enter a Start time, based on what you set up for the default Normal Class Duration in the Meeting Patterns setup page.
- **M, T, W, T, F, S, S.** These are checkboxes for the days of the week when this particular class meeting will take place. The system defaults the selection of Meeting Days (M T W T F S S) based on what you enter in your setup of the Pattern code.

Start/End Date. The system defaults to the **Start/End Date** values from the Session Begin Date and Session End Date of the session entered on the Session Table page. You can override the dates for an individual class. (Please note if you are planning to change R1-R4 sessions, you will need to click to remove the previous entry and click to add new entry. When you update the session, the Start/End Date will auto fill then you can fill in the rest of the fields.)

- **Topic ID.** DO NOT ENTER A TOPIC ID. Use the Basic Data Page, Topic ID field for Topic ID entry.

- **Free Format Topic.** This field is not used. Do not make entries.
- **Print Topic on Transcript.** This field is not used.

Instructors For Meeting Pattern

Assignment Tab

- **ID.** The ID of the instructor
- **Name.** The name of the instructor
- **Instructor Role.** Select the instructor role for the corresponding ID number. Instructor role values are delivered with your system as translate values.
 - **Primary Instructor – Assign all instructors as Primary Instructors**
 - **TA – Assign as needed**
 - **Secondary Instructor – Used for Post-census assignments**
- **Print.** Select the Print check box to display the instructor's name on the Schedule of Classes report. The system populates this check box by default to the setting on the Course Catalog - Offerings page.
- **Access.** This field defines the instructor's grade roster access. Grade roster Access field values are delivered with your system as translate values and modification of these values would require programming effort. The values work in hierarchical fashion:
 - For Primary and Secondary Instructors, use **Approve:** Instructor can enter grades and approve the grade roster.
 - For TAs use **Grade:** Instructor can only enter grades for the class.
 - **Post:** Not used.
- **Contact.** For documentation only, as desired. The values you enter in the Contact field have no impact elsewhere in the system. The Contact field on this page has no programming tied to it, and does not relate to the delivered Instructor Workload feature in any way.
- **Empl Rcd#.** This field relates job information to instructors for reporting purposes. In addition, the system displays a warning message if the FULL_PART_TIME value on the job does not coincide with the same field value on the instructor assignment class record related to the instructor assignment class on the Term Workload page.
- **Job Code.** The Job Code field displays the value specified on the Accommodations page for a particular employee record.

Workload Tab

- **ID.** The ID of the instructor
- **Assign Type.** The Assign Type field displays on this page if the Calculate Workload check box is selected on the Academic Institution 4 page. The system populates the field by default from the Academic Institution 4 page and can be overridden. Only those assignment types current as of the term begin date and with the View on Schedule of Classes check box selected are available.
- **App Load.** The App Load check box appears on this page if the Calculate Workload check box is selected on the Academic Institution 4 page. The check box indicates whether the assignment counts toward an individual's Total Term FTE %. The field corresponds to the Include Assignment in Workload check box on the Assignment Type page and cannot be overridden. The only way to change the setting of this check box is to select a different assignment type.
- **Load Factor.** If desired, you can use the Load Factor field to divide one course component into multiple assignments across instructors. Inserting multiple rows per course component and assigning

each one a load factor (percent) enables you to divide a component into different assignment types among instructors. For example, you can assign instructor A to teach 30 percent of the lecture component, and instructor B to teach 70 percent of the lecture component. It is your responsibility to set the load factor. The total load factor on one course component should equal 100 percent. The system displays a soft warning message if the total does not equal 100 percent.

- **Work Load.** In order to provide maximum ease in assigning workload hours to individuals, the system auto calculates default workload hours when you schedule classes. The system bases calculations on the academic progress units or course component workload hours for the class (set up on the class association and class component pages), multipliers both per subject/component and per instructor, and load factor. The Work Load field stores the resultant workload hours. Manual modifications to work load hours are enabled and affect the Assigned FTE%.
- **Auto Calc.** The Auto Calc check box appears on this page if the Calculate Workload check box is selected on the Academic Institution 4 page. Select this check box if you want to have the workload value recalculated any time the user manually updates Assignment Type or Load Factor. The default is selected. Do not Uncheck this box.
- **Note.** Manually entering a value in the Work Load field clears the Auto Calc check box so that the manual entry is not overridden automatically if you change the assignment type or load factor. You can select the Auto Calc check box again; however, doing so recalculates work load.
- **Assignment FTE%.** Assignment FTE% appears on this page if the Calculate Workload check box is selected on the Academic Institution 4 page. This value represents the particular assignment's weight based on the 100% weekly workload hours or the 10% OEE workload hours for the assignment type. For example, if assignment type "lecture" has 100% Weekly Workload Hours set to 15, and you assign an instructor to teach a 3 hour lecture component with an assignment type of "lecture," the Assignment FTE % is 20 (because 3 hours out of 15 makes 20%). It is calculated and cannot be modified by the user.

 **Click on this if you want to delete the instructor from the course.**

Meeting APDB Mapping Values

- **Space Type.** By default
- **TBA Hours.** A CMS (REQ) field. The number of hours per week that have **not** been formally scheduled for a given resource segment. See *APDB DED* and *SR APDB Section Transaction Report Setup Guide* for further information.
- **Old Learning Mode.** This code is now replaced in the **Class APDB Mapping Values**.

Class APDB Mapping Values: APDB Class Section Values

- **CS Number.** A CMS (REQ) field. Course Classification Number. Identifies a mode of instruction for a particular class segment of instruction. e.g., '01' identifies a large lecture course with an enrollment > 50. See *APDB DED* and *SR APDB Section Transaction Report Setup Guide* for further information. A list of valid values is stored in Valid values are in COSAR Table 012.
- **Workload Factor.** A CMS (REQ) field. This field is the APDB "K or S" Factor multiplied by the Component Units (K) or Component Students (S) that determines the workload hours for a particular course component. The K or S Factor is established at the CSU level for all campuses and for each CS Number as appropriate in the CS Number setup table which is delivered by CMS. An S-Factor course is an independent study course where the instructor's workload calculation is a function of the number of students enrolled in the course. In a K-Factor course, an instructor's workload is a calculation simply of the number of units of the course. See *APDB DED* and *SR APDB Section Transaction Report Setup Guide* for further information.

- **Component Units.** A CMS (REQ) field. I.e., the APDB Segment Credit Units for each section of a course. The Component Units will be entered at the Course Catalog level and then inherited by the Schedule of Classes as each Component is scheduled. For example, 3.00 Component Units will be reported as 030. See *APDB DED* and *SR APDB Section Transaction Report Setup Guide* for further information.

6.4.2 APDB Learning Mode. Enter Codes 1-11 as defined below.

Look Up APDB Learning Mode	
Help	
Cancel	
Search Results	
View 100	First 1-9 of 9 Last
APDB Learning Mode	Description
01	Asynchronous no meetings AB386
02	Synchronous no meetings AB386
03	Asynchronous mtgs allowed FDE
04	Synchronous mtgs allowed FDE
05	Asynchronous with mtgs, Hybrid
06	Synchronous with mtgs, Hybrid
09	Face-to-face
10	A/S Hybrid no meetings AB386
11	A/S Hybrid mtgs allowed FDE

01	Asynchronous instructional course section can be offered anywhere (no campus meetings) – AB386 For summer terms, effective Summer 2016, code as SELF
02	Synchronous instructional course section can be offered anywhere (no campus meetings) – AB386 For summer terms, effective Summer 2016, code as SELF
03	Asynchronous instructional course section with three or less face to face meetings (orientation, mid-term, final campus meetings allowed) – federal Distance Education
04	Synchronous instructional course section with three or less face to face meetings (orientation, mid-term, final campus meetings allowed) – federal Distance Education
05	Asynchronous instructional course section segment with face-to-face course section segment (regular face-to-face meetings from every day to four or more times in the term) – aka Hybrid, list the course section and record the course credit units in online
06	Synchronous instructional course section segment with face-to-face course section segment (regular face-to-face meetings from every day to four or more times in the term) – aka Hybrid, list the course section and record only the course credit units in online
09	Face to Face
10	Asynchronous instructional course section can be offered anywhere (no campus meetings) with synchronous instructional course section can be offered anywhere (no campus meetings) – AB386 – aka Hybrid (Effective Summer 2015) For summer terms, effective Summer 2016, code as SELF
11	Asynchronous instructional course section (orientation, mid-term, final campus meetings allowed) with synchronous instructional course section (orientation, mid-term, final campus meetings allowed) – federal Distance Education – aka Hybrid (Effective Summer 2015)

Note: 09 is the default learning mode value.

Room Characteristics

- **Room Characteristic.** Use the Class Room Characteristics section to link room characteristics to classes, as needed.
- **Quantity.** The number 1 is by default.

6.5 Enrollment Control

Use the Enrollment Control page to manage a class section during the enrollment period. E.g., you can use this page to cancel a class section, increase the enrollment capacity, etc.

1. AOC WorkCenter

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Maintain or Schedule New Crs > Class Schedule > Enrollment Control

Enrollment Control			
*Class Status:	Active	<input type="button" value="Cancel Class"/>	
*Add Consent:	No Consent	Requested Room Capacity:	18 Total
*Drop Consent:	No Consent	Enrollment Capacity:	18 18
1st Auto Enroll Section:	<input type="text"/>	Wait List Capacity:	<input type="text"/> 0
2nd Auto Enroll Section:	<input type="text"/>		

Or

2. Curriculum Management

Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Enrollment Cntrl

Or

Navigation: Curriculum Management > Schedule of Classes > Schedule New Course > Basic Data > Enrollment Cntrl

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface	
Course ID:	042976	Course Offering Nbr:	1						
Academic Institution:	San Francisco State University								
Term:	Spring 2015	Undergrad							
Subject Area:	ENG	English							
Catalog Nbr:	104	1ST YEAR COMPOSITION STRETCH I							
Enrollment Control								Find View All First 1 of 3 Last	
Session:	1	Academic Regular Session	Class Nbr:	66821					
Class Section:	38	Component: Lecture	Event ID:	000029646					
Associated Class:	38	Units: 3.00							
*Class Status:	Active	<input type="button" value="Cancel Class"/>							
Class Type:	Enrollment	Enrollment Status:	Closed						
*Add Consent:	No Consent	Requested Room Capacity:	18	Total					
*Drop Consent:	No Consent	Enrollment Capacity:	18	21					
1st Auto Enroll Section:	<input type="text"/>	Wait List Capacity:	<input type="text"/>	0					
2nd Auto Enroll Section:	<input type="text"/>	Minimum Enrollment Nbr:	<input type="text"/>						
Resection to Section:	<input type="text"/>								
<input checked="" type="checkbox"/> Auto Enroll from Wait List		<input type="checkbox"/> Cancel if Student Enrolled							

6.5.1 Enrollment Control Field Definitions

- **Class Status.** The system defaults the Class Status to **Active**. Class Status values are delivered with your system as translate values. For schedule building purposes, keep the Class Status as **Active**. The Schedule of Classes report allows you to select on Class Status, so that you can print only Active classes, or only Inactive classes, and so on. See Appendix B.
- **Cancel Class button.** Click this button to cancel the class section and **drop any students enrolled from it**. The Class Status must be **Cancelled Section**. Cancelling classes drops any students who are already enrolled and can mean that tuition must be recalculated for those particular students by Student Financials. **NOTE: Not applicable for schedule building.**
- Note: Users should be aware if they are dropping a class with students already enrolled and identify who they are so that they can inform them.
- **Add and Drop Consent.** The system defaults to the Consent from the Course Catalog Data page indicating the type of consent required to enroll in the class. You can override the value on this page. If you select Instructor or Departmental consent, consent is granted either by entering the permission number or using the Override Permissions option on the Enrollment Request 1 page.
- Enter the **1st Auto Enroll Section**. These sections are other sections of this course in which you designate the system to automatically enroll the students when they enroll in *this* class. They are also sections associated with other class components (laboratory, lecture, discussion, and so on).
- **2nd Auto Enroll Section.** Field is not used.
- **Requested Room Capacity.** Enter the **Requested Room Capacity** for the class. **The Requested Room Capacity must be the same value as the Enrollment Capacity.**
- **Enrollment Capacity.** The system defaults the Enrollment Capacity from the default section size entered in the Course Catalog Components page.
- **Wait List Capacity.** Enter if you are wait-listing this section.

