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.

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

PeopleSoft things to look at for Independent Study Courses:

Basic Da	ata	Meetings Enrollment Cr	ntri <u>R</u> eserve Cap	Notes	Exam	LMS D	ata <u>T</u> ex	tbook	GL Interface			
	Aca	Course ID 100804 ademic Institution Cal Stat Term Fall 202			Offering N	lbr 1						
		Subject Area BIOL		c al Scienc	es				Auto Cre	eate Comp	onent	
		Catalog Nbr 697F	5	TED STU								
Class S	ectio	ons							Find Vier	w All F	First 🕚 1 o	f 5 🕑
		*Session	1 0	Regu	ar Academ	ic Sessior	n 0	Class Nt	or 41301			E
		*Class Section	01	-				End Dat	te 08/26/2024	12/07	7/2024 🛐	
		*Component	SUP Q	Supe	vision			Event	ID			
		*Class Type	Enrollment Section		~							
		*Associated Class	i 1 🔍 Uni	its 6.00		A	ssociated C	lass Attr	ributes			
		*Campus	MAIN Q	Main					Add Fe	e		
		*Location	SMCAMPUS Q	San M	larcos Can	npus			Cohodula Dei			
		Course Administrator	r C	2				┡	Schedule Pri		issions	
		*Academic Organization	145 - BIOL 🔍	Biolog	IV			_	5 Student Spe		13310113	
		Academic Group	CSMP	Scien	ce, Tech, E	ngr & Mat	th		Dynamic Dat	e Calc Re	quired	
		*Holiday Schedule	SMCMP	SMC	VP Academ	ic Holiday	/ Sched	_	Generate Cla	-		
		*Instruction Mode Primary Instr Section		Indep	endent Stu	dy			GL Interface		Class Mtg	
Class	Торі	c										
		Course Topic ID	L					Print To	opic in Schedu	le		
Equiva	alent	Course Group										
	Co	ourse Equivalent Course Gr	oup					Overrid	e Equivalent (Course		
	0	Class Equivalent Course Gr	oup									
Class	Attri	butes				Persona	lize Find	View 2	2 🖉 🔣	First () 1-3 of 3 🧕) Last
*Course Attribute		Description		*Co	urse Attribu	ite Value	Description	n				
CLEV	Q	Course Level		3		Q	Graduate I	Division			-	-
PLAN	Q	Instructional Plan		IS		Q	Independe	ent Study	y		н	-
PLNB	Q	Plan B or Backup Virtual Pl	an	IS		Q	Independe	ent Study	y			-

BASIC DATA TAB Class Section:

Sections 1st-9th needs

- leading 0, must have 2 digits.
- \sim First section = 01,
- \sim 7th 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

Class Attr	ibutes	Pe	Personalize Find View 2 🔄				
*Course Attribute	Description	*Course Attribute V	/alue	Description			
CLEV Q	Course Level	3	2	Graduate Division	Value does Vary		
PLAN Q	Instructional Plan	IS	2	Independent Study			
PLNB Q	Plan B or Backup Virtual Plan	IS C	2	Independent Study	+ -		

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.

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

Class Attributes		Personalize Find View All 🗇 📑			First 🕚 4-5 of 5	i 🕑 I	Last
*Course Attribute	Description	*Course Attribu	ute Value	Description			
PLNB Q	Plan B or Backup Virtual Plan	SYNC	Q	Synchronous		+	-
	Class stays Tentative	Υ	Q	Class stays Tentative		+	-

Academ	Course ID 201518 lic Institution Cal Stat Term Fall 202 Subject Area ANTH Catalog Nor 385	e San Marcos		
Class Sections	session t ts In Persor	Pat=ARR	Class Ner 40293 Io Days or Times listed	Find View All First 🛞 as APDB Mapping Values
Meeting Pattern Facility ID ON CAMPUS On Campus	Capacity	Potential Mrg Scared Mrg End ARR Q Topic ID Q Print Topic On Transcript	M T W P S S "StartEnd Date 00.0252002 © 1207 Pree Format Topic	Find View All Find () 1 2024
	Meeting Pattern		Personalize Find 1.Ven And	1. 1.of 1 (a) Last
io Q	Name	"Instructor Role Primary Instructor	Meeting APDB Mapping Val	lues
	E	NTER TBA	Space Type: 1 Lecture	~
	1.000	HOURS	TBA Hours: 3.0	

