

Overview

This training manual teaches you how to build a schedule in the course catalog.

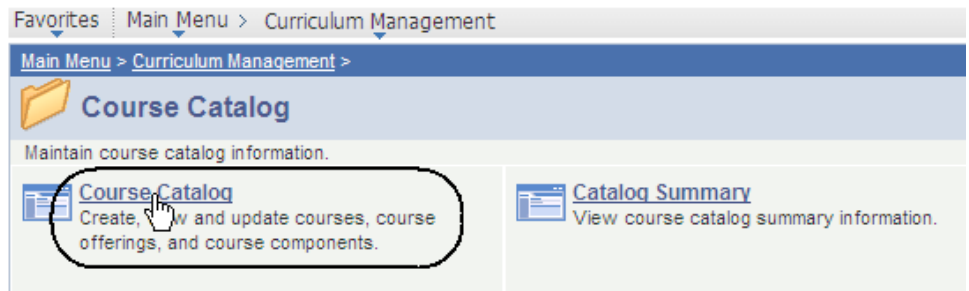
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Course Catalog

This section shows how to view the course information maintained by Undergraduate Studies. The course catalog pages are used to create and change existing courses in the catalog.

1. From the **Main Menu**, navigate to **Curriculum Management > Course Catalog**.
2. Click **Course Catalog**.



The Course Catalog search page displays.

3. Enter the following information:
 - **Academic Institution:** SJ000
 - **Subject Area**
4. Click the **Search** button.

Note: To narrow the search results, you can enter the catalog number.

Course Catalog

Enter any information you have and click Search. Leave fields blank if

Find an Existing Value

Limit the number of results to (up to 300):

Academic Institution: =

Subject Area: =

Catalog Nbr:

Campus:

Course ID:

Description:

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

The Catalog Search Results display.

5. To view a course, click its link.

Note: If the system only finds one course that meets the criteria entered in the search page, the course page will open and you will not get a search results list.

SJ000	TECH	130	MAIN	009504	Quality Systems
SJ000	TECH	136	MAIN	009505	INTRO DSGN EXPRMTS
SJ000	TECH	137	MAIN	009506	QUAL ADMIN SYS PL
SJ000	TECH	139	MAIN	009507	Quality Management
SJ000	TECH	140	MAIN	009494	Green Prod Design
SJ000	TECH	141	MAIN	009494	Product Design II
SJ000	TECH	141	MAIN	009508	Product Design III

The Catalog Data page displays.

6. Use this page to verify basic information about the course, such as **Title, Description and Units.**

(See **Field Descriptions** below and on the following pages.)

Course ID: 009494

Effective Date: 01/25/2010 Status: Active

Description: Green Prod Design

Long Course Title: Green & Sustainable Product Design

Long Description: Advanced product and process design with a focus on green and sustainable design and on manufacturing green products. Analysis of process and material selection for environmental impact. Composite and advanced materials processing. Laboratory exercises and planning for green manufacturing.

Course Units/Hours/Count			
Minimum Units:	3.00	Last Course of Mult Term Seq:	<input type="checkbox"/>
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:	0.00

Field Description List: Catalog Data Page (above)

Field Name	Description
Course ID	System generates a unique number assigned to the course once the information is saved.
Effective Date	Verify the effective date for the course.
Status	Verify that the course is an Active course.
Course Offering	Verify the Subject Area and Catalog Number.
Description	Verify the Abbreviated Course Title.
Long Course Title	Verify the Course Title.
Long Description	Review the Long Course Description. Included in the description field is the course Prerequisites, Repeat for Credit, Misc/Labs and Course Notes.
Minimum Units	Verify the Minimum Units listed for the Course.
Maximum Units	Verify the Maximum Units listed for the Course.
Academic Progress Units	Defaults from the Minimum Units value entered.
Financial Aid Progress Units	Defaults from the Minimum Units value entered.
Last Course of Multi Term Seq	Not using this field

Field Name	Description
Enrollment Unit Load Calc Type	Defaults to Actual Units.
Course Count	Defaults to 1.00. Not using this field.
Course Contact Hours	Not using this field.

The Catalog Data page (middle part) displays.

Course Grading			
Grading Basis:	Graded	Grade Roster Print:	Component
Graded Component:	Lecture		
Repeat for Credit Rules			
<input checked="" type="checkbox"/> Repeat for Credit		Total Units Allowed:	6.00
<input type="checkbox"/> Allow Multiple Enroll in Term		Total Completions Allowed:	2
Additional Course Information			
Instructor Edit:	No Choice		
Add Consent:	No Consent	Drop Consent:	No Consent
Requirement Designation:			
Equivalent Course Group:			

Field Description List: Catalog Data Page — Middle Part (above)

Field Name	Description
Grading Basis	Verify the Grading Method for the Course.
Graded Component	Displays the Graded Component selected on the Components page.
Grade Roster Print	Defaults in Component.
Repeat for Credit	Verify the box is checked On if the course can be repeated for credit.
Allow Multiple Enroll in Term	Verify that the box is checked On if student can enroll in the course more than once within the semester.
Total Units Allowed	Defaults in from Maximum Units field.
Total Completions Allowed	Verify the number of times a student can repeat a course.

Instructor Edit	Displays Instructor/Advisor value.
Add Consent	Verify whether the course requires students to receive department consent or no consent to enroll.
Drop Consent	Not using this field.
Requirement Designation	Displays General Education area(s) if applicable.
Equivalent Course Group	Not using this field.

The Catalog Data page (bottom part) displays.

The screenshot displays two sections of the Catalog Data page. The top section, 'Course Attributes', has a table with columns 'Course Attribute' and 'Course Attribute Value'. It lists three attributes: CCTP (Course Type) with value XLSTD (Cross listed class), CLAS (Class Association) with value WILD (Wildcard Class Assoc Nbr), and CLEV (Course Level) with value 2 (Upper Division). Below this is an 'Override Topic Link ID' checkbox. The bottom section, 'Course Topics', has tabs for 'Description' and 'Repeat For Credit'. It features a table with columns 'Course Topic ID', 'Description', 'Short Description', 'Formal Description', and 'Topic Link ID'. A single row is shown with values: 1, 'Design, Mat & Tech (BP)', DSID140-01, 'Design, Materials and Technology (BP)', and 5002.

Field Description List: Catalog Data Page — Bottom Part (above)

Field Name	Description
Course Attribute	Review the Course Level, General Education, Class Association, Lab Requirements and Fees (if applicable).
Course Attribute Value	Review the Course Level, Class Association and General Education Attribute Values (if applicable).
Course Topic ID	Defaults in 1.
Course Topic Title	Verify the Subtitle Course information.
Short Description	Review the Prefix, Course Number and the Course Topic Identification Number for the Course Topic.
Formal Description	Verify the Subtitle Description.
Repeat for Credit Tab	Not using the fields on this tab.