6.6 Notes

1. AOC WorkCenter

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Maintain or Schedule New Crs > Class Schedule > Notes

Notes

Find | View All First 1 of 1 Last

*Sequence Number:

Note Nbr:

Free Format Text:

Or

2. Curriculum Management

Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Notes

Or

Navigation: Curriculum Management > Schedule of Classes > Schedule New Course > Basic Data > Notes

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface
----------------------------	--------------------------	----------------------------------	-----------------------------	--------------	----------------------	--------------------------	--------------------------	------------------------------

Course ID: 042976 Course Offering Nbr: 1

Academic Institution: San Francisco State University

Term: Spring 2015 Undergrad

Subject Area: ENG English

Catalog Nbr: 104 1ST YEAR COMPOSITION STRETCH I

Class Sections Find | View All First 1 of 3 Last

Session: 1 Academic Regular Session Class Nbr: 66821

Class Section: 38 Component: Lecture Event ID: 000029646

Associated Class: 38 Units: 3.00

Class Notes Find | View All First 1 of 1 Last

*Sequence Number:

*Print Location: Even if Class Not in Schedule

Note Nbr:

Free Format Text:

* Directed self-placement must be completed prior to enrollment. For more information, please contact the English Tutoring Center (ETC), HUM 290, at

6.6.1 Notes Field Definitions

- **Sequence Number.** The system creates a Class Notes Sequence Number. The number determines the printing order of the class notes for a section if there are multiple notes. You can override this number.

- **Note Nbr.** Select one of the values defined on the Class Notes Table setup page. The system defaults the Note Text from the Note Number on the Class Notes Table page.
- **Copy Note button.** Click this button to copy the Note Number Text to the Free Format Text. This eliminates the Note Number and Note Text and becomes **Free Format Text** you can modify if you wish. Or simply enter **Free Format Text** without copying first.
- **Clear Note button.** Click this button to clear the Free Format Text field

6.7 Identify Combined Sections

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Identify Combined Sections

Class Schedule AOC WorkCenter
⚙️ ⏪

AOC WorkCenter
AOC Reports & Query
APDB

Course Catalog

Browse Catalog
Browse the course catalog by subject

Course Catalog
Create, view and update courses, course offerings, and course components.

Combined Sections

Identify Combined Sections
Identify classes to be combined for each combined section ID.

Schedule Class Meetings
Add, view, and update meeting, facility, and instructor assignments for a class.

Update Sections of a Class
View and update class section summary information for a course.

Identify Combined Sections

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution: = ▼ 🔍

Term: = ▼ 🔍

Session: = ▼ ▼

Combined Sections ID: begins with ▼

Description: begins with ▼

Case Sensitive

Search Results

Only the first 300 results can be displayed.

View All First 1-100 of 300 Last

Academic Institution	Term	Session	Combined Sections ID	Description
SFCMP	2153	Regular	0743	GEOL 104 01-05 LEC
SFCMP	2153	Regular	0742	ENGR 451 01, 03 LEC

Or

Navigation: Curriculum Management > Combined Sections > Identify Combined Sections

Identify Combined Sections

Academic Institution: SFCMP San Francisco State University

Term: 2153 Spring 2015

Session: 1 Academic Regular Session

Combined Sections ID: 0564 GRE 446/746 01

*Combination Type: ▼

Permanent Combination

Skip Mtg Pattern & Instr Edit
Warning: Mtg Pattern & Instr information will not be shared within the combined section.

Room Capacity

		Total
Requested Room Capacity: <input type="text" value="27"/>	Enrollment Capacity: <input type="text" value="27"/>	7
	Wait List Capacity: <input type="text" value="10"/>	0

Personalize | Find | View All | 📄 📅 First 1-2 of 2 Last

Combined Sections		Class Description									
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
<input type="text" value="74486"/> 🔍	GRE	446	01	Open	20	20	3	5	0	28	+ -
<input type="text" value="74487"/> 🔍	GRE	746	01	Open	7	7	4	5	0	28	+ -

View Combined Sections Table

Last Revised 08/08/17
Spring 2018

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6.7.1 Identify Combined Sections Field Definitions

- **Academic Institution.** Default to SFCMP.
- **Term.** Semester
- **Session.** Fall/Spring - select 1 for Regular University; CEL for CEL
Summer – State-Support – select Summer Regular Session 1 – 4
Self-Support – select CEL Summer Acad Credit Sessn 1 – 4
- **Combined Sections ID.** Each combination is applicable to a term and session and each is distinguished by a Combined Section ID. (001-499: Cross-list, different subjects; 500-699: Paired, Ugrad/Grad course; 700 and up for Multiple Sections, Same course with multiple sections)
- **Combination Type.** You combine sections Within Subject, Cross Subject, or Both. Combination Type values are delivered with your system as translate values. Modification of these values would require programming effort. See Appendix E. Examples:
 - **Within Subject** (e.g., ART 150 and ART 350)
 - **Cross Subject** (e.g., ANTH 320 and CST 320)
 - **Both** (e.g., PSY 450, PSY 405, SOC 450, and SXS 450).
- **Permanent Combination.** Depending upon how you choose to define it, combine sections permanently or for just one time only. **Choose this check box to make it permanent. This will cause the system to roll the combination when you perform the Prior Term Copy process.** If you don't select the Permanent Combination option, the system assumes that the combination is a temporary arrangement for the current term and the process will not copy it forward.
- When classes are linked to a combined section, they are all given the same Event ID. The enrollment and wait list capacities are controlled both at the section level and at the sections combined level.
- When combining sections, it is best that a Facility ID exists for only one of the classes on the Class Meeting Pattern/Instructor page. Before you combine sections, be sure that a facility ID (if one was entered) exists for only one of the classes you're combining.

Room Capacity

- **Requested Room Capacity.** The requested room capacity value must be the same as the Enrollment Capacity value.
- **Enrollment Capacity.** This value is enforced during the enrollment period.
- **Wait List Capacity.** This value is enforced during the enrollment period.

6.8 Combined Sections Table

Use the Sections Combined Table page to identify the sections to combine. The Combined Section ID is assigned to cross-listed, paired or multiple sections meeting at the same time and room. All meeting patterns must be the same in order to combine sections.

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Identify Combined Sections > click on the View Combined Sections Table link

Or

Navigation: Curriculum Management > Combined Sections > Combined Sections Table

Combined Sections Table

Academic Institution: San Francisco State University
 Term: Spring 2015
 Session: Academic Regular Session

*Combined Sections ID	*Description	*Short Description		
0743	GEOL 104 01-05 LEC	GEOL 104	View Combined Sections	+ -
0742	ENGR 451 01, 03 LEC	ENGR 451	View Combined Sections	+ -
0741	KIN 485 01, 02 LEC	KIN 485	View Combined Sections	+ -
0740	IBUS 330 01, 02 LEC	IBUS 330	View Combined Sections	+ -
0739	GEOL 270 01, 03 LEC	GEOL 270	View Combined Sections	+ -

- Each combination is applicable to a term and session and each is distinguished by a Combined Section ID. The system generates this ID for you with each row you add to identify a distinct combination.
- Description, Short Description. Enter a Description and Short Description for each combination.
- **View Combined Sections**, use this link to display a list of courses that comprise the combined sections or to go back to the Identify Combined Sections Page

SF State Schedule building implementation:

- College and Department schedule builders will have read only access to this page. The “View Combined Sections” line will not allow for additional display.
- For new entries in the Combined Sections Table, contact the College Scheduling Coordinator and
- For additional information, refer to Appendix E.

6.9 Update Sections of a Class

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Update Sections of a Class

Class Schedule AOC WorkCenter

Update Sections of a Class

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: = [v] SFCMP [magnifying glass]

Term: = [v] 2153 [magnifying glass]

Subject Area: = [v] [magnifying glass]

Catalog Nbr: begins with [v] [magnifying glass]

Academic Career: = [v] [dropdown]

Campus: begins with [v] [magnifying glass]

Description: begins with [v] [magnifying glass]

Course ID: begins with [v] [magnifying glass]

Course Offering Nbr: = [v] [magnifying glass]

Academic Organization: begins with [v] [magnifying glass]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Or

Navigation: Curriculum Management > Schedule of Classes > Update Sections of a Class

Update Sections of a Class												
Course ID:		042976		Course Offering Nbr:		1						
Academic Institution:		San Francisco State University		Undergrad								
Term:		Spring 2015		English								
Subject Area:		ENG		1ST YEAR COMPOSITION STRETCH I								
Catalog Nbr:		104										
Class Sections Personalize Find View All First 1-3 of 3 Last												
Class Status	Class Enrollment Limits											
Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc. Auto Enrl 1	Auto Enrl 2	Resection	*Add Consent	*Drop Consent	Schd Print
Regular	38	66821	Lecture	Closed	E	A	38			N	N	<input checked="" type="checkbox"/>
Regular	39	66822	Lecture	Closed	E	A	39			N	N	<input checked="" type="checkbox"/>
Regular	40	74640	Lecture	Closed	E	A	40			N	N	<input checked="" type="checkbox"/>

This page lists all sections of the selected class and allows you to update sections during Online Schedule Building.

Update Sections of a Class											
Course ID:		042976		Course Offering Nbr:		1					
Academic Institution:		San Francisco State University		Undergrad							
Term:		Spring 2015		English							
Subject Area:		ENG		1ST YEAR COMPOSITION STRETCH I							
Catalog Nbr:		104									
Class Sections Personalize Find View All First 1-3 of 3 Last											
Class Status		Class Enrollment Limits									
Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl			
Regular	38	66821	Lecture		18	21					
Regular	39	66822	Lecture		18	19					
Regular	40	74640	Lecture		18	21					

6.9.1 Field Translation Table

Field	Translation/Definition
Class Type	E = Enrollment section N = Non-Enrollment Section
Class Stat	A = Active X = Cancelled Section DO NOT USE 'S' or 'T'
Assoc	Associated class MUST match Section number.
Auto Enrl1	Only applies for 2-component courses (i.e. LEC/LAB offered as part of the course)
Add consent	N = No consent D = Department consent I = Instructor consent
Schd Print	Checked to print in Class Schedule. Uncheck to suppress. MUST be used in conjunction with either: <ul style="list-style-type: none"> Class Type = N OR Add consent = D or I

6.10 Update Print Ctl / Instructor ID

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Update Print Ctl/Instructor ID

The screenshot shows the 'Class Schedule AOC WorkCenter' interface. On the left is a navigation pane with sections: 'Course Catalog', 'Combined Sections', and 'Class Schedule'. The 'Update Print Ctl/Instructor ID' option is circled in red. The main area is titled 'Update Print Ctl/Instructor ID' and contains a search form. Below the title is the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. A 'Search Criteria' section contains the following fields:

- Academic Institution: = [dropdown] [text: SFCMP] [magnifying glass]
- Term: = [dropdown] [text:] [magnifying glass]
- Subject Area: = [dropdown] [text:] [magnifying glass]
- Catalog Nbr: [dropdown: begins with] [text:]
- Academic Career: = [dropdown] [text:] [dropdown]
- Campus: [dropdown: begins with] [text:] [magnifying glass]
- Session: = [dropdown] [text:] [dropdown]
- Class Nbr: = [dropdown] [text:]
- Class Section: [dropdown: begins with] [text:]
- Description: [dropdown: begins with] [text:]
- Course ID: [dropdown: begins with] [text:] [magnifying glass]
- Course Offering Nbr: = [dropdown] [text:] [magnifying glass]

There is an unchecked checkbox for 'Case Sensitive'. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

- Term (ex. 2153)
- Subject Area (ex. ENG)
- Catalog Nbr (ex. 104)

If you want to go directly to the section, enter

- Class Section (ex. 01; 02;..)

