

This is the process guide to aid Academic Department Staff when building the class schedule during the schedule build period with the direction of Academic Scheduling Updated for the Spring 2022 Schedule Build

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Academic Scheduling

# **The Schedule Build Process**

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## Check Your PeopleSoft Access

The Office of Academic Scheduling can open and close the schedule to department staff; however, we cannot give you access to PeopleSoft directly. **Check your access as soon as you get hired and every semester before schedule build.**

To check your access, go to [my.csusm.edu](https://my.csusm.edu) and login.

**If you can't login**, you do not have access.

Have your supervisor or his/her designee should submit an IDM Access Request form (<https://www.csusm.edu/idm>).

Once logged in, go to Main Menu > Curriculum

Management > Schedule of Classes > Maintain Schedule of Classes put in a prior term (i.e. 2212) and press Enter.

**If nothing comes up from the search**, you do not have access. Contact the Faculty Staff Help

Desk ([helpdesk@csusm.edu](mailto:helpdesk@csusm.edu)) to let them know you are missing the ability to see your department(s) in your view. They will review your training record and your department security to ensure you have the appropriate access.

**If you can login and bring up classes**, you are good to go.

## Schedule Build Timeline

The Schedule Build & Course Needs Report Timeline for the next build will come out after the current term schedule build is over. The first and final version of the schedule build often vary due to requests, alternate needs, and improvements.

When do classes show up for a new schedule build?

Classes show up for the new semester being built for Schedule Build when they are rolled from the previous same term (Spring rolls from last Spring, Fall rolls from last Fall).

Spring 2020 Schedule Build Timeline		
Date Start	Date End	Action items in GREEN
Mon, Sep 16		Vice Provost sends out the Course Needs Report to the Deans' Offices
Thu, Sep 19		Associate Deans send out the Course Needs Report to Departments
Mon, Sep 23	Fri, Oct 11	Schedule Build Process in PeopleSoft - Academic Scheduling provides Schedule Build training and focused work sessions.
Mon, Sep 23		Mandatory Schedule Build Meeting – Academic Scheduling goes over important information and updates for the new term build.
Mon, Sep 23		CENSUS DAY
Wed, Sep 25		End Pre-Schedule Period - Academic Scheduling sends auditoria, MARK 202, SBSB 4119 confirmations to Associate Deans for distribution.
Fri, Oct 04	Wed, Oct 09	Associate Deans review their college's schedule in relation to the Degree Planner Student Demand Report and notify their departments and Academic Scheduling of any changes that need to be made.
Mon, Oct 07	by 8:00 AM	Deadline for Department Chairs to submit schedules to Academic Coordinators or Department Staff for entering into PeopleSoft. Department Chairs are encouraged to provide schedules prior to this deadline.
Mon, Oct 07		Academic Scheduling sends GEM ERG Report to Department Staff and cc Assoc Deans & Dept Chairs. ADs & DCs have discretion to adjust numbers. Show GEM ERG numbers on class and what should be on classes.

## Add/Drop Period

Students may adjust their schedules themselves once classes start during the add/drop period, which is the first two weeks of the semester. During the first week of add/drop students can enroll directly into available seats in open courses (seats are open if there is no one on the wait list and enrollment is not yet at the enrollment cap). During the second week of add/drop period, students need to obtain a permission number from the faculty member teaching a course in order to enroll in that course.

During the add/drop period, Faculty can make administrative drops when students do not show up for class or have not satisfied enrollment requirements. Have the faculty send the administrative drop request from their CSUSM email account to [registrar@csusm.edu](mailto:registrar@csusm.edu) using the subject line: **Administrative Course Drop <Subject Catalog Number>** [Example: Administrative Course Drop CHOC 350]. In the body of the email, include subject/catalog

**number, class number, student name, student ID, and reason for the course drop** (attendance or enrollment requirement). [Example: CHOC 350, 45678, Willy Wonka, 999999999, Enrollment Requirement]

Beginning the third week through Census day, students must complete the Late Enrollment Petition form and secure faculty approval (m, and submit to Cougar Central for processing.

## Census

Census is the end of 20 days of instruction. Following census day, students' withdrawal from course(s) require approval and may be granted by petition for serious and compelling reasons only.

## Trainings, Meetings, and Work Sessions

**Optional In-Depth Training** – at least one of these trainings is provided the week prior to the start of the Schedule Build Period. This training will go over the details of how to build sections in PeopleSoft and some of the other processes during the Schedule Build. This training is highly encouraged for department staff who are new or those staff who would like a refresher. All individuals associated with building the schedule are welcome to come to this training, including department chairs and associate deans.

**Mandatory Meeting** – the primary Schedule Build Meeting is the Mandatory Schedule Build Meeting that occurs at the start of the Schedule Build Period. During this meeting Academic Scheduling goes over new or changed aspects of the build and/or in PeopleSoft and common departmental issues.

**Work Sessions** – These sessions are provided 2 to 3 times each week of the Schedule Build Period. Each session someone from Academic Scheduling will be there to answer questions or help with unresolved issues. The sessions also provide a quiet space for Schedule Builders to work, as there are many distractions that can happen in the office.



## Pre-Scheduling

**Pre-Scheduling includes the auditoria classrooms, MARK 202, and SBSB 4119**, which are scheduled before all other classroom space. A pre-scheduling request from Academic Scheduling goes to the Associate Deans, who then send out a request to the departments.

**Only classes with more than 86 students are allowed to be pre-scheduled into auditoria.** If smaller classes need/want these spaces, they can only be requested after the pre-scheduling period.

Each of the college has a designated allocation of the auditoria rooms (classrooms that seat more than 86 students) and the Active Learning/Flipped Classroom space (MARK 202). The graduate seminar room (SBSB 4119) is also pre-

scheduled; however, it is not allocated up-front.

The following rooms are pre-scheduled:

1. ARTS 240 (seats 250) – tiered auditorium with tablet immovable seats
2. ACD 102 (seats 145) – tiered auditorium with tablet immovable seats
3. MARK 125 (seats 125) – tiered auditorium with chairs and immovable tables
4. ACD 304 (seats 105) – flat auditorium with tablet armchairs
5. MARK 202 (seats 48) – active learning or flipped classroom with group work stations
6. SBSB 4119 (seats 22) – graduate seminar room with chairs and movable tables



## Puzzling

### Puzzling will be able to be used for Spring 2022 schedule build!

Puzzling is when a department or group schedules their classes into a particular room in order to (1) have the classes scheduled in a desired room and/or (2) so there is no risk of the classes, as scheduled, being on the Impossible/Unable to Place Class (IPC/UPC) List and/or (3) to get particular faculty with back-to-back classes into the same room and/or other reasons.

The College Associate Deans agree on the room allocations during the pre-scheduling part of the schedule build. Half of the available classrooms (43) are released for puzzling assignments. During each semester, CHABSS gets 23 rooms, CoBA gets 5, CEHHS gets 4, CSM gets 11, OUGS gets 1. During schedule build, departments can puzzle other non-assigned spaces as long as they follow the puzzling guidelines and are in competition for the space if another department also tries to puzzle the room. If a department is unsure of the rooms that have been assigned to them, it is best to check with the College Associate Dean for that information.

The requirements for puzzled rooms are (note that ALL requirements must be met):

1. Product of the utilization and scheduled hours in the room has to be more than or equal to 40  
To calculate the product: (average class cap ÷ room cap) \* total hours scheduled ≥ 40
2. Minimum 48 hours and Minimum 75% occupancy (both cannot be at minimum)  
There must be at least 48 hours of class time scheduled. To find occupancy, take the average capacity of all classes scheduled and divide that by the room's maximum capacity. In order to meet the next requirement, one of these two numbers (hours scheduled or occupancy) must be above the minimum requirement
3. The room characteristic of the space must match the space requirement of the majority of classes scheduled in a puzzled room. If a computer lab is being puzzled, then the majority of the classes in that space must require a computer lab as part of the courses' pedagogy.

More information is available online: [csusm.edu/par/acdsched/puzzling.html](https://csusm.edu/par/acdsched/puzzling.html)

## Scheduling Responsibility



Departments do vary with aspects of who is responsible for what, below is the most common divisions of responsibility for schedule building. Please stay in touch with fellow schedule builders within your department, as there may be aspects missing from this list.

### Department Chairs and Program Coordinators/Directors

- Fill out the Term Offerings with Academic Scheduling.
- Provide Department Staff the schedule with class days, times, enrollment caps, and faculty assignments during schedule build (generally only tenure track faculty are assigned during the Schedule Build Period)
- Provide Department Staff with faculty assignments throughout, as lecturers are assigned to courses.
- Schedule classes to help puzzle, when a puzzle is desired by the department. Sometimes helped by the Dept Staff.
- Submit paperwork for Topics courses to Academic Programs.
- Submit paperwork to their College Curriculum Committee, University Curriculum Committee (UCC), and the General Education Committee (GEC) for adding new courses to the catalog or permanently changing regular courses.
- Keep track of their Schedule Print Off and Tentative/Stop Further Enrollment sections.

CLASSROOM: UNIV 441						
CAPACITY: 35						
	MON	TUES	WED	THURS	FRI	SAT
7:30 AM						
8:00 AM						
8:30 AM	EDSS 555					
9:00 AM	(02) M 0730-1020	EDUC 380		EDUC 380		
9:30 AM		(01) TR 0900-1015	NURS 504 W 0830-1120	(01) TR 0900-1015		
10:00 AM						
10:30 AM		EDUC 350		EDUC 350		
11:00 AM		(02) TR 1030-1145		(02) TR 1030-1145		
11:30 AM	EDSS 555					
12:00 PM	(01) M 1030-1320	University Hour		University Hour		
12:30 PM						
1:00 PM		EDUC 364		EDUC 364		
1:30 PM	EDSS 571 (02)	(03) TR 1300-1415	EDMS 512B (01) W 1230-1520	(03) TR 1300-1415	CHEM 150 (11A) 1330-1420	
2:00 PM	1330-1420					
2:30 PM		EDUC 350		EDUC 350	CHEM 150 (12A) 1430-1520	
3:00 PM		(03) TR 1430-1545		(03) TR 1430-1545		
3:30 PM	EDSS 521				CHEM 150 (13A) 1530-1620	
4:00 PM	(02) M 1430-1720	EDMS 575B (01) T 1600-1650				
4:30 PM					CHEM 150 (14A) 1630-1720	
5:00 PM						
5:30 PM		EDSS 544A (01) T 1700-1850		EDSS 543A (01) R 1700-1850		
6:00 PM						
6:30 PM	EDUC 350		EDUC 653			
7:00 PM	(05) M 1730-2020		(01) W 1730-2020			
7:30 PM		EDSS 546A (01) T 1900-2050		EDSS 545A (01) R 1900-2050		
8:00 PM						
8:30 PM						
CRN	Subject	Catalog Nbr	Section	Enrl Cap	Meeting Pattern	
40309	EDSS	555	02	30	M 0730-1020	
40308	EDSS	555	01	30	M 1030-1320	
40283	EDSS	571	02	48	M 1330-1420	
40307	EDSS	521	02	30	M 1430-1720	
40307	EDUC	350	05	30	M 1730-2020	



- Keep track of students in Schedule Print Off and Tentative/Stop Further Enrollment sections to make sure class is cancelled or reactivated as soon as possible.
- Find available time blocks for classes that are impossible or unable to be placed (UPCs/IPCs) and work to resolve them during the Classroom Rush Process.
- Make sure classes meet at approved class meeting times. See the “Approved Times” link on the Academic Scheduling webpage. Search “Approved Times” on campus homepage or use the following link  
[https://www.csusm.edu/par/acdsched/approved\\_times.html](https://www.csusm.edu/par/acdsched/approved_times.html)
- Update the Typically Offered Values



#### Department Staff who build/maintain the Department’s Class Schedule

- Input the schedule in PeopleSoft, as provided by the chair, during the schedule build process. Including deleting (not cancelling) classes that will not be offered (when known during schedule build).
- Request classroom characteristics from professors during schedule build and enter them into PeopleSoft.
- Notify academic scheduling if there is a medical accommodation that needs to be made, preferably before classrooms are assigned.
- Notify faculty to submit their class software/technology requests to IITS.
- Notify Academic Scheduling if there is a combined class being offered by your department, cc any other relevant departments. Make sure to contact the other department if the combined class has more than one subject field and determine who is responsible for building the class in PeopleSoft.
- Assign faculty both during Schedule Build, mainly only Tenure Track Faculty, and after schedule build for any class that is still unassigned. Making sure that the person assigned to the class is the right instructor.
- Correct errors once the audit findings are distributed by Academic Scheduling.
- Make sure classes meet at approved class meeting times. See the “Approved Times” link on the Academic Scheduling webpage. Search “Approved Times” on campus homepage or use the following link  
[https://www.csusm.edu/par/acdsched/approved\\_times.html](https://www.csusm.edu/par/acdsched/approved_times.html)
- Ask Academic Scheduling if you do not understand something about building a class or any of the Schedule Building tasks. We are more than happy to answer questions.
- Enter Enrollment Requirement Groups (ERGs) into the schedule, especially the General Education/Major (GEM) ERG caps when they are distributed by Academic Scheduling. See more in the ERG section.

#### Academic Scheduling

- Develop timeline for each semester build.
- Teach in-depth trainings and hold/host Mandatory Meetings during the beginning of Schedule Build and for Classroom Rush. Schedule and attend work sessions to answer questions and provide space for department staff to build the schedule.
- Manage 25Live for classes. Including creating and running searches, reports, and locations. Keeping track of space, features, and size, and recommending/overseeing changes.
- Place classes and maintain the Optimizer and transactional process moving classes from PeopleSoft to 25Live.
- Generating permission numbers and handling requests.
- Creating, rolling, and updating the exam code table. Generating final exams for all classes.
- Answer questions about all things Schedule Build.
- After schedule build, add/delete/cancel/modify/move classes.
- Update forms and webpages.
- Create and distribute Semester Offerings and Typically Offered Values document and make sure it is turned in.



- Audit all classes before classroom assignments are made.
- Run system and schedule/manage Classroom Rush through 25live and PeopleSoft.
- Run reports on space usage, efficiency, and analysis.
- Updating term and session dates.
- Puzzling assignments and audits.

### Classes Posted in the Schedule

The class schedule is generally posted/viewable one to two weeks before early registration starts. The Fall schedule generally shows starting in April and the Spring Schedule generally shows starting in November. The Winter and Summer Schedules are managed by Extended Learning.

The spring schedule is tied to the Winter Intersession Schedule, managed by Extended Learning. There have been prior issues where the public can see the unfinished Spring Schedule once the Winter Schedule has been posted; hopefully, this is resolved moving forward. Please alert Academic Scheduling if you hear from students or faculty that the Spring Schedule is viewable with the Winter Schedule.

### Registration

Early registration is for continuing students and is generally a two to three week period. New incoming students generally register around/during orientation.

Registration appointments order can be seen on the Enrollment Date Table on the Schedule website: [csusm.edu/schedule](https://csusm.edu/schedule)

**Unit limits during Early Registration:** Students may enroll up to 16 units during this time period. Students may waitlist up to 10 units. Graduating seniors may enroll up to 19 units. Students on Academic Probation may not register for more than 14 units.



### Viewing the Schedule Build Timeline

The schedule build timeline will be emailed to you once the previous schedule build is over and will be available on our website; however, we highly recommend you look in Outlook for most current dates.

### Software Submissions

Every semester the timeline has a date for faculty to submit any software they need for their classes to [csusm.edu/iits/facstaff/software.html](https://csusm.edu/iits/facstaff/software.html). Department staff: please send this link with the date to your faculty every semester.

### Term Codes (4 Digits)

Term codes can be easily deconstructed to figure out the term they represent: the first 3 digits represent the year, minus the first zero in the year. The 222 in the term code 2222, represents the year 2022.

The last digit represents the type of semester.

- 2 = Winter & Spring – Winter Intersession (through Extended Learning) and Spring are combined into one term
- 3 = Summer (through Extended Learning)
- 4 = Fall

Therefore the term code 2222, represents the Spring 2022 semester.

## PeopleSoft Routes/Paths

### Build New Classes

Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course

### Modify Classes Already on the Schedule or Add New Section

Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

### Assign/Change Faculty During and After the Schedule Build

Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings

## Queries to Know and Utilize

Academic Scheduling HIGHLY recommends removing old queries from your favorites in PeopleSoft (if you have them) and adding those listed in the table below. All of these queries can be found in the “ACDSCHED” folder in PeopleSoft. The table below includes the queries managed by Academic Scheduling and also a “What does this query provide?” section for your reference (this field is not in PeopleSoft, it’s just in this email for your information).

Query	PeopleSoft Short Description	What does this query provide? (Information not in PeopleSoft)
<b>SMO_PAR_CLASSHIST_BYSUBJ</b>	Dept Class Hstry for All Terms	Allows you to look up one subject field. It provides every term the classes in that subject were taught, in addition to the faculty member assigned to the course the, enrollment numbers, and the instruction mode.
<b>SMO_PAR_CLASSSCHEDEPT</b>	Dept Class Sched by Term	Provides the class scheduling details from the selected term and department (does not provide notes, reserve caps, room characteristics, or finals).
<b>SMO_PAR_CLASS_SCHDE_RMCHRTS</b>	Dept Class Sched w/ Rm Chars	Provides the class scheduling details and room characteristics from the selected term and department (does not provide notes, reserve caps, or finals).
<b>SMO_PAR_CLASSSCHEDEPT</b>	Dept Class Schedule by Term	Provides the class scheduling details from the selected term and department (does not provide notes, reserve caps, room characteristics, or finals).
<b>SMO_PAR_CLASS_NOTES_BY_ORG</b>	Notes on Dept Classes by Term	Provides the class notes, in the selected term and department (does not include class scheduling details).
<b>SMO_PAR_CLASSSCHEDEFINAL</b>	Finals for All Classes by Term	Provides all classes in a given term with their assigned finals date, time, and location.
<b>SMO_PAR_CLASS_NOTES_BY_ORG</b>	Notes on Dept Classes by Term	Provides all classes in a given term with their scheduling details and any free format or canned notes, also includes classes that do not have notes assigned.

Query	PeopleSoft Short Description	What does this query provide? (Information not in PeopleSoft)
SMO_PAR_ALL_PUZZLED_CLASSES	All Puzzled Classes in Term	Provides the class scheduling details of those classes with the room characteristic "puzzled" (88) from the selected term.
SMO_PAR_CLASSSCHEDED_RSVCAPS	Full Sched w/ Rsrv Cap (no EL)	Provides all state-side class scheduling details and reserve cap information, including ERG number, from the selected term. Multiple rows are indicated if reserve cap has a sunset/expiration date. Only shows state-side courses.
SMO_PAR_FULL_SCHEDULE_RMC_HRCTRS	Full Schedule w/ Rm Chrctists	Provides the class scheduling details and room characteristics from the selected term for all classes (does not provide notes, reserve caps, or finals).
SMO_PAR_FAR_WTUCALC_BY_TERM	WTU (Instructional) byTerm	Provides all class scheduling details for the selected term, with the faculty assigned and her/his workload, assignment percentage, and the k/s factors for the assigned section. This query is only available to those who have access.
SMO_PAR_FAR_WTUCALC_BY_ORG	WTU (Instructional) byTerm/Org	Provides all class scheduling details for the selected department and term, with the faculty assigned and her/his workload, assignment percentage, and the k/s factors for the assigned section. This query is only available to those who have access.
SMO_PAR_ACAD_ROSTER_FOR_SCHEDULE	Class Rosters	Provides complete class roster for one section, a whole class (all sections), or a whole subject area in a given term.
SMO_PAR_ALL_PUZZLED_CLASSES	All Puzzled Classes in Term	Provides all classes with the Puzzled Room Characteristic
SMO_PAR_CLASSSCHEDED_ALL	All Classes by Term	Provides full class schedule in a given term.
SMO_PAR_CLASSSCHEDED_ENRL	Dept Class Enrollment	Provides limited class details for the term to check enrollment.
SMO_PAR_STDNTS_BY_DEPT	Students by Dept (Acad Org)	Provides all ACTIVE students in a department's majors
SMO_PAR_STDNTS_BY_DEPT_BY_DATE	Stdnts by Dept (Acad Org), Dt	Provides all students in a department's majors from a given date until present.
SMO_PAR_STDNTS_BY_MAJOR	Students by Major	Provides up to 3 Academic Plans of Active Students
SMO_PAR_CLASSSCHEDED_ALL_VIRTUAL	All Classes with Virtual Attr	Only for Spring 2021, provides VIRTUAL course attribute value for ALL classes in the term, along with other class details.
SMO_PAR_CLASSSCHEDED_DEPT_VIRTUAL	Dept Classes with Virtual Attr	Only for Spring 2021, provides VIRTUAL course attribute value for all department class in the term, along with other class details.