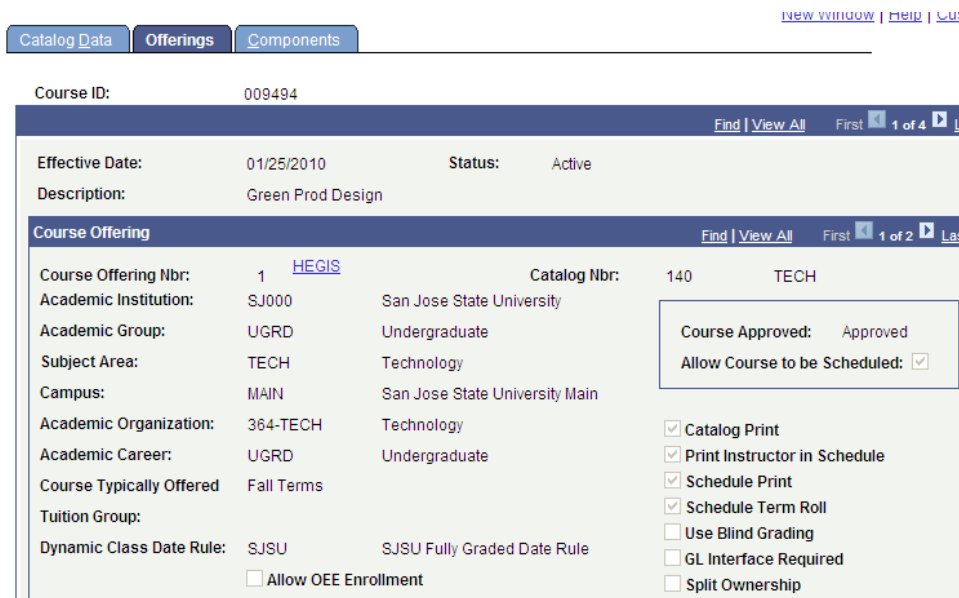
7. Click the **Offerings** tab.



The **Offerings** page displays.

8. Use this page to review information regarding cross-listed subjects, catalog numbers, academic organization and print options.

(See **Field Descriptions** below.)



Field Description List: Offerings Page (above)

Field Name	Description
Course Offering Number	This number is system generated. The number increases by 1 for each offering listed.
Catalog Number	Verify the catalog number.
Academic Institution	Displays SJ000.
Academic Group	Displays UGRD or GRAD.
Subject Area	Verify the Department displayed owns the course.
Campus	Displays the value Main.
Academic Organization	Verify the Department displayed is the owner of the course.
Academic Career	Verify the Career connected to the course.
Tuition Group	Not using this field.
Dynamic Class Date Rule	Displays SJSU Fully Graded Date.

Field Name	Description
Allow OEE Enrollment	Not using this field.
Course Approved	Verify that the course is Approved.
Allow Course to be Scheduled	Verify that the course can be scheduled.
Catalog Print	Defaults in checked On. Verify that the Catalog Print is turned Off for all Experimental and IES courses.
Print Instructor in Schedule	Verify that the Instructor's name should print in the Schedule of Classes.
Schedule Print	Defaults checked On.
Schedule Term Roll	Defaults checked On.
Use Blind Grading	Not using this field.
GL Interface Required	Not using this field.
Split Ownership	Not using this field.

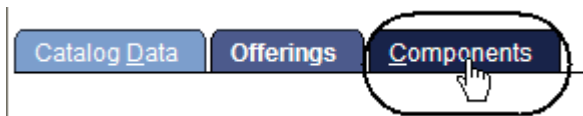
The (bottom part of the) Offerings page displays.

Enrollment Requirement Group Requirement Group: Long Description:
Taxonomy CIP Code: HEGIS Code:

Field Description List: Offerings Page — Bottom Part (above)

Field Name	Description
Requirement Group	Displays Enrollment Requisite or GE Requirement information for course.
Long Description	Verify that all course prerequisite information is displayed. Defaults from the Long Description entered in the Enrollment Requirement Group.
CIP Code	Not using this field.
HEGIS Code	Not using this field.

9. Click the **Components** tab.



The Components page displays.

10. Use this page to review the component information for the class such as the course type, faculty, workload hours and final examination type.

(See **Field Descriptions** below.)

Field Description List: Components Page (above)

Field Name	Description
Course Component	Verify the different Components of the Course.
Instructor Contact Hours	Not using this field.
Default Section Size	Defaults in 30. This value is derived from the Staffing Formula Chart.
Workload Hours	Verify using the staffing formula.
OEE Workload Hours	Not using this field.
Final Exam	Displays the value of Last Class.
LMS File Type	Not using this field.
Auto Create	Not using this field.
Graded Component	Verify graded Course Component. In a multi-component course leave this box checked On if the students will receive a grade for this component. If the component is not graded check this box Off. <i>Note: There can only be one graded component for each course.</i>

Field Name	Description
Primary Component	Verify that this box is checked On for the Course Component that is the Enrollment Component. <i>Note: There can only be one primary component for each course.</i>
Optional Component	Not using this field.
Generate Class Meeting Attendance	Not using this field.
Include in Dynamic Date Calc	Not Using this field.
Add Fee	Not using this field.
CS Number	Displays CS Number, Workload Factor, Component Units, Component Students and Space Type.

The (bottom part of the) Components page displays.

Field Description List: Components Page — Bottom Part (above)

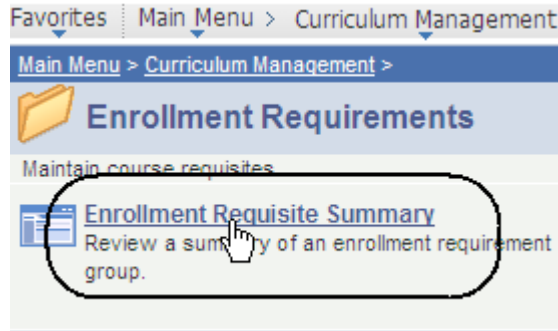
Field Name	Description
Instructor Mode	Not using this field.
Attendance Type	Not using this field.
Use Present	Not using this field.
Use Reason	Not using this field.

Use Tardy	Not using this field.
Use Left Early	Not using this field.
Use Contact Minutes	Not using this field.
Use To and From Time	Not using this field.
Override Template Date / Time	Not using this field.
Room Characteristics	Not using this field.
Room Characteristics Quantity	Not using this field.
GL Interface Page	We are not currently using the GL Interface page.