Or search by

- Class Nbr (when schedule building access has closed)

Review/Update Print Control and Instructor ID

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Update Print Ctl/Instructor ID

Course ID:	042976	Course Offering Nbr:	1
Academic Institution:	San Francisco State University		
Term:	Spring 2015	Undergrad	
Subject Area:	ENG	English	
Catalog Nbr:	104	1ST YEAR COMPOSITION STRETCH I	
Class Sections			
Session:	1	Academic Regular Session	Class Nbr: 66821
Class Section:	38	Component: Lecture	Event ID: 000029646
Associated Class:	38	Units: 3.00	Associated Class Attributes
Class Status			
Enrollment Status	*Class Type	*Class Status	Auto Enroll 1
Closed	E	A	
			Auto Enroll 2
			Resection
			*Add Consent
			*Drop Consent
			Sched Print
			<input checked="" type="checkbox"/>
Meetings Find View All First 1 of 1 Last			
Class Meeting Pattern Nbr: 1			
Instructors For Meeting Pattern Personalize Find Calendar First 1 of 1 Last			
Assignment Workload			
ID	Name	*Instructor Role	Print
			Access
			Contact
			Empl Rcd#
			Job Code
		Prim Instr	<input checked="" type="checkbox"/>
		Approve	<input type="checkbox"/>
			0 2358

Class Status

- Class Type: E or N
- Class Status: A or T
- Add Consent: N, I, or D
- Sched Print: Un/Check

Meetings

Assignment Tab:

- ID
- Instructor Role
- Print
- Access
- Empl Rcd#

Workload Tab:

- Load Factor
- See Appendix L for more instructions

6.11 Class Search

Use the Class Search page to locate classes in the Class Schedule for a term. The Search Criteria and Information displayed for classes returned in a search can be different in Student Self Service, Instructor Self Service and on the Administrative pages and is all based on your Class Search Profile setup.

Navigation: Curriculum Management > Schedule of Classes > Class Search

Search for Classes

Enter Search Criteria

Search for Classes

Institution

Term

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Course Subject

Course Number

Course Career

Show Open Classes Only
 Open Entry / Exit Classes Only

Additional Search Criteria

Meeting Start Time

Meeting End Time

Days of Week

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr ?

Course Keyword ?

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Campus

Location

7.0 Modifying the Class Schedule

7.1 Adding a New Course

If the course does not exist from the last-like term, a new course will be added to the schedule.

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Maintain or Schedule New Crs > Class Schedule > Basic Data

1. Enter Academic Institution = SFCMP
2. Enter Term (e.g. Fall 2013 = 2137)
3. Enter Subject Area
4. Enter Catalog Nbr.
5. Select "Search"
6. Key in the "Class Section" number and "Save"

7.2 Adding a Section to an Existing Course

If the course exists from the last-like term, additional sections can be added to the schedule.

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Maintain or Schedule New Crs > Class Schedule > Basic Data

1. Enter Academic Institution = SFCMP
2. Enter Term (e.g. Fall 2013 = 2137)
3. Enter Subject Area
4. Enter Catalog Nbr
5. Select "Search" To add a section to an existing course, click on the  button to add a new section.
7. Key in the "Class Section" number and "Save" to save the new section.

7.3 Deleting a Section

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Maintain or Schedule New Crs > Class Schedule > Basic Data

1. Enter Academic Institution = SFCMP
2. Enter Term (e.g. Fall 2013 = 2137)
3. Enter Subject Area
4. To delete a section, click on the  button.
5. You will see a message "Delete current/selected rows from this page? The delete will occur when the transaction is saved". Click Ok.

7.4 Change a Variable Topic

Variable topic **can** be updated on the Schedule of Classes via updating the Course Topic ID under the Basic Data page.

7.5 Facility ID

The Facility ID consists of the building abbreviation and room number. The building abbreviation assigned to a facility by the campus that serves to uniquely identify an independent physical structure. The room number data element identifies a designator assigned by the campus to each space associated within a given facility and serves to uniquely identify that space.

7.5.1 Change the Facility ID

You cannot enter the Facility ID for university classrooms controlled by Academic Resources. For other spaces, use the  button to search for the Facility ID. Enter the building abbreviation in the building field and room number in the room field. Below is a listed of building abbreviations. (Note: Abbreviations containing two words indicate building and room. Example: DOWN TOWN is entered in the lookup option as DOWN in the building field and TOWN in the room field.)

BH	Burk Hall
BUS	Business
CA	Creative Arts
COX FLD	Cox Stadium
DOWN TOWN	Downtown Campus
DTC	Downtown Campus
EP	Ethnic Studies and Psychology (previously PSY)
FA	Fine Arts
GYM	Gymnasium
HH	Hensill Hall
HSS	Humanities and Social Sciences
HUM	Humanities
LIB	Library
MAL FLD	Maloney Field
ML	Moss Landing Marine Laboratories
MWH	Mary Ward Hall
OUT SIDE	Outside
OFF CMPS	Off-Campus
ON LINE	Online
SCI	Science
TH	Thornton Hall
TNIS CRTS	Tennis Courts

7.6 Change Meeting Pattern

Click on the  button for a list of day values, but not all of them are valid for the Regular University's Class Schedule. In order to ensure placement by Schedule25, you must use the Academic Resources standard day abbreviations listed below.

M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday
U	Sunday
MWF	Monday, Wednesday, Friday
M-R	Monday, Tuesday, Wednesday, Thursday
M-F	Monday, Tuesday, Wednesday, Thursday, Friday
TR	Tuesday, Thursday
SU	Saturday, Sunday
ARR	Arranged (TBA hours must be included except for supervision classes.)

Important: For weekend classes (scheduled Friday evening from 5 pm or later and/or Saturday and/or Sunday), you must include **Note Number '0203' for Footnote 25**.

7.6.1 Dates, Start

This date defaults to the first day of instruction from the Academic Calendar and should not be changed for Fall and Spring Semester schedules.

7.6.2 Dates, End

This date defaults to the last day of instruction from the Academic Calendar and should not be changed for Fall and Spring Semester schedules.

7.6.3 To Be Arranged (TBA) Hours

The number of TBA hours associated with each course type. These "arranged" hours must be part of the approved course description in the University Bulletin. The scheduled hours, plus the TBA hours, must equal the weekly contact hours determined by the CS number and the units. TBA hours can be entered in the Meeting APDB Mapping Values subpage under the Meetings tab.

DO NOT CHANGE THE SPACE TYPE AND LEARNING MODE IN THE MEETING APPB MAPPING VALUES.

7.7 Faculty Name

This data element identifies the name of the individual employed by the university to teach the section. After entering the ID, the name will appear. If there is no instructor assigned, both faculty name and ID number should be left blank.

7.7.1 Add an Instructor to the Instructor for Meeting Pattern

In the Meetings tab, enter the Instructor ID under the assignment sub-tab. The instructor's name will automatically populate if s/he exist in the CS Instructor/Advisor Table. Select the instructor's role using the values available in the drop down list. Flag box to print instructor's name in the class schedule. Remove flag to suppress instructor's name in the class schedule. Select faculty access type using the values available in the drop down list. Click on the Workload tab and enter the appropriate load factor (e.g. 100.00 if course taught by one instructor, 50.00 if course is team-taught by two instructors with responsibilities split equally, etc.). If you receive an error message, check your list of valid Faculty IDs. If you need to add a new instructor to the CS Instructor/Advisor Table, call your contact person. Academic Resources requires an Employee Action Request (E.A.R.) form to enter a new faculty or change the name of an existing faculty.

7.7.2 Instructor Changes

1. To remove an instructor, use the button to delete the row. Click save.
2. Enter ID. Instructor's name will automatically populate. Continue on to select the instructor role, print option, access and load factor.

7.7.3 Load Factor

This data element identifies the percentage of the workload for each individual of a team teaching group or the whole number 100.00 if taught by one instructor.

To add an instructor to a section that is team taught:

1. Under the Instructors for Meeting Pattern, add a row by clicking the button. Insert the ID for the additional instructor(s).
2. Select the instructor's role using the values available in the drop down list.
3. Flag box to print instructor's name in the class schedule. Remove flag to suppress instructor's name in the class schedule.
4. Select faculty access type using the values available in the drop down list.
5. Enter the Load Factor for each instructor under the Workload tab.
6. Be sure that the total Load Factor for associated rows is equal to 100.00.
7. If the Load Factor is not correct, you will get a warning message, but the system will allow you to save incorrect values.
8. Click OK to the warning message only after verifying the Load Factor.

7.8 Component

This data element indicates the mode(s) of instruction for a particular course. The component is determined by the CS number. Valid values are:

ABBREVIATION	COURSE TYPE	CS NUMBER
LEC	Lecture	01-04, 06
SEM/DISC	seminar/ discussion (grad level)	05
ACT	Activity	07-14, 18-21
LAB	Laboratory	15-17
SUPV	undergraduate supervision	36
SUPV	graduate supervision	25
SUPV	non-traditional supervision	78

7.8.1 The CS number also determines the number of required meeting hours per week:

C1-6	1 hour weekly/unit
C7-14	2 hours weekly/unit
C15-21	3 hours weekly/unit

8.0 Standard Time Blocks

In order to fully utilize the limited number of university classrooms, you are strongly encouraged to use the standard time blocks for the appropriate semester.

8.1 Fall and Spring

Effective Fall 2018, classes must be scheduled according to the Academic Senate Policy, S17-277 for the Fall and Spring semesters, <https://senate.sfsu.edu/policy/standardized-time-blocks-use-course-scheduling>.

MW, MWF and M-F 50-minute blocks	TR 50-minute blocks	MW ¹ and TR 75-minute blocks	MW and TR 100-minute blocks	M, T, W, R, F 165-minute blocks
0800 - 0850	0800 - 0850	0800 - 0915	0800 - 0940	0930 - 1215 ²
0900 - 0950	1000 - 1050	0930 - 1045	1000 - 1140	1230 - 1515 ²
1000 - 1050	1100 - 1150	1100 - 1215	1200 - 1340	1530 - 1815 ²
1100 - 1150	1300 - 1350	1230 - 1345	1400 - 1540	1600 - 1845
1200 - 1250	1400 - 1450	1400 - 1515	1600 - 1740	1630 - 1915
1300 - 1350	1600 - 1650	1530 - 1645	1800 - 1940	1700 - 1945
1400 - 1450		1700 - 1815	2000 - 2140	1730 - 2015
1500 - 1550		1830 - 1945		1800 - 2045
1600 - 1650		2000 - 2115		1830 - 2115
1700 - 1750				1900 - 2145
1800 - 1850				
1900 - 1950				
2000 - 2050				
2100 - 2150				

¹ Academic Resources may choose to restrict the scheduling of MW 75-minute and all 165-minute blocks in large, centrally scheduled lecture halls.