## Special Types of Classes

### Combined Courses

Combined classes are 2 or more sections that are offered as one class. They each have their own unique class number, but have the same day, time, room, and instructor(s). Department staff should let Academic Scheduling know if they have combined sections.

Enrollment Caps for Combined Courses can only be up to the Combined Class Enrollment Capacity.

- If each class should have a specific number of students, say each should have 15 for a combined enrollment of 30, then on each section the cap listed should be 15 and in the combined section table (handled by Academic Scheduling) the combined enrollment cap would be 30.
- If it does not matter how many students enroll from either class, both section enrollment caps can be listed at 30, but the combined class itself will only allow up to 30 enrollees (the combined enrollment cap would be listed at 30). This can be problematic once the combined cap fills. If the caps on the individual classes are 30 each, once there are 30 in the combined cap, no students will be able to enroll, but each section may show as “open.”

There are reasons to NOT use Combined Courses

- Sometimes the class will not accurately display OPEN or CLOSED class if the combined cap is full, but the section cap still seems to have open seats. No more students can enroll, but the class may still show as open.

## Limited Session Courses for 8 or 5 Weeks

Sections can be offered for the full 16 week session (1), but they can also be offered for the first half/first 8 weeks (8W1), the second half/second 8 weeks (8W2), the first 5 weeks (5W1), the second 5 weeks (5W2), or the third 5 weeks (5W3) of the semester. There is no approval needed for any of the limited sessions. Offering a class for only part of the term, still means that the same number class hours are required for the course. Eight week classes will meet twice the number of hours per week than they would meet during a regular full session. Five week class will meet three times the number of hours per week than they would meet during a regular full session.

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

Course ID 100100 Course Offering Nbr 1

Academic Institution Cal State San Marcos

Term Spring 2019 Undergrad

Subject Area ANTH Anthropology

Catalog Nbr 200 CULTURAL ANTHROPOLOGY

Auto Create Component

Class Sections Find | View All First 1 of 12 Last

\*Session 1 Regular Academic Session Class Nbr 20405

\*Class Section 01 Start/End Date 01/22/2019 05/10/2019

\*Component LEC Lecture Event ID

\*Class Type Enrollment Section

\*Associated Class 1 Units 3.00 Associated Class Attributes

\*Campus MAIN Main

\*Location SMCAMPUS San Marcos Campus

Course Administrator 134 - ANTH

\*Academic Organization 134 - ANTH Anthropology

Academic Group HABSU Hum, Arts, Behavioral, Soc Sci

\*Holiday Schedule SMCMP SMCMP Academic Holiday Sched

\*Instruction Mode L On Line

Primary Instr Section 01

Add Fee

☒ Schedule Print

☐ Student Specific Permissions

☐ Dynamic Date Calc Required

☐ Generate Class Mtg Attendance

☒ Sync Attendance with Class Mtg

☐ GL Interface Required

The session is listed on the Basic Data tab. This is also where it can be changed. Most commonly it is listed as "1" which means *Regular Academic Session*.

When the session is changed, the Start/End Date will automatically change on the Basic Data tab, but it should also change on the Meetings tab. **Make sure to check that the date is changed in both of these areas.**

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

Course ID 100100 Course Offering Nbr 1

Academic Institution Cal State San Marcos

Term Spring 2019 Undergrad

Subject Area ANTH Anthropology

Catalog Nbr 200 CULTURAL ANTHROPOLOGY

Class Sections Find | View All First 1 of 12 Last

Session: 1 Regular Academic Session Class Nbr: 20405 Class APDB Mapping Values

Class Section: 01 Component: Lecture Event ID:

Associated Class: 1 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

01/22/2019 05/10/2019

Topic ID: Free Format

Topic:

☐ Print Topic On Transcript

Contact Hours

Meeting APDB Mapping Values

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

Assignment Workload

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

If the meeting pattern is already entered, the date will **NOT** change on the Meetings tab by itself. You will have to enter the dates manually in these fields.

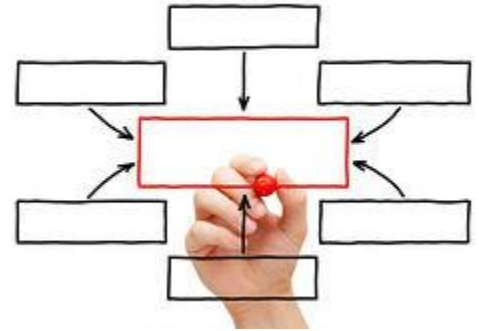
**Final exams for limited sessions:** 8W1 and all 5-week sessions will have their final exams on the last instructional day of class. Regular sessions and 8W2 finals will be during final exam week at the end of the semester, once instruction ends, per the final exam schedule.

## Multiple Component Courses

Multi-component courses are unique in a few different ways. They are usually a lecture sections and one or more activity or lab sections.

If you have more than one activity/lab section, then those sections will have the class type “enrollment” and a lecture class type of “non-enrollment.” This means that the student will enroll in the activity/lab that they want and then will be auto-enrolled in the non-enrollment lecture section.

If there is only one activity/lab section and one lecture section, either one can be “enrollment”/“non-enrollment.” Though if there are more than one set of these sections of the same class, we heavily advise that you keep it consistent with which section type is “enrollment” and which is “non-enrollment” (i.e. all the activity sections are “enrollment” and all the lecture sections are “non-enrollment”).



Location in Maintain Schedule of Classes:	Basic Data				Enrollment Cntrl
Type	Section	Assoc Class	Type	Enrollment	Auto-Enroll
<b>Multi-Component Class with more than one Activity/Lab</b>	10	1	Lecture	Non-Enroll	--
	11A	1	Activity/Lab	Enrollment	10
	12A	1	Activity/Lab	Enrollment	10
	13A	1	Activity/Lab	Enrollment	10
<b>Multi-Component Class with sets of 1 Lecture &amp; 1 Activity/Lab (chose one set or the other)</b>	10	1	Lecture	Non-Enroll	--
	11A	1	Activity/Lab	Enrollment	10
	20	2	Lecture	Non-Enroll	--
	21A	2	Activity/Lab	Enrollment	20
	10	1	Lecture	Enrollment	11A
	11A	1	Activity/Lab	Non-Enroll	--
	20	2	Lecture	Enrollment	21A
	21A	2	Activity/Lab	Non-Enroll	--
<b>Multi-Component Class with Lecture, Lab, &amp; 2nd Lab</b>	10	1	Lecture	Enrollment	(1st) 11A   (2nd) 12B
	11A	1	Lab	Non-Enroll	--
	12B	1	2nd Lab	Non-Enroll	--

## How to Build a Multi-Component Class with set of one lecture & one Activity/Lab in PeopleSoft

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

Course ID 100643 Course Offering Nbr 1  
Academic Institution Cal State San Marcos  
Term Spring 2019 Undergrad  
Subject Area BIOL Biological Sciences  
Catalog Nbr 210 INTRO CELLMOLEC BIOL

Auto Create Component

**Class Sections** Find | View All First 1 of 9 Last

\*Session 1 Regular Academic Session Class Nbr 20458  
Class Section 10 Component LEC Lecture \*Start/End Date 01/22/2019 05/10/2019  
\*Component LEC Lecture Event ID  
\*Class Type Non-Enrollment Section  
\*Associated Class 1 Units 4.00 Associated Class Attributes  
\*Campus MAIN Main Add Fee  
\*Location SMCAMPUS San Marcos Campus  
Course Administrator  
\*Academic Organization 145 - BIOL Biology  
Academic Group CSMU Science and Mathematics  
\*Holiday Schedule SMCMP SMCMP Academic Holiday Sched  
\*Instruction Mode P In Person  
Primary Instr Section 10

☒ Schedule Print  
☐ Student Specific Permissions  
☐ Dynamic Date Calc Required  
☐ Generate Class Mtg Attendance  
☒ Sync Attendance with Class Mtg  
☐ GL Interface Required

### Basic Data Tab of the LECTURE SECTION

Section Number: 10 (Multiple of ten)

Component: LEC

Class Type: Non-Enrollment Section

For Spring 2022, please add the Course Attributes:

PLAN – Instructional Plan

PLNB – Instructional Plan if we have to change to Virtual

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

Course ID 100643 Course Offering Nbr 1  
Academic Institution Cal State San Marcos  
Term Spring 2019 Undergrad  
Subject Area BIOL Biological Sciences  
Catalog Nbr 210 INTRO CELLMOLEC BIOL

**Enrollment Control** Find | View All First 1 of 9 Last

Session 1 Regular Academic Session Class Nbr 20458  
Class Section 10 Component Lecture Event ID  
Associated Class 1 Units 4.00  
\*Class Status Active Cancel Class  
Class Type Non-Enroll Enrollment Status Open  
\*Add Consent No Special Consent Required Requested Room Capacity 96 Total  
\*Drop Consent No Special Consent Required Enrollment Capacity 96 0  
1st Auto Enroll Section Wait List Capacity 999 0  
2nd Auto Enroll Section Minimum Enrollment Nbr  
Resection to Section  
☒ Auto Enroll from Wait List ☐ Cancel if Student Enrolled

### Enrollment Cntrl Tab of the LECTURE SECTION

1st Auto-Enroll Section: BLANK

Enrollment Capacity: *Make sure the cap on the non-enrollment section is the same as the enrollment section. If there are multiple non-enrollment sections, then the combined cap of all of them should be equal to the enrollment section cap.*

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

Course ID 100643 Course Offering Nbr 1  
Academic Institution Cal State San Marcos  
Term Spring 2019 Undergrad  
Subject Area BIOL Biological Sciences  
Catalog Nbr 210 INTRO CELLMOLEC BIOL

Auto Create Component

**Class Sections** Find | View All First 2 of 9 Last

\*Session 1 Regular Academic Session Class Nbr 20459  
Class Section 11A Component LAB Laboratory \*Start/End Date 01/22/2019 05/10/2019  
\*Component LAB Laboratory Event ID  
\*Class Type Enrollment Section  
\*Associated Class 1 Units 4.00 Associated Class Attributes  
\*Campus MAIN Main Add Fee  
\*Location SMCAMPUS San Marcos Campus  
Course Administrator  
\*Academic Organization 145 - BIOL Biology  
Academic Group CSMU Science and Mathematics  
\*Holiday Schedule SMCMP SMCMP Academic Holiday Sched  
\*Instruction Mode P In Person  
Primary Instr Section 11A

☒ Schedule Print  
☐ Student Specific Permissions  
☐ Include in Dynamic Date Calc  
☐ Dynamic Date Calc Required  
☐ Generate Class Mtg Attendance  
☒ Sync Attendance with Class Mtg  
☐ GL Interface Required

### Basic Data Tab of the LABORATORY SECTION

Section Number: 11A

Component: LAB

Class Type: Enrollment Section

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

Course ID 100643 Course Offering Nbr 1  
Academic Institution Cal State San Marcos  
Term Spring 2019 Undergrad  
Subject Area BIOL Biological Sciences  
Catalog Nbr 210 INTRO CELLMOLEC BIOL

**Enrollment Control** Find | View All First 2 of 9 Last

Session 1 Regular Academic Session Class Nbr 20459  
Class Section 11A Component Laboratory Event ID  
Associated Class 1 Units 4.00  
\*Class Status Active Cancel Class  
Class Type Enrollment Enrollment Status Open  
\*Add Consent No Special Consent Required Requested Room Capacity 96 Total  
\*Drop Consent No Special Consent Required Enrollment Capacity 96 0  
1st Auto Enroll Section 10 Wait List Capacity 999 0  
2nd Auto Enroll Section Minimum Enrollment Nbr  
Resection to Section  
☒ Auto Enroll from Wait List ☐ Cancel if Student Enrolled

### Enrollment Cntrl Tab of the LABORATORY SECTION

1st Auto-Enroll Section: 10 (the non-enrollment section number)

Enrollment Capacity: *Make sure the cap on the enrollment section is the same as the non-enrollment section (unless there are multiple non-enrollment sections).*



## Hiding one Component of a Section

These classes, HIST 101 | HIST 102 | HIST 130 | HIST 131 | PSYC 100 | BUS 304, have catalog information requiring each class to have 2 components: Lecture (LEC) and Second Lecture (LE2). But they are taught (either on alternate semesters or in the same semester) in two different ways:

(1) 2 (or 3) hr Lecture & 1 hr Second Lecture OR (2) 3 (or 4) hr Lecture & No Second Lecture

Each semester the department can decide:

- (1) To utilize the second lecture component, if they are using the Second Lecture for breakout sections (often taught by TAs), or
- (2) Hide the second lecture portion if it is to be taught only with 1 Lecture, or
- (3) Both.

Location in Maintain Schedule of Classes:		Basic Data		Meetings	Basic Data	Enrollment
Type	Section	Type	Enrollment	Facility ID	Schedule Print	Auto- Enroll
<b>1</b>	<b>Class Using Second Component Regularly</b>	10	Lecture	Non-Enroll	Yes	--
		11A	Second Lecture	Enrollment	Yes	10
		12A	Second Lecture	Enrollment	Yes	10
		13A	Second Lecture	Enrollment	Yes	10
<b>2</b>	<b>Class NOT Using Second Lecture</b>	10	Lecture	Enrollment	Yes	11A
		11A	Second Lecture	Non-Enroll	ARR	NO
<b>3</b>	<b>Class Using Both</b>	10	Lecture	Non-Enroll	Yes	--
		11A	Second Lecture	Enrollment	Yes	10
		12A	Second Lecture	Enrollment	Yes	10
		13A	Second Lecture	Enrollment	Yes	10
		20	Lecture	Enrollment	Yes	21A
		21A	Second Lecture	Non-Enroll	ARR	NO

**The following class note should be added to ALL of the enrollment lecture sections that have a hidden second lecture**

*This section will be using only the LECTURE for class times and requirements, but students will be auto-enrolled into a Second Lecture for enrollment purposes. Nothing is required for this Second Lecture.*

**HISTORY:** We used to change the catalog information back and forth, in sync with the Academic Coordinator, scheduling the courses alternative ways each semester. That process has the possibility of messing up registration and the students' records, so we are now keeping the 2 component version in the catalog no matter which way it is taught.

## SCREENSHOT REVIEW

- Green Borders are the PRIMARY LECTURE (LEC)
- Blue Borders are the SECOND LECTURE (LE2)

The only difference from a general class is when the second lecture is not being used, a detailed description of how to hide the second lecture with PeopleSoft screenshots is included below.

### PRIMARY LECTURE (LEC)

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

Course ID 102112 Course Offering Nbr 1  
Academic Institution Cal State San Marcos  
Term Spring 2019 Undergrad  
Subject Area HIST History  
Catalog Nbr 101 WORLD CIVILIZATIONS TO 1500

Auto Create Component

Class Sections

\*Session 1 Regular Academic Session Class Nbr 21253  
\*Class Section 10 \*Start/End Date 01/22/2019 05/10/2019  
\*Component LEC Lecture Event ID  
\*Class Type Enrollment Section  
\*Associated Class 1 Units 3.00  
\*Campus MAIN Main Associated Class Attributes  
\*Location SMCAMPUS San Marcos Campus Add Fee  
Course Administrator  
\*Academic Organization 348 - HIST History  
Academic Group HABSU Hum, Arts, Behavioral, Soc Sci  
\*Holiday Schedule SMCMP SMCMP Academic Holiday Sched  
\*Instruction Mode P In Person  
Primary Instr Section 10

☒ Schedule Print  
☐ Student Specific Permissions  
☐ Dynamic Date Calc Required  
☐ Generate Class Mtg Attendance  
☒ Sync Attendance with Class Mtg  
☐ GL Interface Required

#### Basic Data Tab

**Section Number:** 10 (Multiple of ten - use the Multiple component numbering system (10, 11A, 15, 16A, 20, 21A, etc.),

**Component:** LEC

**Class Type:** Enrollment Section

**Schedule Print:** ON

For Spring 2022, please add the

**Course Attributes:**

PLAN – Instructional Plan

PLNB – Plan if change to Virtual

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

**Meetings Tab:** Schedule the lecture day/time as normal.

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

Course ID 102112 Course Offering Nbr 1  
Academic Institution Cal State San Marcos  
Term Spring 2019 Undergrad  
Subject Area HIST History  
Catalog Nbr 101 WORLD CIVILIZATIONS TO 1500

Enrollment Control

Session 1 Regular Academic Session Class Nbr 21253  
Class Section 10 Component Lecture Event ID  
Associated Class 1 Units 3.00  
\*Class Status Active Cancel Class  
Class Type Enrollment Enrollment Status Open  
\*Add Consent No Special Consent Required Requested Room Capacity 45 Total  
\*Drop Consent No Special Consent Required Enrollment Capacity 45 0  
1st Auto Enroll Section 11A Wait List Capacity 999 0  
2nd Auto Enroll Section Minimum Enrollment Nbr  
Resection to Section  
☒ Auto Enroll from Wait List ☐ Cancel if Student Enrolled

#### Enrollment Cntrl Tab

**1<sup>st</sup> Auto-Enroll Section:** 11A (the non-enrollment section number)

**Enrollment Capacity:** Make sure the cap on the enrollment section is the same as the non-enrollment section.

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

Course ID 102112 Course Offering Nbr 1  
Academic Institution Cal State San Marcos  
Term Spring 2019 Undergrad  
Subject Area HIST History  
Catalog Nbr 101 WORLD CIVILIZATIONS TO 1500

**Class Sections** Find | View All First 1 of 12 Last  
Session 1 Regular Academic Session Class Nbr 21253  
Class Section 10 Component Lecture Event ID  
Associated Class 1 Units 3.00

**Class Notes** Find | View All First 1 of 1 Last  
\*Sequence Number 1  
\*Print Location After ☐ Even if Class Not in Schedule  
Note Nbr 0050  This section will be using only the LECTURE for class times and requirements, but students will auto-enrolled into a Second Lecture for enrollment purposes.  
Free Format Text:

## Notes Tab

Note Nbr: 50

*This section will be using only the LECTURE for class times and requirements, but students will be auto-enrolled into a Second Lecture for enrollment purposes. Nothing is required for this Second Lecture.*

## SECOND LECTURE (LE2)

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

Course ID 102112 Course Offering Nbr 1  
Academic Institution Cal State San Marcos  
Term Spring 2019 Undergrad  
Subject Area HIST History  
Catalog Nbr 101 WORLD CIVILIZATIONS TO 1500

**Class Sections** Find | View All First 2 of 12 Last  
\*Session 1 Regular Academic Session Class Nbr 21254  
\*Class Section 11A  
\*Component LE2 Second Lecture  
\*Class Type Non-Enrollment Section  
\*Associated Class 1 Units 3.00  
\*Campus MAIN Main  
\*Location SMCAMPUS San Marcos Campus  
Course Administrator  
\*Academic Organization 348 - HIST History  
Academic Group HABSU Hum, Arts, Behavioral, Soc Sci  
\*Holiday Schedule SMCMP SMCMP Academic Holiday Sched  
\*Instruction Mode P In Person  
Primary Instr Section 11A

Auto Create Component  
Add Fee  
☐ Schedule Print  
☐ Student Specific Permissions  
☐ Include in Dynamic Date Calc  
☐ Dynamic Date Calc Required  
☒ Generate Class Mtg Attendance  
☒ Sync Attendance with Class Mtg  
☐ GL Interface Required

## Basic Data Tab

Section Number: 11A

Component: LE2

Class Type: Non-Enrollment Section

Schedule Print: OFF

Course Attributes for Spring 2022:

PLAN – Instructional Plan

PLNB – Instructional Plan if we have to change to Virtual

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

Course ID 102112 Course Offering Nbr 1  
Academic Institution Cal State San Marcos  
Term Spring 2019 Undergrad  
Subject Area HIST History  
Catalog Nbr 101 WORLD CIVILIZATIONS TO 1500

**Class Sections** Find | View All First 2 of 12 Last  
Session: 1 Regular Academic Session Class Nbr: 21254 Class APDB Mapping Values  
Class Section: 11A Component: Second Lecture Event ID:  
Associated Class: 1 Units: 3.00

**Meeting Pattern** Find | View All First 1 of 1 Last  
Facility ID ARR Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
ARR Topic ID: Free Format Topic:  
☐ Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

**Instructors For Meeting Pattern** Personalize | Find | View All | 1 of 1 Last  
Assignment Workload  
ID Name \*Instructor Role Print Access Contact Empl Rcd# Job Code  
Prim Ins ☒ ☐ 0

**Room Characteristics** Personalize | Find | 1 of 1 Last  
\*Room Characteristic 11 No Room Needed \*Quantity 1

## Meetings Tab

Facility ID: ARR

Instructor: Input the same instructor teaching the primary lecture, so they get full credit for teaching the class.