APDB Class Section Val	ues
CS Number: Workload Factor: Component Units: Component Students:	02 Q K 1.0 3.00
Group Code Control:	
*APDB Learning Mode:	09 C

*Session 1 Q *Class Section 01 *Component SUP Q

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)

-			100			New	Window H	elp Pers	sonalize
asic Data Meetin	Enrollment Cntrl	Reserve Cap Notes Exam LMS Dat	a <u>T</u> extboo	ok <u>GL</u> Interface					
	Course ID 100804	Course Offering Nbr 1							
Academic	Institution Cal State								
	Term Spring 20: Subject Area BIOL								
	Catalog Nbr 697F	Biological Sciences DIRECTED STUDIES							
ass Sections	Catalog NDF 097F	DIRECTED STODIES				Find View All	Eirot (4	1 of 1)] qs
ass sections						Ting Vien An	1 1 1 1	1011	S 1.03
	Session 1	Regular Academic Session		Class Nbr 21864	Class APDB Ma	pping Values			
Cla	ass Section 01	Component Supervision		Event ID					
Assoc	lated Class 1	Units 6.00							
leeting Pattern						Find View All	First 🚯	1 of 1 🜘	Last
Facility ID	Capacity	Pat Mtg Start Mtg End		W T F S S *Start/End Date					+ -
	Q				05/10/2024				
IND		Topic ID		Free Format Topic					
IND									
	D PI	rint Topic On Transcript Contact	Hours	N	Weeting APDB Mapping	Values			
Instructors For N	leeting Pattern			Personalize Find View /	All [🔄 🔣 First	④ 1 of 1 ④ Las	.t		
Assignment W	orkload IIII)								
ID	Name	"Instructor Role	Print	Access	Contact Empl Rcd#	Job Code			
000000114 Q St	oddard Holmes.Martha	Primary Instructor		Approve	00		-		
		La construction de la constructi		C.O.S.					

APDB Class Section Values CS Number: Workload Factor: K 1.0 Component Units: Group Code Control: APDB Learning Mode: 09 Q

MEETINGS TAB

Class APDB Mapping Values

- ONLY edit the Learning Mode field

APDB Learning Mode

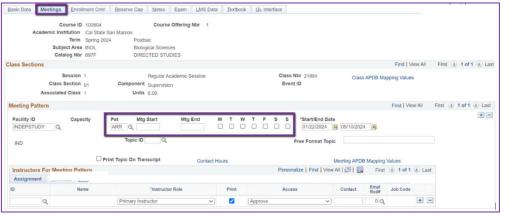
• 09 – Face-to-face

BEFORE MOVING TO THE NEXT STEP: SAVE

Basic Data Meetings Enrollment Cntrl	Reserve Cap Notes Exam LMS Dat	a <u>T</u> extbook	GL Interface		
Course ID 100804	Course Offering Nbr 1				
Academic Institution Cal State Sar					
Term Spring 2023	Postbac				
Subject Area BIOL	Biological Sciences				
Catalog Nbr 697F	DIRECTED STUDIES				
Class Sections				Find View All	First 🕢 1 of 1 🛞 Last
Session 1 Class Section 01	Regular Academic Session Component Supervision		Class Nbr 22346 Event ID	Class APDB Mapping Values	
Associated Class 1	Units 6.00				
Meeting Pattern				Find View All	First 🕢 1 of 1 🕟 Last
Facility ID Capacity P	Pat Mtg Start Mtg End		F S S *Start/End Date	05/12/2023 II	+ -
IND	Topic ID		Free Format Topi	c	
Print	t Topic On Transcript Contact	Hours		Meeting APDB Mapping Values	
Instructors For Meeting Pattern			Personalize Find View	All 🛛 🖉 📕 👘 First 🚯 1 of 1 🛞 La	st
Assignment Workload					
ID Name	*Instructor Role	Print	Access	Contact Empl Rcd# Job Code	
Q	Primary Instructor		~	0 🔍 🔳	-

MEETINGS TAB Meeting Pattern (MP):

Facility ID – INDEPSTUDY



MEETINGS TAB Meeting Pattern (MP): Pat: ARR NO Mtg Start NO Mtg End NO Days checked