² These time blocks cannot be centrally scheduled, but departments and Colleges may use them to schedule in their own spaces.

8.2 Summer

These time blocks are based on a 3-unit lecture course (CS 1-6). Time blocks are established around three standard begin times: 0900, 1215 and 1800. The ending times vary because of the session, CS number and unit values, and meeting days per week. When scheduling classes other than 3-unit lecture courses, try to remain within the standard starting times listed below.

All classes meeting 2 hours or more include a 15 minute break in the meeting times.

8.2.1 Special Considerations for Building the Summer Schedule

8.2.1.1 Self-Support (CEL Summer Acad Credit Session)

The self-supported Summer semester has four sessions, S1 (first 5 weeks); S2 (eight weeks beginning 2 weeks after S1 session); S3 (second 5 weeks); and S4 (the full ten weeks). Course section numbers **must be unique**. *For example, you cannot have ISYS 0263 01S1 and ISYS 0263 01S2.*

All non-standard time blocks must approved by Academic Resources.

8.2.1.2 State Support (Summer Regular Session)

The state supported Summer semester has four sessions, R1 (first 5 weeks); R2 (eight weeks beginning 2 weeks after R1 session); R3 (second 5 weeks); and R4 (the full ten weeks). Course section numbers **must be unique**. *For example, you cannot have ISYS 0263 01R1 and ISYS 0263 01R2.*

All non-standard time blocks must approved by Academic Resources.

8.2.2 Five Week Session: S1/R1 and S3/R3 for 3-unit Lecture Classes

	DAILY	MTWR	MWF*	MW/TR*
Contact Time	1h30m	1h55m	2h45m	4h
Morning	0900-1030	0900-1055	0900-1145	0900-1300
Afternoon	1215-1345 1415-1545	1215-1410	1215-1500	1315-1715
Evening		1800-1955	1800-2045	1800-2200

*Includes 15 minute break

8.2.3 Eight Week Session: S2/R2 for 3-unit Lecture Classes

	DAILY	MTWR	MWF	MW/TR*
Contact Time	1h	1h10m	1h35m	2h35m
Morning	0900-1000	0900-1010	0900-1035	0900-1135
	1045-1145	1045-1155		
Afternoon	1215-1315	1215-1325	1215-1350	1215-1450
	1415-1515	1415-1525	1415-1550	
Evening	1800-1900	1800-1910	1800-1935	1800-2035

*Includes 15 minute break

8.2.4 Ten Week Session: S4/R4 for 3-unit Lecture Classes

	DAILY	MTWR	MWF	MW/TR
Contact Time	45m	1h	1h15m	1h55m
Morning	0900-0945	0900-1000	0900-1015	0900-1055
	1000-1045	1015-1115	1030-1145	
	1100-1145			
Afternoon	1215-1300	1215-1315	1215-1330	1215-1410
	1315-1400		1345-1500	1430-1625
	1415-1500	1415-1515		
Evening		1800-1900	1800-1915	1800-1955

8.2.5 Five Week Session: S1/R1 and S3/R3 for 4-unit Lecture Classes

	DAILY	MTWR
Contact Time	2 hrs	2hr45m*
Morning	0900-1100	0900-1145
Afternoon	1215-1415	1215-1500
		1315-1600
Evening	1800-2000	1800-2045

*Includes 15-minute break

8.2.6 Eight Week Session: S2/R2 for 4-unit Lecture Classes

	DAILY	MTWR	MWF*	MW/TR*
Contact Time	1h15m	1h35m	2h20m	3h25m
Morning	0900-1015 1030-1145	0900-1035	0900-1120	0900-1225
Afternoon	1215-1330 1345-1500	1215-1350 1415-1550	1215-1420	1215-1540
Evening	1800-1915	1800-1935	1800-2020	1800-2125

*Includes 15 minute break

8.2.7 Ten Week Session: S4/R4 for 4-unit Lecture Classes

	DAILY	MTWR	MWF	MW/TR*
Contact Time	1h	1h15m	1h40m	2h45m
Morning	0900-1000 1000-1100 1100-1200	0900-1015 1100-1215	0900-1040 1030-1145	0900-1145
Afternoon	1215-1315 1330-1430	1215-1315 1415-1515	1215-1355 1415-1555	1215-1500
Evening	1800-1900	1800-1915	1800-1940	1800-2010

*Includes 15 minute break

8.2.8 Five Week Session: S1/R1 and S3/R3 for 5-unit Lecture Classes

	DAILY	MTWR
Contact Time	2h45m*	3hr30m*
Morning	0900-1145	0900-1230
Afternoon	1215-1500	
	1315-1600	1315-1645
Evening	1800-2045	1800-2130

*Includes 15 minute break

8.2.9 Eight Week Session: S2/R2 for 5-unit Lecture Classes

	DAILY	MTWR	MWF*	MW/TR*
Contact Time	1h35m	1h57m	2h50m	4h10m
Morning	0900-1035	0900-1100	0900-1150	0900-1310
Afternoon	1215-1350 1415-1550	1215-1415 1430-1630	1215-1505	
Evening	1800-1935	1800-2000	1800-2050	

*Includes 15 minute break

8.2.10 Ten Week Session: S4/R4 for 5-unit Lecture Classes

	DAILY	MTWR	MWF*	MW/TR*
Contact Time	1h15m	1h35m	2h20m	3h25m
Morning	0900-1015 1030-1145	0900-1035	0900-1120	
Afternoon	1215-1330 1345-1500	1215-1350 1415-1650	1215-1440 1500-1720	1215-1540
Evening	1800-1915	1800-1935	1800-2020	1800-2125

*Includes 15 minute break

8.2.11 Summer Semester Contact Hours

8.2.11.1 Five Week Session: S1/R1 and S3/R3

CS#	5 Class Days per Week DAILY				4 Class Days per Week MTWR				3 Class Days per Week MWF			
	Contact hours per meeting				Contact hours per meeting				Contact hours per meeting			
	One Unit	Two Units	Three Units	Four Units	One Unit	Two Units	Three Units	Four Units	One Unit	Two Units	Three Units	Four Units
1-6	0h 30m	1h	1h 30m	2h	0h 38m	1h 15m	1h 53m	2h 30m	0h 50m	1h 40m	2h 30m	3h 20m
7-14	1h	2h	3h	4h	1h 15m	2h 30m	3h 45m	5h	1h 40m	3h 20m	5h	6h 40m
15-17	1h 30m	3h	4h 30m	6h	1h 53m	3h 45m	5h 38m	7h 30m	2h 30m	5h	7h 30m	10h

CS#	2 Class Days per Week MW/TR				1 Class Day per Week		
	Contact hours per meeting				Contact hours per meeting		
	One Unit	Two Units	Three Units	Four Units	One Unit	Two Units	Three Units
1-6	1h 15m	2h 30m	3h 45m	5h	2h 30m	5h	
7-14	2h 30m	5h	7h 30m	10h			
15-17	3h 45m	7h 30m	11h 15m	15h			

8.2.11.2 Eight Week Session: S2/R2

CS #	5 Class Days per Week DAILY				4 Class Days per Week MTWR				3 Class Days per Week MWF			
	Contact hours per meeting				Contact hours per meeting				Contact hours per meeting			
	One Unit	Two Units	Three Units	Four Units	One Unit	Two Units	Three Units	Four Units	One Unit	Two Units	Three Units	Four Units
1-6	0h 19m	0h 38m	0h 56m	1h 15m	0h 23m	0h 47m	1h 10m	1h 34m	0h 31m	1h 3m	1h 34m	2h 5m
7-14	0h 38m	1h 15m	1h 53m	2h 30m	0h 47m	1h 34m	2h 21m	3h 8m	1h 5m	2h 5m	3h 8m	4h 10m
15-17	0h 56m	1h 53m	2h 49m	3h 45m	1h 10m	2h 21m	3h 1m	4h 41m	1h 34m	3h 8m	4h 41m	6h 15m

CS#	2 Class Days per Week MW/TR				1 Class Day per Week MTWR		
	Contact hours per meeting				Contact hours per meeting		
	One Unit	Two Units	Three Units	Four Units	One Unit	Two Units	Three Units
1-6	0h 47m	1h 34m	2h 21m	3h 8m	1h 34m	3h 8m	4h 41m
7-14	1h 34m	3h 8m	4h 41m	6h 15m	3h 8m	6h 15m	
15-17	2h 21m	4h 41m	7h 2m		4h 41m		

8.2.11.3 Ten Week Session: S4/R4

CS#	5 Class Days Per Week DAILY Contact hours per meeting				4 Class Days Per Week MTWR Contact hours per meeting				3 Class Days Per Week MWF Contact hours per meeting			
	One Unit	Two Units	Three Units	Four Units	One Unit	Two Units	Three Units	Four Units	One Unit	Two Units	Three Units	Four Units
1-6	0h 15m	0h 30m	0h 45m	1h	0h 19m	0h 38m	0h 57m	1h 15m	0h 25m	0h 50m	1h 15m	1h 40m
7-14	0h 30m	1h	1h 30m	2h	0h 38m	1h 15m	1h 53m	2h 30m	0h 50m	1h 40m	2h 30m	3h 20m
15-17	0h 45m	1h 30m	2h 15m	3h	0h 57m	1h 53m	2h 49m	3h 45m	1h 15m	2h 30m	3h 45m	5h

CS#	2 Class Days per Week MW/TR Contact hours per meeting				1 Class Day per Week MTWR Contact hours per meeting	
	One Unit	Two Units	Three Units	Four Units	One Unit	Two Units
1-6	0h 38m	1h 15m	1h 53m	2h 30m	1h 15m	2h 30m
7-14	1h 15m	2h 30m	3h 45m	5h	2h 30m	5h
15-17	1h 53m	3h 45m	5h 38m	7h 30m		

9.0 Reports as Audit Tools

There are a variety of reports available to assist you in auditing your class schedule during the building process. Please reference the **Reporting Tools for Campus Solutions Online Schedule Building** for details of the reports for specific auditing needs.

10.0 Schedule Building Checklist

Before finalizing the schedule, a series of reports are available to assist in auditing the scheduling data. Here are some suggestions:

10.1 Print Class Schedule Report

- Are of the courses/sections there?
- Are the sections offered on the correct days/times?
- Are print control codes, class notes, and request for room characteristics correct?
- If summer, are session codes correct?

10.2 Faculty Class Schedule Report

- Are there any double-scheduled faculty?
- Have you brought faculty back from any leaves?
- Have FERPs been checked?
- Have lecturers with entitlement been re-appointed correctly?

10.3 Unhoused Class Report

- Are all labs and activities housed?
- For sections to be housed by Schedule25, has 'NEEDROOM' been assigned to LEC or SEM sections?

10.4 Room Utilization Report

- Are your large lectures assigned correctly?
- Are your enrollment limits appropriate for the room you have assigned?

10.5 Combined Sections Report

- Are all parts of the cross list group offered?
 - If course is cross-listed across colleges, consult with college contact person in other college on enrollment limits, restrictions, etc.
- If a class is to be housed via Schedule25, double-check that:
 - paired classes

- cross-listed classes
 - multiple sections meeting at the same time and same place
- have been identified under the Identify Combined Sections.

10.6 Faculty Workload

- Are workloads appropriate for faculty appointment?
- Check your FERPs, faculty coming back from leaves.

10.7 Associated Class Audit Report

- Does the course have all of the components coded appropriately?
- Do the section and associated class number match?
- For two-component courses, are both components scheduled?

10.8 Contact Hours

Verify that the total contact hours (including TBA hours) are correct for the CS number. (Note: A class hour = 50 minutes.)