Room Characteristics: 11 – No Room Needed

### Enrollment Cntrl Tab

**Enrollment Capacity:** Make sure the cap on the enrollment section is the same as the non-enrollment section.

## Independent Study or Supervision Courses



These courses are rolled with the rest of the regular classes. It is the Department's responsibility to make sure these courses are either **Schedule Print OFF** or **TENTATIVE** before the schedule goes live. Departments do not usually know which faculty will be teaching these courses, so leaving them unassigned on the schedule is fine, but they can be left (hidden) on the schedule even the class will not actually be offered.

In the College of Humanities, Arts, Behavioral and Social Sciences (CHABSS) and the College of Science and Math (CSM), these courses are typically hidden on the schedule and a form/contract is used by the faculty to allow a student into the course. That form then goes to Cougar Central and the student is enrolled by that office. **Permission numbers are not an acceptable way for a student to enroll in CHABSS or CSM independent study courses.** Faculty are usually expected to teach independent studies, but they typically do not get credit for them.

In the College of Business Administration (COBA) and the College of Education, Health, and Human Services (CEHHS), independent studies are created using the Independent Study form on the Academic Scheduling webpage. You can search "Independent Study Request Form" on the campus homepage or go directly to the form via this site: [csusm.edu/par/acdsched/independent\\_study.html](http://csusm.edu/par/acdsched/independent_study.html). Permission numbers for these courses are distributed by COBA Advising.

## Topic Courses

Topics courses are not in the general catalog of courses, they are created through a separate process through Academic Programs. Topics can only be offered 2 semesters in a row before the class has to start going through the regular curriculum process to continue to be offered. Sometimes if the class is in process, the Topic can be offered a third time. Consult Academic Programs for more information on Topics Courses. If a Topics Course is in the process of being approved, a Placeholder Course can be created on the schedule to hold a classrooms for the Topics Course – see: Placeholder Course.

## Placeholder Sections

Placeholder sections are used to reserve time and optimized space for a class that should be approved for the term, but is not currently approved. Placeholder sections CANNOT be used in puzzles. If a class is to be 100% virtual, a placeholder section is not needed as there is no physical space to reserve.

The placeholder section should have the **same unit values and component(s)** as the section that will be approved. It is the department's responsibility to keep track of placeholder courses and make sure they are replaced with the actual course or cancelled before registration begins.

Specifics of Building a Placeholder Section:  
Schedule Build Process Guide\_092021

**Section Number:** PH

**Associated Class:** 88

**Class Status:** TENTATIVE

**Note:** *The is a placeholder section for* [insert class description or number that section is being held for]

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

Course ID 103012 Course Offering Nbr 1  
Academic Institution Cal State San Marcos  
Term Spring 2019 Undergrad  
Subject Area MKTG Marketing  
Catalog Nbr 302 FOUNDATIONS OF MKTG

Auto Create Component

Class Sections Find | View All First 1 of 5 Last

\*Session 1 Regular Academic Session Class Nbr 21535  
\*Class Section PH \*Start/End Date 01/22/2019 05/10/2019  
\*Component LEC Lecture Event ID  
\*Class Type Enrollment Section  
\*Associated Class 88 Associated Class Attributes  
\*Campus MAIN Main Add Fee  
\*Location SMCAMPUS San Marcos Campus  
Course Administrator  
\*Academic Organization 476 - MKTG Marketing  
Academic Group COBAU College of BusinessAdmin-Ugrad  
\*Holiday Schedule SMCMP SMCMP Academic Holiday Sched  
\*Instruction Mode P In Person  
Primary Instr Section PH

☐ Add Fee  
☐ Schedule Print  
☐ Student Specific Permissions  
☐ Dynamic Date Calc Required  
☐ Generate Class Mtg Attendance  
☐ Sync Attendance with Class Mtg  
☐ GL Interface Required

### Basic Data Tab

**Class Section:** PH

**Associated Class:** 88

Every other option should be equal to the course that will offered.

**Course Attributes for Spring 2022:**

PLAN – Instructional Plan

PLNB – Instructional Plan if we have to change to Virtual

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

Course ID 103012 Course Offering Nbr 1  
Academic Institution Cal State San Marcos  
Term Spring 2019 Undergrad  
Subject Area MKTG Marketing  
Catalog Nbr 302 FOUNDATIONS OF MKTG

Class Sections Find | View All First 1 of 5 Last

Session: 1 Regular Academic Session Class Nbr: 21535 Class APDB Mapping Values  
Class Section: PH Component: Lecture Event ID:  
Associated Class: 88

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID ACD 102 Capacity 14 Pat MWTF3 Mtg Start 11:30AM Mtg End 12:20PM \*Start/End Date 01/22/2019 05/10/2019  
ACD 102 Topic ID: Free Format  
☐ 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 Ins	<input checked="" type="checkbox"/>			0	

Room Characteristics Personalize | Find | View All | First 1 of 1 Last

\*Room Characteristic 03 Board, White \*Quantity 1

### Meetings Tab

Make sure all of these items match what the replacement course should have.

Including the Facility ID, Meeting Pattern, Class APDB Mapping Values, and Meeting APDB Mapping Values, Instructor Assignment (if there is one) and the Room Characteristic.

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

Course ID 103012 Course Offering Nbr 1  
Academic Institution Cal State San Marcos  
Term Spring 2019 Undergrad  
Subject Area MKTG Marketing  
Catalog Nbr 302 FOUNDATIONS OF MKTG

Enrollment Control Find | View All First 1 of 5 Last

Session 1 Regular Academic Session Class Nbr 21535  
Class Section PH Component Lecture Event ID  
Associated Class 88  
\*Class Status Tentative Section Cancel Class  
Class Type Enrollment  
\*Add Consent No Special Consent Required  
\*Drop Consent No Special Consent Required  
1st Auto Enroll Section  
2nd Auto Enroll Section  
Resection to Section  
☒ Auto Enroll from Wait List ☐ Cancel if Student Enrolled  
Enrollment Status Open  
Requested Room Capacity 40 Total 0  
Enrollment Capacity 40  
Wait List Capacity 999  
Minimum Enrollment Nbr

### Enrollment Cntrl Tab

**Class Status:** Tentative Section

**MAKE SURE CLASS STATUS IS TENTATIVE**

**Enrollment Capacity:** Same as replacement course

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

Course ID 103012 Course Offering Nbr 1

Academic Institution Cal State San Marcos

Term Spring 2019 Undergrad

Subject Area MKTG Marketing

Catalog Nbr 302 FOUNDATIONS OF MKTG

**Class Sections** Find | View All First 1 of 5 Last

Session 1 Regular Academic Session Class Nbr 21535

Class Section PH Component Lecture Event ID

Associated Class 88

**Class Notes** Find | View All First 1 of 1 Last

\*Sequence Number 1

\*Print Location After

Note Nbr

Copy Note

Even if Class Not in Schedule

Free Format Text:

Clear Note

This courses is a placeholder for MKTG 390-5 MARKETING THRU THE AGES

## Notes Tab

Input Free Format Text note listing the course subject and catalog number and/or the description of the class it is being held for.

Class Note Example: *This courses is a placeholder for MKTG 390-5 MARKETING THRU THE AGES*

How to build the available virtual options for ONLINE classes are detailed below: Asynchronous, Synchronous, & Blended.

Virtual Asynchronous (Virtual AS) courses are taught online without a meeting pattern. This instruction mode means that the student does not have to be at a particular place (even at the computer) at a specific time.

Instruction Mode	L - Online
Course Attribute/Value	FONL - AB386
Course Attribute/Value	PLAN - Async
Facility ID	VIRTUAL AS
APDB Learning Mode	01 - Asynchronous no meetings (AB386)
Room Characteristic	11 No Room Needed
Note Number	65

MP	Facility ID	Day(s)	Start	End	Dates	Start Date	End Date	APDB Mapping: Space Type
1	VIRTUAL AS	-----Leave Blank-----			Full Semester	1/25/2021	5/14/2021	Based on Room Class would Normally Be In

**Basic Data Tab**

Instruction Mode:

L - Online

Course Attribute/Value

**PLAN/ASYNCR**

**FONL/AB386**

**PLNB/ASYNCR** (all classes must have a Plan B or “Shadow Schedule” value)



APDB Class Section Values

CS Number: 02  
 Workload Factor: K 1.0  
 Component Units: 3.00  
 Component Students:  
 Group Code Control:  
 \*APDB Learning Mode: 01

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

Course ID 200966 Course Offering Nbr 1  
 Academic Institution Cal State San Marcos  
 Term Spring 2021 Undergrad  
 Subject Area ANTH Anthropology  
 Catalog Nbr 360 INDIGENOUS ANTHROPOLOGY

Class Sections

Session 1 Regular Academic Session Class Nbr 22578  
 Class Section 02 Component Lecture Event ID  
 Associated Class 2 Units 3.00

Meeting Pattern

Facility ID VIRTUAL AS  
 Capacity 999  
 Pat  
 Mtg Start  
 Mtg End  
 M T W T F S S  
 \*Start/End Date 01/25/2021 05/14/2021  
 VIRTUAL ASYNC  
 Topic ID  
 Free Format Topic  
 Print Topic On Transcript  
 Contact Hours  
 Meeting APDB Mapping Values

Instructors For Meeting Pattern

Assignment Workload  
 ID Name \*Instructor Role Print  
 Primary Instructor

Room Characteristics

\*Room Characteristic Description  
 11 No Room Needed

Meeting APDB Mapping Values

Space Type: 1 Lecture  
 TBA Hours:  
 OLD Learning Mds:

## Meetings Tab

### Class APDB Mapping Values -

(new window will open)

APDB Learning Mode: 01

Facility ID: VIRTUAL AS

Mtg Pattern, Day, Time: Blank

### Meeting APDB Mapping Values -

(new window will open)

Space Type:

Based on the Facility ID

the Class would Have

Been Taught in Regularly

Room Characteristic:

11 – No Room Needed

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

Enrollment Cntrl Tab: Do as Usual

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

Course ID 200966 Course Offering Nbr 1  
 Academic Institution Cal State San Marcos  
 Term Spring 2021 Undergrad  
 Subject Area ANTH Anthropology  
 Catalog Nbr 360 INDIGENOUS ANTHROPOLOGY

Class Sections

Session 1 Regular Academic Session Class Nbr 22578  
 Class Section 02 Component Lecture Event ID  
 Associated Class 2 Units 3.00

Class Notes

\*Sequence Number 1  
 \*Print Location After  
 Note Nbr 0065  
 Copy Note  
 Free Format Text:  
 Clear Note  
 Even if Class Not in Schedule  
 All class instruction is virtual with no required class meetings at set days and times. Webinars, video lectures, blogs, online forums and discussion boards are common instructional modes. Student success requires

## Notes Tab

Note Nbr: 65 Async

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

Course ID 200966 Course Offering Nbr 1  
 Academic Institution Cal State San Marcos  
 Term Spring 2021 Undergrad  
 Subject Area ANTH Anthropology  
 Catalog Nbr 360 INDIGENOUS ANTHROPOLOGY

Class Sections

Session 1 Regular Academic Session Class Nbr 20418  
 Class Section 01 Component Lecture Event ID  
 Associated Class 1 Units 3.00  
 Exam Seat Spacing 1 Final Exam Yes

Class Exam

Exam Time Code Combined Exam  
 \*Exam Date 05/10/2021 \*Exam Start 12:01AM \*Exam End 11:59PM  
 Class Exam Type Final Exam Facility ID VIRTUAL AS Building VIRTUAL Room ASYNC

**Exam Tab:** An Exam Date *can* be entered for Asynchronous Classes when requested, as they will NOT be auto generated.

Enter Date during finals week

**EXAM START: 12:01 AM**

**EXAM END: 11:59 PM**

## Synchronous Courses

Virtual Synchronous (Virtual SY) courses are taught online with a meeting pattern. This instruction mode means that the students need to be at their computer, online, at the same time as the instructor every week.

PeopleSoft things to look at for Virtual Synchronous Courses:

<b>Instruction Mode</b>	<b>L - Online</b>
<b>Course Attribute/Value</b>	<b>PLAN - Sync</b>
<b>Facility ID</b>	<b>VIRTUAL SY</b>
<b>APDB Learning Mode</b>	<b>02 - Synchronous no meetings allowed AB386</b>
<b>Room Characteristic</b>	<b>11 - No Room Needed</b>
<b>Note Number</b>	<b>66</b>

**Example Class Meets Synchronously Every Week.**

MP	Facility ID	Day(s)	Start	End	Dates	Start Date	End Date	APDB Mapping: Space Type
1	VIRTUAL SY	M	1:00 PM	2:50 PM	Full Semester	1/25/2021	5/14/2021	Based on Room Class would Normally Be In

The screenshot shows the 'Basic Data' tab for a course offering. Key fields include:

- Course ID:** 103012
- Course Offering Nbr:** 1
- Academic Institution:** Cal State San Marcos
- Term:** Fall 2021
- Subject Area:** MKTG
- Catalog Nbr:** 302
- Class Type:** Enrollment Section
- Class Nbr:** 41894
- Start/End Date:** 08/30/2021 to 12/11/2021
- Instruction Mode:** L (On Line)
- Class Attributes:**
  - PLAN:** Instructional Plan, SYNC, Class will be Synchronous
  - PLNB:** Plan B or Backup Virtual Plan, SYNC, Synchronous

### Basic Data Tab

**Instruction Mode:**

**L - Online**

**Course Attribute/Value**

**PLAN/SYNC**

**PLNB/SYNC** (all classes must have a Plan B or "Shadow Schedule" value)

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

Course ID 103443  
Academic Institution Cal State San Marcos  
Term Spring 2021  
Subject Area SOC  
Catalog Nbr 316

**Class Sections**

Session 1  
Class Section 01  
Associated Class 1

**APDB Class Section Values**

CS Number: 02  
Workload Factor: K 1.0  
Component Units: 4.00  
Group Code Control:   
\*APDB Learning Mode: 02

**Meeting Pattern**

Facility ID: VIRTUAL SY  
Capacity: 999  
Pat: D2  
Mtg Start: 1:00PM  
Mtg End: 2:50PM  
M T W T F S S  
\*Start/End Date: 01/25/2021 05/14/2021

**Instructors For Meeting Pattern**

Assignment Workload  
ID Name \*Instructor Role Print  
000020498 Lara, Marisol C Primary Instructor

**Room Characteristics**

\*Room Characteristic Description  
11 No Room Needed

**Academic Shift**

Academic Shift Description

**Meeting APDB Mapping Values**

Space Type: 1 Lecture  
TBA Hours:   
OLD Learning Md:

## Meetings Tab

Class APDB Mapping Values -

(new window will open)

APDB Learning Mode: 02

Facility ID: VIRTUAL SY

Mtg Pattern, Day, Time: Enter the

Approve Class Mtg Time the

Class will use

Meeting APDB Mapping Values -

(new window will open)

Space Type:

Based on the Facility ID the

Class would have been taught

in regularly.

Room Characteristic:

11 – No Room Needed

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

Enrollment Cntrl Tab: Do as Usual

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

Course ID 103012  
Academic Institution Cal State San Marcos  
Term Spring 2021  
Subject Area MKTG  
Catalog Nbr 302

Course Offering Nbr 1  
Undergrad  
Marketing  
FOUNDATIONS OF MKTG

**Class Sections**

Session 1  
Class Section 01  
Associated Class 1

Regular Academic Session  
Component Lecture  
Units 2.00

Class Nbr 21598  
Event ID

**Class Notes**

\*Sequence Number 1  
\*Print Location After  
Note Nbr 0066  
Copy Note  
Free Format Text:  
Clear Note

☐ Even if Class Not in Schedule

All class instruction is virtual with most or all portions of the class required to meet online at the set days and times. Live webinars, Zoom or Teams or similar videoconferencing, virtual classrooms, instant messaging.

## Notes Tab

Note Nbr: 66 Sync

## Blended Courses

Blended means the course is taught both synchronously and asynchronously. The class will have 1 to 4 meeting patterns listed as Synchronous (VIRTUAL SY) with approved meeting times and 1 meeting pattern listed Asynchronous (VIRTUAL AS) with no meeting days/times. Blended courses are built with multiple meeting patterns at various dates, or date ranges, to enable clarity for students on when instruction will take place. There are multiple ways to build blended class, please contact Academic Scheduling if there are any questions.

### PeopleSoft things to look at for Blended Courses:

Instruction Mode	L - Online
Course Attribute/Value	PLAN - Blended
Facility ID	VIRTUAL SY & VIRTUAL AS
APDB Learning Mode	10 - A/S Hybrid no meetings AB386
Room Characteristic	11 No Room Needed
Note Number	67

### Example Class Meets Synchronously More than 4 Times and Asynchronously

MP	Facility ID	Day(s)	Start	End	Dates	Start Date	End Date	APDB Mapping: Space Type
1	VIRTUAL SY	M	1:00 PM	2:50 PM	Full Semester	1/25/2021	5/14/2021	Based on Room Class would Normally Be In
2	VIRTUAL AS	-----Leave Blank-----			Full Semester	1/25/2021	5/14/2021	Non-Capacity

### Example Class Meets Synchronously 1-4 Dates/Times and Asynchronously the Rest of the Semester

MP	Facility ID	Day(s)	Start	End	Dates	Start Date	End Date	APDB Mapping: Space Type
1	VIRTUAL SY	M	1:00 PM	2:50 PM	1st Meeting	1/25/2021	1/25/2021	Based on Room Class would Normally Be In
2	VIRTUAL SY	M	1:00 PM	2:50 PM	2nd Meeting	2/1/2021	2/1/2021	Based on Room Class would Normally Be In
3	VIRTUAL SY	M	1:00 PM	2:50 PM	3rd Meeting	4/19/2021	4/19/2021	Based on Room Class would Normally Be In
4	VIRTUAL SY	M	1:00 PM	2:50 PM	4th Meeting	4/26/2021	4/26/2021	Based on Room Class would Normally Be In
Last	VIRTUAL AS	-----Leave Blank-----			Full Semester	1/25/2021	5/14/2021	Non-Capacity

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

Course ID 103012 Course Offering Nbr 1  
 Academic Institution Cal State San Marcos  
 Term Fall 2021 Undergrad  
 Subject Area MKTG Marketing  
 Catalog Nbr 302 FOUNDATIONS OF MKTG

**Class Sections** Find | View All First 1 of 3 Last

\*Session 1 Regular Academic Session Class Nbr 41894  
 \*Class Section 01 \*Start/End Date 08/30/2021 12/11/2021  
 \*Component LEC Lecture Event ID  
 \*Class Type Enrollment Section  
 \*Associated Class 1 Units 2.00  
 \*Campus MAIN Main  
 \*Location SMCAMPUS San Marcos Campus  
 Course Administrator  
 \*Academic Organization 476 - MKTG Marketing  
 Academic Group COBAU College of BusinessAdmin-UGrad  
 \*Holiday Schedule SMCMP SMCMP Academic Holiday Sched  
 \*Instruction Mode L On Line  
 Primary Instr Section 01

**Associated Class Attributes**  
 Add Fee  
☒ Schedule Print  
☐ Student Specific Permissions  
☐ Dynamic Date Calc Required  
☐ Generate Class Mtg Attendance  
☒ Sync Attendance with Class Mtg  
☐ GL Interface Required

**Class Topic**  
 Course Topic ID Print Topic in Schedule

**Equivalent Course Group**  
 Course Equivalent Course Group Override Equivalent Course  
 Class Equivalent Course Group

**Class Attributes** Personalize | Find | View 2 | 1-3 of 3 Last

*Course Attribute	Description	*Course Attribute Value	Description
CLEV	Course Level	2	Upper Division
PLAN	Instructional Plan	BLEND	Blended Sync & Async
PLNB	Plan B or Backup Virtual Plan	BLEND	Blended Sync & Async

Instruction Mode:

L - Online

Course Attribute/Value

**PLAN/BLENDED**

**PLNB/SYNC** (all classes must have a Plan B or "Shadow Schedule" value)

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

Course ID 103012 Course Offering Nbr 1  
 Academic Institution Cal State San Marcos  
 Term Spring 2021 Undergrad  
 Subject Area MKTG Marketing  
 Catalog Nbr 302 FOUNDATIONS OF MKTG

**Class Sections** Find | View All First 1 of 3 Last

Session 1 Regular Academic Session Class Nbr 21598  
 Class Section 01 Component Lecture Event ID  
 Associated Class 1 Units 2.00

**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  
 VIRTUAL SY 999 D2 1:00PM 2:50PM ☒ ☐ ☐ ☐ ☐ ☐ ☐ 01/25/2021 05/14/2021

VIRTUAL SYNC Topic ID Free Format Topic  
☐ Print Topic On Transcript Contact Hours Meeting APDB Mapping

**Meeting Pattern** Personalize | Find | View All | 1 of 1 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact	Role
000000361	Lou, Sheldon	Primary Instructor	<input checked="" type="checkbox"/>	Approve		

**Meetings Tab**

**Faculty Assignment:**

If you have a faculty ready to assign when building a blended class, input the assignment BEFORE creating a second meeting pattern (MP).

