CAMPUS SOLUTIONS

ONLINE SCHEDULE BUILDING

(CSOSB)

USER'S MANUAL

SAN FRANCISCO STATE UNIVERSITY

ACADEMIC RESOURCES

ADM 467

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Confidentiality Statement

This document has been checked and screen shots do not contain any confidential information (staff names, addresses, social security numbers).

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About This Manual

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

1.0   Introduction to Class Schedule Building

1.1   Curriculum Development and the Class Schedule

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

1.2   Class Schedule Building Process

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

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

1.3 Suggested Workflow for Class Schedule Building

Users find it helpful to use the last like term file in the following order:
1. Delete unnecessary courses or sections.
2. Modify any retained courses.
3. Add new courses.
4. Review the preliminary schedule. Use reporting tools to check for errors or missing classes.
5. Make the necessary changes and corrections to the scheduling data. (e.g. time, faculty)
6. Continue the process until data is correct.
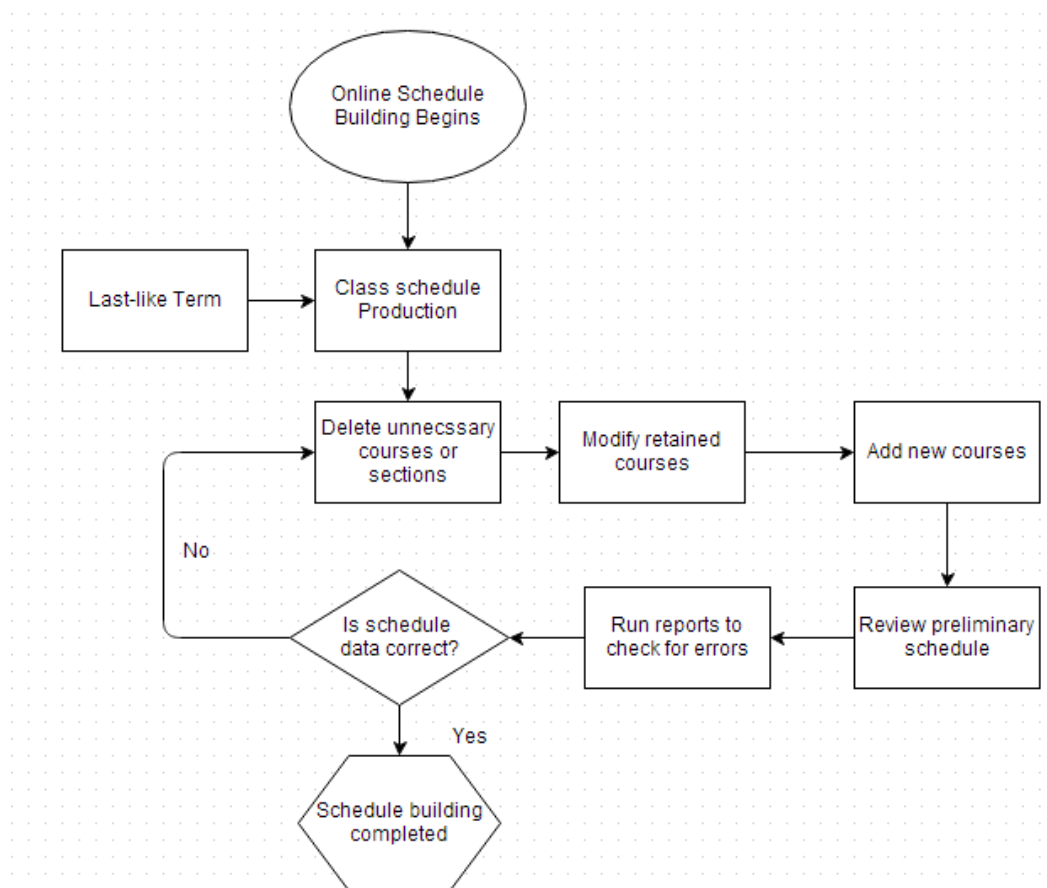
1.4 Deadlines

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

2.0   How to Log In

1. Use and appropriate web browser and go to www.sfsu.edu.

2. At the top navigation, click on "Login".

San Francisco State University | Home | Login | Calendar | A–Z Index | Search Tools
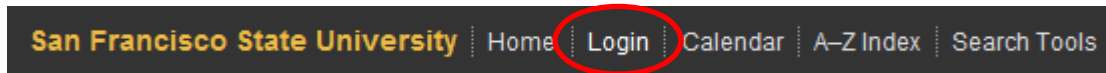
3. From the Login Page, click "SF State Gateway".

SF State logins for students, faculty and staff.

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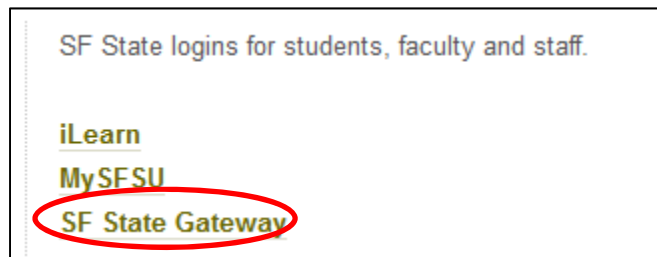
4. Enter your SF State ID or E-mail, then email password in the SF State Password. Then click the "Login" button.

SF State ID or E-mail [   ]
(Example: 123456789 or jdoe@mail.sfsu.edu)

SF State Password [   ]

[Login]

5. Click on Employee Services and followed by clicking on the **HR Self Service** link.

3.0   How to Log Out

1. Close all working browser windows opened in Campus Solutions.

2. Click the "Sign out" link at the upper right corner of the browser window. Noted inside the red circle below.

SAN FRANCISCO STATE UNIVERSITY   Home | Add to Favorites | **Sign out**
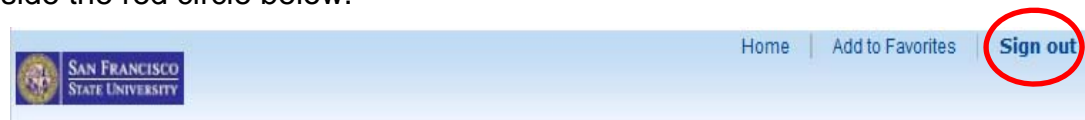
4.0 Curriculum Management – Course Catalog

4.1 Course Catalog

Navigation: Curriculum Management > Course Catalog > Course Catalog

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

These are not required fields except for the Academic Institution.