CS Number	Course Type	Wkly Class Hrs Per Unit of Credit
01-04, 06	LEC	1
05 (Undergrad)	SEM	1
05 (Grad)	SEM or DISC	1
07-14	ACT	2
15-17	LAB	3
18-21	ACT	More than 3
25, 36	SUPV	-
78	SUPV (non-traditional)	-

10.9 ARR in Meeting Days

- For all non-supervision courses that are meeting by arrangement, scheduling information or at least a contact name/phone number/website should be contain in the class note.
- Is the class meeting for the required contact hours based on CS number and units?
- Where necessary have these classes been included on the request for pre-assignment?

10.10 Time Slot Reports

- All large lecture hall assignments and pre-assigned classes housed in University classrooms count against your time slot allocation.

- The time-slot count report counts Offer Nbr '1' for cross-listed class as the home department.
 - Should the cross-listed class be counted under the college offering/paying the class, please provide a memo.

10.11 Pre-assigned Procedure

- If you request a pre-assignment for a disabled faculty member, please be sure that they have a "Reasonable Accommodation Request Form" on file in the Office of Disability Programs Unit, located in SSB 109. Forms are available on the web at <http://access.sfsu.edu/content/forms>.
- Mini-classes (classes that meet only part of the semester) and one-time meetings scheduled in footnotes (e.g. for online classes) must be included on the Classes Needing Pre-assigned Rooms Form.

10.12 Lectures in Labs

You are required to continue housing the same number of lectures/seminars in lab/activity space as you did in the like prior term. Lists are distributed at the start of the schedule building cycle.

10.13 699s and 899s

- Effective Spring 2015, most 699s and 899s are offered as variable unit courses.
- Consider using footnote 26, Note Nbr '0207'. Section display on the web schedule is controlled by the Schedule Print check box.
- Check Schedule Print carefully. Students cannot enroll in 699s/899s until the first day of classes.

10.14 Weekend Classes

- Weekend classes are defined as meeting anytime from 5:00 p.m. on Friday through midnight Sunday. Any classes meeting during these times **MUST** be coded with University footnote 25, Note Nbr '0206' which states: "Weekend Class: Check class listing for meeting times and days. If not indicated, refer to other footnotes for scheduling information."
- For those classes meeting all 15 weekends, (e.g. every Saturday) code the begin time, end time and "S", "U", or "SU" in the pattern field.
- Classes that meet sporadically throughout the semester (e.g. every other Saturday, one or two weekends only, etc.) should code "ARR" in the pattern field and state specific dates in a department defined footnote. ***These classes must be included on the Classes Needing Pre-assigned Rooms form***

10.15 Online Classes

Insert "ONLINE" in the Facility ID field. Any other information should be clearly defined in a department footnote including any meeting times associated with these classes. ***These meeting times must be included on the Classes Needing Pre-assigned Rooms form.***

10.16 Off Campus Classes

Class meeting at the Downtown Center should be coded "DOWNTOWN" in the Facility ID field; use footnote 19, Note Nbr. '0201' for location information. All other classes meeting off campus should insert "OFFCMPS" in the Facility ID field. Meeting locations, times and/or days should be defined in specific fields or in a department footnote. If the lecture takes place on campus and the lab or activity takes place off campus, the lab or activity should be coded "OFFCMPS". ***If a class meets off campus and on weekends, please use the "OFFCMPS" designation and do not use footnote 25.***

Appendix A - Checklist

Please use this checklist as a guideline for schedule building process.

This checklist does not cover every possible scenario for schedule building. Please visit your business process for additional items.

DELETING COURSES		CS OSB PAGE														
<input type="checkbox"/>	If a course will be offered and has multiple sections, delete unnecessary sections.	Basic Data														
<input type="checkbox"/>	If a course will not be offered, delete all sections.	Basic Data														
<input type="checkbox"/>	If a course has multiple components, delete all Lecture/Lab/Activity associated with course offering.	Basic Data														
MODIFYING EXISTING COURSES																
<input type="checkbox"/>	Is the course in the correct Session (1 – Regular University, 2 – CEL for Fall/Spring)?	Basic Data														
<input type="checkbox"/>	Does Class Section <i>and</i> Associated Class match? (Note: Do not use '99')	Basic Data														
<input type="checkbox"/>	Is this the correct Component type (Lec, Lab, Act, etc.)?	Basic Data														
<input type="checkbox"/>	For variable topics, check Topic ID .	Basic Data														
<input type="checkbox"/>	Is the course assigned to the correct Facility ID ? (leave blank for Schedule25)	Meetings														
<input type="checkbox"/>	Is the Meeting days, Mtg. Start, Mtg. End correct?	Meetings														
<input type="checkbox"/>	Are the instructors assigned to the correct meeting patterns?	Meetings -> Assignment														
<input type="checkbox"/>	If team-taught, are the Instructor Workload factor correct?	Meetings -> Workload														
<input type="checkbox"/>	Is the Enrollment Capacity and Waitlist Capacity correct?	Enrollment Cntl														
<input type="checkbox"/>	Is the correct Notes attached to the course?	Notes														
<input type="checkbox"/>	Check Identify Combined Sections page, if applicable.	Combined Sections -> Identify Combined Sections														
ADDING COURSES																
<input type="checkbox"/>	If the course is not from the last-like term, the course will need to be added.															
<input type="checkbox"/>	Locate course from "Schedule New Course" search function															
<input type="checkbox"/>	Select correct Course ID from search.															
<input type="checkbox"/>	Follow the Modifying Existing Courses checklist to add course to schedule.															
FOR SCHEDULE25																
<input type="checkbox"/>	Is the Facility ID blank?	Basic Data														
<input type="checkbox"/>	Is the Meeting days, Mtg. Start, Mtg. End correct?	Basic Data														
<input type="checkbox"/>	Have the Room Characteristics been added? <table border="1" data-bbox="316 1591 805 1843"> <tr><td>01</td><td>Enhanced Audio Visual</td></tr> <tr><td>02</td><td>Tab Arm</td></tr> <tr><td>03</td><td>Geography Map</td></tr> <tr><td>04</td><td>Histry Map</td></tr> <tr><td>05</td><td>CourseStream</td></tr> <tr><td>06</td><td>White Board</td></tr> <tr><td>07</td><td>LCD Cart</td></tr> </table>	01	Enhanced Audio Visual	02	Tab Arm	03	Geography Map	04	Histry Map	05	CourseStream	06	White Board	07	LCD Cart	Meetings
01	Enhanced Audio Visual															
02	Tab Arm															
03	Geography Map															
04	Histry Map															
05	CourseStream															
06	White Board															
07	LCD Cart															
<input type="checkbox"/>	Is the Enrollment Capacity correct?	Enrollment Cntl														

Appendix B - Most Important Data Entry Fields

Schedule of Classes – Basic Data page

- Session
- **Class Section (DO NOT USE '99')**
- Component, if multiple component (Lecture, Lab, Activity, etc.)
- Class Type (Enrollment or Non-Enroll)
- **Associated Class (sometimes called Class Association Number)**
- Schedule Print
- Topic ID (*if it is a Topics Course*)

Schedule of Classes – Meetings page

- Facility ID (Classroom, leave blank for Schedule25)
- Meeting Pattern (MWF, TR, etc.)
- Meeting Start/Meeting End (Times)
- Instructor ID
- Instructor Role
- Instructor Print (check to print on schedule)
- Instructor Access (Approve or Grade for TA)
- Empl Rcd # - and check for the correct Job Code
- Instructor Workload (enter Load factor for team teaching)
- For Schedule25 rooms, Room Characteristics

Schedule of Classes – Enrollment Control page

- Class Status (Active, Stop Further Enrollment, Tentative Section)
- Add Consent (No Consent, Department Consent, Instructor Consent)
- Enrollment Capacity
- Waitlist Capacity
- 1st Auto Enroll section (for multiple component courses)

Schedule of Classes – Notes page

- Note Number
- Use  to add additional notes

Appendix C - Adding Courses to be Offered

When adding a new course to be offered, complete the key fields as denoted in the table:

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Maintain or Schedule New Crs

Page		Field	One Comp (LEC/SEM)	One Comp (SUP)	Mult. Comp (LEC)	Mult. Comp (LAB/ACT)	X-listed Home Dept.	X-listed Dependent Dept.	
Basic Data	Class Sections *NN = 01, 02, ...10 #N = 1, 2, 3 ..	Session	1 = Regular University; For summer sessions, please refer to latest announcements.						
		Class Section	NN*	NN	NN	NN+1 / NN+1	NN	NN	
		Component			LEC	LAB / ACT			
		Class Type	Enroll	Enroll	Enroll	Non-enroll	Enroll	Enroll	
		Associated Class	N#	N	N	N	N	N	
	Schedule Print	Checked	Checked	Checked	Checked	Checked	Checked		
Class Topic		Course Topic ID	Complete if Variable topic course						
Meetings	Meeting Pattern	Facility ID	Complete if in dept.room. Use NEEDROOM for Schedule 25.						
		Pat	x	x	x	x	x		
		Mtg Start	x	x	x	x	x		
		Mtg End	x	x	x	x	x		
	Instructors for Meeting Pattern	Assignment	ID	x	x	x	x	x	No information required
			Instructor Role	x	x	x	x	x	
			Print%	x	x	x	x	x	
			Access	x	x	x	x	x	
		Empl Rcd	x	x	x	x	x		
	Workload	Load Factor	x	x	x	x	x		
Room Characteristics		Room Characteristics	Leave blank if in dept. room. Complete for Schedule25.						
Enrollment Cntrl	Enrollment Control	Class Status	Active						
		Add Consent	No Consent	Dept/Inst	No Consent	No Consent	No Consent	No Consent	
		Enrollment Capacity	Enter enrollment capacity						
		Wait List Capacity	Complete if offering Wait List						
		1 st Auto Enroll Section	Leave Blank	Leave Blank	NN – LAB NN - ACT	Leave Blank	Leave Blank	Leave Blank	
Notes	Class Notes	Note Nbr	Add University or Departmental footnote as needed.						

% Instructor Print can be checked or unchecked

^ Only for first section. Additional sections, keep Schedule Print unchecked.

Appendix D – Modifying or Adding Courses for Augment

Courses scheduled for augment, the key fields to complete when modifying an existing course or adding a new course are indicated in the table.

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Maintain or Schedule New Crs

Page		Field	One Comp (LEC/SEM)	One Comp (SUP)	Mult. Comp (LEC)	Mult. Comp (LAB/ACT)	X-listed Home Dept.	X-listed Dependent Dept.	
Basic Data	Class Sections *NN = 01, 02, ...10 #N = 1, 2, 3 ..	Session	1 = Regular University; For summer sessions, please refer to latest announcements.						
		Class Section	NN*	NN	NN	NN+1 / NN+1	NN	NN	
		Component			LEC	LAB / ACT			
		Class Type	Enroll	Enroll	Enroll	Non-enroll	Enroll	Enroll	
		Associated Class	N#	N	N	N	N	N	
	Schedule Print	Checked	Checked	Checked	Checked	Checked	Checked	Checked	
Class Topic		Course Topic ID	Complete if Variable topic course						
Meetings	Meeting Pattern	Facility ID	Complete if in dept.room. Use NEEDROOM for Schedule 25.						
		Pat	x	x	x	x	x		
		Mtg Start	x	x	x	x	x		
		Mtg End	x	x	x	x	x		
	Instructors for Meeting Pattern	Assignment	ID	x	x	x	x	x	No information required
			Instructor Role	x	x	x	x	x	
			Print%	x	x	x	x	x	
		Workload	Access	x	x	x	x	x	
			Empl Rcd#	x	x	x	x	x	
	Load Factor	x	x	x	x	x			
Room Characteristics		Room Characteristics	Leave blank if in dept. room. Complete for Schedule25.						
Enrollment Cntrl	Enrollment Control	Class Status	Tentative						
		Add Consent	No Consent	Dept/Inst	No Consent	No Consent	No Consent	No Consent	
		Enrollment Capacity	Enter enrollment capacity						
		Wait List Capacity	Complete if offering Wait List						
		1 st Auto Enroll Section	Leave Blank	Leave Blank	NN – LAB NN - ACT	Leave Blank	Leave Blank	Leave Blank	
Notes	Class Notes	Note Nbr	Add University or Departmental footnote as needed.						