Basic Data Meetings Enrollment	Cntri Reserve Cap Notes	Exam LMS Data	Textbook	GL Interface					-			
Course ID 100	804 Course	Offering Nbr 1										
Academic Institution Cal												
Term Spr												
Subject Area BIO												
Catalog Nbr 697	F DIRECTED STU	DIES										
Class Sections								Find V	lew All	First	④ 1 of	1 🕑 Last
Session 1		cademic Session		Class	Nbr 21864	Class	APDB Ma	pping Value	s			
Class Section 01	Component Supervisio	n		Ever	t ID							
Associated Class 1	Units 6.00											
Meeting Pattern								Find Vid	w All	First	1 of 1	Last
Facility ID Capacity INDEPSTUDY	Pat Mtg Start	Mtg End N		T F S S	*Start/End Date 01/22/2024		Ħ					+ -
IND	Topic ID Q				Free Format Topic							
	Print Topic On Transcript	Contact Ho	urs			Meeting APDB		Values				
Instructors For Meeting Pattern				Persor	alize Find View	All 🛛 🕄 🔜	First	④ 1 of 1	() Last			
Assignment												
ID Name	Instructo	or Role	Print	Acce	55	Contact	Empl Rcd#	Job Code				
Q	Primary Instructor	~	2	Approve	~		00		+ -	1		
									10.001	-		

Space Type:

TBA Hours:

OLD Learning Md:

Meeting APDB Mapping Values

3 Non-Capacity

Q

~

MEETINGS TAB

Meeting APDB Mapping Values:

- ONLY edit the Space Type field

Space Type

- 3 Non-Capacity

BEFORE MOVING TO THE NEXT STEP: SAVE

Basic Data Meetings Enrollment Cntrl	Reserve Cap Notes Exam LMS Data	a <u>T</u> extbook <u>G</u> L Interface			
Course ID 100804	Course Offering Nbr 1				
Academic Institution Cal State S					
Term Spring 202					
Subject Area BIOL	Biological Sciences				
Catalog Nbr 697F	DIRECTED STUDIES				
Class Sections				Find View All	First 🚯 1 of 1 🛞 Last
Session 1	Regular Academic Session	Class Nt	Giass/	APDB Mapping Values	
Class Section 01	Component Supervision	Event I)		
Associated Class 1	Units 6.00				
Meeting Pattern				Find View All	First 🕢 1 of 1 🕑 Last
Facility ID Capacity	Pat Mtg Start Mtg End	MTWTFSS	*Start/End Date		+ -
INDEPSTUDY			01/23/2023 🕅 05/12/2023	(F)	
IND	Topic ID	Fi	ee Format Topic		
	int Topic On Transcript Contact H				
	int Topic On Transcript Contact F			Mapping Values	
Instructors For Meeting Pattern		Personali	ze Find View All 💷 🔜	First 🕢 1 of 1 🕑 Last	
Assignment Workload				Empl	
ID Name	*Instructor Role	Print Access	Contact	Empl Job Code Rcd#	
000000114 Q Stoddard-Holmes,Martha	Primary Instructor	Approve	~	0 🔍 2360 🛛 🛨 🖃	
Room Characteristics	Barr	sonalize Find 😰 🔜 First	1 of 1 (k) Last		
*Room Characteristic Description		Sonalize Find [2] [2] AQuantity	I TOFT @ Last		
11 Q No Room N		1	•		
		· · · · ·			

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) Instructors For Meeting Pattern Assignment Workload

Session 1 Class Section 01

Capacity

Name

Descr No Room Ne

Associated Class 1

DY Q

Instructors For Meeting Pattern

Assignment Workload

000000114 O Stoddard-Holmes Martha

Meeting Pattern

Facility ID

IND

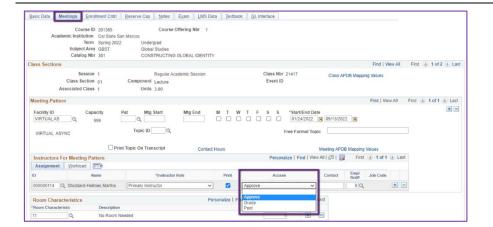
Assign Type APDB Dept ID

Units 6.00

🗆 Print Topic On Tra

Primary Instructor

ID



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

Find View All First 🕢 1 of 1 🕟 Last Class Nbr 22346 Regular Academic Session Class APDB Mapping Val ent Supervision Event ID Find | View All First 🕢 1 of 1 🕟 Last Pat Mtg Start + -Topic ID Free Format Topic leeting APDB Map Personalize Find View All [] 🔣 First 🕢 1 of 1 🛞 Last Empl Job Code v Approve **H H** 0 Q 2360 alize | Find | 🗇 | 🙀 1 of 1 🛞 La