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

Course ID 103012 Course Offering Nbr 1

Academic Institution Cal State San Marcos

Term Spring 2021 Undergrad

Subject Area MKTG Marketing

Catalog Nbr 302 FOUNDATIONS OF MKTG

Class Sections

Session 1 Regular Academic Session Class Nbr 21598 Class APDB Mapping Values

Class Section 01 Component Lecture Event ID

Associated Class 1 Units 2.00

Meeting Pattern

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date

VIRTUAL SY 999 D2 1:00PM 2:50PM [X] [ ] [ ] [ ] [ ] [ ] [ ] 01/25/2021 05/14/2021

Topic ID Free Format Topic

Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Assignment Workload

ID Name \*Instructor Role Print Access Contact Empl Rcd

000000361 Lou Sheldon Primary Instructor [X] Approve

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date

VIRTUAL AS 999 [ ] [ ] [ ] [ ] [ ] [ ] [ ] 01/25/2021 05/14/2021

VIRTUAL ASYNC Topic ID Free Format Topic

Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern

Assignment Workload

ID Assign Type APDB Dept ID App Load Load Factor Work Load

000000361 Not Incl 375 - MKTG [ ] 100.0000

## Meetings Tab

Create a Second MP by clicking on the “+” button in the Meeting Pattern section and the faculty will automatically be assigned to the second MP as well.

The workload portion of the assignment (on the second MP) automatically changes to Assign Type “Not Incl”

Instructors For Meeting Pattern

Personalize Find View All First 1 of 1 Last

Assignment Workload

ID Assign Type APDB Dept ID App Load Load Factor Work Load Auto Calc Assignment FTE %

000000114 Not Incl 375 - GBST [ ] 100.0000 [X]

## Meetings Tab

If Faculty cannot be assigned right away, it is VERY IMPORTANT that Assign Type is manually changed to “Not Include” when entering faculty assignments after the first meeting pattern.

If you do NOT have a faculty ready to assign when building a Blended class, when you create a Second MP by clicking on the “+” button you will have to edit the workload portion of the “Instructors for Meeting Pattern” section.

Do this by clicking on the Workload tab in the “Instructors for Meeting Pattern” section (on the second MP), and change the Assign Type dropdown list to “Not Incl”

## More on the Meetings Tab

### Class APDB Mapping Values -

(new window will open)

APDB Learning Mode: 10

### Meeting Pattern 1:

Facility ID: VIRTUAL SY

Schedule: Meeting Days & Times

Dates:

Can be full semester (these dates automatically populate) or  
If one date, list that date as both the Start and the End Date for the Meeting Pattern or  
If consecutive weekly meetings, put the start date as the first meeting and the end date as the last meeting.

### Meeting APDB Mapping Values -

(new window will open)

Space Type:

1 Lecture or 2 Laboratory based on how this class would typically be offered.

The screenshot shows the 'Meetings' tab for a course. Several windows are open and highlighted with green boxes:

- APDB Class Section Values:** Shows fields for CS Number (02), Workload Factor (K 1.0), Component Units (2.00), Component Students, Group Code Control, and \*APDB Learning Mode (10).
- Class APDB Mapping Values:** A small window for mapping class values.
- Meeting Pattern:** Shows Facility ID (VIRTUAL SY), Capacity (999), Pat (D2), Mtg Start (1:00PM), Mtg End (2:50PM), and days of the week (M, T, W, T, F, S, S).
- Instructors For Meeting Pattern:** Lists instructors, including Lou Sheldon as the Primary Instructor.
- Room Characteristics:** Shows Room Characteristic 11 with the description 'No Room Needed'.
- Meeting APDB Mapping Values:** Shows Space Type (1 Lecture), TBA Hours, and OLD Learning Md.

This screenshot shows the 'Meetings' tab with different meeting pattern settings. The highlighted windows include:

- Meeting APDB Mapping Values:** Shows Space Type (3 Non-Capacity), TBA Hours, and OLD Learning Md.
- Meeting Pattern:** Shows Facility ID (VIRTUAL SY), Capacity (999), Pat (D2), Mtg Start (1:00PM), Mtg End (2:50PM), and days of the week (M, T, W, T, F, S, S).
- Instructors For Meeting Pattern:** Lists instructors, including Lou Sheldon as the Primary Instructor.
- Meeting APDB Mapping Values:** Shows Space Type (3 Non-Capacity), TBA Hours, and OLD Learning Md.

### Meeting Pattern 2-4:

Facility ID: VIRTUAL SY

Schedule: Meeting Days & Times

Dates: Can be full semester

or One Date

or Consecutive Meetings

### Meeting APDB Mapping Values -

(new window will open)

Space Type:

3 Non-Capacity



Facility ID: VIRTUAL AS  
Capacity: 999  
Pat: [blank]  
Mtg Start: [blank]  
Mtg End: [blank]  
M: [blank] T: [blank] W: [blank] T: [blank] F: [blank] S: [blank] S: [blank]  
\*Start/End Date: 01/25/2021 to 05/14/2021  
VIRTUAL ASYNC  
Topic ID: [blank]  
Free Format Topic: [blank]  
Print Topic On Transcript: [blank]  
Contact Hours: [blank]  
Meeting APDB Mapping Values  
Instructors For Meeting Pattern  
Assignment: [blank] Workload: [blank]  
ID: 00000361 Name: Lou Sheldon \*Instructor Role: Primary Instructor Print: [blank] Approve: [blank]  
Room Characteristics  
\*Room Characteristic: 11 Description: No Room Needed  
Space Type: 3 Non-Capacity  
TBA Hours: [blank]  
OLD Learning Md: [blank]

### Last Meeting Pattern:

Facility ID: VIRTUAL AS

Schedule: No Days/Times

Dates: Full semester (these dates automatically populate)

Meeting APDB Mapping Values -  
(new window will open)

Space Type:

3 Non-Capacity

Room Characteristic:

11 – No Room Needed

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

**Enrollment Cntrl Tab:** Do as

Usual. Nothing special in this tab for Blended Sections.

Basic Data Meetings Enrollment Cntrl Reserve Cap **Notes** Exam LMS Data Textbook GL Interface  
Course ID 103012 Course Offering Nbr 1  
Academic Institution Cal State San Marcos  
Term Spring 2021 Undergrad  
Subject Area MKTG Marketing  
Catalog Nbr 302 FOUNDATIONS OF MKTG  
Class Sections  
Session 1 Regular Academic Session Class Nbr 0  
Class Section 04 Component Lecture Event ID  
Associated Class 4  
Class Notes  
\*Sequence Number 1 \*Print Location After [blank] Even if Class Not in Schedule  
Note Nbr 0067 Copy Note  
Free Format Text: Clear Note  
All class instruction is virtual and combines both asynchronous instruction with some set days and times for class meetings (synchronous). Uses instructional approaches from both modes. Schedule and number of  
\*Sequence Number 2 \*Print Location After [blank] Even if Class Not in Schedule  
Note Nbr [blank] Copy Note  
Free Format Text: Clear Note  
This section will be meeting synchronously 4 times during the semester, on 1/25, 2/22, 3/29, and 4/26.

### Notes Tab

Note Nbr: 67 Blended

To **add a note**, use the **plus** (“+”) button. You **cannot** use both the Note Nbr & Free Format Text in the same sequence!

### Free Format Text Note:

List how many meetings there will be and the dates.

Use multiple hyphens, “----” as show in the Example below, at the top of the note to separate it from the other notes already on the section.

Example:

-----  
This section will be meeting synchronously 4 times during the semester, on 1/25, 2/22, 3/29, and 4/26.

If you wish to **delete a note**, do NOT just clear out the text – you will not be able to save the section if you do this. You need to use the **minus** (“-”) button to delete a note.

## Hybrid Courses

Hybrid means the course has both in-person and online/virtual instructional types.

### Hybrid, In Person & Asynchronous

PeopleSoft things:

<b>Instruction Mode</b>	<b>A – Hybrid</b>
<b>Course Attribute/Value</b>	<b>PLAN/Hybrid PLNB/Blended</b>
<b>Facility ID</b>	<b>Blank (Classroom) &amp; VIRTUAL AS</b>
<b>APDB Learning Mode</b>	If in-person weekly or more than 7 meetings, use <b>05</b> – Asynchronous with mtgs, Hybrid If less than 8 in-person meetings, use <b>03</b> - Asynchronous mtgs allowed FDE
<b>Room Characteristic</b>	As Needed
<b>Note Number</b>	<b>68 Hybrid</b>

#### Example Class #1: Meets In Person Weekly and Asynchronously

MP	Facility ID	Day(s)	Start	End	Dates	APDB Mapping: Space Type
1		M	1:00 PM	2:50 PM	Full Semester	Based on Ideal Room for Class
2	VIRTUAL AS				Full Semester	Based on Ideal Room for Class

#### Example Class #2: Meets In Person 4 times and Asynchronously

MP	Facility ID	Day(s)	Start	End	Dates	APDB Mapping: Space Type
1		M	1:00 PM	2:50 PM	1st DATE or Date Range	Based on Ideal Room for Class
2		M	1:00 PM	2:50 PM	2nd DATE or Date Range	Based on Ideal Room for Class
3		M	1:00 PM	2:50 PM	3rd DATE or Date Range	Based on Ideal Room for Class
4		M	1:00 PM	2:50 PM	4th DATE or Date Range	Based on Ideal Room for Class
Last	VIRTUAL AS				Full Semester	Based on Ideal Room for Class

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

Course ID 201365 Course Offering Nbr 1  
 Academic Institution Cal State San Marcos  
 Term Fall 2021 Undergrad  
 Subject Area GBST Global Studies  
 Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

Auto Create Component

**Class Sections** Find | View All First 3 of 3 Last

\*Session 1 Regular Academic Session Class Nbr 0  
 \*Class Section 03 \*Start/End Date 08/30/2021 12/11/2021  
 \*Component LEC Lecture Event ID  
 \*Class Type Enrollment Section  
 \*Associated Class 3 Associated Class Attributes  
 \*Campus MAIN Main Add Fee  
 \*Location SMCAMPUS San Marcos Campus  
 Course Administrator  
 \*Academic Organization 375 - GBST Global Studies  
 Academic Group HABSU Hum, Arts, Behavioral, Soc Sci  
 \*Holiday Schedule SMCMP SMCMP Academic Holiday Sched  
 \*Instruction Mode A Hybrid: In Person and Online  
 Primary Instr Section 03

**Class Topic**

Course Topic ID Print Topic in Schedule

**Equivalent Course Group**

Course Equivalent Course Group Override Equivalent Course  
 Class Equivalent Course Group

**Class Attributes** Personalize | Find | View All First 3-4 of 4 Last

*Course Attribute	Description	*Course Attribute Value	Description
PLAN	Instructional Plan	HYBRID	Class meets In-Person & Online
PLNB	Plan B or Backup Virtual Plan	BLENDED	Blended Sync & Async

## Basic Data Tab

### Instruction Mode:

A – Hybrid: In Person and Online  
 Course Attribute/Value

**PLAN/HYBRID**

**PLNB/BLENDED** (all classes must have a Plan B or “Shadow Schedule” value)

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

Course ID 201365 Course Offering Nbr 1  
 Academic Institution Cal State San Marcos  
 Term Fall 2021 Undergrad  
 Subject Area GBST Global Studies  
 Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

**Class Sections** Find | View All First 3 of 3 Last

Session 1 Regular Academic Session Class Nbr 0  
 Class Section 03 Component Lecture Event ID  
 Associated Class 3 Class APDB Mapping Values

**Meeting Pattern** Find | View 1 First 1-2 of 2 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
 MW2 2:30PM 3:20PM [X] [ ] [ ] [ ] [ ] [ ] [ ] 08/30/2021 12/11/2021  
 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 | Worksheet | Print

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rod#	Job Code
000000114	Stoddard-Holmes, Martha	Primary Instructor	[X]	Approve			

## Meetings Tab

### Faculty Assignment:

If you have a faculty ready to assign when building a Hybrid class, input the assignment BEFORE creating a second meeting pattern (MP).

## Meetings Tab

Create a Second MP by clicking on the “+” button in the Meeting Pattern section and the faculty will automatically be assigned to the second MP as well.

The other advantage to doing it this way, is the workload portion of the “Instructors for Meeting Pattern” section (on the second MP) automatically changes to Assign Type “Not Incl”.

If Faculty cannot be assigned when first building the class (often occurs with lecturers):

If you do NOT have a faculty ready to assign when building a Hybrid class, you will have to manually change the workload tab on every MP after the first one.

Do this by clicking on the Workload tab in the “Instructors for Meeting Pattern” section (on the second MP and after), and change the Assign Type dropdown list to “Not Incl”

Once Schedule Build is over, you will not be able to assign faculty through the Maintain Schedule of Classes page, go to the **Schedule Class Meetings** page to assign faculty at that point.

**MAKE SURE the faculty member is assigned to EVERY MEETING PATTERN.**

## More on the Meetings Tab

### Class APDB Mapping Values -

(new window will open)

#### APDB Learning Mode:

**05** if in-person meetings happen more than 7 times (or weekly)

**03** if in-person meetings happen less than 8 times.

### Meeting Pattern 1 (MP #1)

Facility ID: Blank (unless puzzled or in specialized space)

Schedule: Approved Class Meeting Days & Times for IP Portion

### Meeting APDB Mapping Values -

(new window will open)

Space Type: Ideal Room

Type for Class (not actual)

### Meeting Pattern 2+ (MP #2)

Facility ID: VIRTUAL AS

Schedule: None

### Meeting APDB Mapping Values -

(new window will open)

Space Type: Ideal Room

Type for Class (not actual)

### Room Characteristic:

Based on type of Room

Needed for In-Person portion

**Enrollment Cntrl Tab:** Do as Usual.

Nothing special in this tab for Hybrid Sections.

## Notes Tab

Note Nbr: 68 Hybrid

The screenshot shows the 'Meetings' tab of a software interface. At the top, there are tabs for 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', 'Exam', 'LMS Data', 'Textbook', and 'GL Interface'. The 'Meetings' tab is active. Below the tabs, there is a header section with 'Course ID: 201365', 'Course Offering Nbr: 1', 'Academic Institution: Cal State San Marcos', 'Term: Fall 2021', 'Subject Area: GBST', 'Catalog Nbr: 301', and 'CONSTRUCTING GLOBAL IDENTITY'. The main content area is divided into several sections: 'Class Sections' with 'Session 1', 'Class Section 03', and 'Associated Class 3'; 'Meeting Pattern' with fields for 'Facility ID', 'Capacity', 'Pat', 'Mtg Start', 'Mtg End', 'M', 'T', 'W', 'T', 'F', 'S', 'S', '\*Start/End Date', and 'Topic ID'; 'Instructors For Meeting Pattern' with a table of instructors; 'Meeting APDB #1' and 'Meeting APDB #2+' sections with similar fields to the Meeting Pattern section; and 'Room Characteristics' with a table of room characteristics. Purple boxes and labels highlight specific areas: 'Class APDB' points to the 'Class APDB Mapping Values' link; 'Date or Date Range' points to the '\*Start/End Date' field; 'Meeting APDB #1' points to the 'Meeting APDB Mapping Values' link; 'Meeting APDB #2+' points to the 'Meeting APDB Mapping Values' link; and 'Room Characteristics' points to the 'Room Characteristics' table.

The screenshot shows the 'Enrollment Cntrl' tab of a software interface. The tabs at the top are 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', 'Exam', 'LMS Data', 'Textbook', and 'GL Interface'. The 'Enrollment Cntrl' tab is active.

Course ID 201365 Course Offering Nbr 1

Academic Institution Cal State San Marcos

Term Fall 2021 Undergrad

Subject Area GBST Global Studies

Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

**Class Sections** Find | View All First 3 of 3 Last

Session 1 Regular Academic Session Class Nbr 0

Class Section 03 Component Lecture Event ID

Associated Class 3

**Class Notes** Find | View All First 1 of 1 Last

\*Sequence Number 1

\*Print Location After ☐ Even if Class Not in Schedule

Note Nbr 0068 Copy Note

Free Format Text: Clear Note

Instruction is partly virtual and partly on-campus. The virtual component may be asynchronous or synchronous (or both). The on-campus component means instructors and students meet in campus.

### Hybrid, In Person & Synchronous

This type of hybrid meets in person with days and times, as well as synchronously, which also has days and times listed. Please see Live & Online section of this document for building that type of course.

### PeopleSoft things:

<b>Instruction Mode</b>	<b>A – Hybrid: In Person and Online</b>
<b>Course Attribute/Value</b>	<b>PLAN/Hybrid</b> <b>PLNB/SYNC</b>
<b>Facility ID</b>	<b>Blank (Classroom) &amp; VIRTUAL SY</b>
<b>APDB Learning Mode</b>	If weekly or more than 7 mtgs, use <b>06</b> – Synchronous with mtgs, Hybrid If less than 8 mtgs, use <b>04</b> - Synchronous mtgs allowed FDE
<b>Room Characteristic</b>	As Needed
<b>Note Number</b>	<b>68 Hybrid</b>
<b>Free Format Note</b>	Recommended, Explain how often class is meeting, with dates if possible

### Example Class Use Individual MPs to add dates or date ranges to the In-Person Portion and Synchronously

MP	Facility ID	Day(s)	Start	End	Dates	APDB Mapping: Space Type
1		M	1:00 PM	2:50 PM	1st DATE or DATE RANGE	Based on Ideal Room for Class
2		M	1:00 PM	2:50 PM	2nd DATE or Date Range	Based on Ideal Room for Class
3		M	1:00 PM	2:50 PM	3rd DATE or Date Range	Based on Ideal Room for Class
4+		M	1:00 PM	2:50 PM	4th DATE or Date Range	Based on Ideal Room for Class
Last	VIRTUAL SY	M	1:00 PM	2:50 PM	Full Semester	Based on Ideal Room for Class

### Example Class Meets In Person Weekly and Synchronously

MP	Facility ID	Day(s)	Start	End	Dates	APDB Mapping: Space Type
1		M	1:00 PM	2:50 PM	Full Semester	Based on Ideal Room for Class
2	VIRTUAL SY	M	1:00 PM	2:50 PM	Full Semester	Based on Ideal Room for Class

“Date Range” means start date of when consecutive class meetings start, end date is when consecutive meetings end.