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

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

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

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

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

Catalog Data	Offerings	Components

Course ID: 042976

Find | View All   First ◄ 1 of 1 ► Last

Effective Date: 06/04/2012	**Status:** Active	Course Offering ◄ 1 of 1 ►

Description: 1ST YEAR COMP STRETCH I   ENG   104

Long Course Title: First Year Composition Stretch I

Long Description: Prerequisite: English Placement Test (EPT) scores at or below T146. Critical thinking skills in reading and writing. Emphasis on academic argumentation,

Course Units/Hours/Count

Minimum Units:	3.00	Last Course of Mult Term Seq:	☐
Maximum Units:	3.00	Enrollment Unit Load Calc Type:	Actual Units
Academic Progress Units:	3.00	Course Count:	1.00
Financial Aid Progress Units:	3.00	Course Contact Hours:	1.00

Course Grading

Grading Basis:	SF State R	Grade Roster Print:	Component
Graded Component:	Lecture		

Repeat for Credit Rules

☐ Repeat for Credit	Total Units Allowed:	3.00
☐ Allow Multiple Enroll in Term	Total Completions Allowed:	1

Additional Course Information

Instructor Edit:	No Choice		
Add Consent:	No Consent	Drop Consent:	No Consent
Requirement Designation:			
Equivalent Course Group:			

Course Attributes   Personalize | Find | 🗗 | 🌆   First ◄ 1 of 1 ► Last

Course Attribute		Course Attribute Value	
CLEV	Course Level	1	Lower Division

Override Topic Link ID: ☐

Course Topics   Personalize | Find | 🗗 | 🌆   First ◄ 1 of 1 ► Last

Description	Repeat For Credit			
Course Topic ID	Description	Short Description	Formal Description	Topic Link ID
1				

5.0 Curriculum Management – Class Schedule

5.1 Term

Term is a four character value in Campus Solutions

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

C = Century Options

1 = 1900–1999

2 = 2000–2099

YY = Last two digits of year

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

T = Term Value

1 = Winter

3 = Spring

5 = Summer

7 = Fall

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

Term	Campus Solution Value
Winter 2013	2131
Spring 2013	2133
Summer 2013	2135
Fall 2013	2137

5.2   Maintain Schedule of Classes

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

- Academic Institution   = SFCMP
- Term: = 2137 for Fall 2013
- Subject Area: = Course Abbreviation; e.g. ANTH, ENG, MATH
- Catalog Nbr: = Course Number
- Academic Career: = Undergraduate or Postbac
- Campus: = MAIN
- Description: = Can be blank
- Course ID: = Catalog Number

These are not required fields except for the Academic Institution.

5.3 Basic Data

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

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

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

5.3.1   Basic Data Field Definitions

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

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

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

- **Class Section**. The Class Section number must be unique within course offering and session. For classes have multiple course components (CS#), each dependent component has a separate class number with the same class section and the first letter of the course component. (For example: BIOL 150.01; this class has two component, a lecture and lab. You will see two separate sections, a 01 and a 02. Since each section will have its own class number, make sure you have the lecture (01) section with class type of 'Enrollment' and the lab (02) section with the class type of 'Non-Enrollment'.

- **Start/End Date.** The system defaults to the **Start/End Date** values from the Session Begin Date and Session End Date of the session entered on the Session Table page. You can override the dates for an individual class.

- **Component.** The system defaults to the **Component** from the Course Catalog Data page. If you are adding a course with multiple components, once you add the lecture section, click 'Auto Create Component', the system will automatically insert the component section. Make sure to change the 'Associate Class' field and modify other information as needed.

- **Class Number.** When you save the class schedule, PeopleSoft generates a unique Class Number for each section. The **Class** Number is pulled from the Next Class Number field on the Term Value setup table, incremented by one, and stored in the Next Class Number field. The Class Number prints on the schedule of classes and can be used by students to enroll in a class section in Self Service or by staff in Enrollment Request. You can have multiple components and sections within a course offering but the system maintains uniqueness of the Class Number as a unique section identifier during a term. Note that the Class Numbers can be reused in a subsequent term.

- **Class Type**. The Class Type of **Enrollment** indicates which section is the primary section at enrollment time. The Class Type of **Non-Enrollment** is used to indicate that the section choice is the student's option or that the section is used in auto-enrollment. Within a class, only one component can possess the Class Type of **Enrollment**. An example of a **Non-Enrollment** section is perhaps a Lab that the student will be enrolled into automatically after the selection of a particular Lecture section.

- **Event ID.** For each class scheduled that contains (on the Meetings page) a Facility ID, meeting start and end times, and days of the week, PeopleSoft establishes a Course Event whose key is the Event ID.

- **Associated Class.** Select an Associated Class number from the list box, or enter an Associated Class value of your own. By using Associated Class numbers, you link class sections that constitute a single course offering. A special Associated Class number, 99, allows a section to be associated with any other section. **Please do not use '99'**.

- **Campus.** The system defaults to the **Campus** from the Course Catalog Data page if one was specified on the Offering page, indicating the campus offering the course. You cannot revise this value on the Class Schedule Entry page if one was identified in the course catalog. If a specific Campus wasn't identified in the course catalog, then you can, on a section-by-section basis, schedule classes at various Campuses. Because you cannot revise the Campus value if one was provided on the course catalog level, it is best not to identify a specific campus on the Course Catalog Data page unless absolutely necessary.

- **Location.** Default to 'On Campus'

- **Course Administrator ID.** The Course Administrator is the person to whom you assign access to update this page group. The Course Administrator doesn't have to be the instructor of the class, but certainly you can use the same individual if you wish. This value is optional and can be left blank.

- **Academic Organization.** The system defaults to the Academic Organization from the Course Catalog Data page. The Academic Organization refers to the Organization offering the class. You can override this value.

- **Academic Group.** The system defaults to the **Academic Group** from the Course Catalog Data page for information only.

- **Holiday Schedule.** Default to 'AY-Academic Holiday Schedule'

- **Instruction Mode.** The instruction mode is defaulted from the course catalog and can be overridden at the class section level.

- **Primary Instructional Section number.** Enter the Primary Instructional Section number if applicable. This field is specifically used for distance learning classes. You can use this field to indicate in which section the Instructor resides.

- **Schedule Print.** Select this flag to enabling printing of the sections in the schedule of classes.

- **Student Specific Permissions.** Select this flag to set up permissions that allow instructors to control section enrollment by specifying the individual students can enroll in the section.

- **Dynamic Date Calc.** Select this check box to include this class component in Dynamic Class Dates calculation processing. Rather than selecting on the Course Catalog Components page to include a course component in Dynamic Class Dates calculation every time the component gets scheduled, you can instead use this option to include only the specific components of a scheduled class that you select.

  The system sets the Dynamic Date Calc Required flag to on when class meeting pattern or class date changes are made that could potentially impact Dynamic Class date calculations. You can use this field as a filter/selection criterion on the Dynamic Class Dates process page when you run the Dynamic Class Dates process engine from the Process Scheduler. For example, you can recalculate the Dynamic Class Dates for History 101 classes but only if the class meeting pattern has been changed.