Course Prerequisites

This section shows how to view course prerequisites. Prerequisites are attached to a course to ensure that the students enrolling have met predetermined conditions. The **MySJSU** (PeopleSoft HSJPRD) system will check a student's academic level, major, test (ELM, EPT, and WST) and course completion.

1. From the **Main Menu**, navigate to **Curriculum Management > Enrollment Requirements**.
2. Click **Enrollment Requisite Summary**.



The Enrollment Requisite Summary search page displays.

3. Enter the **Subject Area** and/or **Catalog Number**.
4. If you are unsure, use the **lookup** button for a list of valid values.
5. Click the **Search** button.

Enrollment Requisite Summary

Enter any information you have and click Search. Leave fields blank

Find an Existing Value

Limit the number of results to (up to 300):

Requirement Group:

Academic Institution:

Academic Group:

Subject Area:

Catalog Nbr:

Description:

Include History Case Sensitive

[Basic Search](#)

The Enrollment Requisite search results display.

6. Select a course by clicking the appropriate hyperlink.

Search Results

Requirement Group	Effective Date	Academic Institution	Academic Group	Subject Area	Catalog Nbr	Description
000277	01/01/1902	SJ000	UGRD	COMM	100W	COMM 100W
000277	01/26/2005	SJ000	UGRD	COMM	100W	COMM 100W
000277	01/24/2007	SJ000	UGRD	COMM	100W	COMM 100W
000278	01/01/1902	SJ000	UGRD	COMM	105	COMM 105
000278	06/01/2011	SJ000	UGRD	COMM	105P	COMM 105P

The Enrollment Requisite Summary page displays.

7. Use this page to review the course prerequisites and co-requisites. (See **Field Descriptions** below.)
8. Click the course hyperlink.

Enrollment Requisite Summary

Find			
000277	COMM 100W	Effective Date: 01/24/2007	Active
Academic Requirements			
	Group Line Type:	Condition	San Jose State University
	Condition Code:	Academic Level	
	Condition Operator:	Greater Than	
	Condition Data:	Sophomore	
And	Group Line Type:	Condition	San Jose State University
	Condition Code:	Student Group	
	Condition Operator:	In	
	Condition Data:	WST Passing Values	

Field Description List: Enrollment Requisite Summary Page (above)

Field Name	Description
Group Line Type	Type of requirement attached to the course.
Condition Code	Field the system is to verify.
Condition Operator	Condition that is compared to the condition data.
Condition Data	Value that is to be checked against the student's record.

The Requirement Group Description page displays.

9. Review the **Long Description** and verify the accuracy of the Academic Level, Test and Major information displayed.

(See **Field Descriptions** below.)

000277 COMM 100W

Descriptions/Associations

Long Description
Completion of core GE, satisfaction of Writing Skills Test and upper division standing. Allowed Declared Majors: Speech Communication, Communication Disorders, Speech Pathology, Business.

Computer-Generated Description
You must take courses specified by the attached detail lines. You must satisfy one detail line from each group of detail lines separated by the AND connector.

Associations
This is a Undergraduate requirement for the career starting on 2007-01-24. It is owned by the enrollment system. It is a requisite/restriction for course COMM 100W. This requirement is number 1 in its group.

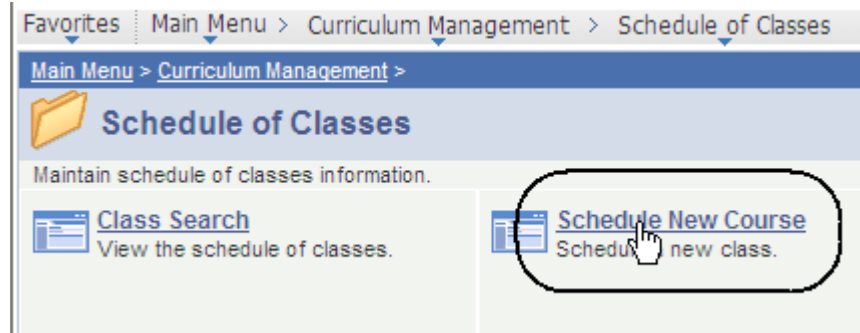
Field Description List: Requirement Group Description Page (above)

Field Name	Description
Long Description	Detailed description of requisites that must be satisfied to enroll in course.
Computer-Generated Description	Computer-generated description of course requisite.
Associations	System-generated message linking course, career and requisite.

Schedule a New Course

This section shows how to schedule a course that has not been scheduled in the previous like term or that is new to the catalog.

1. From the **Main Menu**, navigate to **Curriculum Management > Schedule of Classes**.
2. Click **Schedule New Course**.



The Schedule New Course search page displays.

3. Enter the following information:
 - **Academic Institution:** SJ000
 - **Term:**
 - **Subject Area**
4. Click the **Search** button.

Schedule New Course

Enter any information you have and click Search. Leave fields blank for

Find an Existing Value

Limit the number of results to (up to 300):

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

[Basic Search](#)

The Schedule New Course search results display.

5. Select a course by clicking the appropriate hyperlink.

Note: If the system only finds one course that meets the criteria entered in the search page, the Basic Data page will open, and you will not get a search results list.

SJ000	2124	ENGL	10	Undergrad	!
SJ000	2124	ENGL	22	Undergrad	!
SJ000	2124	ENGL	40	Undergrad	!
SJ000	2124	ENGL	A	Undergrad	!
SJ000	2124	ENGL	56B	Undergrad	!

The Basic Data page displays.

6. Use this page to enter the Basic Class data, such as **Section Number, Component, and Instruction Mode.**
(See **Field Descriptions** below.)
7. Enter or verify the following information:
 - **Class Section**
 - **Start / End Date**
 - **Component**
 - **Class Type**
 - **Associated Class**
 - **Instruction Mode**
 - **Schedule Print**

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes
Course ID:	011394	Course Offering Nbr:	1	
Academic Institution:	San Jose State University	Undergrad	Auto Create Component	
Term:	Fall 2012	English		
Subject Area:	ENGL	Contemp World Fiction		
Catalog Nbr:	40			
Class Sections				
*Session:	1	Regular Academic Session	Class Nbr:	0
*Class Section:	01		*Start/End Date:	08/22/2012 12/10/2012
*Component:	LEC	Lecture	Event ID:	
*Class Type:	Enrollment		Add Fee	
*Associated Class:	1		<input checked="" type="checkbox"/> Schedule Print	
*Campus:	MAIN	MAIN	<input type="checkbox"/> Student Specific Permissions	
*Location:	MAIN	Main Campus	<input type="checkbox"/> Dynamic Date Calc Required	
Course Administrator:			<input checked="" type="checkbox"/> Generate Class Mtg Attendance	
*Academic Organization:	254-E&CL	English & Comparative Lit	<input type="checkbox"/> Sync Attendance with Class Mtg	
Academic Group:	UGRD	Undergraduate	<input type="checkbox"/> GL Interface Required	
*Holiday Schedule:	STDNT	Student Regular		
*Instruction Mode:	P	In Person		
Primary Instr Section:				