- Example: MW class meeting the first two weeks of the semester, first Monday Date (8/30/21)

**Basic Data Tab**

Course ID 201365 Course Offering Nbr 1  
 Academic Institution Cal State San Marcos  
 Term Fall 2021 Undergrad  
 Subject Area GBST Global Studies  
 Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

**Class Sections**

\*Session 1 Regular Academic Session Class Nbr 0  
 \*Class Section 03  
 \*Component LEC Lecture  
 \*Class Type Enrollment Section  
 \*Associated Class 3  
 \*Campus MAIN Main  
 \*Location SMCAMPUS San Marcos Campus  
 Course Administrator  
 \*Academic Organization 375 - GBST Global Studies  
 Academic Group HABSU Hum, Arts, Behavioral, Soc Sci  
 \*Holiday Schedule SMCMP SMCMP Academic Holiday Cal  
 \*Instruction Mode A Hybrid: In Person and Online

**Class Topic**

Course Topic ID  
 Print Topic in Schedule

**Equivalent Course Group**

Course Equivalent Course Group  
 Class Equivalent Course Group

**Class Attributes**

*Course Attribute	Description	*Course Attribute Value	Description
PLAN	Instructional Plan	HYBRID	Class meets In-Person & Online
PLNB	Plan B or Backup Virtual Plan	SYNC	Synchronous

## Basic Data Tab

### Instruction Mode:

A – Hybrid: In Person and Online

### Course Attribute/Value

#### PLAN/HYBRID

**PLNB/SYNC** (all classes must have a Plan B or “Shadow Schedule” value)

## Meetings Tab

**First Meeting Pattern(s):** Put the in person meeting(s)/MPs before the online meeting(s)/MPs.

### Dates:

Full Semester (will auto-populate)

OR

Specific Dates or Date Ranges would be entered here.

*If you are entering ONE date, the Start Date and End Date will be the same.*

**Add an MP:** Click the “+” to add an additional meeting pattern (MP)

### Faculty Assignment:

If you have a faculty ready to assign when building a Hybrid class, input the assignment BEFORE creating a second meeting pattern (MP).

**Meetings Tab**

Course ID 201365 Course Offering Nbr 1  
 Academic Institution Cal State San Marcos  
 Term Fall 2021 Undergrad  
 Subject Area GBST Global Studies  
 Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

**Class Sections**

Session 1 Regular Academic Session Class Nbr 0  
 \*Class Section 03  
 \*Component LEC Lecture  
 \*Class APDB Mapping Values

**Meeting Pattern**

Mtg Ptn #1  
 Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date 08/30/2021 12/11/2021

**Instructors For Meeting Pattern**

ID	Name	Instructor Role	Print	Access	Contact	Enpl Rsn	Job Code
090000114	Stoddard-Holmes, Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	





## More on the Meetings Tab

### Class APDB Mapping Values -

(new window will open)

#### APDB Learning Mode:

**06** if in-person meetings happen more than 7 times (or weekly)

**04** if in-person meetings happen less than 8 times.

### Meeting Pattern 1 (MP #1)

**Facility ID:** Blank (unless puzzled or in specialized space)

**Schedule:** Approved Class Meeting Days & Times for IP Portion

### Meeting APDB Mapping Values -

(new window will open)

#### Space Type:

1 Lecture or 2 Laboratory (if in Computer lab)

### Meeting Pattern 2+ (MP #2)

**Facility ID:** VIRTUAL SY

**Schedule:** Approved Class Meeting Days & Times

### Meeting APDB Mapping Values -

(new window will open)

#### Space Type:

1 Lecture or 2 Laboratory (if in Computer lab)

### Room Characteristic:

Based on type of Room

Needed for In-Person portion

### Enrollment Cntrl Tab: Do as Usual.

Nothing special in this tab for Hybrid Sections.

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

Course ID 201365 Course Offering Nbr 1  
Academic Institution Cal State San Marcos  
Term Fall 2021 Undergrad  
Subject Area GBST Global Studies  
Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

Class Sections

Session 1 Regular Academic Session  
Class Section 03 Component Lecture  
Associated Class 1

Meeting Pattern

Facility ID Pat MW2 Mtg Start 2:30PM Mtg End 3:20PM M T W T F S S \*Start/End Date 08/30/2021 12/11/2021

Topic ID Free Format Topic

Print Topic On Transcript Contact Meeting APDB #1 Meeting APDB Mapping Values

Instructors For Meeting Pattern

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
000000114	Stoddard	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	

Facility ID Pat MW2 Mtg Start 2:30PM Mtg End 3:20PM M T W T F S S \*Start/End Date 08/30/2021 12/11/2021

Topic ID Free Format Topic

VIRTUAL SYNC

Print Topic On Transcript Contact Meeting APDB #2 Meeting APDB Mapping Values

Instructors For Meeting Pattern

Assignment Workload

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
000000114	Not Incl	375 - GBST		100.0000		<input checked="" type="checkbox"/>	

Room Characteristics

*Room Characteristic	Description
10	Lecture Room, Not Computer Lab

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

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

Course ID 201365 Course Offering Nbr 1  
 Academic Institution Cal State San Marcos  
 Term Fall 2021 Undergrad  
 Subject Area GBST Global Studies  
 Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

**Class Sections** Find View All First 3 of 3 Last

Session 1 Regular Academic Session Class Nbr 0  
 Class Section 03 Component Lecture Event ID  
 Associated Class 3

**Class Notes** Find View All First 1 of 1 Last

\*Sequence Number 1  
 \*Print Location After ☐ Even if Class Not in Schedule

Note Nbr 0068  
 Copy Note  
 Instruction is partly virtual and partly on-campus. The virtual component may be asynchronous or synchronous (or both). The on-campus component means instructors and students meet in campus classrooms and/or labs.  
 Clear Note

## Notes Tab

Note Nbr: 68 Hybrid

## Hybrid, In Person & Blended (both Sync & Async)

This type of hybrid meets in person and synchronously, as well as asynchronously.

Please see the “Hybrid, In Person & Synchronous” and add an extra Asynchronous meeting pattern at the end. The extra meeting pattern and the APDB Learning Mode (11) is the difference between this type of course and the “Hybrid, In Person & Synchronous” course.

## PeopleSoft things to look at for Hybrid & Blended

Instruction Mode	A – Hybrid
Course Attribute/Value	PLAN/Hybrid PLNB/Blended
Facility ID	Blank (Classroom) & VIRTUAL SY & VIRTUAL AS
APDB Learning Mode	11 – A/S Hybrid mtgs allowed FDE
Room Characteristic	As Needed for In Person Portion
Note Number	68 Hybrid

## Example Class Meets In Person, Synchronously, and Asynchronously

M p	Facility ID	Day	Start	End	Dates	Start Date	End Date	Date & Time Information	APDB Mapping: Space Type
1		M	1:00 PM	2:50 PM	Full Semester	8/30/2021	12/11/2021	Can enter multiple MPs for specific dates if needed	Based on Room Class would Normally Be In
2	VIRTUAL SY	W	1:00 PM	2:50 PM	Full Semester	8/30/2021	12/11/2021	Can be the same time as the IP portion, if there are select dates the class will be in person.	Based on Room Class would Normally Be In
3	VIRTUAL AS					8/30/2021	12/11/2021		Based on Room Class would Normally Be In

## Live & Online Courses

Live & Online means the course is taught in person and synchronously. This is a hybrid class, but with the distinction of being in a classroom with the technology to live stream the classroom to students watching synchronously at home (or elsewhere), while another portion of the students is with the instructor in-person in a classroom.

### PeopleSoft things to look at for Live & Online Courses:

Instruction Mode	<b>A – Hybrid</b>
Course Attribute/Value	<b>PLAN/Live &amp; Online</b>
Facility ID	<b>Blank (Classroom) &amp; VIRTUAL SY</b>
APDB Learning Mode	<b>06 – Synchronous with mtgs, Hybrid</b>
Room Characteristic	<b>58 Live &amp; Online</b> & Others, if Needed
Note Number	<b>69 Live &amp; Online</b>

### Example Class **Meets Live and Online**

MP	Facility ID	Day(s)	Start	End	Dates	Start Date	End Date	APDB Mapping: Space Type
1		MW	1:00 PM	2:50 PM	Full Semester	8/30/2021	12/11/2021	Based on Room Class would Normally Be In
2	VIRTUAL SY	MW	1:00 PM	2:50 PM	Full Semester	8/30/2021	12/11/2021	Based on Room Class would Normally Be In

The screenshot shows the 'Basic Data' tab in the PeopleSoft system. Key fields include:

- Course ID:** 103012
- Course Offering Nbr:** 1
- Academic Institution:** Cal State San Marcos
- Term:** Fall 2021
- Subject Area:** MKTG
- Catalog Nbr:** 302
- Undergrad:** Foundations of MKTG
- Instruction Mode:** A (Hybrid: In Person and Online)
- Course Attribute/Value:** PLAN/L&O, PLNB/SYNC
- Facility ID:** Blank

### Basic Data Tab

#### Instruction Mode:

A – Hybrid: In Person and Online

#### Course Attribute/Value

**PLAN/L&O**

**PLNB/SYNC** (all classes must have a Plan B or "Shadow Schedule" value)

## Meetings Tab

### Faculty Assignment:

If you have a faculty ready to assign when building a blended class, input the assignment BEFORE creating a second meeting pattern (MP).

Create a Second MP by clicking on the “+” button in the Meeting Pattern section and the faculty will automatically be assigned to the second MP as well.

The workload portion of the assignment (on the second MP) automatically changes to Assign Type “Not Incl”

1st: Assign Instructor to MP#1

2nd: Add Next MP

3rd: Faculty is automatically assigned to Next MP with "Not Include"

If Faculty cannot be assigned when first building the class (often occurs with lecturers):

Assign Type: Not Incl

If you do NOT have a faculty ready to assign when building a Hybrid class, you will have to manually change the workload tab on every MP after the first one.

Do this by clicking on the Workload tab in the “Instructors for Meeting Pattern” section (on the second MP and after), and change the Assign Type dropdown list to “Not Incl”

Once Schedule Build is over, you will not be able to assign faculty through the Maintain Schedule of Classes page, go to the **Schedule Class Meetings** page to assign faculty at that point.

**MAKE SURE the faculty member is assigned to EVERY MEETING PATTERN.**

## More on the Meetings Tab

### Class APDB Mapping Values -

(new window will open)

APDB Learning Mode: 06

### Meeting Pattern 1:

Facility ID: Blank

Schedule: Meeting Days & Times

Dates: Full Semester

### Meeting APDB Mapping Values -

(new window will open)

Space Type:

1 Lecture or 2 Laboratory  
based on the ideal type of  
room for this class.

### Room Characteristics -

Live & Online (58)

You may add other Room

Characteristics if desired.

### Meeting Pattern 2:

Facility ID: VIRTUAL SY

Schedule: Same Meeting Days &  
Times as the In Person MP#1

### Meeting APDB Mapping Values -

(new window will open)

Space Type:

1 Lecture or 2 Laboratory  
based on the ideal type of  
room for this class.

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

Course ID 103012 Course Offering Nbr 1  
 Academic Institution Cal State San Marcos  
 Term Fall 2021 Undergrad  
 Subject Area MKTG Marketing  
 Catalog Nbr 302 FOUNDATIONS OF MKTG

**Enrollment Control** Find | View All First 1 of 3 Last

Session 1 Regular Academic Session Class Nbr 41894  
 Class Section 01 Component Lecture Event ID 000055564  
 Associated Class 1 Units 2.00

\*Class Status Active Cancel Class

Class Type Enrollment Enrollment Status Open

\*Add Consent No Special Consent Required  
 \*Drop Consent No Special Consent Required

1st Auto Enroll Section  
 2nd Auto Enroll Section  
 Resection to Section

Requested Room Capacity 25  
 Enrollment Capacity 50  
 Wait List Capacity 999  
 Minimum Enrollment Nbr

☒ Auto Enroll from Wait List ☐ Cancel if Student Enrolled

### Enrollment Cntrl Tab:

Requested Room Capacity is less than the Enrollment Capacity to accommodate reduced room sizes on campus.

**Requested Room Cap:** The largest student group size that will be in-person.

**Enrollment Capacity:** Number of total students that can enroll in the course.

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

Course ID 103012 Course Offering Nbr 1  
 Academic Institution Cal State San Marcos  
 Term Fall 2021 Undergrad  
 Subject Area MKTG Marketing  
 Catalog Nbr 302 FOUNDATIONS OF MKTG

**Class Sections** Find | View All First 1 of 3 Last

Session 1 Regular Academic Session Class Nbr 41894  
 Class Section 01 Component Lecture Event ID 000055564  
 Associated Class 1 Units 2.00

**Class Notes** Find | View All First 1 of 1 Last

\*Sequence Number 1  
 \*Print Location After ☐ Even if Class Not in Schedule

Note Nbr 0069  
 Copy Note

Free Format Text:  
 Clear Note

Live & Online

### Notes Tab

**Note Nbr: 69 Live & Online**

- Note will be updated soon & will auto-populate with the new text.

To **add a note**, use the **plus** ("+") button. You **cannot** use both the Note Nbr & Free Format Text in the same sequence!

If you wish to **delete a note**, do NOT just clear out the text – you will not be able to save the section if you do this. You need to use the **minus** ("-") button to delete a note.



## Class Status and Schedule Print

Class status is determined on the Enrollment Cntrl tab.

**Active** – This means the class is viewable on the public class schedule once the schedule is posted. During registration, before classes start, and when there are seats available in the class, students can enroll directly in the class through their Student Center. During the add/drop period, once classes start, students need a permission number to enroll in the class via their Student Center whether or not there are available seats; however, permission numbers also allow enrollment to override the cap (faculty are expected to keep track of this).

**Tentative** – This means the class is not viewable on the class schedule and students cannot enroll in the course. This can be used to hold a class when students are already enrolled if the department needs to download the roster before the class is cancelled or confirm the decision to cancel/not cancel. It is the responsibility of the department to keep track of any student enrolled in tentative courses and to make sure the class is re-activated or cancelled before classes begin.

**Stop Further Enrollment** – Do not use this status.

**Cancelled or “Deleted”** – This status is used when a class was supposed to be offered, but the department has decided it will not be offered. Cancelled is used once students are enrolled. During schedule build and before registration starts, classes should be deleted instead of cancelled.

Schedule Print is determined on the Basic tab.

**Schedule Print** - this is a check box, not a status.

**Schedule Print ON** - When the box is checked, the class will show on the class schedule if the class status is also Active. If Schedule Print is ON and also Tentative or Cancelled, the class will not show on the schedule.

**Schedule Print OFF** - When the box is unchecked, the class will not show on the class schedule, regardless if the class status is Active, Tentative, or Cancelled. However, if Schedule Print is OFF and the class is Active, students can still enroll in the class if they have the 5 digit Class Number. The option of Schedule Print OFF and Active is used to control enrollment – departments often use this if there are group of students who should be able to enroll, but they do not want to distribute permission numbers to do this (as would be the case if Consent was Required).

## Trouble Shooting

### Class is Not Showing

Check if:

- Class Status is Tentative
- Class Status is Stop Further Enrollment
- Class Status is Cancelled
- Class does not exist
- They are using the wrong term, catalog, or subject to search for the class
- Schedule Print is OFF
- Class is Closed – Often students/faculty do not uncheck the “show Open Classes Only” option on the Class Schedule Search and then are unable to see a class because it is full (there are no seats left to enroll into).

Search for Classes

Enter Search Criteria

Search for Classes

Institution Cal State San Marcos

Term Fall 2018

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

▼ Class Search

Subject

Course Number is exactly

Course Career

☒ Show Open Classes Only

► Additional Search Criteria

Clear Search

## Exams

Exams are now the same every Spring and the same every Fall for the same approved class meeting time. Conflicts of class finals should not exist for classes meeting during approved meeting times.

Final Exam Schedule Changes for Students can occur if a student has more than 2 final exams on a single calendar day OR a student has more than 3 final exams in any 24-hour period. Please direct them to the Instructions for Final Exam Schedule Change document:

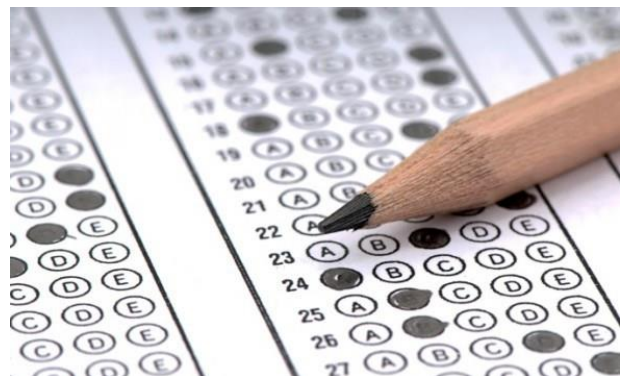
[www.csusm.edu/par/acdsched/final\\_exam\\_schedules.html](http://www.csusm.edu/par/acdsched/final_exam_schedules.html)

Final Exam Schedule or Room Changes for an Instructor teaching a course can be requested through the Finals Change by Faculty Request Form: [csusm.edu/par/acdsched/roomchange\\_finals.html](http://csusm.edu/par/acdsched/roomchange_finals.html). Faculty can also use the form if they will not have an in-class final exam and wish this to show in the students' Student Center and in their own Faculty Center.

Other final exam information can be found on the Final Exam Schedule page:

[csusm.edu/par/acdsched/final\\_exam\\_schedules](http://csusm.edu/par/acdsched/final_exam_schedules).

Exams throughout the semester: If faculty want to offer an exam outside of their regularly scheduled class meeting times (e.g. a make-up exam for a student). Please request through [25Live](#) and select “Exam Breakout” under Event



Type. Once submitted and reviewed, Academic Scheduling will approve if the space is available. Note: the first three weeks rule does not apply to Exam Breakouts.

## Faculty

To assign faculty **during Schedule Build**, you can do so in Schedule New Course, Maintain Schedule of Classes, and Schedule Class Meetings in PeopleSoft. Paths:

- Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course
- Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
- Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings

To assign faculty **after Schedule Build through the end of the semester**, you can do so in Schedule Class Meetings in PeopleSoft. Path: Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings

If the faculty **does not show in the public schedule**, either the faculty is not assigned to the course or faculty **print** has been turned off (unchecked) in the schedule.

If the faculty **does not see the class in her/his Faculty Center**, s/he may not be assigned to the course or s/he may be looking at the wrong term, or **Access** has not been appropriately set to "Approve" (this can also prevent the faculty from being able to see class/grade rosters and permission numbers).

Assigning more than 1 faculty to a single section, can be done by department staff during and after schedule build. Click the "+" button on the right side of the Assignment portion and a new row will appear.

If the **assignment box turns red** or the faculty name does not show up, please submit the New Faculty (Instructor/Advisor Table) Form available on the Academic Scheduling Forms page: [csusm.edu/par/acdsched/schedulingforms.html](http://csusm.edu/par/acdsched/schedulingforms.html)

For **combined classes**, faculty must be assigned in the Schedule Class Meetings window, even during the Schedule Build Period.

If the faculty **name is wrong in the schedule**, please check to make sure it is the right EmplID assigned to the course. If the faculty member has a different preferred name, which is the one that shows on the schedule, send the primary name, EmplID, and the preferred name to Academic Scheduling to request a change.

If faculty **do not want to have an in-class final**, see: Exam section

Faculty **cannot get into their Cougar Courses**. Academic Scheduling does not handle Cougar Courses. Make sure the faculty member is assigned. If assigned to the class, contact [cchelp@csusm.edu](mailto:cchelp@csusm.edu) to see if there is another issue.

Faculty **cannot access their roster or permission numbers** – wrong term, not logged in, trying to see a class through public schedule

---

If faculty want permission numbers, see: Permission Numbers section.

## Permission Numbers

Permission numbers are generated by Academic Scheduling.