- **Generate Class Mtg Attendance.** Select this check box to indicate that you want the system always to generate attendance rosters for a particular class your institution schedules.

- **GL Interface Required.** Select this check box to include this class in the GL Interface process. If you select this option, the system requires you to enter the necessary data into the GL Interface page of this page group.

- **Class Topic.** Normally you'll attach a **Course Topic ID** to a Class, but you can also attach topics to specific class meeting patterns. For more information, see this document's discussion of the Meetings page in the Class Schedule (below). Select a Course Topic ID for the section. Topic ID values are defined on the Course Catalog Topics page. If you enter a Course Topic ID, the Print Topic in Schedule option becomes active. The system defaults to printing the Topic in the schedule. You can override this field.

- **Equivalency Group.** If the course has been linked to an Equivalency Group in the Course Catalog, the system displays that information in the Course Catalog Equivalent Course Group field and the Override Equivalent Course field becomes active. Select the **Override Equivalent Course** option to override the Course Catalog for this class section. This field allows you to override a normal equivalency for this section with another equivalency or no equivalency at all. Enter another Equivalent Course Group for the class section in the Class Schedule Equivalent Course Group if you wish.
- **Course Attributes.** The system defaults to **Course Attributes** and **Course Attribute Values** from the ones defined in the course catalog. You can override or amend these values. Values for course attributes are defined on the Course Attributes setup page.

5.4   Meetings

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

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

5.4.1 Meetings Field Definitions

- **Event ID.** If you have combined this section with another section, the system displays the Event ID.

- If you are using the PeopleSoft facility conflict checking logic, be sure when you are scheduling classes that you indicate a facility, meeting start and end times, and days of the week for at least one component of the course. The system won't populate the Course Event Table page unless a facility is booked for at least one component of a course. The system defaults the Capacity set in the Facility Table page.

- **Combined Section ID.** Sections can be combined. These combinations are defined on the Sections Combined Table page where each section is linked with the other sections on the Sections Combined page. The Combined Section ID, if present, is shown here.

- **Meeting Pattern Number.** The system assigns a unique Meeting Pattern Number for sequencing purposes. Every time you add a new row for different Meeting Pattern data, the system assigns a new Pattern Number. That number is not shown on this page but exists in the underlying table.

- **Facility ID.** Select a Facility ID to identify where the class is being taught. Facility values are defined on the Facility Table page. The Facility Description defaults beneath the ID.

- **Pat (Meeting Pattern).** Select an appropriate class-meeting pattern code in the Pattern field, if desired. Meeting Pattern values are defined on the in the Academic Group setup for the Academic Group associated with this course.

- It is important that you enter the most important Meeting Pattern first. In some places in the system when viewing classes you'll only see the meeting pattern that was entered first.

- **Meeting Start, Meeting End.** Enter the Class Meeting Start and Meeting End times. The system defaults to an End time once you enter a Start time, based on what you set up for the default Normal Class Duration in the Meeting Patterns setup page.

- **M, T, W, T, F, S, S.** These are checkboxes for the days of the week when this particular class meeting will take place. The system defaults the selection of Meeting Days (M T W T F S S) based on what you enter in your setup of the Pattern code.

- **Topic ID.** This field is available should you wish to choose a Topic ID specifically for this meeting.

- **Free Format Topic.** This field is available should you wish to specify a unique topic description which is different than any of the topics specified in the Course Catalog for this course.

- **Print Topic on Transcript.** Use this checkbox to specify the printing of the topic (Topic ID or free format) on the transcript.

- **Instructor Role.** Select the instructor role for the corresponding ID number. Instructor role values are delivered with your system as translate values. These values can be modified. Insert rows to add multiple instructors and their corresponding instructor roles.

- Note. For Independent Study courses for which the student can select one of several instructors, assign multiple instructors the Primary Instructor Role. Provided that you have selected an Instructor Edit field value of Class Instructor Edit on the Class Associations page, only the primary instructors defined for the class on the Meetings page display on the Enrollment Request page during enrollment.

- **Print.** Select the Print check box to display the instructor's name on the Schedule of Classes report. The system populates this check box by default to the setting on the Course Catalog - Offerings page.

- **Access.** This field defines the instructor's grade roster access. Grade roster Access field values are delivered with your system as translate values and modification of these values would require programming effort. The values work in hierarchical fashion:
  - **Approve:** Instructor can enter grades and approve the grade roster.
  - **Grade:** Instructor can only enter grades for the class.
  - **Post:** Instructor can enter grades, approve the roster, and post the grades.
- **Contact.** For documentation only, as desired. The values you enter in the Contact field have no impact elsewhere in the system. The Contact field on this page has no programming tied to it, and does not relate to the delivered Instructor Workload feature in any way.
- **Empl Rcd#.** The Empl Rcd# field relates job information to instructors for reporting purposes. In addition, the system displays a warning message if the FULL_PART_TIME value on the job does not coincide with the same field value on the instructor assignment class record related to the instructor assignment class on the Term Workload page.
- **Job Code.** The Job Code field displays the value specified on the Accommodations page for a particular employee record.
- **Assign Type.** The Assign Type field displays on this page if the Calculate Workload check box is selected on the Academic Institution 4 page. The system populates the field by default from the Academic Institution 4 page and can be overridden. Only those assignment types current as of the term begin date and with the View on Schedule of Classes check box selected are available.
- **APDB Dept ID.** A CSU field. The instructor's Primary Academic Department will default in from the Instructor/Advisor table. The APDB Department ID can then be overridden if necessary.
- **App Load.** The App Load check box appears on this page if the Calculate Workload check box is selected on the Academic Institution 4 page. The check box indicates whether the assignment counts toward an individual's Total Term FTE %. The field corresponds to the Include Assignment in Workload check box on the Assignment Type page and cannot be overridden. The only way to change the setting of this check box is to select a different assignment type.
- **Load Factor.** If desired, you can use the Load Factor field to divide one course component into multiple assignments across instructors. Inserting multiple rows per course component and assigning each one a load factor (percent) enables you to divide a component into different assignment types among instructors. For example, you can assign instructor A to teach 30 percent of the lecture component, and instructor B to teach 70 percent of the lecture component. It is your responsibility to set the load factor. The total load factor on one course component should equal 100 percent. The system displays a soft warning message if the total does not equal 100 percent.
- **Work Load.** In order to provide maximum ease in assigning workload hours to individuals, the system auto calculates default workload hours when you schedule classes. The system bases calculations on the academic progress units or course component workload hours for the class (set up on the class association and class component pages), multipliers both per subject/component and per instructor, and load factor. The Work Load field stores the resultant workload hours. Manual modifications to work load hours are enabled and affect the Assigned FTE%.
- **Auto Calc.** The Auto Calc check box appears on this page if the Calculate Workload check box is selected on the Academic Institution 4 page. Select this check box if you want to have the workload value recalculated any time the user manually updates Assignment Type or Load Factor. The default is selected.
- Note. Manually entering a value in the Work Load field clears the Auto Calc check box so that the manual entry is not overridden automatically if you change the assignment type or load factor. You can select the Auto Calc check box again; however, doing so recalculates work load.

