

SPECIAL CASE for Academic Scheduling

Classes that want Single & Multiple Component Scheduling Options

HIST 101 | HIST 102 | HIST 130 | HIST 131 | PSYC 100 | BUS 304

The classes list above 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),
- 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	
1	Class Using Second Component Regularly	10	Lecture	Non-Enroll		Checked	--
		11A	Second Lecture	Enrollment		Checked	10
		12A	Second Lecture	Enrollment		Checked	10
		13A	Second Lecture	Enrollment		Checked	10
2	Class NOT Using Second Lecture	10	Lecture	Enrollment		Checked	11A
		11A	Second Lecture	Non-Enroll	ARR	Unchecked	--
3	Class Using Both	10	Lecture	Non-Enroll		Checked	--
		11A	Second Lecture	Enrollment		Checked	10
		12A	Second Lecture	Enrollment		Checked	10
		13A	Second Lecture	Enrollment		Checked	10
		20	Lecture	Enrollment		Checked	21A
		21A	Second Lecture	Non-Enroll	ARR	Unchecked	--

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

- NOTE: 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 hid the second lecture with PeopleSoft screenshots is included below.

PRIMARY LECTURE: Basic Data Tab

When building the primary lecture, use the new multiple component numbering system (10, 11A, 20, 21A, etc.), and make sure it is labeled as ENROLLMENT in the Class Type section.

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

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

Course ID: 102112 Course Offering Nbr: 1
Academic Institution: Cal State San Marcos
Term: Spring 2012 Undergrad
Subject Area: HIST History **Auto Create Component**
Catalog Nbr: 101 WORLD CIVILIZATIONS TO 1500

Class Sections Find | View All First 1 of 6 Last

*Session: 1 Regular Academic Session Class Nbr: 22094
*Class Section: 10 *Start/End Date: 01/23/2012 05/18/2012
*Component: LEC Lecture Event ID: 000014618
*Class Type: **Enrollment**
*Associated Class: 1 Units: 3.00 Add Fee
*Campus: MAIN Main
*Location: SMCAMPUS San Marcos Campus Schedule Print
Course Administrator: Student Specific Permissions
*Academic Organization: 348 - HIST History Dynamic Date Calc Required
Academic Group: HABSU Hum, Arts, Behavioral, Soc Sci Generate Class Mtg Attendance
*Holiday Schedule: SMCMP SMCMP Academic Holiday Sched Sync Attendance with Class Mtg
*Instruction Mode: P In Person GL Interface Required
Primary Instr Section: 10

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 Customize | Find | View All First 1 of 1 Last

*Course Attribute	*Course Attribute Value

PRIMARY LECTURE: Meetings Tab

Schedule the lecture as normal.

PRIMARY LECTURE: Notes Tab

The PRIMARY LECTURE should include a NOTE: *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.*

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

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

Course ID: 102112 Course Offering Nbr: 1
Academic Institution: Cal State San Marcos
Term: Spring 2012 Undergrad
Subject Area: HIST History
Catalog Nbr: 101 WORLD CIVILIZATIONS TO 1500

Class Sections Find | View All First 1 of 6 Last

Session: 1 Regular Academic Session Class Nbr: 22094
Class Section: 10 Component: Lecture Event ID: 000014618
Associated Class: 1 Units: 3.00

Class Notes Find | View All First 1 of 2 Last

*Sequence Number: + -
*Print Location: After Even if Class Not in Schedule
Note Nbr:
Free Format Text: 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

SECOND LECTURE: Basic Data Tab

Needs to be the LE2 Component, Non-Enroll Class Type, and the Schedule Print needs to be unchecked.

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

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

Course ID: 102112 Course Offering Nbr: 1
Academic Institution: Cal State San Marcos
Term: Spring 2012 Undergrad
Subject Area: HIST History **Auto Create Component**
Catalog Nbr: 101 WORLD CIVILIZATIONS TO 1500

Class Sections Find | View All First 2 of 6 Last

*Session: 1 Regular Academic Session Class Nbr: 22095
*Class Section: 11A *Start/End Date: 01/23/2012 05/18/2012
*Component: **LE2** Second Lecture Event ID:
*Class Type: **Non-Enroll**
*Associated Class: 1 Units: 3.00 Add Fee
*Campus: MAIN Main
*Location: SMCAMPUS San Marcos Campus **Schedule Print**
Course Administrator: Student Specific Permissions
*Academic Organization: 348 - HIST History Include in Dynamic Date Calc
Academic Group: HABSU Hum, Arts, Behavioral, Soc Sci Dynamic Date Calc Required
*Holiday Schedule: SMCMP SMCMP Academic Holiday Sched Generate Class Mtg Attendance
*Instruction Mode: P In Person Sync Attendance with Class Mtg
Primary Instr Section: 11A 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 Customize | Find | View All | First 1-2 of 4 Last

*Course Attribute	*Course Attribute Value		
CLEV Course Level	1 Lower Division	<input type="text"/>	<input type="text"/>
CSLI Service Learning	N Not a Service Learning Course	<input type="text"/>	<input type="text"/>

SECONDARY LECTURE: Meetings Tab

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

SECONDARY LECTURE: Enrollment Control Tab

Should show "Non-Enroll" and the Room Capacity and Enrollment Capacity

The screenshot shows the 'Enrollment Control' tab for a class. The form contains the following fields and values:

Course ID:	102112	Course Offering Nbr:	1
Academic Institution:	Cal State San Marcos		
Term:	Spring 2012		Undergrad
Subject Area:	HIST		History
Catalog Nbr:	101		WORLD CIVILIZATIONS TO 1500

Enrollment Control Find | View All First 2 of 6 Last

Session:	1	Regular Academic Session	Class Nbr:	22095
Class Section:	11A	Component: Second Lecture	Event ID:	
Associated Class:	1	Units: 3.00		
*Class Status:	Active		Cancel Class	
Class Type:	Non-Enroll	Enrollment Status:	Open	
*Add Consent:	No Consent	Requested Room Capacity:	50	Total
*Drop Consent:	No Consent	Enrollment Capacity:	50	47
1st Auto Enroll Section:		Wait List Capacity:	999	0
2nd Auto Enroll Section:		Minimum Enrollment Nbr:		
Resection to Section:				
<input checked="" type="checkbox"/> Auto Enroll from Wait List		<input type="checkbox"/> Cancel if Student Enrolled		

A blue callout box points to the 'Enrollment Status' field, containing the text: "Should Be listed with SAME enrollment as the LEC section".

PRIMARY LECTURE: Enrollment Control Tab

Once the Second Lecture has been added, go back to the Enrollment Control tab for the Primary Lecture and add the Secondary Lecture's section number to the Auto Enroll Section box (in blue below).

Course ID: 102112 Course Offering Nbr: 1
Academic Institution: Cal State San Marcos
Term: Spring 2012 Undergrad
Subject Area: HIST History
Catalog Nbr: 101 WORLD CIVILIZATIONS TO 1500

Enrollment Control Find | View All First 1 of 6 Last

Session: 1 Regular Academic Session Class Nbr: 22094
Class Section: 10 Component: Lecture Event ID: 000014618
Associated Class: 1 Units: 3.00

*Class Status: Active

Class Type: Enrollment Enrollment Status: Open

*Add Consent: No Consent Requested Room Capacity: 50 Total

*Drop Consent: No Consent Enrollment Capacity: 50 47

1st Auto Enroll Section: 11A Wait List Capacity: 999 0

2nd Auto Enroll Section:

Resection to Section:

Auto Enroll from Wait List Ca

Put the Second Lecture Section Number in the 1st Auto Enroll