

# Independent Study

**Independent Studies are a unique format/modality.** Students and the instructor can meet however and whenever, but still build any independent studies with these directions.

## PeopleSoft things to look at for Independent Study Courses:

TAB	FIELD	INPUT VALUE
BASIC DATA	Instruction Mode	<b>I – Independent Study</b>
MEETINGS	Course Attributes/Values <i><b>MUST BE ADDED with “+”</b></i>	<b>PLAN/IS</b> <b>PLNB/IS</b> <i>Check that this attribute is on and that the value is correct:</i> <b>CLEV/</b> varies based on Cat Nbr: >100 <b>P</b> , 100-299 <b>1</b> , 300-499 <b>2</b> , 500+ <b>3</b> )
MEETINGS	Class APDB Mapping Values: Learning Mode	<b>09 – Face-to-face</b>
MEETINGS	Facility ID	<b>INDEPSTUDY</b>
MEETINGS	Pat	<b>ARR</b>
MEETINGS	Day(s), Start Time, End Time	<i>Leave Blank</i>
MEETINGS	Mtg APDB Mapping Values: Space Type	<b>3 Non-Capacity</b>
MEETINGS	Room Characteristic	<b>11 – No Room Needed</b>
NOTES	Note Number	<b>120 – Independent Study</b>

### BASIC DATA TAB

#### Class Section:

**Sections 1st-9th needs**

**leading 0**, must have 2 digits.

~ First section = 01,

~ 7<sup>th</sup> section = 07

#### Associated Class:

Should match the section

number **without the leading 0**

~ Section 01 = Assoc Class 1

~ Section 12 = Assoc Class 12

#### Instruction Mode:

I – Independent Study

#### Schedule Print: OFF

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## BASIC DATA TAB

### Course Attribute/Value

**PLAN/IS**

**PLNB/IS**

**CLEV/** Value varies based on  
Cat Nbr: >100 **P**, 100-299 **1**,  
300-499 **2**, 500+ **3**)

**ALL classes must have ALL 3 of  
these Course Attributes.**

*Course Attribute	Description	*Course Attribute Value	Description
CLEV	Course Level	3	Graduate Division
PLAN	Instructional Plan	IS	Independent Study
PLNB	Plan B or Backup Virtual Plan	IS	Independent Study

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## BASIC DATA TAB

**ONLY IN SPRING for**

**TENTATIVE CLASSES**

### Course Attribute/Value

In Spring, if class should  
remain Tentative when class  
schedule is posted, please  
add the TENT Course  
Attribute with value of "Y"

**BEFORE YOU MOVE TO NEXT**

**TAB: [SAVE](#)**

*Course Attribute	Description	*Course Attribute Value	Description
PLNB	Plan B or Backup Virtual Plan	SYNC	Synchronous
TENT	Class stays Tentative	Y	Class stays Tentative

Course ID 201518  
 Academic Institution Cal State San Marcos  
 Term Fall 2024  
 Subject Area ANTH  
 Catalog Nbr 385

Course Offering Nbr 1  
 Undergrad  
 Anthropology  
 MAYA ARCHAEOLOGY

Class Sections  
 Session 1  
 Regular Academic Session  
 Class Nbr 40203  
 Class APDB Mapping Values

Meeting Pattern  
 Facility ID ON CAMPUS  
 Capacity  
 Pat ARR  
 M T W T F S S  
 \*Start/End Date 08/26/2024 12/07/2024

Instructors For Meeting Pattern  
 ID Name \*Instructor Role  
 Primary Instructor

Meeting APDB Mapping Values  
 Space Type: 1 Lecture  
 TBA Hours: 3.0  
 OLD Learning Md:

Meets In Person  
 Pat=ARR  
 No Days or Times listed

ENTER TBA HOURS

## Meetings Tab

*NEW\*\* Meeting Pattern:*

ARR:

– MUST use “ARR” in PAT for Meeting Patterns with NO days or times but that meet in person.