- **Assignment FTE %.** Assignment FTE% appears on this page if the Calculate Workload check box is selected on the Academic Institution 4 page. This value represents the particular assignment's weight based on the 100% weekly workload hours or the 10% OEE workload hours for the assignment type. For example, if assignment type "lecture" has 100% Weekly Workload Hours set to 15, and you assign an instructor to teach a 3 hour lecture component with an assignment type of "lecture," the Assignment FTE % is 20 (because 3 hours out of 15 makes 20%). It is calculated and cannot be modified by the user.
- **Room Characteristics.** Use the Class Room Characteristics section to link room characteristics to classes, as needed.

5.4.2   Class APDB Mapping Values

Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Meetings > Class APDB Mapping Values

Class APDB Mapping Values link to subpage. A CSU sub-page is available by clicking on this link. It captures C/S Number, Component Units/Students, and Group Code Control for this section. (See SR APDB Section Transaction Report Setup Guide for further discussion of these fields.)

5.4.2.1 Class APDB Mapping Values Field Definitions

- **CS Number.** A CMS (REQ) field. Course Classification Number. Identifies a mode of instruction for a particular class segment of instruction. e.g., '01' identifies a large lecture course with an enrollment > 50. See *APDB DED* and *SR APDB Section Transaction Report Setup Guide* for further information. A list of valid values is stored in Valid values are in COSAR Table 012.

- **Workload Factor.** A CMS (REQ) field. This field is the APDB "K or S" Factor multiplied by the Component Units (K) or Component Students (S) that determines the workload hours for a particular course component. The K or S Factor is established at the CSU level for all campuses and for each CS Number as appropriate in the CS Number setup table which is delivered by CMS. An S-Factor course is an independent study course where the instructor's workload calculation is a function of the number of students enrolled in the course. In a K-Factor course, an instructor's workload is a calculation simply of the number of units of the course. See *APDB DED* and *SR APDB Section Transaction Report Setup Guide* for further information.

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

- **Component Students.** A CMS (REQ) field. When the course is an S-Factor course, then the Component Students value is determined by multiplying the S-Factor times the Enrollment Total in the class (PS_CLASS_TBL.ENRL_TOT). See *APDB DED* and *SR APDB Section Transaction Report Setup Guide* for further information.

- **Group Code Control.** A CMS (OPT) field. See *APDB DED* and *SR APDB Section Transaction Report Setup Guide* for further information.

5.4.3   Meeting APDB Mapping Values

Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Meetings > Meeting APDB Mapping Values

Meeting APDB Mapping Values link to subpage. A CSU sub-page is available by clicking on this link. It captures Space Type, TBA Hours, and Learning Mode for this meeting within this section. (See SR APDB Section Transaction Report Setup Guide for further discussion of these fields.)

5.4.3.1 Class APDB Mapping Values Field Definitions

- **Space Type.** A CMS (REQ) field. A code that identifies the type of space, i.e., room, in which a particular course is most appropriately taught. See *APDB DED* and *SR APDB Section Transaction Report Setup Guide* for further information. This is a translate table and should not be modified since it is being used by CMS for APDB reporting. The valid values are:
  - **0 - Not Applicable**
  - **1 - Lecture**
  - **2 - Laboratory**
  - **3 - Non-Capacity**
  - **4 - Multi-Mode**
- **TBA Hours.** A CMS (REQ) field. The number of hours per week that have **not** been formally scheduled for a given resource segment. See *APDB DED* and *SR APDB Section Transaction Report Setup Guide* for further information.
- **Learning Mode.** A CMS (REQ) field. A code, delivered in a Learning Mode setup table by CMS, that distinguishes the utilization of class space between the following three types of modes:
  - Face-to-Face
  - Synchronous
  - Asynchronous.
- These values should not be altered. See *APDB DED* and *SR APDB Section Transaction Report Setup Guide* for further information.
- **ID.** Assign an instructor to the course by selecting the Instructor and fill in the appropriate data for this class section. The instructor's Primary Academic Department will default in from the Instructor/Advisor table. The Primary Academic Department can be overridden if necessary.
- ***APDB Note. Faculty APDB reporting will require that the instructor data be completely filled in for each faculty assignment. Select an Assign type to identify "Regular - IFF" instruction; the load factor and workload for the component will default in and can be overridden on a section-by-section basis if required. The Academic Department will default in and can be overridden.***

5.5   Enrollment Control

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

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

5.5.1   Enrollment Control Field Definitions

- **Class Status.** The system defaults the Class Status to **Active**. Class Status values are delivered with your system as translate values. <u>For schedule building purposes, keep the Class Status as **Active.**</u> The Schedule of Classes report allows you to select on Class Status, so that you can print only Active classes, or only Inactive classes, and so on.
- **Cancel Class button. Click this button to cancel the class section and drop any students enrolled from it**. The Class Status must be **Canceled Section**. Canceling classes drops any students who are already enrolled and can mean that tuition must be recalculated for those particular students by Student Financials. **NOTE: Not applicable for schedule building.**
- Note: Users should be aware if they are dropping a class with students already enrolled and identify who they are so that they can inform them.
- **Consent.** The system defaults to the Consent from the Course Catalog Data page indicating the type of consent required to enroll in the class. You can override the value on this page. If you select Instructor or Departmental consent, consent is granted either by entering the permission number or using the Override Permissions option on the Enrollment Request 1 page.
- Enter the **1st Auto Enroll Section** and **2nd Auto Enroll Section**. These sections are other sections of this course in which you designate the system to automatically enroll the students when they enroll

in *this* class. They are also sections associated with other class components (laboratory, lecture, discussion, and so on).

- **Resection to Section.** Enter the alternative section in which the system automatically enrolls a student if the primary section is full in the Resection to Section field. You can also use the Resection to Section field to chain classes together.

- **Auto Enroll from Wait List.** Select the **Auto Enroll from Wait List** option to enable the Wait List process to move students from the wait list to enrolled status when a space opens up in the section by an enrollment drop or an enrollment capacity increase. You must run the Wait List process to move students from the wait list to active enrollment in a class. I.e., the movement does not automatically occur without your intervention.

- The Component of the primary Section and the Resection to Section class must be the same. For instance, in the preceding example, when Section 1 Lecture is filled, the system enrolls students in Section 3 Lecture.