- Before registration starts, permission numbers are ONLY generated for sections with department/instructor consent required.
- Before classes start, permission numbers are generated for closed classes with available seats in the classroom the section is assigned to (classroom cap minus the enrollment cap) and for ONLINE classes.
- **First Week Enrollment during the Add/Drop Period:** Student can enroll in open classes directly without a permission number during the first week of classes.
- **Starting the second week of classes during the Add/Drop Period:** permission numbers are required for enrollment in all classes.

Permission numbers do not have a set number of digits, the numbers can be 2 – 9 digits long.

Requests can be made through the Permission number Request Form. We recommend sending faculty the link to this directly, instead of Department Staff filling it out. [csusm.edu/par/acdsched/perm\\_numbers.html](https://csusm.edu/par/acdsched/perm_numbers.html)

During the add/drop period, Faculty can make administrative drops when students do not show up for class by emailing the Registrar's Office ([registrar@csusm.edu](mailto:registrar@csusm.edu)) with the class, class number, name(s), and student ID numbers.

Permission numbers are limited by the classroom capacity. Look at the room capacity, subtract enrolled students, and subtract available permission numbers to see how many new permission numbers can be created for a particular class.

Permission numbers are not distributed by Academic Scheduling. Faculty must go into their Faculty Center to access the numbers.

Permission numbers can override full classes, department consent required, instructor consent required, and reserve capacity ERGs during the add/drop period. They cannot override requisites (a requisite waiver form needs to be filled out by the student) nor allow enrollment in tentative sections.

## Degree Planner

### Semester Offerings and Typically Offered Values

A document called Semester Offerings and Typically Offered Values is distributed to Department Chairs and Program Directors/Coordinators, and the Department Staff are copied. This spreadsheet needs to be completed with the courses that will be offered in the coming semester and any changes that need to be made to the Typically Offered Values. A deadline for the DCs and PD/Cs to turn this into Academic Scheduling will be provided when the document is distributed. It is requested that Department Staff encourage them to turn it in as soon as possible.

The Semester Offerings and Typically Offered Values allows better numbers in the Course Needs Report, otherwise known as the Degree Demand Report, which lists the number of seats need to meet what students need to graduate.

### Variance Report and GEM ERGs

The Variance Report indicates how many seats need to be reserved with General Education/Major (GEM) Enrollment Requirement Groups (ERGs) to save seats for students who need those seats for their major requirements, prohibiting those who need the courses for General Education (GE) requirements who have many more options.

### Enrollment Requirement Groups (ERGs) and Reserve Caps

Reserve Caps hold seats in the class schedule for particular groups of students (ERGs). ERGs are used in the catalog to restrict enrollment to certain majors, GPAs, pre-reqs, co-reqs, and etcetera. The GEM ERGs used in the Class

Schedule to restrict seats (via Reserve Caps) are course specific and are for majors/minors that need the course as a degree requirement. All of the majors/minors that need the class are contained with the class' GEM ERG. If a class does not have a GEM ERG it is either only GE and not needed by any majors or it is not a GE class and is a majors/minors only course.

ERGs can be incredibly specific. For a really random example, an ERG can be made to restrict enrollment to those students who have taken BS 123, received a C or better in BS 234, have not taken BS 345, have a GPA of 2.2 or higher, are continuing students not new admits, are athletes, and have a major of Computer Science or Liberal Studies.

## Building a New Class

### Section vs. Classes

A **class** is the whole of what it takes to meet for instruction, including all the components, if it has multiple.

A **section** is one component of a class, but it can be the same as a class when it is a single-component class. Generally, a "section" is used when describing how many options for the class are available. Occasionally, a multi-component class with multiple sections, can be referred to as having "section groups."

### Adding a Brand New Class or a New Section

If you do not see a class in Maintain Schedule of Classes, it means that no sections of this class exist yet. Use this PeopleSoft Path: Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course which will show you all of the courses that can be built. If you do not see the class at all, even in Schedule New Course, it means the course cannot be built and likely that it is not approved to be built yet. The most likely scenario is that the course is a Topics course, which is a *comparatively* short process for approval – see: Topics Courses.

To add a new section of the class, go to either Maintain Schedule of Classes or Schedule New Course. Either window will enable you to create a new section. If opening in Maintain Schedule of Classes, just click on the "+" button and a new blank section will be created for you to build.

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

Course ID 201384 Course Offering Nbr 1

Academic Institution Cal State San Marcos

Term Spring 2019 Undergrad

Subject Area HD Human Development

Catalog Nbr 220 STATISTICS IN HUMAN DEV

Auto Create Component

Class Sections Find | View All First 1 of Last

\*Session 1 Regular Academic Session Class Nbr 20123

\*Class Section 01 \*Start/End Date 01/22/2019 05/10/2019

\*Component LEC Lecture Event ID

\*Class Type Enrollment Section

\*Associated Class 1 Units 3.00 Associated Class Attributes

\*Campus MAIN Main Add Fee

\*Location SMCAMPUS San Marcos Campus

Course Administrator

\*Academic Organization 351 - HD Human Development

Academic Group EHHSU Educ, Health, & Human Svcs

\*Holiday Schedule SMCMP SMCMP Academic Holiday Sched

\*Instruction Mode P In Person

Primary Instr Section 01

☒ Schedule Print

☐ Student Specific Permissions

☐ Dynamic Date Calc Required

☐ Generate Class Mtg Attendance

☒ Sync Attendance with Class Mtg

☐ GL Interface Required

## Basic Data Tab

Basic Data

Meetings

Enrollment Cntrl

Reserve Cap

Notes

Exam

LMS Data

Textbook

GL Interface

Course ID

200969

Course Offering Nbr

1

Academic Institution

Cal State San Marcos

Term

Spring 2019

Undergrad

Subject Area

WMST

Women's Studies

Catalog Nbr

347

REPRODUCTIVE RIGHTS

Auto Create Component

Class Sections

Find | View All

First

1 of 1

Last

1 \*Session

1

Regular Academic Session

7 Class Nbr

22215

2 \*Class Section

01

8 \*Start/End Date

01/22/2019

05/10/2019

3 \*Component

LEC

Lecture

\* Event ID

4 \*Class Type

Enrollment Section

5 \*Associated Class

1

Units

3.00

\* Associated Class Attributes

\* Campus

MAIN

Main

\* Add Fee

\* Location

SMCAMPUS

San Marcos Campus

9

Schedule Print

\* Course Administrator

\* Academic Organization

781 - WMST

Women's Studies

\* IGNORE\*

Dynamic Date Calc Required

Academic Group

HABSU

Hum, Arts, Behavioral, S

Generate Class Mtg Attendance

\* Holiday Schedule

SMCMP

SMCMP Academic Holiday Sched

Sync Attendance with Class Mtg

6 \*Instruction Mode

P

In Person

GL Interface Required

\* Primary Instr Section

01

Class Topic

Course Topic ID

Print Topic in Schedule

\* IGNORE\*

Equivalent Course Group

Course Equivalent Course Group

Override Equivalent Course

Class Equivalent Course Group

10 Class Attributes

Personalize | Find | View All

First

1-2 of 3

Last

1	<b>Session:</b> 1 (Regular Academic Session), 8W1 (first 8 weeks), 8W2 (second 8 weeks). Verify Start/End Date at right. 5W1, 5W2, 5W3 is used by the MBA and other PBAC programs.
2	Class <b>Section</b> must have at least two digits (01, 02, 03, 10, 11A, 12A, etc.). To make sure you are accurately numbering your sections See: Section Numbering and Associated Class Rules.
3	<b>Component:</b> Denotes the type of a class section, as it is built in the Catalog. If all of the necessary components are not included (i.e. Lec AND Lab), students will not be able to register. These components may appear in the drop-down menu: LEC, LAB, 2nd LEC, 2nd LAB, Activity, NT1 (Non-Traditional 1-unit ), PER (Performance), SUP (Supervision), ATH (Athletics) etc.
4	<b>Class Type:</b> Enrollment or Non-Enrollment. If it is just a lecture or just an activity (with no LEC), then choose “Enroll”. For a multi-component class (Lec & Lab), student will “Enroll” in one component and will be auto-enrolled in the “Non-Enroll” component.
5	<b>Associated Class:</b> The Associated Class number links class sections that constitute a single course offering. When scheduling class sections that have only one component (e.g. Lecture only), the Associated Class number must match the class section number. The Associated Class number is a single digit number, so the simplest way to determine the number, is to remove the zero from its primary section number. Multiple Components must share the same Associated Class Number. To make sure you are accurately numbering your sections See: Section Numbering and Associated Class Rules.
*IGNORE THESE FIELDS*	<b>Campus</b> – auto-populates with MAIN <b>Location</b> <b>Course Administrator</b> <b>Academic Organization</b> <b>Academic Group</b> <b>Holiday Schedule</b>
6	<b>Instruction Mode:</b> A (Hybrid: In Person AND On Line), I (Independent Study), L (On Line) , O (Other) , P (In Person)
IGNORE	<b>Primary Instr Section</b> – will automatically populate.
7	<b>Class Nbr</b> (Class Number): will auto-populate with a term unique 5 digit number, every section in a given term has its own. New class sections default with no number here, which will be replaced with a 5-digit number once the Section Number and Associated Class Number are entered and saved.
8	<b>Start Date/End Date:</b> Defaults to the start and end date of the session.
IGNORE	<b>Event ID</b> – this auto-populates when a Facil ID is included. Associated Class Attributes Link – regular state-side sections do NOT need to edit this at all. <b>Add Fee Button</b> - regular state-side sections do NOT need to edit this at all.
9	<b>Schedule Print:</b> Must be checked to appear in the schedule.
IGNORE	<b>Student Specific Permissions</b> - Specific students are entered via the Class Permissions screen to enroll in the course – a comparably time consuming process for enrollment. Contact us if you would like more information about this feature. <b>Generate Class Mtg Attendance Check Box</b> <b>GL Interface Required Check Box</b> <b>Class Topic and Equivalent Course Group Fields</b>
10	<b>Class Attributes Fields</b> – see table after this one for descriptions



## Class Attributes Fields

What should I do?	Course Attribute	Value	Value Description
<b>ADD</b>	<b>PLAN</b>	<b>Instructional Plan</b>	
This is the instructional plan		PERSON	Completely in person, no virtual portion
		HYBRID	In person and with a virtual portion
		L&O	Live & Online, like Hybrid but requires technology piece
		ASYNC	Completely Asynchronous Virtual Instruction
		SYNC	Completely Synchronous Virtual Instruction
		BLENDED	Both Asynchronous and Synchronous Virtual Instruction
<b>ADD</b>	<b>PLNB</b>	<b>Plan B, Alternate Instruction if semester changed to Virtual</b>	
Shadow Schedule		PERSON	In Person, but only for exceptional need
		ASYNC	Completely Asynchronous Virtual Instruction
		SYNC	Completely Synchronous Virtual Instruction
		BLENDED	Both Asynchronous and Synchronous Virtual Instruction
Review	CLEV	Course Level	
Course Level indicates what division the course is in.		0	International Programs
		1	<b>Lower Division (100 &amp; 200 Level Courses)</b>
		2	<b>Upper Division (300 &amp; 400 Level Courses)</b>
		3	<b>Graduate Division (500 &amp; 600 Level Courses)</b>
		P	Pre-baccalaureate Division (Credential Courses)
Review	CSLI	Service Learning	
Indicates whether the section is Service Learning.		N	Not a Service Learning Course
		Y	<b>Service Learning Course = Yes</b>
Review	NTRN	Internship	
Indicates whether the section is an Internship		MPH	MPH Internship = Yes (For Masters of Public Health)
		N	Not an Internship Section
		Y	<b>Internship = Yes (This is an internship section)</b>
Review	FONL	Fully On line	
Only use AB386 if the class is only and fully online.		<b>AB386</b>	<b>On Line (Value marks section as fully online)</b>
		CM	Course Match
		SELF	Self Support Online

Know About	GERQ	General Education Requirements (Where you can see the General Education Option)	
		A1	LDGE A1:Oral Communication
		A2	LDGE A2:Written Communication
		A3	LDGE A3:Critical Thinking
		B1	LDGE B1:Physical Science
		B2	LDGE B2:Life Science
		B3	LDGE B3:Laboratory Experience
		B4	LDGE B4:Mathematics/Quant.
		BB	UDGE BB:Mathematics & Science
		C1	LDGE C1:Arts
		C2	LDGE C2:Humanities

C3	LDGE C3:Arts and/or Humanities
CC	UDGE CC:Arts & Humanities
D7	LDGE D7:Interdisc. Soc. Sci.
DC	GE DC:Amr Inst/Ideals US Const
DD	UDGE DD:Social Science
DG	GE DG:Amr Inst/Ideals CA Hist
DH	GE DH:U.S. History
E	LDGE E:Life Learn/Info Litrcy
GV	GE GV:US Hist/Const/Amr Ideals

Ignore	CCTP	Course Type
Ignore	CGCB	Group Code Bypass
Ignore	CLMT	Class Meeting
Ignore	CREP	CREP
Ignore	CRT	Course Redesign with Tech
Ignore	CSFX	Course Suffix
Ignore	CTBA	TBA Time
Ignore	ELRP	Extended Learning Reporting
Ignore	ESP	Early Start Program
Ignore	GRRQ	Graduation Requirements
Ignore	SCPR	Schedule Print
Ignore	TCPI	Teacher Credential Program Ind
Ignore	UGRS	Undergraduate Research
Ignore	ZCCM	Zero Cost Course Materials

## Section Numbering and Associated Class Rules

**Section Numbers:** Each section of a class must have a section number as they identify the unique class section of a course. In order to comply with the Chancellor's Office APDB Reporting requirements and adhere to CSU CMS Schedule of Classes setup guidelines, the **first two characters of the section number must be unique for each section of a class.**

Steps for Determining Section Number and Associated Class Number: When entering classes on the **Basic Data** page of Maintaining Schedule of Classes, **Class Section** numbers must be numbered sequentially beginning with '01', with the exception of multiple component classes. Example of Section Numbering: 01, 02, 03... 10, 11, 12, etc.

**Single Component Classes (2 Characters)** - Lecture only or Lab/Activity only

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

Course ID: 200923 Course Offering Nbr: 1  
Academic Institution: Cal State San Marcos  
Term: Fall 2016 Undergrad  
Subject Area: HD Human Development  
Catalog Nbr: 381 YOUTH VIOLENCE

Auto Create Component

Class Sections Find | View All First 1 of 1 Last

\*Session: 1 Regular Academic Session Class Nbr: 40755  
\*Class Section: 01 \*Start/End Date: 08/29/2016 12/10/2016  
\*Component: LEC Lecture Event ID: 000033569

If you attempt to duplicate a section that already exists, the following error message will be displayed:

Duplicate key value -- not allowed. (15,7)

You have entered a key value for a scroll item that is a duplicate of another scroll item. The record definition indicates that the record does not allow duplicate entries. Either correct the key for the duplicate entry or contact your system administrator to change the record definition.

The **Associated Class** number links class sections that constitute a single course offering. When scheduling class sections that have one component (e.g. Lecture only), the **Associated Class** number must always link to the primary class section number. The Associated Class number is a single digit number, so the simplest way to determine the number is to remove the zero from the primary section number.

Primary Section Number	Primary Associated Class Number
01	1
02	2

Primary Section Number	Primary Associated Class Number
03	3
04	4

## Meetings Tab

**IMPORTANT NOTE:** Enter your most important sections first (i.e., the ones that you want students to enroll in first). All sections of a class will appear in the search results.

**Basic Data** | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes | Exam

**Course ID** 200969 **Course Offering**

**Academic Institution** Cal State San Marcos

**Term** Spring 2019 **Undergrad**

**Subject Area** WMST **Women's Studies**

**Catalog Nbr** 347 **REPRODUCTIVE RIGHT**

**Class Sections**

**Session:** 1 **Regular Academic Session** **Class Nbr:** 22215 **Class APDB Mapping Values**

**Class Section:** 01 **Component:** Lecture **Event ID:** 9

**Associated Class:** 1 **Units:** 3.00

**Meeting Pattern** Find | View All First 1 of 1 Last

**Facility ID** 1 **Capacity** 2 **Pat** 3 **Mtg Start** 4 **Mtg End** 5 **M** **T** **W** **T** **F** **S** **S** **\*Start/End Date** 6

MARK 103 45 TR3 10:30AM 11:45AM 01/22/2019 05/10/2019

MARK 103 \* **Topic ID:** \* **Free Format** **Topic:**

☐ **Print Topic On Transcript** \* **Contact Hours** 8 **Meeting APDB Mapping Values**

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

**Assignment** **Workload**

**ID** **Name** **\*Instructor Role**

000000114 Stoddard-Holmes, Martha Prim In:

**Room Characteristics** 10

**\*Room Characteristic**

10 Lecture Room, Not Computer Lab 1

**Academic Shift** Personalize | Find | View All First 1 of 1 Last

**Academic Shift**

- 1 **Facility ID:** Leave blank unless it is a specialized or priority space that your department schedules, if you are regularly puzzling, if you have an approved competition puzzle, if it is a non-space facility ID such as ARR, ONLINE, OFF CAMPUS, INDEP STUDY, or CLINICAL.
- 2 **Capacity:** Indicates the seating capacity of the room entered in the Facility ID field.
- 3 **Pat:** Meeting Pattern Option. Click on the icon to view list. Use the list to guarantee correct calculation of class end time.
- 4 **Mtg Start:** Use Military Time (no colon) and enter the Meeting Start time after selecting the Meeting Pattern Option. The **Mtg End** time will be auto-populated. Simply enter the time if not using the meeting pattern option.
- 5 **Checkboxes for Days:** Select the meeting days. If days are included in the Pat, you will not need to check them.
- 6 **Start/End Date:** These will auto-populate. Be sure to check if you are using anything but the Regular Semester.

7

Add/Delete Section: The “+” will add a section, the “-” will delete a section. Delete sections - do not cancel them during the Schedule Build Period.

8

Meeting APDB Mapping Value: **Space Type** is the only field to fill out in the new window. **Look at CS value to determine** the APDB Space Type Value. **Except: (1)** When a computer lab is assigned always use “Lab” or **(2)** When ONLINE is the instruction mode (and the class is ONLY taught online), then select “Non-Capacity”

CS Value	Space Type	CS Value	Space Type	CS Value	Space Type
0	Not Applicable	9	Lab	18	Lab
1	Lecture	10	Lab	19	Lab
2	Lecture	11	Lab	20	Lab
3	Lecture	12	Lecture	21	Lab
4	Lecture	13	Lab	23	Non-Capacity
5	Lecture	14	Lecture	24	Non-Capacity
6	Lecture	15	Lab	25	Non-Capacity
7	Lab	16	Lab	36	Non-Capacity
8	Lab	17	Non-Capacity	48	Non-Capacity

9

Class APDB Mapping Value: APDB Mapping Values  
How many hours is my class supposed to meet? See CS Values

Instruction Type	APDB CODE	Description shown in PeopleSoft	Note Nbr
<b>Async</b>	<b>01</b>	Asynchronous no meetings AB386	65
<b>Sync</b>	<b>02</b>	Synchronous no meetings AB386	66
<b>Blended</b>	<b>10</b>	A/S Hybrid no meetings AB386	67
<b>Person</b>	<b>09</b>	Face-to-face	64
<b>Hybrid:</b>			
In Person (Less than 8 mtgs) & Async	<b>03</b>	Asynchronous mtgs allowed FDE	68
<b>Hybrid:</b>			
In Person (Less than 8 mtgs) & Sync	<b>04</b>	Synchronous mtgs allowed FDE	68
<b>Hybrid:</b>			
In Person (More than 7 mtgs) & Async	<b>05</b>	Asynchronous with mtgs, Hybrid	68
<b>Hybrid, Including Live &amp; Online:</b>			
In Person (More than 7 mtgs) & Sync	<b>06</b>	Synchronous with mtgs, Hybrid	68 Hybrid or 69 Live & Online
<b>Hybrid:</b>			
In Person (Any # of mtgs) & Sync & Async	<b>11</b>	A/S Hybrid mtgs allowed FDE	68


## Room Characteristics

Use this field to indicate that an instructor or course has a strong need for a particular room feature. Faculty should be contacted about what they prefer for their courses. Please note that these are *AND* statements. If you input 34 and 43, the class will be unable to be placed as we do not have a tiered *and* flat classroom.