% Instructor Print can be checked or unchecked

^ Only for first section. Additional sections, keep Schedule Print unchecked.

Appendix E - Cross-listed or Paired Courses; Multiple Section meetings

Cross-listed, Paired, and Multiple section courses are combined under

AOC Administration > Class Schedule AOC WorkCenter > Identify Combined Sections.

E.1 What is a Combined Section?

The **Combined Section** has multiple types in Campus Solutions as listed:

1. Cross-listed courses
2. Paired courses
3. Multiple sections within the same course, scheduled in the same room

E.2 How Combined Sections are coded in Campus Solutions

Combined Section Type	Combined Sections ID
Cross-listed	0001 through 0499
Paired	0500 through 0699
Multiple sections	0700 and up

Run the Combined Sections Report under “Main Menu > Reporting Tools > Query > Query Viewer”. Reference the **Reporting Tools for Campus Solutions Online Schedule Building** for additional information.

E.3 Suggested Workflow for Combined Sections during Schedule Building

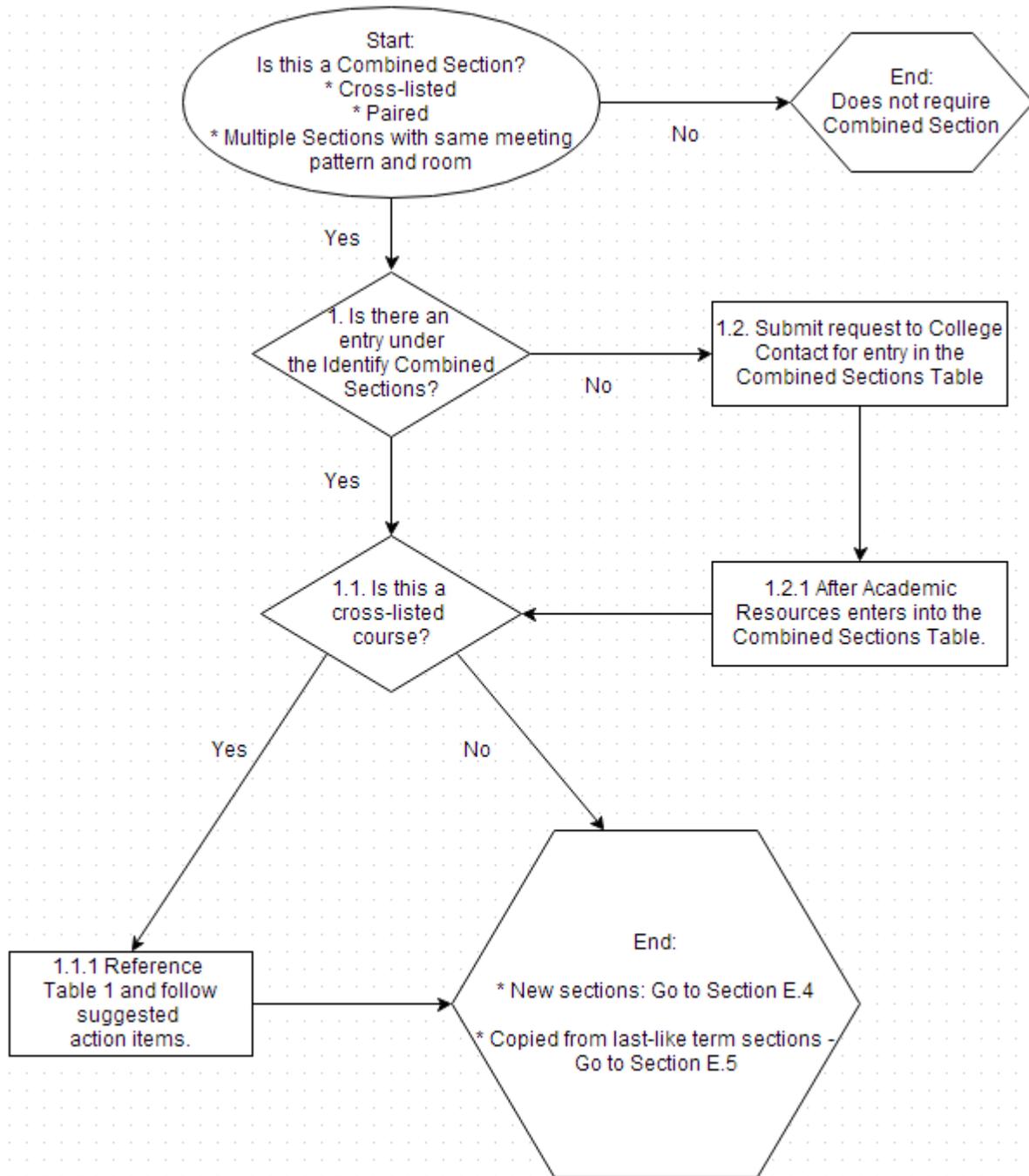


Table 1 Cross-listed courses for Home and Dependent Departments

Action Item	Home Department	Dependent Department(s)
Deleting sections (Basic Data Page)	X	X
Adding sections (Basic Data Page, etc.)	X	X <ul style="list-style-type: none"> • Do not fill Meetings Page data • Contact Home Department with Class Nbr
Requests for new section on Combined Sections Table	Contact college contact for request to be routed to Academic Resources	No action required
Combining Section via Identify Combined Sections (Section E.4)	X	No action required
Updating Meeting Days, Meeting Times and Instructor (Section E.5)	X	No action required
Class Status and Enrollment changes (Section E.6)	X	X
Check to see if all portions of sections are present (via Reporting Tools)	X	X

E.4 Combining Sections in Identify Combined Section

Once all of the cross-listed, paired, or multiple sections have been created, the sections can be combined.

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Identify Combined Sections

Identify Combined Sections

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Academic Institution: = ▼ SFCMP 🔍

Term: = ▼ 🔍

Session: = ▼

Combined Sections ID: begins with ▼

Description: begins with ▼

Case Sensitive

[Basic Search](#)

- Academic Institution: SFCMP
- Term: enter Term of interest (e.g. 2137 for Fall 2013)
- Session: Regular University
- Combined Sections ID: enter if known, run the Combined Sections Report to allow for ease of determining the Combined Sections ID.



The Combined Sections ID is section specific, for multiple offerings of cross-listed or paired courses will require its own unique Combined Sections ID.

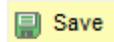
Leaving the Combined Sections ID blank will return all of the Combined Sections:

Search Results				
View All		First 1-100 of 172 Last		
Academic Institution	Term	Session	Combined sections ID	Description
SFCMP	2137	Regular	0001	ADM 300/ID 300 01
SFCMP	2137	Regular	0002	AIS 350/AFRS 350/LTNS 355 01
SFCMP	2137	Regular	0003	AMST 310/HUM 485 01
SFCMP	2137	Regular	0004	AMST 410/HUM 450 01
SFCMP	2137	Regular	0005	ANTH 320/CST 320 01
SFCMP	2137	Regular	0006	ANTH 420/SOC 420 01
SFCMP	2137	Regular	0007	ANTH 515/I R 515 01
SFCMP	2137	Regular	0008	ANTH 585/CST 585 01

4. Select the Combined Section ID to combine the sections.

Personalize Find View All 1 of 1 Last											
Combined Sections		Class Description									
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enri Cap	Enri Tot	Wait Cap	Wait Tot	Acad Group	
<input type="text"/>					0	0	0	0	0		<input type="button" value="+"/> <input type="button" value="-"/>

5. Enter the Class Nbr for each of the sections to combine, use to add each line.



6.

7. Run the Combined Sections Report to check that all of the courses have been combined.

E.5 Modifying Meeting Data and Instructor in Combined Sections

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Schedule Class Meetings

Schedule Class Meetings

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution:	= ▼	SFCMP	
Term:	= ▼	2147	
Subject Area:	= ▼	ENG	
Catalog Nbr:	begins with ▼		
Academic Career:	= ▼		▼
Campus:	begins with ▼		
Session:	= ▼	Academic Regular Session	▼
Class Nbr:	= ▼		
Class Section:	begins with ▼		
Description:	begins with ▼		
Course ID:	begins with ▼		
Course Offering Nbr:	= ▼		

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Fill out the following fields:

- Academic Institution
- Term
- Subject Area (e.g. ACCT, ENG, SOC, etc...)
- Catalog Nbr (e.g. 100, 300, etc...)

Meetings | Enrollment Cntrl | Exam

Course ID: 042976 Course Offering Nbr: 1
 Academic Institution: San Francisco State University
 Term: Fall 2014 Undergrad
 Subject Area: ENG English
 Catalog Nbr: 104 1ST YEAR COMP STRETCH I

Class Sections

Session: 1 Academic Regular Session Class Nbr: 13943 Class APDB Mapping Values
 Class Section: 01 Component: Lecture Event ID: 000027398
 Associated Class: 1 Units: 3.00 Associated Class Attributes

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 HUM0502 19 MW 8:10AM 9:25AM [x] [] [x] [] [] [] [] 08/25/2014 12/15/2014

HUM 502 Topic ID: Free Format Topic:
 Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		Prim Instr	<input checked="" type="checkbox"/>	Approve		0	2358

Room Characteristics Personalize | Find First 1 of 1 Last

*Room Characteristic	*Quantity
	1

Academic Shift Personalize | Find First 1 of 1 Last

Academic Shift

As needed, change the fields from the Meetings tab:

- Facility ID
- Pat
- Mtg Start
- Mtg End
- ID (Instructor)
- Room Characateristics

E.6 The use of Primary and Secondary Instructor Role

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Schedule Class Meetings

Basic Data		Meetings		Enrollment Cntrl		Reserve Cap		Notes		Exam		LMS Data		Textbook		GL Interface	
Course ID:	044763	Course Offering Nbr:	1														
Academic Institution:	San Francisco State University																
Term:	Spring 2015	Undergrad															
Subject Area:	SPAN	Spanish															
Catalog Nbr:	101	FIRST SEMESTER SPANISH															
Class Sections																	
Find View All First 3 of 3 Last																	
Session:	1	Academic Regular Session	Class Nbr:	77566 Class APDB Mapping Values													
Class Section:	03	Component: Lecture	Event ID:	000034318													
Associated Class:	3	Units: 5.00															
Meeting Pattern																	
Find View All First 1 of 1 Last																	
Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date					
HUM0582	48	M-F	8:10AM	9:00AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/26/2015	05/15/2015								
HUM 582	Topic ID:	Free Format Topic:															
<input type="checkbox"/> Print Topic On Transcript																	
Contact Hours Meeting APDB Mapping Values																	
Instructors For Meeting Pattern																	
Personalize Find View All First 1-2 of 2 Last																	
Assignment Workload																	
ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code										
	Chion-Cunningham, Rossana	Prim Instr	<input checked="" type="checkbox"/>	Approve		0	2358										
	Tkachov, Natalia	Sec Instr	<input checked="" type="checkbox"/>	Grade		0	2358										
Instructors For Meeting Pattern																	
Personalize Find View All First 1-2 of 2 Last																	
Assignment Workload																	
ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %										
	IFF	281 - F L	<input checked="" type="checkbox"/>	100.0000	3	<input checked="" type="checkbox"/>	33.33										
	Not Includ	281 - F L	<input type="checkbox"/>			<input type="checkbox"/>											

- **Primary Instructor:** select this role for all instructors, even if the section has multiple instructors.
- **Secondary Instructor:** select this role for **post-census** only. This change is necessary to correctly track post-census faculty.