Field Description List: Basic Data Page (above)

Field Name	Description
Session	Defaults to 1 for the Regular Academic Session. Do not override.
Class Number	Defaults to 0. System generated, once class is saved.
Class Section	Section number for the course. For a single-digit class section number, a leading zero must be entered (for example, class section 1 is entered as 01). This number must be unique within the course offerings.
Start / End Date	Defaults from the Academic Term Calendar. Override if class does not meet the entire term.
Component	Component (for example, lecture, lab, activity) being scheduled. The Lookup icon will provide a list of valid values.
Event ID	System generated, once Facility ID, Meeting Pattern and Meeting Start/End Time is entered and course information is saved.
Class Type	Select Enroll if this is manual enrollment component of the class. Only one component of a class can have the enrollment type. Non-enroll is selected for all other components of the class.
Associated Class	Defaults to 1. If scheduling a Single Component class, the Associated Class number and the Class Section number should match. If scheduling a Multiple Component or Variable Unit class, see Schedule a Multiple Component Course and Schedule a Variable Unit Classes in this guide.
Campus	Defaults to Main from Catalog. Cannot override.
Location	Defaults to Main. Do not override.
Course Administrator	Not using this field.
Academic Organization	Defaults from Catalog. Do not override.
Academic Group	Defaults from Catalog. Cannot override.
Holiday Schedule	Defaults to Student Regular from Term/Session Table. Do not override.
Instruction Mode	Defaults to In Person. Override if class is offered via TV, Web or Mixed Mode.
Primary Instructor Section	Defaults from Class Section field. Do not override.

Field Name	Description
Add Fee	Not using this field.
Schedule Print	Defaults to checked. Override if print should not be scheduled or should show in self-service.
Student Specific Permission	Not using this field
Dynamic Date Calculation Required	Not using this field.
Generate Class Meeting Attendance	Not using this field.
Sync Attendance with Class Mtg	Not using this field.
GL Interface Required	Not using this field.

The (bottom part of the) Basic Data page displays.

8. Enter a **Course Topic ID**, if appropriate.

Class Topic			
Course Topic ID:	<input type="text"/>	<input type="checkbox"/>	Print Topic in Schedule
Equivalent Course Group			
Course Equivalent Course Group:	<input type="text"/>	<input type="checkbox"/>	Override Equivalent Course
Class Equivalent Course Group:	<input type="text"/>		
Class Attributes			
		Customize Find View All First 1-2 of 3 Last	
*Course Attribute		*Course Attribute Value	
CLAS	Class Association	ONE	1 x1 Class Sect & Assoc Nbrs
CLEV	Course Level	1	Lower Division

Field Description List: Basic Data Page— Bottom Part (above)

Field Name	Description
Course Topic ID	Select the appropriate topic by clicking the Lookup icon, if the course has multiple topics.
Print Topic in Schedule	Check if printing different course topics in schedule.
Course Equivalent Course Group	Not using this field.
Class Equivalent Course Group	Not using this field.
Override Equivalent Course	Not using this field.
Course Attribute	Values default from Catalog. Do not override.
Course Attribute Value	Values default from Catalog. Do not override.

9. Click the **Meetings** tab.



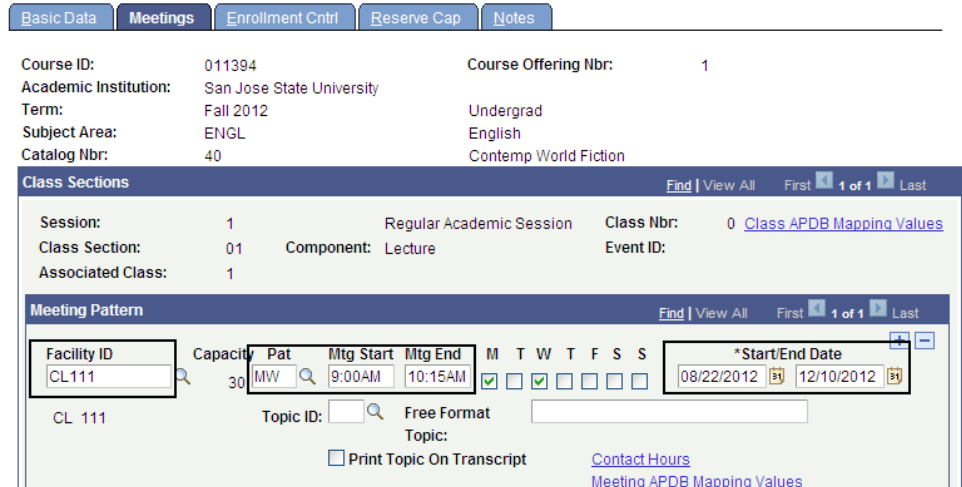
The Meetings page displays.

10. Use this page to designate class meeting patterns and to link instructors to classes.

(See **Field Descriptions** below and on next page.)

11. Enter the following information:

- **Facility ID**
- **Meeting Pattern**
- **Meeting Start** and **Meeting End** times
- **Start / End Date**



Course ID:	011394	Course Offering Nbr:	1
Academic Institution:	San Jose State University	Term:	Fall 2012
Subject Area:	ENGL	Undergrad:	English
Catalog Nbr:	40	Contemp World Fiction:	

Session:	1	Regular Academic Session:		Class Nbr:	0	Class APDB Mapping Values:	
Class Section:	01	Component:	Lecture	Event ID:			
Associated Class:	1						

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
CL111	30	MW	9:00AM	10:15AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/22/2012 - 12/10/2012

Note: Do not alter the days of the week checkboxes. These serve as display only for classes that meet more than four days a week.