Personalize | Find | View All | 🖪 | 🔜

Work Load

Auto Cal

First 🕚 1 of 1 🕑 Last

Assignment FTE

Enrollment Cntrl Tab Class Status:

Only use ACTIVE or TENTATIVE

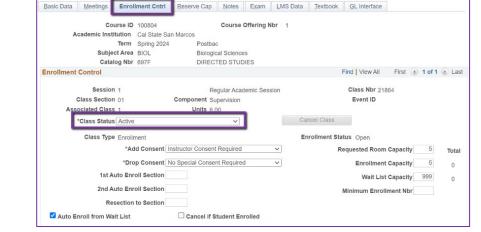
Do NOT use CANCEL during Schedule Build. Classes should be DELETED during the build if need be (done on the Basic Data tab, with the minus "-" button on the top righthand side).

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.

+ -001239170 Q IFF v 145 - BIOL 0 100.0000 m Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface Course ID 100804 Course Offering Nbr 1 ic Institution Cal State San Marcos Term Spring 2023 Subject Area BIOL I Catalog Nbr 697F Postbac Biological Sciences DIRECTED STUDIES Class Sections

App Load

Load Factor



Basic Data Meetings Enrollment C	ntri <u>R</u> eserve Cap <u>N</u> otes <u>Ex</u> am <u>L</u> MS Data	a <u>T</u> extbook <u>G</u> L Interface
Course ID 201365	Course Offering Nbr 1	
Academic Institution Cal Stat		
Term Spring 2	-	
Subject Area GBST	Global Studies	
Catalog Nbr 301	CONSTRUCTING GLOBAL IDENTITY	
Enrollment Control		Find View All First 🕢 1 of 2 🕑 Last
Session 1	Regular Academic Session	Class Nbr 21417
Class Section 01	Component Lecture	Event ID
Associated Class 1	Units 3.00	
*Class Status Active	✓ Ca	ancel Class
Class Type Enrollment	E	nrollment Status Open
*Add Cons	ent No Special Consent Required 🗸	45 Total
*Drop Cons	ent No Special Consent Required 🔹 🗸	Do NOT Use 45 0
1st Auto Enroll Sect	ion	Drop Consent
2nd Auto Enroll Sect	ion	Minimum Enrollment Nbr
Resection to Sect	ion	
Auto Enroll from Wait List	Cancel if Student Enrolled	

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

Basic Data Meetings Enrollment Cntrl	Reserve Cap Notes Exam LMS E	ata Textbook GL Interface	Enrollment Cntrl Tab:
Course ID 100804 Academic Institution Cal State S2 Term Spring 2024 Subject Area BIOL Catalog Nbr 697F Enrollment Control		Find View All First 🕚 1 of 1 🕑 Last	Requested Room Capacity: - Should be equal to the Enrollment Capacity.
Session 1 Class Section 01 Associated Class 1 *Class Status Active	Regular Academic Session Component Supervision Units 6.00	Class Nbr 21864 Event ID Cancel Class	Enrollment Capacity: - Enroll Cap = 5 Unless otherwise told
	Instructor Consent Required No Special Consent Required Cancel if Student Enrolled	Enrollment Status Open Requested Room Capacity 5 0 Enrollment Capacity 5 0 Wait List Capacity 999 0 Minimum Enrollment Nbr	BEFORE MOVING TO THE NEXT TAB: SAVE

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	
	lergrad
	bal Studies
-	VSTRUCTING GLOBAL IDENTITY
Class Sections	Find View All First ④ 2 of 2 🕟 Last
Session 1	Regular Academic Session Class Nbr 42954
Class Section 02 Component Associated Class 2	Lecture Event ID 000598861
Associated Class 2	
Class Notes	Find View All First 🕚 1 of 1 🛞 Last
*Sequence Number 1	+ -
*Print Location After 🗸	Even if Class Not in Schedule
Note Nbr 0120 Q Copy Note	Independent Study: Contact the assigned instructor directly for details.
Free Format Text:	

NOTES TAB

Note Nbr:

- 120 Independent Study

BEFORE MOVING ON: SAVE