- **Requested Room Capacity.** Enter the **Requested Room Capacity** for the class. Your Room Capacity can be different than your Enrollment Capacity. This field enables you to manipulate the Enrollment Capacity without affecting room scheduling. This field is useful for you especially if you're using Schedule25.

- **Enrollment Capacity.** The system defaults the Enrollment Capacity from the default section size entered in the Course Catalog Components page.

- **Wait List Capacity.** Enter if you are wait-listing this section.

- **Minimum Enrollment Number.** Enter the Minimum Enrollment Number in order for the section to be offered. If the Minimum Enrollment Number is not realized you might decide to cancel the section.

- The system displays the current Total of students enrolled and on the wait list for the section.

- If you have combined this section with another section, the system displays the Sections Combined ID. Sections are linked together on the Sections Combined page. Sections Combined IDs are defined on the Sections Combined Table page.

5.6   Notes

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

5.6.1   Notes Field Definitions

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

- **Print Location.** Select the Print Location of the note, either **Before** the class listing or **After** it.

- **Even if Class Not in Schedule.** Select this option to display the note in the schedule even if the class is not printed.

- **Note Nbr.** Select one of the values defined on the Class Notes Table setup page. The system defaults the Note Text from the Note Number on the Class Notes Table page.

- **Copy Note button.** Click this button to copy the Note Number Text to the Free Format Text. This eliminates the Note Number and Note Text and becomes **Free Format Text** you can modify if you wish. Or simply enter **Free Format Text** without copying first.

- **Clear Note button.** Click this button to clear the Free Format Text field.

5.7   Combined Sections Table

Use the Sections Combined Table page to combine two different sections into one. This is useful when scheduling cross-listed courses or paired courses, in addition to multiple sections meeting at the same time and room.

Navigation: Curriculum Management > Combined Sections > Combined Sections Table

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

SF State Schedule building implementation:
- College and Department schedule builders will have read only access to this page. The "View Combined Sections" line will not allow for additional display.
- For new entries in the Combined Sections Table, contact the College Scheduling Coordinator and they will route the request to Academic Resources for entry.
- For additional information, refer to **Appendix E**.

5.8   Identify Combined Sections

Navigation: *Curriculum Management > Combined Sections > Combined Sections Table > Identify Combined Sections*

- **Permanent Combination.** Depending upon how you choose to define it, combine sections permanently or for just one time only. **Choose this check box to make it permanent. This will cause the system to roll the combination when you perform the Prior Term Copy process**. If you don't select the Permanent Combination option, the system assumes that the combination is a temporary arrangement for the current term and the process will not copy it forward.

- **Combination Type.** You combine sections Within Subject, Cross Subject, or Both. Combination Type values are delivered with your system as translate values. Modification of these values would require programming effort. Examples:
  - **Within Subject** (e.g., ART 150 and ART 350)
  - **Cross Subject** (e.g., ANTH 320 and CST 320)
  - **Both** (e.g., PSY 450, PSY 405, SOC 450, and SXS 450).

- When classes are linked to a combined section, they are all given the same Event ID. The enrollment and wait list capacities are controlled both at the section level and at the sections combined level.

- When combining sections, it is best that a Facility ID exists for only one of the classes on the Class Meeting Pattern/Instructor page. Before you combine sections, be sure that a facility ID (if one was entered) exists for only one of the classes you're combining.

- **Requested Room Capacity.** This field is used for informational purposes only. The system only enforces individual section Requested Room Capacities. This capacity can be different than the Enrollment Capacity. The Requested Room Capacities are used with Schedule25.

- **Enrollment Capacity.** The system updates the Total as enrollments are processed.

- **Wait List Capacity.** The system updates the Total as enrollments are processed.

5.9   Update Sections of a Class

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

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

5.9.1   Field Translation Table

Field	Translation/Definition
Class Type	E = Enrollment section N = Non-Enrollment Section
Class Stat	A = Active T = Tentative (For augmentation only) S = Stop Further Enrollment (Used only during registration) DO NOT USE 'X'
Assoc	Associated class MUST match Section number.
Auto Enrl1	Only applies for 2-component courses (i.e. LEC/LAB offered as part of the course)
Add consent	N = No consent D = Department consent I = Instructor consent
Schd Print	Checked to print in Class Schedule. Uncheck to suppress. MUST be used in conjunction with either: • Class Type = N OR • Add consent = D or I

5.10   Class Search

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

Navigation: Curriculum Management > Schedule of Classes > Class Search

6.0   Modifying the Class Schedule

6.1   Adding a New Course

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

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

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

6.2   Adding a Section to an Exisiting Course

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

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

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

6.3   Deleting a Section

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

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

6.4   Change a Variable Topic

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

6.5   Facility ID

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

6.5.1   Change the Facility ID

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

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

6.6 Change Meeting Pattern

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

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

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

6.6.1 Dates, Start

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

6.6.2 Dates, End

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

6.6.3 To Be Arranged (TBA) Hours

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

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

6.7 Faculty Name

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

6.7.1 Add an Instructor to the Instructor for Meeting Pattern

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

6.7.2 Instructor Changes

1. To remove an instructor, use the ⊟ button to delete the row. Click save.

2. Enter ID. Instructor's name will automatically populate. Continue on to select the instructor role, print option, access and load factor.

6.7.3 Load Factor

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

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

1. Under the Instructors for Meeting Pattern, add a row by clicking the ⊞ button. Insert the ID for the additional instructor(s).

2. Select the instructor's role using the values available in the drop down list.

3. Flag box to print instructor's name in the class schedule. Remove flag to suppress instructor's name in the class schedule.

4. Select faculty access type using the values available in the drop down list.

5. Enter the Load Factor for each instructor under the Workload tab.

6. Be sure that the total Load Factor for associated rows is equal to 100.00.

7. If the Load Factor is not correct, you will get a warning message, but the system will allow you to save incorrect values.