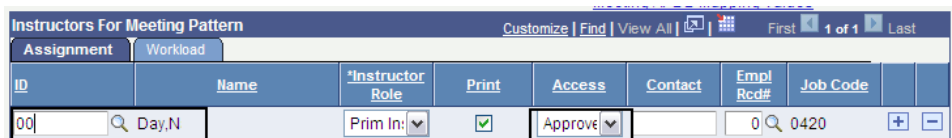
Field Description List: Meetings Page (above)

Field Name	Description
Event ID	Defaults from the Basic Data page once course is saved.
Class APDB Mapping Values (CIs) Link	Defaults from Catalog. No need to verify.
Facility ID	Building and room number in which the class will be taught. Should only be department teaching labs or college-allocated rooms.
Capacity	Defaults to capacity from the Facility Table when the Facility ID is entered.
Pattern	Days of the week the class is offered. If class is mixed mode, it should have two meeting patterns.
Meeting Start	Enter the time the class will begin.
Meeting End	Defaults to class end time from the Standard Meeting Pattern Table.
Start / End Date	Defaults from the Term Start / End Date. Override if class does not meet the entire term.
Topic ID	Not using this field.
Free Format Topic	Not using this field.
Print Topic on Transcript	Not using this field.
Contact Hours Link	Defaults from Catalog. No need to verify.
APDB Mapping Values (Mtg) Link	Defaults from Catalog. No need to verify.
Free Format Topic	Not using this field.

The (bottom part of the) Meetings page displays.

12. Enter the following:

- Class Instructor **ID**. If class has multiple instructors, add rows and insert additional ID numbers.
- Instructor Access



Field Description List: Meetings Page — Bottom Part (above)

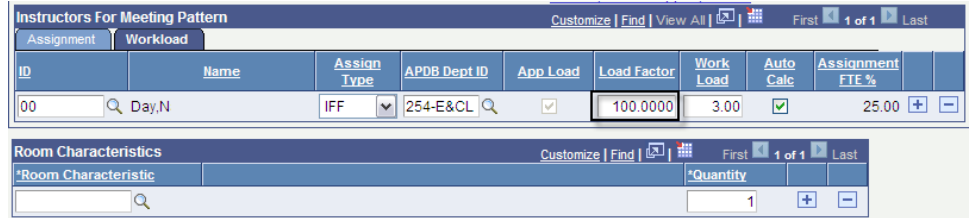
Field Name	Description
ID	Employee ID of the instructor teaching the class. If faculty member's ID is not found on the Faculty/Advisor table, contact Academic Scheduling. <i>Note: Add a row for classes with multiple instructors. Enter the appropriate ID information.</i>
Instructor Role	Defaults to Primary Instructor. Do not override.
Print	Defaults to checked. Uncheck if you do not wish the faculty name to print or show. The faculty will still see the class in self-service.
Access	Select the value Approve.
Contact	Not using this field.
Empl Rcd#	Defaults to 0. Verify by looking at employee's HR record.
Job Code	Displays from the Empl Rcd# selected.

13. Click the **Workload** tab.



The Workload page displays.

14. Enter the **Load Factor** for the faculty member.



Field Description List: Workload Page (above)

Field Name	Description
ID	Automatically populates from the Assignment page. Do not override.
Name	Populates once ID is entered on Assignment page.
Assign Type	Displays Regular from the Assignment Type table.
APDB Dept. ID	Automatically populates from the Academic Organization table. Do not override.
App Load	Defaults to checked. Cannot Override.
Load Factor	Enter the Load Factor for the instructor. Add a row for each instructor. The total for the Load Factor must equal 100.
Auto Cal	Defaults to checked. If the instructor is assigned to more than 100%, can uncheck box.
Room Characteristics	Not using this field.
Quantity	Not using this field.

15. Click the **Enrollment Cntrl** tab.



The Enrollment Control page Displays.

16. Use this page to verify class status and define the room and enrollment capacity.

(See **Field Descriptions** below and on next page.)

17. Enter the following information:

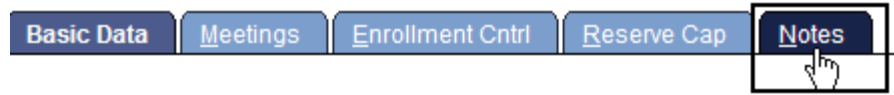
- **Class Status**
- **Add Consent**
- **Requested Room Capacity**
- **Enrollment Capacity**
- **Wait List Capacity**
- **Auto Enroll from Wait List**

Field Description List: Enrollment Control Page (above)

Field Name	Description
Class Status	Defaults to Active. Can override with one of the following values: Stop Further Enrollment or Tentative Section.
Class Type	Displays value selected on Basic Data page.
Enrollment Status	Displays the status of Closed until course information is saved.
Add Consent	Defaults to value placed in course catalog. Can override if needed.
Drop Consent	Not using this field.
1st Auto Enroll Section	Not using this field.

Field Name	Description
2nd Auto Enroll Section	Not using this field.
Resection to Section	Not using this field.
Auto Enroll from Wait List	This box should be checked.
Requested Room Capacity	Defaults to value from the CS Number in the Course Catalog. Can override if needed. This number should be the same as the Enrollment Capacity.
Enrollment Capacity	Defaults to CS Number entered on the Course Catalog CS Number link on the Components page. Can override if needed. This number should be the same as the Requested Room Capacity.
Wait list Capacity	The Waitlist Capacity value should be 100.
Minimum Enrollment Nbr	Not using this field.
Cancel if Student Enrolled	This box should remain unchecked.
Reserve Capacity Page	At this time this page will not be used.

18. Click the **Notes** tab.



The Notes page displays.

19. Use this page to attach Class Notes to the sections of the class. Attach no more than three notes per section.

(See **Field Descriptions** below.)

20. Enter the **Notes** for the class by clicking the **Lookup** icon.

21. To add notes, click the **Add [+]** icon.

22. Click the **Save** button.

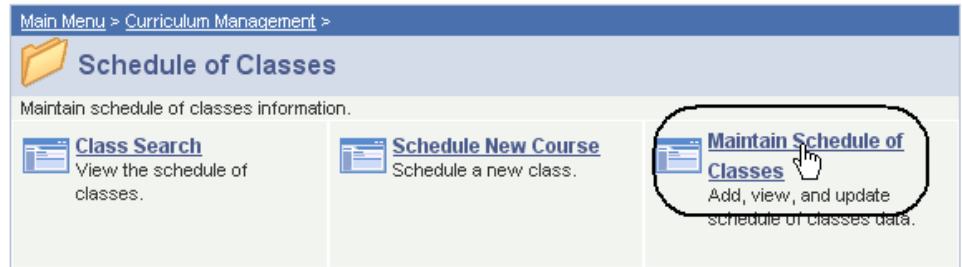
Field Description List: Notes Page (above)

Field Name	Description
Sequence Number	Defaults to 1. Do not override. This field determines the order that the notes are printed.
Print Location	Defaults to After. Do not override.
Even if Class Not in Schedule	Not using this field.
Note Nbr	Use the Lookup icon and select the appropriate note designated on the department spreadsheet.
Free Format Text	Not using this field.