RC	Description
02	Board, Chalk
03	Board, White
10	Lecture Room, Not Computer lab
11	No Room Needed
30	Blackout Classroom, No Light
34	(Tiered) Fixed Tables/Chairs
40	CompLab w/Tables, Chairs Ctr
43	(Flat) Tables/Chairs
44	(Flat) Tablet Armchairs

RC	Description
58	Live and Online
59	Lab, Mac Computers
60	Lab, P C Computers
84	Active Learning Technology
86	Specialized Space
87	Auditorium
88	Puzzled
89	Exam Only

### Room Characteristics

Personalize | Find |  

First 1 of 1 Last

\*Room Characteristic

\*Quantity

10 

Lecture Room, Not Computer Lab

1

+

-

## Instructors for Meeting Pattern on the Meetings Tab

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						
00000	Stoddard-Holmes, Martha	Prim In: ▼	<input checked="" type="checkbox"/>	Approv: ▼		0	3306						

### Assignment Tab

Enter the **EmplID** for the instructor. You can also search for the name with the small magnifying glass, but it is *highly recommended* that you keep a file with the instructors EmplIDs, as it is very easy to assign the wrong person. The “Name” section will auto-populate.

**Instructor Role:** this will default to Prim Instr (Primary Instructor). The other option is Sec Instr (Secondary Instructor) or TA (Teachers Assistant/Associate).

**Print:** when checked (default) the instructor will show on the schedule.

**Access:** The options here are

Approve – by far the most common. If this is not selected, the instructor will not be able to access her/his class/grade roster or permission numbers.

Grade – only used for TAs.

Post – NEVER select this option.

Contact, Empl Rcd#, Job Code – IGNORE

**Add/Delete Buttons:** the “+” button adds another row for an additional instructor assignment. The “-” button will delete a row (or clear it if there is only one row).

Instructors For Meeting Pattern								Personalize	Find	View All	First	1 of 1	Last
Assignment		Workload											
ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %						
00000	IFF ▼	781 - WMST	<input checked="" type="checkbox"/>	100.0000	3.00	<input checked="" type="checkbox"/>	20.00						

### Workload Tab

**ID:** Can input the EmplID on this tab as well, but it is recommended you do the Assignment Tab first.

**Assign Type:** This indicates if an instructor gets credit for the course (IFF) or if the course is not included as a part of the instructor’s workload (Not Includ). This should be Not Includ if the meeting pattern is the second one or higher, if the class is an independent study.

APDB Dept ID, App Load, Load Factor, Work Load, Auto Calc, Assignment FTE % - IGNORE

**Add/Delete Buttons:** the “+” button adds another row for an additional instructor assignment. The “-” button will delete a row (or clear it if there is only one row).

## Enrollment Cntrl Tab

### Class Status

Options: Active, Cancelled, Section, Stop Further Enrollment, and Tentative Section  
For more information, see: Class Status

Course ID 100276 Course Offering Nbr 1  
Academic Institution Cal State San Marcos  
Term Spring 2019 Undergrad  
Subject Area PSYC Psychology  
Catalog Nbr 350 PSYCHOLOGY OF WOMEN

Enrollment Control Find | View All First 1 of 1 Last

Session 1 Regular Academic Session Class Nbr 21773  
Class Section 01 Component Lecture Event ID  
Associated Class 1 Units 3.00

\*Class Status Active  
Class Type Active  
Cancelled Section  
Stop Further Enrollment  
Tentative Section

1st Auto Enroll Section  
2nd Auto Enroll Section  
Resection to Section

☒ Auto Enroll from Wait List ☐ Cancel if Student Enrolled

Enrollment Status Open  
Requested Room Capacity 45 Total  
Enrollment Capacity 45 0  
Wait List Capacity 999 0  
Minimum Enrollment Nbr

### Add Consent and Drop Consent

Do NOT use Drop Consent unless your department understands the ramifications  
**No Special Consent Required** – no permission number needed for enrollment during registration.

**Instructor Consent Required** – instructors need to distribute permission numbers to allow student to enroll during registration.

**Department Consent Required** – department designee needs to distribute permission numbers for students to enroll during registration.

Course ID 100276 Course Offering Nbr 1  
Academic Institution Cal State San Marcos  
Term Spring 2019 Undergrad  
Subject Area PSYC Psychology  
Catalog Nbr 350 PSYCHOLOGY OF WOMEN

Enrollment Control Find | View All First 1 of 1 Last

Session 1 Regular Academic Session Class Nbr 21773  
Class Section 01 Component Lecture Event ID  
Associated Class 1 Units 3.00

\*Class Status Active  
Class Type Enrollment  
Add Consent No Special Consent Required  
Drop Consent Department Consent Required  
Instructor Consent Required  
No Special Consent Required

1st Auto Enroll Section  
2nd Auto Enroll Section  
Resection to Section

☒ Auto Enroll from Wait List ☐ Cancel if Student Enrolled

Enrollment Status Open  
Requested Room Capacity 45 Total  
Enrollment Capacity 45 0  
Wait List Capacity 999 0  
Minimum Enrollment Nbr

### Auto Enrolling

**1<sup>st</sup> Auto Enroll Section** – Use for Enrollment Section of multi-component course (that has 1 other component).

**2<sup>nd</sup> Auto Enroll Section** – Use for Enrollment Section of multi-component course (that has 2 other components).

**Resection to Section** – DO NOT USE

Course ID 101942 Course Offering Nbr 1  
Academic Institution Cal State San Marcos  
Term Spring 2019 Undergrad  
Subject Area FIN Finance  
Catalog Nbr 341 MULTINATL FIN MGMT

Enrollment Control Find | View All First 1 of 1 Last

Session 1 Regular Academic Session Class Nbr 21092  
Class Section 01 Component Lecture Event ID  
Associated Class 1 Units 4.00

\*Class Status Active  
Class Type Enrollment  
Add Consent No Special Consent Required  
Drop Consent No Special Consent Required

1st Auto Enroll Section  
2nd Auto Enroll Section  
Resection to Section

☒ Auto Enroll from Wait List ☐ Cancel if Student Enrolled

Enrollment Status Open  
Requested Room Capacity 45 Total  
Enrollment Capacity 45 0  
Wait List Capacity 999 0  
Minimum Enrollment Nbr

Only for Multi-Component Classes  
Do NOT Use



## Wait List Controls

**Auto Enroll from Waitlist [Checkbox]** – check this when using wait list, so that students will be pushed into enrollment when R&R runs process before classes begin. If left unchecked, when a seat opens up the next student who tries to enroll gets the seat instead of the wait listed students.

**Wait List Capacity [Editing Box]** – To create an unlimited wait list, input “999.” If department desires, any number can be put here to limit wait list.

IGNORE: Cancel if Student Enrolled Checkbox

## Enrollment Status

Will auto-populate with Open or Closed

**Open** means students can register, as there are seats available.

**Closed** means that students cannot register, either because the class is fully enrolled or because there is a wait list (and Auto Enroll from Wait List is checked). This field shows up in a lot of the queries. After classes begin, this is not a good field to rely on, as it becomes unreliable.

**Requested Room Capacity [Editing Box]** – Most often this should match the Enrollment Cap, but can be higher if faculty needs a larger room or, in limited cases, if the enrollment is smaller than the smallest room size, or the department is reserving seats for a specific group.

**Enrollment Capacity [Editing Box]** – indicate the number of students that should be able to enroll in the course.

IGNORE Minimum Enrollment Nbr Editing Box. This option is not used.

**Total** – auto-populates

Shows Number of Students Enrolled and Number of Students on the Wait List.

The screenshot shows the 'Enrollment Control' tab in a software interface. The 'Auto Enroll from Wait List' checkbox is checked and highlighted with a red box. The 'Wait List Capacity' field is set to '999' and is also highlighted with a red box. Other fields include 'Requested Room Capacity' (32), 'Enrollment Capacity' (32), and 'Minimum Enrollment Nbr' (empty). The 'Enrollment Status' is set to 'Open'.

The screenshot shows the 'Enrollment Control' tab. The 'Enrollment Status' field is set to 'Open' and is highlighted with a red box. Other fields include 'Requested Room Capacity' (32), 'Enrollment Capacity' (32), 'Wait List Capacity' (999), and 'Minimum Enrollment Nbr' (empty). The 'Auto Enroll from Wait List' checkbox is checked.

The screenshot shows the 'Enrollment Control' tab. The 'Requested Room Capacity' (32), 'Enrollment Capacity' (32), 'Wait List Capacity' (999), and 'Minimum Enrollment Nbr' (empty) fields are highlighted with a red box. The 'Auto Enroll from Wait List' checkbox is checked.

The screenshot shows the 'Enrollment Control' tab. The 'Total' column in the enrollment summary table is highlighted with a red box. The table shows 'Enrollment Capacity' (32) and 'Wait List Capacity' (999) both contributing to a total of 0.

## Reserve Cap Tab

Use the Reserve Cap tab to set aside a specific number of seats for specific Enrollment Requirement Group (ERG).

This is a feature that evaluates criteria to “reserve” or hold seats based on major(s), minor(s), class level, or student group. Only one ERG should be added to each section.

PATH: Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Reserve Cap TAB

### Entering First ERG/Row

Course ID: 200966 Course Offering Nbr: 1

Academic Institution: Cal State San Marcos

Term: Spring 2018 Undergrad

Subject Area: ANTH Anthropology

Catalog Nbr: 360 INDIGENOUS ANTHROPOLOGY

**Class Sections** Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 22113

Class Section: 01 Component: Lecture Event ID: 000039663

Associated Class: 1 Units: 3.00

**Reserve Capacity** Find | View All First 1 of 1 Last

\*Reserve Capacity Sequence: 1 Enrollment Total: 0

**Reserve Capacity Requirement Group** Personalize | Find | 1-2 of 2 First Last

*Start Date	*Requirement Group	Cap Enrl
12/05/2017	009017 ANTH 360 Plans	0
10/13/2017	009017 ANTH 360 Plans	25

Save Return to Search Notify

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

1	<b>Add the Start Date</b> – if the reserve cap should be restricting students as soon as registration starts, put TODAY’s DATE (most common)
2	<b>Requirement Group</b> – this is where the ERG number goes (it can also be searched with the magnifying glass). Once entered the description will show up. <b>GEM ERGs</b> are a type of Requirement Group for Classes that are both GE and a Major Requirement
3	<b>Cap Enrl</b> – enter the number of seats that need to be reserved for this ERG
4	<b>+ &amp; - buttons</b> – the + button adds another row, do this to add an end date for the ERG (i.e. the day when the class should stop being reserved for this specific group)

Including an expiration date for the Reserve Cap

Basic Data | Meetings | Enrollment Cntrl | **Reserve Cap** | Notes | Exam | LMS Data | GL Interface

Course ID: 200966 Course Offering Nbr: 1  
 Academic Institution: Cal State San Marcos  
 Term: Spring 2018 Undergrad  
 Subject Area: ANTH Anthropology  
 Catalog Nbr: 360 INDIGENOUS ANTHROPOLOGY

Class Sections Find | View All First 1 of 1 Last

End Date/Date to Stop ERG Session Class Nbr: 22113  
 Event ID: 000039663

Reserve Capacity Find | View All First 1 of 1 Last

\*Reserve Capacity Sequence: 1 Enrollment Total: 0

Reserve Capacity Requirement Group Personalize | Find | First 1-2 of 2 Last

*Start Date	*Requirement Group	Cap Enrl
12/05/2017	009017 ANTH 360 Plans	0
10/13/2017	009017 ANTH 360 Plans	25

Save Return to Search Notify

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

5	Click the + button to add another row to add an end date
6	Start Date for the End of the ERG – this date is the “expiration date” for the Reserve Capacity. On this date, the reserved seats are returned to available status, for all other students.
7	Requirement Group – put the SAME ERG here as you did in the previous row.
8	Set Cap Enrl at 0 (zero) + & - buttons – the + button adds another row, do this to add an end date for the ERG (i.e. the day when the class should stop being reserved for this specific group)
9	“Enrollment Total” automatically lists how many seats in that reserve cap have been used. This will auto-populate once enrollment begins.

**DO NOT FORGET TO INCLUDE A NOTE ON EVERY SECTION WITH A RESERVE CAP**

## Class Note when Using Reserve Cap/ERG

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	GL Interface
Course ID:	200966	Course Offering Nbr:	1				
Academic Institution:	Cal State San Marcos						
Term:	Spring 2018	Undergrad					
Subject Area:	ANTH	Anthropology					
Catalog Nbr:	360	INDIGENOUS ANTHROPOLOGY					
<b>Class Sections</b>				Find   View All First 1 of 1 Last			
Session:	1	Regular Academic Session	Class Nbr:	22113			
Class Section:	01	Component: Lecture	Event ID:	000039663			
Associated Class:	1	Units: 3.00					
<b>Class Notes</b>				Find   View All First 1 of 1 Last			
*Sequence Number:	1						
*Print Location:	After	<input type="checkbox"/> Even if Class Not in Schedule					
11 Note Nbr:	0040	Copy Note	Seats in this class are reserved until Dec 5 for students who need this course for major requirements. On Dec 5 open seats are available to all students.				
12 Free Format Text:		Clear Note					
<div> <div>Save</div> <div>Return to Search</div> <div>Notify</div> </div>							
Basic Data   Meetings   Enrollment Cntrl   Reserve Cap   Notes   Exam   LMS Data   GL Interface							

10	Click the + button to add a(nother) row to add an end/expiration date
11	<b>Note Nbr</b> – prewritten notes, cannot be edited (but can be copied & pasted into Free Format Text Note) - Use Class Note Nbr 40 for GEM ERG courses.
12	<b>Free Format Text</b> – anything can be typed into this field and it will show to the students when they look at the section. For the purposes of Reserve Caps, please limit the text to the majors/minors included and when the reserve will end.

**NOTICE:** You cannot simply delete the text from either of the note fields and then save the course, or PeopleSoft will give you an error. You need to use the minus “-” button (shown in #10) to delete the whole class note.

## Notes Tab

This is not the *most* effective way to get students information, because they do not always look here, but if the class being built is anything but a typically offered in-person class in one location, please add a note.

### Reasons to Add a Note, Note Number and Examples

Note Nbr	Type	Note Nbr	Type
69	Live & Online	36	5W3: 3rd 5 Weeks of Semester
68	Hybrid	35	5W2: 2nd 5 Weeks of Semester
67	Blended	34	5W1: 1st 5 Weeks of Semester
66	Sync	22	8W2: 2nd 8 Weeks of Semester
65	Async	21	8W1: 1st 8 Weeks of Semester
64	In Person	14	Meets before semester starts
40	GEM Reserve Cap	1	Cross-listed Course

### Free Format Note Needed

Multiple Meeting Patterns

Example: This class will only be meeting on LIST DATES and/or LOCATIONS.

Instructor or Department Consent is Required

Example: Permission number is required for enrollment. Please request one from NAME & EMAIL.

One or more days of the section will be offered differently.

Example: The class on DATE will be offered at LOCATION.

Any special requirements or instructions for the section

Add as needed.

## Exam Tab

The Exam tab should not be edited by Department Staff at all. It will populate when Academic Scheduling generates exams before registration starts. Can be viewed to provide information to faculty about when and whether a final occurs. ONLY classes scheduled during Approved Class Meeting times are assigned finals.

For more information see: Exams

[Basic Data](#)
[Meetings](#)
[Enrollment Cntrl](#)
[Reserve Cap](#)
[Notes](#)
[Exam](#)
[LMS Data](#)
[Textbook](#)
[GL Interface](#)

Course ID 103029 Course Offering Nbr 1

Academic Institution Cal State San Marcos

Term Fall 2018 Undergrad

Subject Area MUSC Music

Catalog Nbr 145 BEGINNING PIANO

**Class Sections** Find | View All First 1 of 2 Last

Session 1 Regular Academic Session Class Nbr 41643

Class Section 01 Component: Lecture Event ID 000043342

Associated Class 1 Units 3.00

Exam Seat Spacing 1 Final Exam: Yes

**Class Exam** Personalize | Find | First 1 of 1 Last

Exam Time Code	Combined Exam	*Exam Date	Exam Start	Exam End	*Class Exam Type	Facility ID	Building	Room
15 TR	<input type="checkbox"/>	12/13/2018	9:15AM	11:15AM	Final Exam	ACD 104	ACD	104

## Tabs to Completely Ignore

LMS Data, Textbook, GL Interface – neither Academic Scheduling nor Department Staff need to even look at these tabs.

## Multiple Component Classes

NUMBERING PROCEDURE: To indicate links within multiple components or section groupings, follow these steps:

- Step 1 The Primary Component (e.g. Lecture, Seminar) is given a 2-character number (**10, 20, 30, 40, 50, etc.**)
- Step 2 Labs and Activities associated with a primary lectures (above) will be numbered as follows:  
**11, 12, 13, 14, 15 ... 19**  
21, 22, 23, 24, 25 ... 29  
31, 32, 33, 34, 35 ... 39  
41, 42, 43, 44, 45 ... 49  
51, 52, 53, 54, 55 ... 59, etc.
- Step 3 A third character, **A or B**, represents the additional component type:
- A = Activity or Laboratory (or NTI)
  - B = 2<sup>nd</sup> Lecture or 2<sup>nd</sup> Lab
- Step 4 Enter the **Associated Class** number for each of the related lab and 2<sup>nd</sup> lab sections to match the **primary** section's **Associated Class** number. This allows multiple components to be associated to one primary component (e.g. One Lecture, Five lab choices). **Linking components will restrict enrollment to only these groupings.**

Examples are on the following pages. Examples of Lecture/Lab Section Numbering

**A lecture with just one lab:** The student will enroll in the lab and will be auto-enrolled into lecture.

**Lab sections should be built as the Enrollment component** so that additional labs can be added without having to build a new lecture section.

Section #	Component Type	Assoc Class	Class Type	1 <sup>st</sup> Auto Enroll
10	Lecture 1	1	Non-Enroll	
11A	Activity or Laboratory for Lecture 1	1	Enrollment	10
20	Lecture 2	2	Non-Enroll	
21A	Activity or Laboratory for Lecture 2	2	Enrollment	20
30	Lecture 3	3	Non-Enroll	
31A	Activity or Laboratory for Lecture 3	3	Enrollment	30
40	Lecture 4	4	Non-Enroll	
41A	Activity or Laboratory for Lecture 4	4	Enrollment	40

**A Lecture with two (or more) lab choices.** The student will enroll in one of the lab times, and will be auto-enrolled in the lecture.

Section #	Component Type	Assoc Class	Class Type	1 <sup>st</sup> Auto Enroll
10	Lecture 1	1	Non-Enroll	
11A	1st Activity or Lab option	1	Enrollment	10
12A	2nd Activity or Lab option	1	Enrollment	10
20	Lecture 2	2	Non-Enroll	
21A	1st Activity or Lab option	2	Enrollment	20
22A	2nd Activity or Lab option	2	Enrollment	20
30	Lecture 3	3	Non-Enroll	
31A	1st Activity or Lab option	3	Enrollment	30
32A	2nd Activity or Lab option	3	Enrollment	30

**One lecture with one lab or activity and a 2<sup>nd</sup> lecture (LE2) or 2<sup>nd</sup> lab (LA2).** The student enrolls in the lecture and is auto-enrolled in the lab and LE2 (or LA2):

Section #	Component Type	Assoc Class	Class Type	1 <sup>st</sup> Auto Enroll	2 <sup>nd</sup> Auto Enroll
10	Lecture 1	1	Non-Enroll		
11A	Activity or Laboratory for Lecture 1	1	Enrollment	10	12B
12B	2nd Lecture (LE2) or 2nd Lab (LA2)	1	Non-Enroll		
20	Lecture 2	2	Non-Enroll		
21A	Activity or Laboratory for Lecture 2	2	Enrollment	20	22B
22B	2nd Lecture (LE2) or 2nd Lab (LA2)	2	Non-Enroll		

**One large lecture with multiple lab / 2<sup>nd</sup> lab combinations.** The student enrolls in one of the main lab options and is auto-enrolled in the lecture and associated 2<sup>nd</sup> Lec or 2<sup>nd</sup> Lab:

Section #	Component Type	Assoc Class	Class Type	1 <sup>st</sup> Auto Enroll	2 <sup>nd</sup> Auto Enroll
10	Lecture 1	1	Non-Enroll		
11A	Activity or Laboratory for Lecture 1	1	Enrollment	10	12B
12B	2nd Lecture (LE2) or 2nd Lab (LA2)	1	Non-Enroll		
13A	Activity or Laboratory for Lecture 1	1	Enrollment	10	14B
14B	2nd Lecture (LE2) or 2nd Lab (LA2)	1	Non-Enroll		
15A	Activity or Laboratory for Lecture 1	1	Enrollment	10	16B
16B	2nd Lecture (LE2) or 2nd Lab (LA2)	1	Non-Enroll		

**One large lecture that has six options for lab times.** The student enrolls in one of the labs and is auto-enrolled in the lecture.