8. Click OK to the warning message only after verifying the Load Factor.

6.8   Component

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

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

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

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

7.0   Standard Time Blocks

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

7.1   Fall and Spring

7.1.1   Classes meeting three hours per week:

MWF	TR	One Day Per Week*
0810-0900	0810-0925	1535-1820
0910-1000	0935-1050	1610-1855
1010-1100	1100-1215	1900-2145
1110-1200	1235-1350	
1210-1300	1410-1525	
1310-1400	1535-1650	
1410-1500		

* Includes a 15-minute break in the meeting time

7.1.2   Classes meeting four hours per week:

MW or TR	One Day Per Week*
0810-0950	1810-2150
1010-1150	
1220-1400	
1410-1550	
1610-1750	

* Includes a 15-minute break in the meeting time

7.2   Summer

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

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

7.2.1   Special Considerations for Building the Summer Schedule

7.2.1.1 Self-Support (CEL Summer Acad Credit Session)

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

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

7.2.1.2 State Support (Summer Regular Session)

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

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

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

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

*Includes 15 minute break

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

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

*Includes 15 minute break

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

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

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

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

*Includes 15-minute break

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

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

*Includes 15 minute break

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

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

*Includes 15 minute break

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

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

*Includes 15 minute break

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

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

*Includes 15 minute break

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

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

*Includes 15 minute break

7.2.11 Summer Semester Contact Hours

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

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

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

7.2.11.2 Eight Week Session: S2/R2

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

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

7.2.11.3 Ten Week Session: S4/R4

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

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

8.0 Reports as Audit Tools

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

9.0 Schedule Building Checklist

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

1. **Print Class Schedule Report**
   - Are of the courses/sections there?
   - Are the sections offered on the correct days/times?
   - Are print control codes, footnotes, and request for room characteristics correct?
   - If summer, are session codes correct?

2. **Faculty Class Schedule Report**
   - Have you brought faculty back from any leaves?
   - Have FERPs been checked?
   - Have lecturers with entitlement been re-appointed correctly?
   - If a class is to be housed via Schedule25, double-check that:
     - ✓ paired classes
     - ✓ cross-listed classes
     - ✓ multiple sections meeting at the same time and same place
     have been identified under the Identify Combined Sections.

3. **Unhoused Class Report (pending)**
   - Are all labs and activities housed?

4. **Room Utilization Report**
   - Are your large lectures assigned correctly?

5. **Combined Sections Report**
   •Are all parts of the cross list group offered?
   •If course is cross-listed across colleges, consult with college contact person in other college on enrollment limits, restrictions, etc.

6. **Faculty Workload**
   •Are workloads appropriate for faculty appointment?
   •Check your FERPs, faculty coming back from leaves.

7. **Associated Class Audit Report**
   Be sure that all components of a course is coded properly

     - ✓ Section and associated class number match
     - ✓ Class Type
     - ✓ Auto-enroll

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

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

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

10. **Time Slot Reports**
   • All large lecture hall assignments and pre-assigned classes count against your time slot allocation.
   • Cross-listed class should be counted in the time slot of the college offering/paying the class.

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

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

13. **699s and 899s**
    • Consider using footnote 26, Note Nbr '0207' and displaying only a single 3 unit section. Section display on the web schedule is controlled by the Schedule Print check box.
    • Check Schedule Print carefully. Students cannot enroll in 699s/899s until the first day of classes.

14. **Weekend Classes**

    • Weekend classes are defined as meeting anytime from 5:00 p.m. on Friday through midnight Sunday. Any classes meeting during these times MUST be coded with University footnote 25, Note Nbr '0206' which states: "Weekend Class: Check class listing for meeting times and days. If not indicated, refer to other footnotes for scheduling information."

    • For those classes meeting all 15 weekends, (e.g. every Saturday) code the begin time, end time and "S", "U", or "SU" in the pattern field.

    • Classes that meet sporadically throughout the semester (e.g. every other Saturday, one or two weekends only, etc.) should code "ARR" in the pattern field and state specific dates in a department defined footnote. ***These classes must be included on the Classes Needing Pre-assigned Rooms form***

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

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

Appendix A - Checklist

Please use this checklist as a guideline for schedule building process.
This checklist does not cover every possible scenario for schedule building. Please visit your business process for additional items.

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

Appendix B - Most Important Data Entry Fields

Schedule of Classes – Basic Data page

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

Schedule of Classes – Meetings page

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

Schedule of Classes – Enrollment Control page

- Add Consent (No Consent, Department Consent, Instructor Consent)
- Enrollment Capacity
- Waitlist Capacity
- 1st Auto Enroll section (for multiple component courses)

Schedule of Classes – Notes page

- Note Number
- Use ⊞ to add additional notes

Appendix C - Adding Courses to be Offered

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

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

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

% Instructor Print can be checked or unchecked
^ Only for first section. Additional sections, keep Schedule Print unchecked.

Appendix D – Modifying or Adding Courses for Augment

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

Existing Course *Navigation: Curriculum Management> Schedule of Classes> Maintain Schedule of Classes*
Adding Course *Navigation: Curriculum Management> Schedule of Classes> Schedule New Course*

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

% Instructor Print can be checked or unchecked
^ Only for first section. Additional sections, keep Schedule Print unchecked.

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

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

 Curriculum Management > Combined Sections > Identify Combined Sections.

E.1 What is a Combined Section?

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

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

E.2 How Combined Sections are coded in Campus Solutions

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

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

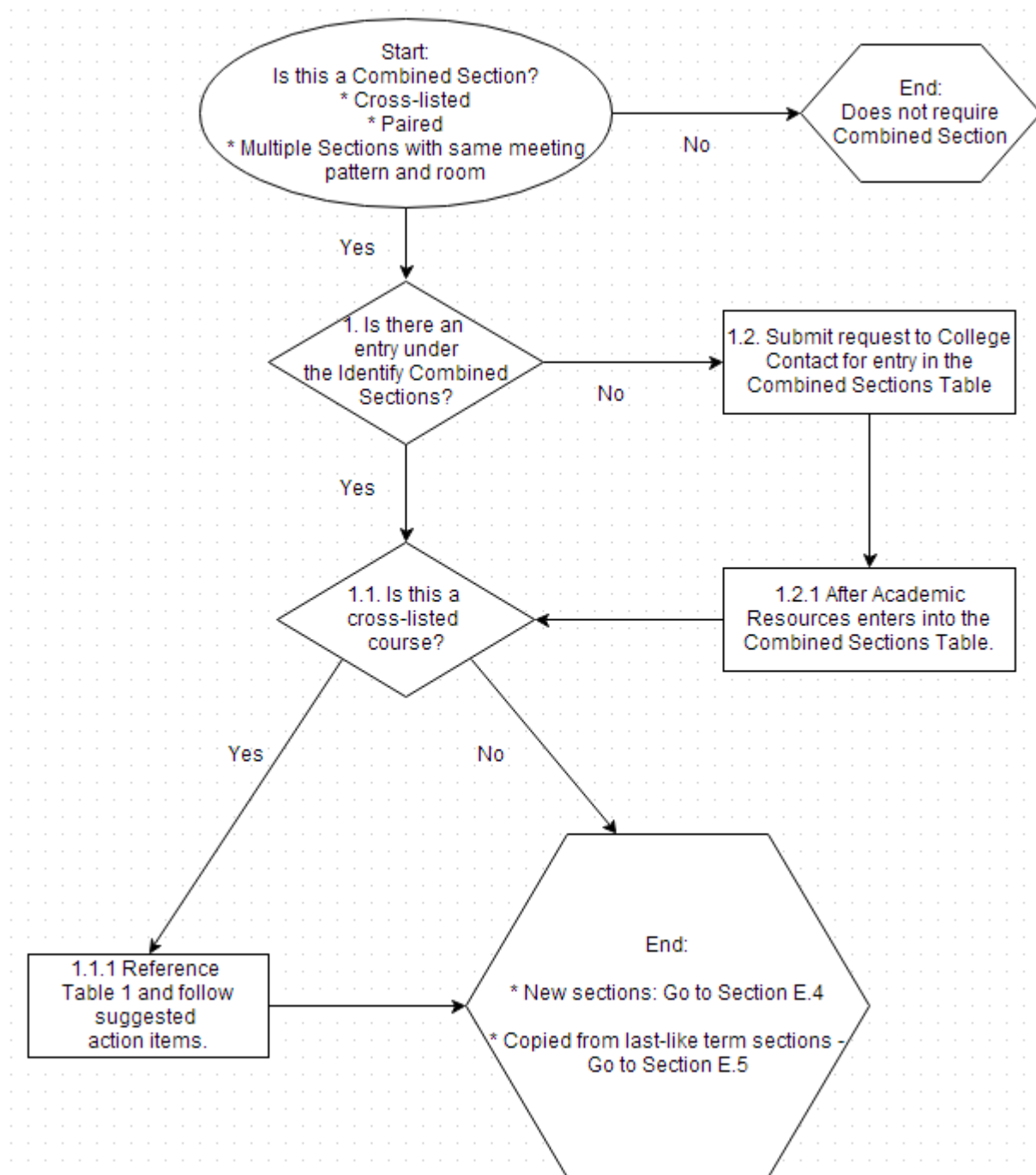## E.3 Suggested Workflow for Combined Sections during Schedule Building