Schedule an Existing Course

This section shows how to schedule a course that was offered in the previous like term.

1. From the **Main Menu**, navigate to **Curriculum Management > Schedule of Classes**.
2. Click **Maintain Schedule of Classes**.



The Maintain Schedule of Classes search page displays.

3. Enter the following information:
 - **Academic Institution**
 - **Term**
 - **Subject Area**
 - **Catalog Number** or other criteria (optional)
4. Click the **Search** button.

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for :

Find an Existing Value

Limit the number of results to (up to 300):

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

Search [Basic Search](#) [Save Search Criteria](#)

The Basic Data page displays.

5. Use this page to enter new information or verify basic class information such as **Section, Component and Type.**

(See **Field Descriptions** below.)

6. Enter or verify the following information:

- **Class Section**
- **Start / End Date**
- **Component**
- **Class Type**
- **Associated Class**
- **Instruction Mode**
- **Schedule Print**

Field Description List: Basic Data Page (above)

Field Name	Description
Class Section	Section number for the course. For a single-digit class section number, a leading zero must be entered (for example, class section 1 is entered as 01). This number must be unique within the course and offering.
Start / End Date	Defaults from the Academic Term Calendar. Override if the class does not meet the entire term.
Component	Component (for example, lecture, lab, activity) being scheduled. The Lookup icon will provide a list of valid values.
Class Type	Select Enroll, if this is the manual enrollment component of the class. Only one component of a class can have the enrollment type. Non-enroll is selected for all other components of the class.

Field Name	Description
Associated Class	Defaults to 1. If scheduling a Single Component class, the Associated Class number and the Class Section number should match. If scheduling a Multiple Component or Variable Unit class, see Schedule a Multiple Component Course and Schedule a Variable Unit Classes in this guide.
Instruction Mode	Defaults to In Person. Override if class is offered via TV, web, or mixed mode.
Schedule Print	Defaults to checked. Override if print should not be scheduled or should show in self-service.

The (bottom part of the) Basic Data page displays.

7. Enter or verify a **Course Topic ID**, if appropriate.

Field Description List: Basic Data Page — Bottom Part (above)

Field Name	Description
Course Topic ID	Select the appropriate topic by clicking the Lookup icon, if the course has multiple topics.
Print Topic in Schedule	Check if printing different course topics in schedule.

8. Click the **Meetings** tab.



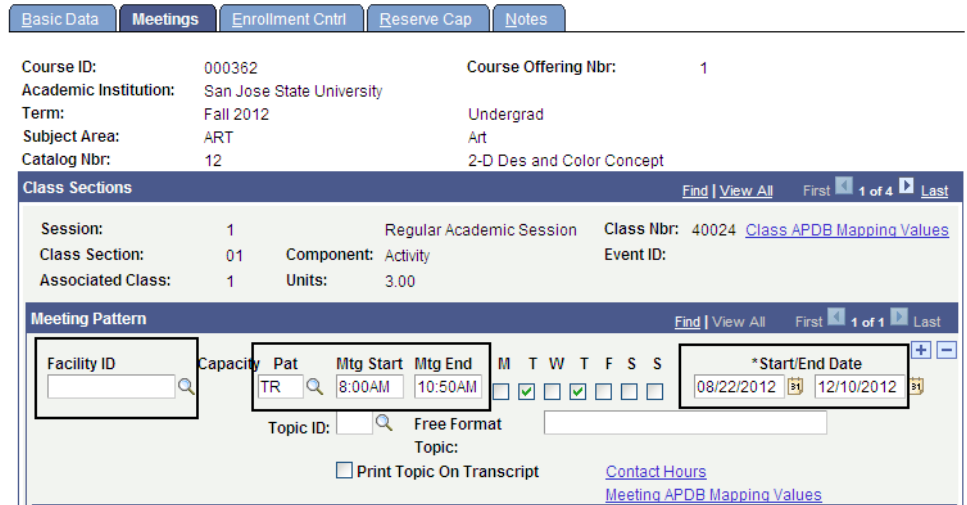
The Meetings page displays.

9. Use this page to designate class meeting patterns and to link instructors to classes.

10. (See **Field Descriptions** on next page.)

11. Enter or verify the following information:

- **Facility ID**
- **Meeting Pattern**
- **Meeting Start and End times**
- **Start / End Date**



Course ID: 000362 Course Offering Nbr: 1
Academic Institution: San Jose State University
Term: Fall 2012 Undergrad
Subject Area: ART Art
Catalog Nbr: 12 2-D Des and Color Concept

Class Sections Find | View All First 1 of 4 Last

Session:	1	Regular Academic Session	Class Nbr:	40024	Class APDB Mapping Values
Class Section:	01	Component: Activity	Event ID:		
Associated Class:	1	Units: 3.00			

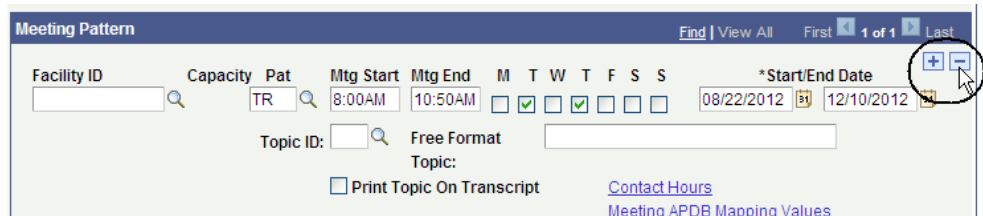
Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
		TR	8:00AM	10:50AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/22/2012 12/10/2012

Topic ID: Free Format Topic:

Print Topic On Transcript [Contact Hours](#) [Meeting APDB Mapping Values](#)

12. To change the facility ID or existing meeting pattern, click the **Minus [-]** icon to delete the row.



Meeting Pattern Find | View All First 1 of 1 Last

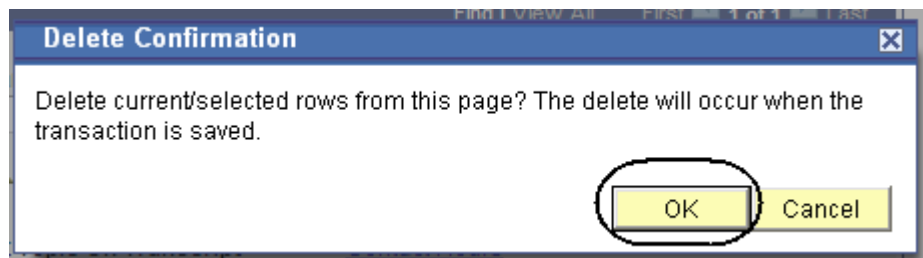
Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
		TR	8:00AM	10:50AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/22/2012 12/10/2012

Topic ID: Free Format Topic:

Print Topic On Transcript [Contact Hours](#) [Meeting APDB Mapping Values](#)

The system asks if you wish to delete the existing meeting pattern.