Add a row for post-census faculty

1. Assignment Tab

- Un-check 'Print' for the original (pre-census) faculty
- For the post-census faculty, set Instructor Role = Secondary Instructor; Check 'Print'; Access = Approve; choose the correct Empl Rcd#

2. Workload Tab

- Leave everything as is for the original (pre-census) faculty
- For the post-census faculty, Assign Type = Not Included. Leave load factor blank (highlight the load factor and delete)

TA: no change; for teaching assistant only

E.7 Modifying Class Status or Enrollment in Combined Section

Navigation: AOC Administration > Class Schedule AOC WorkCenter > Update Sections of a Class

Update Sections of a Class

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution:	=	<input type="text" value="▼"/>	<input type="text" value="SFCMP"/>	<input type="button" value="🔍"/>
Term:	=	<input type="text" value="▼"/>	<input type="text" value="2147"/>	<input type="button" value="🔍"/>
Subject Area:	=	<input type="text" value="▼"/>	<input type="text" value="ENG"/>	<input type="button" value="🔍"/>
Catalog Nbr:		begins with <input type="text" value="▼"/>	<input type="text"/>	
Academic Career:	=	<input type="text" value="▼"/>	<input type="text"/>	<input type="button" value="▼"/>
Campus:		begins with <input type="text" value="▼"/>	<input type="text"/>	<input type="button" value="🔍"/>
Course ID:		begins with <input type="text" value="▼"/>	<input type="text"/>	<input type="button" value="🔍"/>
Description:		begins with <input type="text" value="▼"/>	<input type="text"/>	
Course Offering Nbr:	=	<input type="text" value="▼"/>	<input type="text"/>	<input type="button" value="🔍"/>

Case Sensitive

Search
Clear
Basic Search
 Save Search Criteria

Fill out the following fields:

- Academic Institution
- Term
- Subject Area (e.g. ACCT, ENG, SOC, etc...)
- Catalog Nbr (e.g. 100, 300, etc...)

E.7.1 Class Status Changes

Under “Class Status” these are the options available:

- Class Type
- Add Consent
- Sched Print

Update Sections of a Class

Course ID: 044421 Course Offering Nbr: 1
 Academic Institution: San Francisco State University
 Term: Fall 2013 Undergrad
 Subject Area: PHIL Philosophy
 Catalog Nbr: 150 MORAL/POLITICAL ISSUES

Class Sections Personalize | Find | View All | First 1-2 of 2 Last

Class Status | Class Enrollment Limits

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enr 1	Auto Enr 2	Resection	*Add Consent	*Drop Consent	Schd Print
Regular	01	9374	Lecture	Open	E	A	1				N	N	<input checked="" type="checkbox"/>
Regular	02	9375	Lecture	Open	E	A	2				N	N	<input checked="" type="checkbox"/>

For field translations/definitions, refer to Section 5.9.1 in the manual.

E.7.2 Enrollment Limit Changes

Under “Class Enrollment Limits” the Enrollment Capacity can be updated.

Update Sections of a Class

Course ID: 044421 Course Offering Nbr: 1
 Academic Institution: San Francisco State University
 Term: Fall 2013 Undergrad
 Subject Area: PHIL Philosophy
 Catalog Nbr: 150 MORAL/POLITICAL ISSUES

Class Sections Personalize | Find | View All | First 1-2 of 2 Last

Class Status | **Class Enrollment Limits**

Session	Section	Class Nbr	Component	Enr Cap	Enr Tot	Wait Cap	Wait Tot	Min Enr	
Regular	01	9374	Lecture	15		2			Combined Section
Regular	02	9375	Lecture	35		2			Combined Section

Appendix F – Coding for Multiple Component Courses

To ensure that a student enrolls in either Lecture/Lab or Lecture/Activity course successfully (multiple component courses), the following **must** be coded as indicated.

Navigation: *AOC Administration > Class Schedule AOC WorkCenter > Maintain or Schedule New Crs > Class Schedule*

Page	Field	Lecture	Lab or Activity
Basic Data	Class Section	Such as 01, 02, 03...	LAB or ACT : New section increment by 1 from the Lecture Component: LEC 01 then LAB 02... LEC 01 then ACT 02... LEC 03 then LAB 04... LEC 03 then ACT 04...
	Associated Class	Value is coded with Lecture section, without leading zero. 1, 2, 3...	Value MUST match Lecture section. 1, 2, 3...
	Component	LEC	LAB / ACT
	Class Type	Enrollment	Non-enroll
Enrollment Cntrl	1 st Auto Enroll Section	02, 04, 06 ...	Leave blank
	Enrollment Capacity	Set class size	Value same as lecture
	Wait List Capacity	If applicable	Value same as lecture

Navigation: *Curriculum Management > Schedule of Classes > Update Sections of a Class*

Page	Field	Lecture	Lab or Activity
Class Status	*Assoc	Value is coded with Lecture 1, 2, 3...	Value MUST match Lecture 1, 2, 3...
	*Class Type	E	N
	Auto Enrl 1	02, 04, 06 ...	no value
Class Enrollment Limits	Enrl Cap	Set class size	Value same as lecture
	Wait Cap	If applicable	Value same as lecture

Update Sections of a Class

Class Sections		Class Enrollment Limits		Personalize Find View All [?] []				First	1-8 of 12	Last
Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1		
Regular	01	10991	Lecture	Open	E	A	1	02		
Regular	02	10992	Laboratory	Open	N	A	1			
Regular	03	10993	Lecture	Open	E	A	3	04		
Regular	04	10994	Laboratory	Open	N	A	3			

Appendix G – TBA Hours

G.1 Entering the TBA Hours

To enter TBA hours for all non-supervision courses, the time must be entered in the **Meeting APDB Mapping Values** in the “n.n” format for the hours of TBA.

Navigation: *AOC Administration > Class Schedule AOC WorkCenter > Maintain or Schedule New Crs > Class Schedule > Meetings > Meeting APDB Mapping Values*

Meeting APDB Mapping Values View All First 1 of 1 Last

TBA Hours: *Learning Mode: F Face to Face + -

G.1.1 Add Note Number for TBA Hours

After adding the TBA hour, include the corresponding Note Nbr under the Notes section.

Navigation: *AOC Administration > Class Schedule AOC WorkCenter > Maintain or Schedule New Crs > Class Schedule > Notes*

Notes Find | View All First 1 of 1 Last

*Sequence Number: + -

Note Nbr:

Free Format Text:

Note Nbr	Status	Note Description
0184	A	* Plus one hour to be arranged.
0185	A	* Plus two hours to be arranged.
0186	A	* Plus three hours to be arranged.
0187	A	* Plus four hours to be arranged.
0188	A	* Plus five hours to be arranged.
0189	A	* Plus six hours to be arranged.

Appendix H – Class Notes

Navigation: *AOC Administration > Class Schedule AOC WorkCenter > Maintain or Schedule New Crs > Class Schedule > Note*

Or

Navigation: *Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Notes*

Or

Navigation: *Curriculum Management > Schedule of Classes > Schedule New Course > Basic Data > Notes*

Notes

Find | View All First 1 of 1 Last

*Sequence Number:

Note Nbr:

Free Format Text:

H.1 About Class Notes

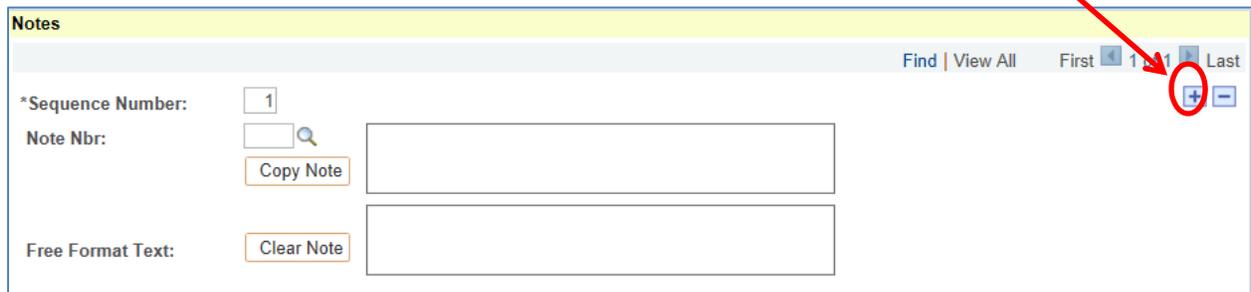
Access to attach Class Notes (Section H.3) and modify Class Notes with semester specific information (Section H.4) is only available during the Departmental and College Access. Please consult the Class Schedule Production Calendar By Semester as published on Academic Resources website for the access dates.

H.2 Modifying Class Notes

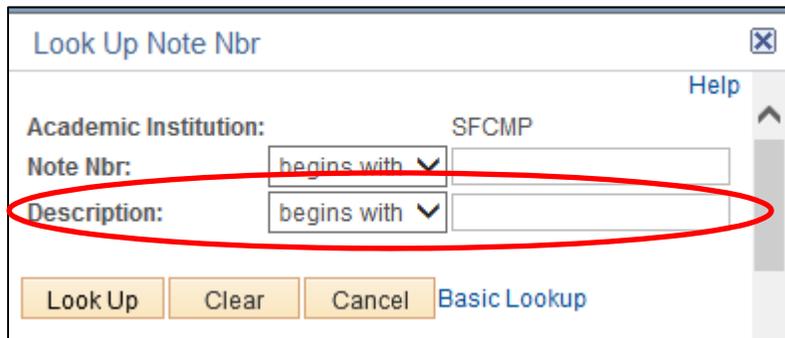
If a class note requires updating that is not semester specific and will be used for future semesters, submit changes by the Footnote deadline to be updated by Academic Resources.

H.3 Adding Class Note

1. Additional Class Notes can be attached to a course by clicking on the  button.



If there are no class notes, search for the Note Nbr to add using the .



2. Enter the Department Name for Description.



Use full department name, such as:

- accounting
- special education
- ethnic studies

The first 5 to 7 characters should be enough to narrow down the search to select for the Departmental note.

For University notes, search by '01' through '26', GE or GW. (See Appendix I for the list of University notes)

3. Select the specific note:

Look Up Note Nbr Help

Academic Institution: SFCMP

Note Nbr: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

Note Nbr	Description
0214	Accounting-B
0215	Accounting-C

4. Save any changes to update.
5. For all courses with a Note Nbr. attached will be rolled as part of the next like term.

H.4 Semester specific information - Free Format Text

If a class note has specific semester information, use the Free Format Text to enter that information.

*Sequence Number:

Note Nbr:

Copy Note

Free Format Text:

Clear Note

1. Existing notes can be modified by **Copy Note** into the Free Format Text and modified.
2. If there are no existing notes, Class Note information can be entered into the Free Format Text box.
3. Save any changes to update.
4. Any information in the Free Format Text box will not be rolled into the next-like term.
5. For specific Free Format Text, run the **Free Form Notes Report** to check the appropriate information has been presented.