Section #	Component Type	Assoc Class	Class Type	1 <sup>st</sup> Auto Enroll
10	Lecture 1	1	Non-Enroll	
11A	Activity or Laboratory for Lecture 1	1	Enrollment	10
12A	Activity or Laboratory for Lecture 1	1	Enrollment	10
13A	Activity or Laboratory for Lecture 1	1	Enrollment	10
14A	Activity or Laboratory for Lecture 1	1	Enrollment	10
15A	Activity or Laboratory for Lecture 1	1	Enrollment	10
16A	Activity or Laboratory for Lecture 1	1	Enrollment	10

### Multiple Components vs. Multiple Meeting Patterns:

**Multiple Components** are a combination of components such as a lecture and a laboratory, or lecture and activity, or lecture and 2<sup>nd</sup> lecture (discussion group).

**Multiple Meeting Patterns** indicate that a lecture has more than one meeting pattern (but is still just one lecture component).

Example 1: A (3-unit) class section may meet together 2 hours per week in class (M 1100-1250 or TR 0800-0850), and meet an additional hour per week online.

Example 2: A (3-unit) class section may meet **TR 0900-0950 AND F 1100-1150**.

### Getting Rid of a Section or Class

During Schedule Build and Before Registration Starts – DELETE the section, do NOT cancel. After schedule build, you will need to use the Section Cancel form, but we will delete the course instead of cancelling it (available on our Academic Scheduling Forms page: [csusm.edu/par/acdsched/schedulingforms.html](http://csusm.edu/par/acdsched/schedulingforms.html)).

**BEFORE YOU DELETE A SECTION – ensure that it is not and Extended Learning Section (sections that start with 900)**

After Registration Starts – Submit the Section Cancel form and Academic Scheduling will cancel it (available on our Academic Scheduling Forms page: [csusm.edu/par/acdsched/schedulingforms.html](http://csusm.edu/par/acdsched/schedulingforms.html)).

The screenshot shows the 'Basic Data' tab of the Academic Scheduling System. The course information is as follows:

- Course ID: 201654
- Course Offering Nbr: 1
- Academic Institution: Cal State San Marcos
- Term: Spring 2019
- Subject Area: MATH
- Catalog Nbr: 101
- Undergrad: Mathematics
- QUANTITATIVE REASONING

The 'Class Sections' section shows the following details:

- \*Session: 1
- \*Class Section: 01
- \*Component: LEC
- \*Class Type: Enrollment Section
- \*Associated Class: 1
- Units: 3.00
- \*Campus: MAIN
- \*Location: SMCAMPUS

Three blue boxes with the word 'DELETE' are overlaid on the interface, pointing to the 'Basic Data' tab, the 'Class Sections' section, and a 'DELETE' button in the top right corner.



## Reasonable Accommodations

Temporary Medical Accommodations are those that are for a limited period of time, such as a broken leg.

Permanent Medical Modifications are those that are indefinite, such as a chalk allergy.

Medical accommodation requests that require moving a class into another classroom or building should be taken to HR first. The paperwork and records need to be on file before we can take steps to move the faculty member. This does not apply if there is room already available, please check 25Live for an available classroom first and fill out the Room Change Request form. If other classes need to be moved to meet the medical accommodation, then the accommodation needs must be on file with HR.

As soon as you are aware that one of your faculty has an accommodation on file, let Academic Scheduling know as soon as possible. The earlier you get it to Academic Scheduling the easier it is to get them into an appropriate room up front. We also heavily encourage putting accommodation needs into puzzled rooms.

Medical accommodation needs are the only thing that supersedes a puzzled class.

## Classrooms and Locations for Classes/Sections

### 25Live

Location Information, such as the room capacity and pictures, can be seen on 25Live [25live.collegenet.com/csusm/] - you do not need to log in to see the room details for classrooms. There is also the SMART Rooms list available online, this list is not highly recommended because it is not updated regularly; however, it can provide additional images for reference (<https://www.csusm.edu/classrooms/classrooms/index.html>)

### Class Locations

Specialized Spaces are those that are scheduled and handled by a particular department and, generally, no other classes should go into the room. These rooms are generally wet or arts labs. They are not included in the Optimizer placement.

Priority Spaces are those that are firstly scheduled by a particular department, but once that scheduling is done, then other classes can be scheduled into the room.

Auditoria classrooms are those that have a capacity of 105 or higher. Currently that includes ACD 102 (145), ACD 304 (105), ARTS 240 (250), and MARK 125 (120).

Non-Space Spaces are those that do not have a real space on campus, but are still put in the Facility ID section in PeopleSoft. These include Virtual Asynchronous, Virtual Synchronous, Online, off campus, ARR, Clinical, Indepstudy, and on campus.

Other spaces include the Clarke Field House (CFH), University Student Union (USU), McMahan House, Sports Arena, Conference Rooms, Offices, Theatres, Amphitheater, Ethnobotany Garden. These are not necessarily for classes, but can have classes with extra permissions.

### Event and Conference Services (ECS)

ECS is an office on campus that manages the vast majority of spaces and events on campus. It also has event coordinators that can help with larger events upon request. All events on campus should be entered in 25Live, where ECS approves it.

First Three Weeks Rule is the rule that no semester event, outside of those scheduled at University hour (Tuesdays and Thursdays 12:00-1:00 PM) and weekends, can be scheduled until the start of the fourth week of classes. This allows us to reschedule classes as needed during the first few weeks of class without having to watch out for events.

Academic Breakouts are for events related to classes that NEED to be scheduled in classrooms during the first three weeks. At the beginning of the fourth week all event requests should go through 25Live and ECS. There is an Academic Breakout form on the Academic Scheduling Forms webpage.

Final Exam Changes should be made with the Finals Change by Faculty form on the Final Exam Information page [https://www.csusm.edu/par/acdsched/final\\_exam\\_schedules.html](https://www.csusm.edu/par/acdsched/final_exam_schedules.html). Final exams are automatically generated for all class that meet during approved class meeting times in the space they meet in during the semester and we do not easily reschedule those exam. However, this form enables changes, including “No In-Class Final”, during finals week.

## Optimizer

The optimizer is an algorithm run through 25Live that places all classes entered into PeopleSoft during the schedule build period that do not already have an assigned space. This algorithm does not place classes alphabetically, it uses the class capacity (otherwise known as the “Requested Room Capacity” in PeopleSoft), department preferred buildings, and the efficiency of placement to sort through all of the unassigned rooms. This process has the result of placing the majority of classes, but those classes that are not assigned a room, end up on the Impossible to Place Class (IPC) List. The IPCs must then go through Classroom Rush.

## Classroom Rush

IPCs are the acronym for Impossible to Place Classes. These classes are those that cannot be placed due to lack of space or an error in entry.

Example: Using both the room characteristics of Tiered room and Flat room OR room characteristic of PC Lab and a cap of 45.

Example: more sections than rooms have a cap of 36 and meet on TR 1:00-2:15 PM.

Classroom Rush Lite occurs when there are 10 or less classes that are on the UPC/IPC list and then the 25Live portion of Classroom Rush is not used.

## Room Change Requests

Faculty are always welcome to use the Room Change Request form to change their class’s assigned space; however, it is helpful if the faculty or department staff can see if there is a possible room to move to before submitting the form. Form is located: <https://www.csusm.edu/par/acdsched/roomchange.html>.

## Room Characteristics

Room Characteristics are the entries in PeopleSoft that indicate what type of room the space should have and also used as a reference. Table below includes as Room Characteristics available.

Room Characteristics					
Used to Place Class in the Right Space (Also, for Reference)				Used for Reference (Still Required)	
2	Board, Chalk	58	Live and Online	11	No Room Needed
3	Board, White	59	Lab, Mac Computers	86	Specialized Space
10	Lecture Room	60	Lab, P C Computer	88	Puzzled
34	(Tiered) Fixed Tables/Chairs	84	Active Learning		
40	CompLab w/ Tables, Chairs Ctr	87	Auditorium		
43	(Flat) Tables/Chairs	89	Exam Only		
44	(Flat) Tablet Armchairs				

Room Characteristics in PeopleSoft are Features in 25Live.

## Puzzling

Puzzling is a method that departments and colleges use to schedule classes in specific locations during schedule build. The College Associate Deans agree on the room allocations during the pre-scheduling part of the schedule build. Half of the available rooms (43) are released for puzzling assignments. In Spring, CHABSS gets 23 rooms, CoBA gets 5, CEHHS gets 4, CSM gets 11, and OUGS gets 1. During schedule build, departments can puzzle other non-assigned spaces as long as they follow the puzzling guidelines and are in competition for the space if another department also tries to puzzle the room.

### Why would a department/college want to puzzle?

Puzzling ensures that classes where one instructor is scheduled back-to-back can be placed in the same room. Additionally, it helps with accommodating faculty so that they may be closer to their offices, and scheduling classes in particular spaces (e.g. computer labs). Eliminates the chance of classes that are scheduled in the puzzle ending up on the IPC/UPC list.

### Does each department *have* to puzzle?

No. Puzzling is not mandatory, but many departments and colleges like to puzzle as it is a way that they can ensure a particular space is assigned for a set of classes.

### Do the puzzled spaces have to consist entirely of my department/college classes?

No. Academic Scheduling actually encourages working outside of your department/college to fill up a puzzle as much as possible.

### Can my classes that are scheduled in a puzzled space be moved?

Only if an instructor is identified with appropriate paperwork on file with HR as having a medical accommodation and no other space will meet those needs.

### Regular Puzzles vs. Competition Puzzles

Deadline for Departments to submit COMPETITION PUZZLES for approval from Academic Scheduling (wait for approval to enter in PeopleSoft) (wait for approval to enter in PeopleSoft). Competition puzzles will still need to be pre-approved, but regular puzzled classrooms, assigned by the Associate Deans, do not need Academic Scheduling's approval to be entered into PeopleSoft. Schedule builders may request Academic Scheduling review assigned puzzles for requirements. Assigned puzzled rooms may be entered into PSoft as soon as the puzzling requirements are met. Any puzzle room not in compliance with the Puzzling Requirements after the end of schedule build will have its courses removed from the room (see: [csusm.edu/par/acdsched/puzzling.html](http://csusm.edu/par/acdsched/puzzling.html))

### Regular Puzzles

These puzzled rooms are chosen and distributed by your College's Associate Dean(s) before the Schedule Build starts. They will be posted on webpage once they are confirmed. The parameters for puzzling are the same for both types of puzzling. Approval is not required for these puzzles before they are placed into PeopleSoft; however, they will be audited at the end of schedule build. If the puzzling does not meet the parameters for a puzzled rooms, the classes will be removed from the space and the Optimizer will schedule them.

### Competition Puzzles

These puzzles can be done for any room that is not a Regular Puzzle. These requests do have a deadline for submission and only after the deadline, with approval, can the classes be entered into the room in PeopleSoft. These puzzles will also be audited at the end of schedule build. If the puzzling does not meet the parameters for a puzzled rooms, the classes will be removed and the Optimizer will schedule them.

## Audits

Academic Scheduling does a number of audits to ensure all data is entered accurately in PeopleSoft. The responsibility for these corrections lies with the departments. These audits include:

- Approved Class Meeting Times
- Accurate Number of Hours/Week
- All Components Included
- Maximum enrollment matches Capacity of Room Requested, unless Hybrid or Live & Online
- Notes for partial term, combined sections, reserve caps, online, hybrid, etc.
- Cross-listed sections
- Section & Assoc Class Nbr consecutive/appropriate
- Faculty Access
- Schedule Build OFF classes
- Auto-Enroll
- Room Reports
- Conflicts
- Puzzling
- APDB Values
- Enrollment Requirement Groups (ERGs) – specifically GEM ERGs

### Audit Corrections/Review

A list of corrections and aspects to review is distributed the Thursday after Schedule Build ends and that Friday PeopleSoft will be re-opened to department staff for correction and review. This can be a lengthy list, but they are generally simple changes. It is very rare to not have some corrections to make, there are a LOT of data points to modify in the schedule and it is very reasonable to have to redo some of them. If there are any questions about how to do these changes, please ask the Academic Schedulers.

## Elements on Classes/Sections

### Course Attributes

Found on the Basic Data tab in Maintain Class Schedule or Schedule New Course. The prime focus should be looking at Course Level (CLEV) and making sure the class has the appropriate division indicated, Service Learning (CSLI) marked Yes (Y) or No (N), Internships (NTRN) marked Yes (Y) or No (N), and Online Courses (FONL) marked AB386 if it is an online course.

What should I do?	Course Attribute	Value	Value Description
<b>ADD</b>	<b>PLAN</b>	<b>Instructional Plan</b>	
This is the instructional plan		PERSON	Completely in person, no virtual portion
		HYBRID	In person and with a virtual portion
		L&O	Live & Online, like Hybrid but requires technology piece
		ASYN	Completely Asynchronous Virtual Instruction
		SYN	Completely Synchronous Virtual Instruction
		BLENDED	Both Asynchronous and Synchronous Virtual Instruction
<b>ADD</b>	<b>PLNB</b>	<b>Plan B, Alternate Instruction if semester changed to Virtual</b>	
Shadow Schedule		PERSON	In Person, but only for exceptional need
		ASYN	Completely Asynchronous Virtual Instruction
		SYN	Completely Synchronous Virtual Instruction
		BLENDED	Both Asynchronous and Synchronous Virtual Instruction

Review	CLEV	Course Level	
Course Level indicates what division the course is in.		0	International Programs
		1	<b>Lower Division (100 &amp; 200 Level Courses)</b>
		2	<b>Upper Division (300 &amp; 400 Level Courses)</b>
		3	<b>Graduate Division (500 &amp; 600 Level Courses)</b>
		P	Pre-baccalaureate Division (Credential Courses)
Review	CSLI	Service Learning	
Indicates whether the section is Service Learning.		N	Not a Service Learning Course
		Y	<b>Service Learning Course = Yes</b>
Review	NTRN	Internship	
Indicates whether the section is an Internship		MPH	MPH Internship = Yes (For Masters of Public Health)
		N	Not an Internship Section
		Y	<b>Internship = Yes (This is an internship section)</b>
Review	FONL	Fully On line	
Only use AB386 if the class is only and fully online.		<b>AB386</b>	<b>On Line (Value marks section as fully online)</b>
		CM	Course Match
		SELF	Self Support Online

Know About	GERQ	General Education Requirements (Where you can see the General Education Option)	
		A1	LDGE A1:Oral Communication
		A2	LDGE A2:Written Communication
		A3	LDGE A3:Critical Thinking
		B1	LDGE B1:Physical Science
		B2	LDGE B2:Life Science
		B3	LDGE B3:Laboratory Experience
		B4	LDGE B4:Mathematics/Quant.
		BB	UDGE BB:Mathematics & Science
		C1	LDGE C1:Arts
		C2	LDGE C2:Humanities
		C3	LDGE C3:Arts and/or Humanities
		CC	UDGE CC:Arts & Humanities
		D7	LDGE D7:Interdisc. Soc. Sci.
		DC	GE DC:Amr Inst/Ideals US Const
		DD	UDGE DD:Social Science
		DG	GE DG:Amr Inst/Ideals CA Hist
		DH	GE DH:U.S. History
		E	LDGE E:Life Learn/Info Litrcy
		GV	GE GV:US Hist/Const/Amr Ideals
Ignore	CCTP	Course Type	
Ignore	CGCB	Group Code Bypass	
Ignore	CLMT	Class Meeting	
Ignore	CREP	CREP	
Ignore	CRT	Course Redesign with Tech	
Ignore	CSFX	Course Suffix	
Ignore	CTBA	TBA Time	

Ignore	ELRP	Extended Learning Reporting
Ignore	ESP	Early Start Program
Ignore	GRRQ	Graduation Requirements
Ignore	SCPR	Schedule Print
Ignore	TCPI	Teacher Credential Program Ind
Ignore	UGRS	Undergraduate Research
Ignore	ZCCM	Zero Cost Course Materials

## APDB Values

There are two links for APDB values located on the Meetings Tab in Maintain Class Schedule or Schedule New Course.

[APDB Class Section Values Link](#) only one edit needs to be made in the APDB Learning Mode. The options for this field are listed in the table below.

Instruction Type	APDB Learning Mode CODE TO USE	Description shown in PeopleSoft	Note Nbr
<b>Async</b>	<b>01</b>	Asynchronous no meetings AB386	65
<b>Sync</b>	<b>02</b>	Synchronous no meetings AB386	66
<b>Blended</b>	<b>10</b>	A/S Hybrid no meetings AB386	67
<b>Person</b>	<b>09</b>	Face-to-face	64
<b>Hybrid:</b> In Person (Less than 8 mtgs) & Async	<b>03</b>	Asynchronous mtgs allowed FDE	68
<b>Hybrid:</b> In Person (Less than 8 mtgs) & Sync	<b>04</b>	Synchronous mtgs allowed FDE	68
<b>Hybrid:</b> In Person (More than 7 mtgs) & Async	<b>05</b>	Asynchronous with mtgs, Hybrid	68
<b>Hybrid, Including Live &amp; Online:</b> In Person (More than 7 mtgs) & Sync	<b>06</b>	Synchronous with mtgs, Hybrid	68 Hybrid or 69 Live & Online
<b>Hybrid:</b> In Person (Any # of mtgs) & Sync & Async	<b>11</b>	A/S Hybrid mtgs allowed FDE	68







CS Number can also be seen in the APDB Class Section Values link. This number shows how many hours that section should be scheduled.

Comp	CS	Class Hrs/Unit	Comp	CS	Class Hrs/Unit	Comp	CS	Class Hrs/Unit	Comp	CS	Class Hrs/Unit
LEC (1)	C 1	1	ACT (2)	C 7	2	LAB (3)	C 15	3	SUPV (varies)	S 23	N/A
	C 2	1		C 8	2		C 16	3		S 24	N/A
	C 3	1		C 9	2		C 17	3		S 25	N/A
SEM (1)	C 4	1		C 10	2	ACT (3+)	C 18	3+		S 36	N/A
	C 5	1		C 11	2		C 19	3+		S 48	N/A
	C 6	1		C 12	2		C 20	3+		C 77	varies
				C 13	2		C 21	3+		C 78	varies
				C 14	2						

Example:

<div> <b>APDB Class Section Values</b> </div> <div> <p>CS Number: <input type="text" value="02"/> </p> <p>Workload Factor: <input type="text" value="K"/> <input type="text" value="1.0"/></p> <p>Component Units: <input type="text" value="3.00"/></p> <p>Component Students: <input type="text"/></p> <p>Group Code Control: <input type="text"/></p> <p>*APDB Learning Mode: <input type="text" value="09"/> </p> </div>	<p>The CS Number in this example is 02. Which means, as seen in the table above, the class meets 1 hr per week per unit. Given this component of the class is 3 component units, this section should be meeting 3 hrs per week. Please remember to check all components of a class when review the CS numbers.</p> <p>Any CS Number about 17 has flexible number of hours per week; generally determined by the department.</p>
--	---

## Meeting APBD Mapping Values

Only one edit needs to be made to Space Type in the Meeting APDB Mapping Values. The options for this field are listed in the table below.

Space Type	Definition of Mapping Values
1 Lecture	All "face to face" lectures.
2 Laboratory	Science laboratories, Computer labs, Technical activity, Fine Arts Activity.
3 Non-Capacity	Online, ARR, Off Campus, Clinical, PE (Physical Activity), Independent Study, or Supervision Components

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