13. Click **OK**.



Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK **Cancel**

14. Click the **Save** button.



A blank meeting pattern row displays.

15. Enter the following:

- **Facility ID**
- **Meeting Pattern**
- **Meeting Start and End times**
- **Start and End Date**

Note: Do not alter the days of the week checkboxes. Those serve as display only for classes that meet more than four days a week.



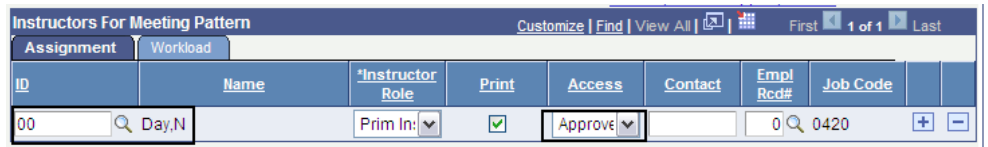
Field Description List: Meeting Pattern Row (above)

Field Name	Description
Facility ID	Building and room number in which the class will be taught. Should only be department teaching labs or college allocated rooms.
Pattern	Days of the week the class is offered. A mixed-mode class has two meeting patterns.
Meeting Start	Time the class will begin.
Meeting End	Defaults from the Standard Meeting Pattern Table. Verify end time to make sure it is accurate.
Start / End Date	Defaults from the Session Start / End Date. Override if the class does not meet the entire term.

The Assignment section displays.

16. Enter or verify the following:

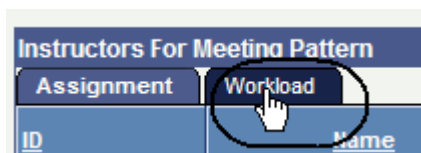
- Class Instructor **ID**. If a class has multiple instructors, add row and insert additional ID number.
- Instructor **Access**
- **Employee Rcd#**



Field Description List: Assignment Section (above)

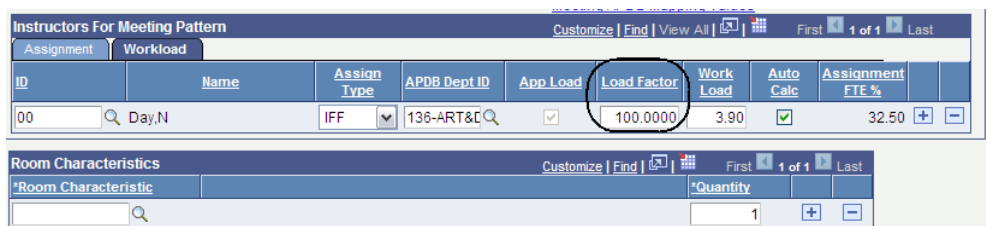
Field Name	Description
ID	Employee ID of the instructor teaching the class.
Instructor Role	Defaults to Primary Instructor. Override if necessary.
Print	Defaults to checked. Do not override.
Access	Verify the value Approve. Do not override.
Empl Rcd#	Defaults to 0. Verify by looking at employees HR record.
Job Code	Displays from the Empl Rcd# selected.

17. Click the **Workload** tab.



The Workload page displays.

18. Enter or verify the **Load Factor** for the faculty member(s).



Field Description List: Workload Page (above)

Field Name	Description
Load Factor	Load Factor for the instructor. Add a row for each instructor. The total for the Load Factor must equal 100.
Room Characteristics	Not using this field.
Quantity	Not using this field.

19. Click the **Enrollment Cntrl** tab.



The Enrollment Control page Displays.

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

Course ID: 000362 Course Offering Nbr: 1
 Academic Institution: San Jose State University
 Term: Fall 2012 Undergrad
 Subject Area: ART Art
 Catalog Nbr: 12 2-D Des and Color Concept

Enrollment Control Find | View All First 1 of 4 Last

Session: 1 Regular Academic Session Class Nbr: 40024
 Class Section: 01 Component: Activity Event ID:
 Associated Class: 1 Units: 3.00

*Class Status: Active

Class Type: Enrollment Enrollment Status: Open

*Add Consent: No Consent
 *Drop Consent: No Consent

1st Auto Enroll Section: Requested Room Capacity: 25 Total
 2nd Auto Enroll Section: Enrollment Capacity: 25 0
 Wait List Capacity: 100 0
 Minimum Enrollment Nbr:

Resection to Section:
 Auto Enroll from Wait List Cancel if Student Enrolled

20. Use this page to verify class status and define room and enrollment capacity.

(See **Field Descriptions** below.)

21. Enter or verify the following information:

- **Class Status**
- **Add Consent**
- **Requested Room Capacity**
- **Enrollment Capacity**
- **Wait List Capacity**
- **Auto Enroll from Wait List**

Field Description List: Enrollment Control Page (above)

Field Name	Description
Class Status	Defaults to Active. Can override with one of the following values: Stop Further Enrollment, Tentative Section.
Class Type	Displays value selected on Basic Data page.
Enrollment Status	Displays the status of Closed until course information is saved.
Add Consent	Default value placed in course catalog. Can override if needed.
Drop Consent	Not using this field.
Auto Enroll from Wait List	This box should be checked.
Requested Room Capacity	Defaults from CS Number in the Course Catalog. Can override if needed. This number should be the same as the Enrollment Capacity.
Enrollment Capacity	Defaults from CS Number entered on Course Catalog CS Number link on Components page. Override if needed. Should be same as Requested Room Capacity.
Wait list Capacity	The Waitlist Capacity value should be 100.

22. Click the **Notes** tab.



The Notes page displays.

23. Use this page to attach Class Notes to the sections of the class. Attach no more than three notes per section.

(See **Field Descriptions** below.)

24. Enter the **Notes** for the class by clicking the **Look up** (magnifying glass) icon.

25. To add notes, click the **Add [+]** icon.

26. Click the **Save** button.

Field Description List: Notes Page (above)

Field Name	Description
Sequence Number	Defaults in 1 do not override. This field determines the order that the notes are printed.
Note Nbr	Use the lookup button and select the appropriate note designated on the department's spreadsheet.

Add and Delete Class Sections

This section shows how to create new sections of a course and delete sections that will not be offered for the term.