Start:
Is this a Combined Section?
* Cross-listed
* Paired
* Multiple Sections with same meeting pattern and room

No →

End:
Does not require Combined Section

Yes ↓

1. Is there an entry under the Identify Combined Sections?

No → **1.2. Submit request to College Contact for entry in the Combined Sections Table**

Yes ↓

1.2.1 After Academic Resources enters into the Combined Sections Table.

1.1. Is this a cross-listed course?

Yes → **1.1.1 Reference Table 1 and follow suggested action items.**

No →

End:

* New sections: Go to Section E.4

* Copied from last-like term sections – Go to Section E.5

Table 1 Cross-listed courses for Home and Dependent Departments

Action Item	Home Department	Dependent Department(s)
Deleting sections (Basic Data Page)	X	X
Adding sections (Basic Data Page, etc.)	X	X • Do not fill Meetings Page data • Contact Home Department with Class Nbr
Requests for new section on Combined Sections Table	Contact college contact for request to be routed to Academic Resources	No action required
Combining Section via Identify Combined Sections (Section E.4)	X	No action required
Updating Meeting Days, Meeting Times and Instructor (Section E.5)	X	No action required
Class Status and Enrollment changes (Section E.6)	X	X
Check to see if all portions of sections are present (via Reporting Tools)	X	X

E.4 Combining Sections in Identify Combined Section

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

Navigation: Curriculum Management > Combined Sections > Identify Combined Sections

Identify Combined Sections

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

| Find an Existing Value |

▽ Search Criteria

Academic Institution:	= ∨	SFCMP 🔍
Term:	= ∨	🔍
Session:	= ∨	∨
Combined Sections ID:	begins with ∨	
Description:	begins with ∨	
☐ Case Sensitive		

Search   Clear   Basic Search 💾 Save Search Criteria

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

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

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

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

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

					Personalize | Find | View All | 🗗 | ⊞				First ◄ 1 of 1 ► Last		
Combined Sections	Class Description										
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Walt Cap	Walt Tot	Acad Group	
🔍					0	0	0	0	0		➕ ➖

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

6. 📄 Save

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

E.5 Modifying Meeting Data and Instructor in Combined Sections

Navigation: Curriculum Management > Schedule of Classes > Schedule Class Meeting

Schedule Class Meetings

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

Find an Existing Value

▽ Search Criteria

Academic Institution:	= ∨	SFCMP 🔍
Term:	= ∨	2137 🔍
Subject Area:	= ∨	🔍
Catalog Nbr:	begins with ∨	
Academic Career:	= ∨	∨
Campus:	begins with ∨	🔍
Session:	= ∨	Regular Academic Session ∨
Class Nbr:	= ∨	
Class Section:	begins with ∨	
Description:	begins with ∨	
Course ID:	begins with ∨	🔍
Course Offering Nbr:	= ∨	🔍

☐ Case Sensitive

[Search]   [Clear]   Basic Search 💾 Save Search Criteria

Fill out the following fields:
- Academic Institution
- Term
- Subject Area (e.g. ACCT, ENG, SOC, etc…)
- Catalog Nbr (e.g. 100, 300, etc…)

As needed, change the fields from the Meetings tab:

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

E.6 Modifying Class Status or Enrollment in Combined Section

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

Fill out the following fields:

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

E.6.1 Class Status Changes

Under "Class Status" these are the options available:

- Class Type
- Add Consent
- Sched Print

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

E.6.2 Enrollment Limit Changes

Under "Class Enrollment Limits" the Enrollment Capacity can be updated.

Appendix F – Coding for Multiple Component Courses

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

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

Curriculum Management > Schedule of Classes > Schedule New Course

Page	Field	Lecture	Lab or Activity
Basic Data	Class Section	Such as 01, 03, 05…	LAB or ACT : New section increment by 1 from the Lecture Component: LEC 01 then LAB 02… LEC 01 then ACT 02… LEC 03 then LAB 04... LEC 03 then ACT 04…
	Associated Class	Value is coded with Lecture section, without leading zero. 1, 3, 5…	Value MUST match Lecture section. 1, 3, 5…
	Component	LEC	LAB / ACT
	Class Type	Enrollment	Non-enroll
Enrollment Cntrl	Class Status	**Class Status MUST match Lecture Class Status**	
	1st Auto Enroll Section	02, 04, 06…	Leave blank
	Enrollment Capacity	Set class size	Value same as lecture
	Wait List Capacity	If applicable	Value same as lecture