**TBA Hours:**

– Enter TBA hours for In-Person classes with NO days or times listed in the meeting pattern (EXCLUDING Independent Studies/Supervision Classes)

APDB Class Section Values

CS Number: 02

Workload Factor: K 1.0

Component Units: 3.00

Component Students:

Group Code Control:

\*APDB Learning Mode: 09

\*Session 1

\*Class Section 01

\*Component SUP

## MEETINGS TAB

### Class APDB Mapping Values

- ONLY edit the Learning Mode field

### APDB Learning Mode

- 09 – Face-to-face

**BEFORE MOVING TO THE NEXT STEP: SAVE**

## MEETINGS TAB

### Meeting Pattern (MP):

Facility ID – INDEPSTUDY

## MEETINGS TAB

### Meeting Pattern (MP):

Pat: ARR  
 NO Mtg Start  
 NO Mtg End  
 NO Days checked

**Meeting Pattern**

Facility ID: INDEPSTUDY

Capacity: [ ]

Pat: ARR

Mtg Start: [ ]

Mtg End: [ ]

M T W T F S S: [ ] [ ] [ ] [ ] [ ] [ ] [ ]

\*Start/End Date: 01/22/2024 to 05/10/2024

Topic ID: [ ]

Free Format Topic: [ ]

**Instructors For Meeting Pattern**

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

## MEETINGS TAB

Meeting APDB Mapping Values:

- ONLY edit the Space Type field

Space Type

- 3 Non-Capacity

BEFORE MOVING TO THE NEXT STEP: **SAVE**

**Meeting APDB Mapping Values**

Space Type: 3 Non-Capacity

TBA Hours: [ ]

OLD Learning Md: [ ]

**Instructors For Meeting Pattern**

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		000000114	Stoddard-Holmes, Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	2360

## MEETINGS TAB

Faculty Assignment:

If you have a faculty ready to assign, input under the Instructors For Meeting Pattern Section

Input ID directly into field or use the Magnifying glass to search for the faculty by name.

**If you cannot find your faculty:**

Make sure you spelled name right. Make sure you have the faculty's legal name. Are they new? (If so, fill out New Faculty Form online)

**Meetings Tab**  
**Instructors For Meeting Pattern:**  
**Assignment Tab**  
 Access: **APPROVE**

- Rare exceptions use Grade. This is only for Teaching Assistants who should not have access to Permission Numbers and Submitting Grades

**Meetings Tab**  
**Instructors For Meeting Pattern:**  
**Workload TAB**  
 Auto Calc: **Uncheck (aka OFF)**  
 Work Load: 0

**MEETINGS TAB**  
**Room Characteristics:**  
 11 – No Room Needed

**BEFORE MOVING TO THE NEXT TAB: SAVE**

**Enrollment Cntrl Tab**  
**Class Status:**  
 Only use ACTIVE or TENTATIVE

- Do NOT use CANCEL during Schedule Build. Classes should be DELETED during the build if need be (done on the Basic Data tab, with the minus “-” button on the top righthand side).

**In Spring**, new classes will need to be built as Tentative once the Winter Class Schedule is posted. If Spring class should remain Tentative after the Schedule goes live, **must add the “TENT” Course Attribute = “Y” on Basic Data Tab.**

### ENROLLMENT CNTRL TAB

#### Add Consent:

- Instructor Consent required means student need to contact assigned faculty to obtain a permission number to enroll. Instructor email must be entered in the class note.

#### Drop Consent:

- Do NOT use

**BEFORE MOVING TO THE NEXT STEP: SAVE**

### Enrollment Cntrl Tab:

#### Requested Room Capacity:

- Should be equal to the Enrollment Capacity.

#### Enrollment Capacity:

- Enroll Cap = 5 Unless otherwise told

**BEFORE MOVING TO THE NEXT TAB: SAVE**

### NOTES TAB

#### Note Nbr:

- 120 Independent Study

**BEFORE MOVING ON: SAVE**