Appendix I – University Class Notes

Note Nbr	Note Description	Note Nbr Text
0184	01	Plus one hour to be arranged.
0185	02	Plus two hours to be arranged.
0186	03	Plus three hours to be arranged.
0187	04	Plus four hours to be arranged.
0188	05	Plus five hours to be arranged.
0189	06	Plus six hours to be arranged.
0190	07	For a complete listing of 214 sections, schedule numbers, and meeting times, refer to English composition requirement, second year.
0191	08	Students must have an approved ATC and an approved Proposal for Culminating Experience on file in the graduate studies, ADM 254 in order to register for the Culminating Experience course.
0192	09	Permission of instructor required.
0193	10	See University Bulletin or department for concurrent enrollment requirements and/or prerequisites.
0194	11	Complete registration prior to the end of add period.
0195	12	Class meets during the first half of the semester only.
0196	13	Class meets during the second half of the semester. Students must attend the first meeting day of the first session to verify enrollment.
0197	14	Class meets during the first five weeks of the semester only.
0198	15	Class meets during the second five weeks of semester. Students must attend the first meeting day of the first session to verify enrollment.
0199	16	Class meets during the last five weeks of semester. Students must attend the first meeting day of the first session to verify enrollment.
0200	17	Priority registration is not allowed. A petition for course by individual study must be completed and approved.
0201	19	Class meets at the Downtown Campus in the Westfield San Francisco Centre, 835 Market Street.
0202	20	Enrollment arranged through the College of Education Graduate office, BH 240.
0203	21	Class meets at Canada College, 4600 Farm Hill Blvd, Redwood City. Check with the department for room assignments.
0204	22	Meets part of the U.S. History and Government requirements. Consult the U.S. History and Government section of the Bulletin.
0205	23	Satisfies Quantitative Reasoning requirement.
Note Nbr	Note Description	Note Nbr Text
0206	25	Weekend class: check class listing for meeting times and days. If not indicated, refer to other footnotes for scheduling information.

0207	26	Students may register for varying units of this course. Contact the department for information and registration procedure.
0208	27	All Marine Science classes are held off campus at Moss Landing Marine Laboratory in Monterey, CA. For space reservation call 831-771-4400.
0209	28	All or part of this class is offered online. For more information, go to ilearn.sfsu.edu .
0210	29	Additional sections offered through College of Extended Learning. Go to http://cel.sfsu.edu .
0211	30	Paired graduate and undergraduate level course meets same day, time, and in same location with same instructor. Graduate students must enroll in the course at the graduate level. Undergraduate students must enroll in the course at the undergraduate level. The course taken as an undergraduate may not be again taken at the graduate level.
0212	GE	Refer to the General Education section of the Bulletin.
0213	GW	This course satisfies the Graduation Writing Assessment Requirement (GWAR).

Appendix J – CS to SIMS Field Translation

This provides a guide during the Fall 2013 – Summer 2014 period while SIMS and CS are both in use.

CS Field (by alpha order)	SIMS Field
Class Nbr	Schedule Number
Class Status	Section Status
Component	Course Type
Course ID	Catalog No.
Enrollment Capacity	Enrollment Limit
Facility ID	Bldg Room
Load Factor	TTF (Team Teaching Fraction)
Note Nbr	Footnotes
Room Characteristics	Physical Features
Session	Admin Unit
Term	Period
Units	Course Units
Wait List Capacity	Wait List Limit

Schedule Print

SIMS Code	CS Field			
	Schedule Print	Class Type	Instructor Print	Add Consent
P [Print]	Checked	Enrollment	Checked	No Consent
N [No print]	Unchecked	Non-enroll	Either	No Consent [#]
T [Print / No Instructor]	Checked	Enrollment	Unchecked	No Consent
R* [Print / No Sched. Nbr]	Checked	Non-enroll	Checked	Dept/Inst Consent
S* [Print / No Sched. & Instr]	Checked	Non-enroll	Unchecked	Dept/Inst Consent

* CS does not have the ability to suppress the Class Nbr.

[#] For supervision courses, add Dept/Inst Consent. For section 01 of supervision courses, use the CS fields for SIMS Code "S".

Appendix K – How to Guide: Work Center – Scheduling AOCs

WorkCenter Tabs:

1 AOC WorkCenter

Links directly to all of the pages used for Schedule Building.

- Course Catalog
 - Browse Catalog
 - Course Catalog
- Combined Sections
 - Identify Combined Sections
 - Schedule Class Meetings
 - Update Sections of a Class
- Class Schedule
 - Maintain or Schedule New Crs
 - Schedule Class Meetings
 - Update Sections of a Class
- Update Print Ctl / Instructor ID

2 AOC Report and Queries

- Query Viewer
- Print Class Schedule

3 APDB

- Instructor Term Workload
 - Delivered Instructor Term Workload
- Navigation:** Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor Term Workload

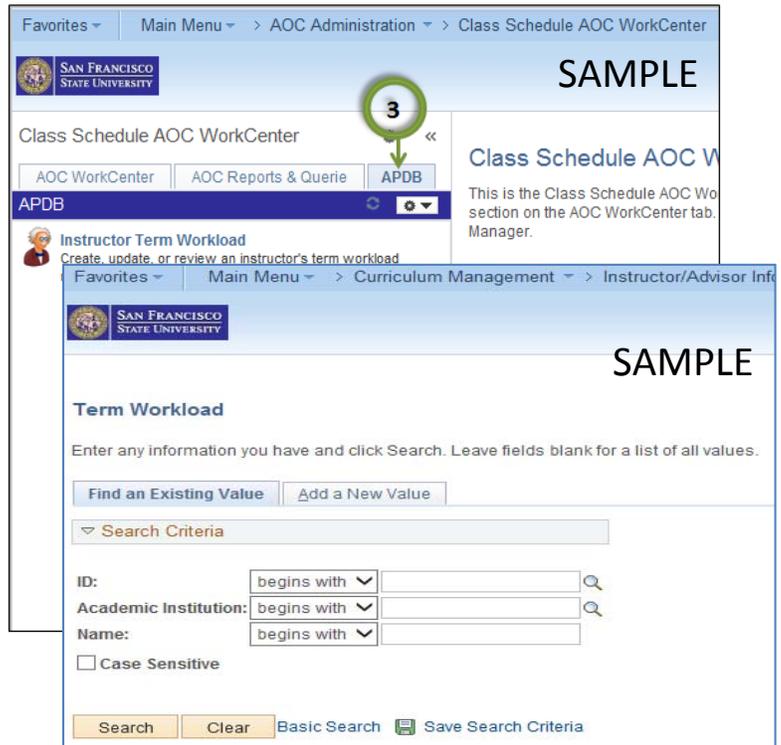
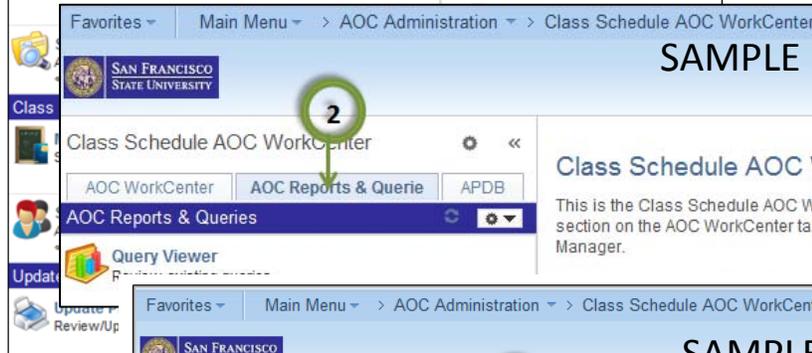
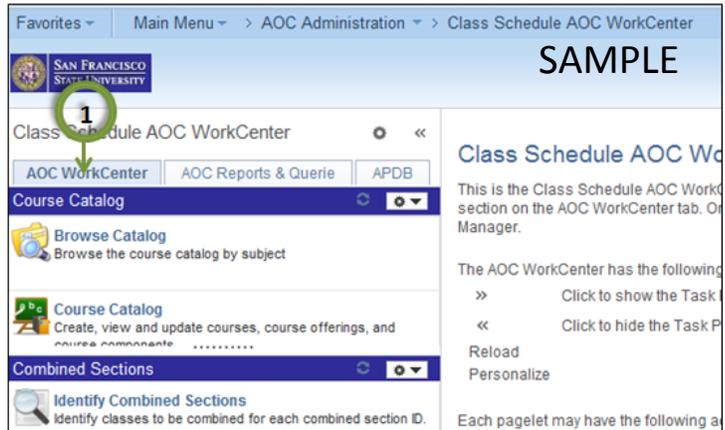
Click on the links to directly navigate to the page of interest for either data entry or reporting tools.

Navigation:

Main Menu > AOC Administration > Class Schedule AOC WorkCenter

How do I use the Class Schedule AOC Work Center?

The AOC Work Center is a custom page specifically for SF State. It will allow schedule AOCs, to quickly navigate and complete the necessary data entry steps in order to build and maintain the Schedule of Classes.



Appendix L – How to Guide: Update Print Ctl / Instructor ID (Step 1)

How do Update Print Ctl or Instructor IDs of sections schedule?

Step 1 – Search for section

Step 1 - Search for section:

1 Click on the “Update Print Ctl/Instructor ID” link

2 Screen for the “Update Print Ctl/Instructor ID”

3 Use the following fields for entering the search terms:

- Term (ex. 2147)
- Subject Area (ex. ACCT)
- Catalog Nbr (ex. 100)

3.1 – OPTIONAL:

To go directly to section, enter

- * Class Section (ex. 01; 02;...)

 Can also search by:

- Class Nbr

 This is used when schedule building access has closed.

Navigation:

Main Menu > AOC Administration >
Class Schedule AOC WorkCenter >
Update Print Ctl/Instructor ID

Appendix L – How to Guide: Update Print Ctl / Instructor ID (Step 2)

Step 2 – Update fields:



Class Status section:

Field values

- Class Type: E or N
- Class Status: A or T
- Add Consent: N, I, or D
- Sched Print: Un/Check

For more details, please refer to the CS OSB User’s Manual regarding the “Update Sections of a Class”



Meetings

Assignment tab:

ID

- Instructor Role
- Print
- Access
- Empl Rcd#

Workload tab:

- Load Factor

For more details, please refer to the CS OSB User’s Manual regarding “Faculty Name”.



When updating the ID, remove the current instructor by using the , then add instructor ID.

Navigation:

Main Menu > AOC Administration > Class Schedule AOC WorkCenter > Update Print Ctl/Instructor ID

Step 2 – Update fields

The screenshot shows the 'Class Status' section with fields for Enrollment Status, Class Type, Class Status, Auto Enroll 1, Auto Enroll 2, Resection, Add Consent, Drop Consent, and Sched Print. Below this is the 'Meetings' section with a table for 'Instructors For Meeting Pattern' showing columns for ID, Name, Instructor Role, Print, Access, Contact, Empl Rcd#, and Job Code. The 'Workload' tab is also visible at the bottom, showing a table with columns for ID, Assign Type, App Load, Load Factor, Work Load, Auto Calc, and Assignment FTE %.

Class Status coding for Active Sections

Component	Class Type	Class Status	Add Consent	Sched Print
LEC/SEM	E	A	N	Check
ACT/LAB	N	A	N	Check
SUP	E	A	I or D	Un/Check

Class Status coding for Tentative Sections

Component	Class Type	Class Status	Add Consent	Sched Print
LEC/SEM	E	T	N	Check
ACT/LAB	N	T	N	Check
SUP	E	T	I or D	Un/Check

Coding for Instructor Role

Instructor Role	Access
Prim Instr	Approve
Sec Instr (Post Census only)	Approve
TA	Grade