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

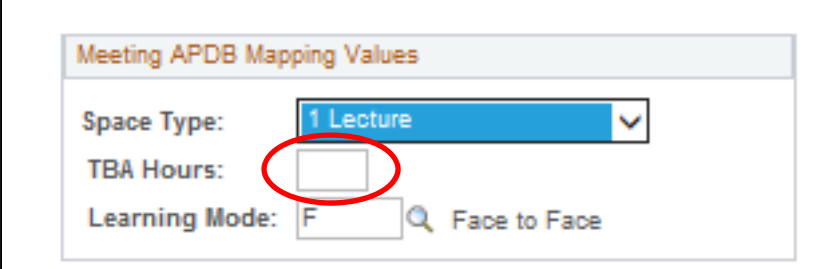| Page	Field	Lecture	Lab or Activity
Class Status	*Assoc	Value is coded with Lecture 1, 3, 5…	Value MUST match Lecture 1, 3, 5…
	*Class Type	E	N
	Auto Enrl 1	02, 04, 06 …	no value
Class Enrollment Limits	Enrl Cap	Set class size	Value same as lecture
	Wait Cap	If applicable	Value same as lecture

Update Sections of a Class

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1
Regular	01	10991	Lecture	Open	E	A	1	02
Regular	02	10992	Laboratory	Open	N	A	1	
Regular	03	10993	Lecture	Open	E	A	3	04
Regular	04	10994	Laboratory	Open	N	A	3	

Class Sections   Personalize | Find | View All | ☐ | 🎞   First ◄ 1-8 of 12 ► Last

Appendix G – TBA Hours

G.1 Entering the TBA Hours

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

Navigation: *Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Meetings Tab > Meeting APDB Mapping Values*
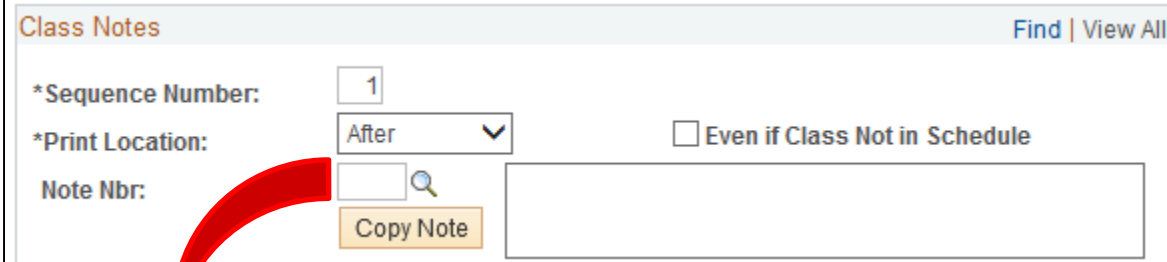

G.1.1 Add Note Number for TBA Hours

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

Note Nbr	Status	Note Description	
0184	A	01	* Plus one hour to be arranged.
0185	A	02	* Plus two hours to be arranged.
0186	A	03	* Plus three hours to be arranged.
0187	A	04	* Plus four hours to be arranged.
0188	A	05	* Plus five hours to be arranged.
0189	A	06	* Plus six hours to be arranged.

Appendix H – Class Notes

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

Or   *Curriculum Management > Schedule New Course > Notes*
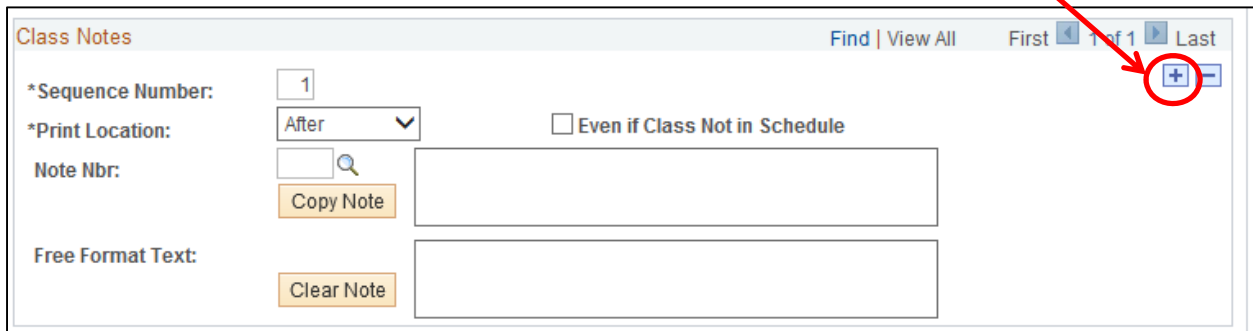

H.1 About Class Notes

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

H.2 Modifying Class Notes

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

H.3 Adding Class Note

1. Additional Class Notes can be attached to a course by clicking on the ⊞ button.
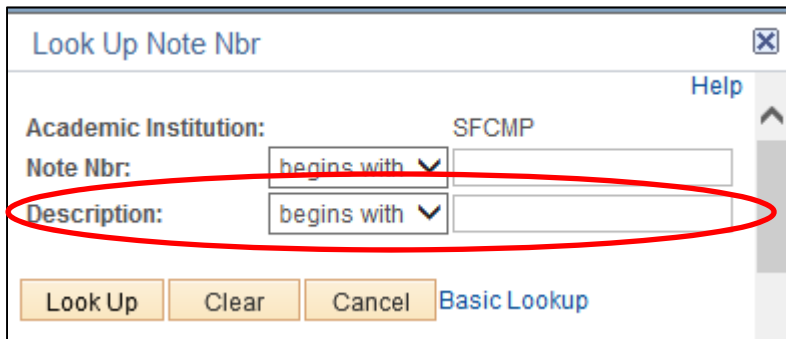
If there are no class notes, search for the Note Nbr to add using the 🔍 .

2. Enter the Department Name for Description.

Use full department name, such as:
   - accounting
   - special education
   - ethnic studies

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

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

3.   Select the specific note:

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

H.4 Semester specific information - Free Format Text

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

1.   Existing notes can be modified by Copy Note into the Free Format Text and modified.

2.   If there are no existing notes, Class Note information can be entered into the Free Format Text box.

3.   Save any changes to update.

4.   Any information in the Free Format Text box will not be rolled into the next-like term.

5.   For specific Free Format Text, run the **Free Form Notes Report** to check the appropriate information has been presented.

Appendix I – University Class Notes

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

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

Appendix J – CS to SIMS Field Translation

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

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

Schedule Print

SIMS Code	CS Field			
	Schedule Print	Instructor Print	Class Status	Add Consent
P [Print]	Checked	Checked	Active	No Consent
N [No print]	Checked	Checked	Tentative / Stop Further Enrollment	No Consent[#]
T [Print / No Instructor]	Checked	Unchecked	Active	No Consent
R* [Print / No Sched. Nbr]	Checked	Checked	Active	Dept/Inst Consent
S* [Print / No Sched. & Instr]	Checked	Unchecked	Active	Dept/Inst Consent

* CS cannot suppress the Class Nbr.
[#] For supervision courses, Class Status is Active and add Dept/Inst Consent. For section 01 of supervision courses, use the CS fields for SIMS Code "S".