Add Class Section

1. Navigate to the **Basic Data** page.
2. Click the **Add [+]** icon.

Note: When adding, the new row inserts behind the section that is displayed. For example, if I am looking at section 3 and I click the Add +icon, the new row displays after section 3.

The system adds a new row of data and displays the Basic Data page.

3. Enter the appropriate information for the new section.

Note: Complete the New Section pages. See the section on Schedule a New Course or Schedule an Existing Course.

Basic Data		Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMG Data	GL Interface	
Course ID:	000362	Course Offering Nbr:	1						
Academic Institution:	San Jose State University		Term:	Spring 2006	Undergrad	Auto Create Component			
Subject Area:	ART	Art							
Catalog Nbr:	12	2-D Concepts							
Class Sections		Find View All		First	2 of 2	Last			
*Session:	1	Regular Academic Session	Class Nbr:	20052					
*Class Section:	01		*Start/End Date:	01/25/2006	01/27/2006				
*Component:	ACT	Activity	Event ID:						
*Class Type:	Enrollment								
*Associated Class:	1		Add Fee						
*Campus:	MAIN	MAIN							

Basic Data		Meetings	Enrollment Cntrl	Reserve Cap	Notes				
Course ID:	011394	Course Offering Nbr:	1						
Academic Institution:	San Jose State University		Term:	Spring 2012	Undergrad	Auto Create Component			
Subject Area:	ENGL	English							
Catalog Nbr:	40	Contemp World Fiction							
Class Sections		Find View All		First	2 of 2	Last			
*Session:	1	Regular Academic Session	Class Nbr:	0					
*Class Section:			*Start/End Date:	01/25/2012	05/15/2012				
*Component:	LEC	Lecture	Event ID:						
*Class Type:	Enrollment								
*Associated Class:	1	Units: 3.00	Add Fee						
*Campus:	MAIN	MAIN							
*Location:	MAIN	Main Campus							
Course Administrator:			Schedule Print		<input type="checkbox"/> Student Specific Permissions				
*Academic Organization:	254-E&CL	English & Comparative Lit							
Academic Group:	UGRD	Undergraduate							
*Holiday Schedule:	STDNT	Student Regular	Generate Class Mtg Attendance		<input type="checkbox"/> Sync Attendance with Class Mtg				
*Instruction Mode:	P	In Person							
Primary Instr Section:			GL Interface Required						

Delete a Class Section

1. Navigate to the Basic Data page.
2. Use the arrow buttons to navigate to the section to delete.

3. Click the **Minus [-]** icon.

The Delete confirmation page displays.

4. Click **OK**.

The Basic Data page displays.

Note: The row of data is deleted and the row number decreases by one.

5. After making any changes, click the **Save** button.

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

Course ID: 004995 Course Offering Nbr: 1
Academic Institution: San Jose State University
Term: Spring 2012 Undergrad
Subject Area: ENGL English
Catalog Nbr: 10 Great Works of Lit

Auto Create Component

Class Sections Find | View All First 2 of 3 Last

*Session:	1	Regular Academic Session	Class Nbr:	30028
*Class Section:	02		*Start/End Date:	01/25/2012 05/15/2012
*Component:	LEC	Lecture	Event ID:	
*Class Type:	Enrollment			
*Associated Class:	1	Units: 3.00		

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

Course ID: 004995 Course Offering Nbr: 1
Academic Institution: San Jose State University
Term: Spring 2012 Undergrad
Subject Area: ENGL English
Catalog Nbr: 10 Great Works of Lit

Auto Create Component

Class Sections Find | View All First 3 of 3 Last

*Session:	1	Regular Academic Session	Class Nbr:	30029
*Class Section:	03		*Start/End Date:	01/25/2012 05/15/2012
*Component:	LEC	Lecture	Event ID:	
*Class Type:	Enrollment			

Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

Course ID: 004995 Course Offering Nbr: 1
Academic Institution: San Jose State University
Term: Spring 2012 Undergrad
Subject Area: ENGL English
Catalog Nbr: 10 Great Works of Lit

Auto Create Component

Class Sections Find | View All First 2 of 2 Last

*Session:	1	Regular Academic Session	Class Nbr:	30028
*Class Section:	02		*Start/End Date:	01/25/2012 05/15/2012
*Component:	LEC	Lecture	Event ID:	
*Class Type:	Enrollment			
*Associated Class:	1	Units: 3.00		



Delete All Class Sections

1. Navigate to the **Basic Data** page.
2. Click the **Minus [-]** icon.

Course ID: 005017 Course Offering Nbr: 1
Academic Institution: San Jose State University
Term: Fall 2012 Undergrad
Subject Area: ENGL English
Catalog Nbr: 103 Modern English

Auto Create Component

Class Sections Find | View All First 1 of 2 Last

*Session:	1	Regular Academic Session	Class Nbr:	40890
*Class Section:	01		*Start/End Date:	08/22/2012 12/10/2012
*Component:	LEC	Lecture	Event ID:	
*Class Type:	Enrollment			
*Associated Class:	1	Units: 3.00		

The Delete confirmation page displays.

3. Click **OK**.

Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

The Basic Data displays.

4. Click the **Minus [-]** icon.

Course ID: 005017 Course Offering Nbr: 1
Academic Institution: San Jose State University
Term: Fall 2012 Undergrad
Subject Area: ENGL English
Catalog Nbr: 103 Modern English

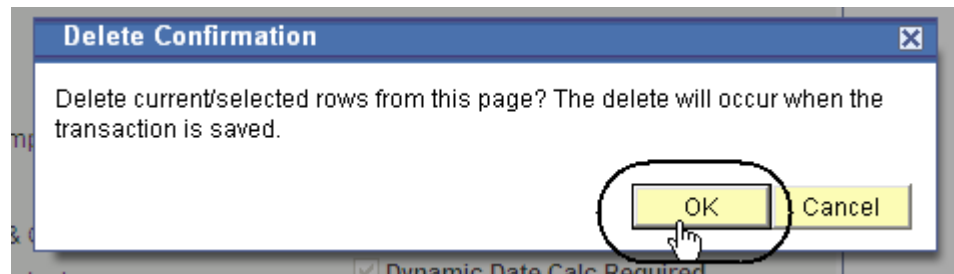
Auto Create Component

Class Sections Find | View All First 1 of 1 Last

*Session:	1	Regular Academic Session	Class Nbr:	40891
*Class Section:	02		*Start/End Date:	08/22/2012 12/10/2012
*Component:	LEC	Lecture	Event ID:	
*Class Type:	Enrollment			
*Associated Class:	2	Units: 3.00		

The Delete confirmation page displays.

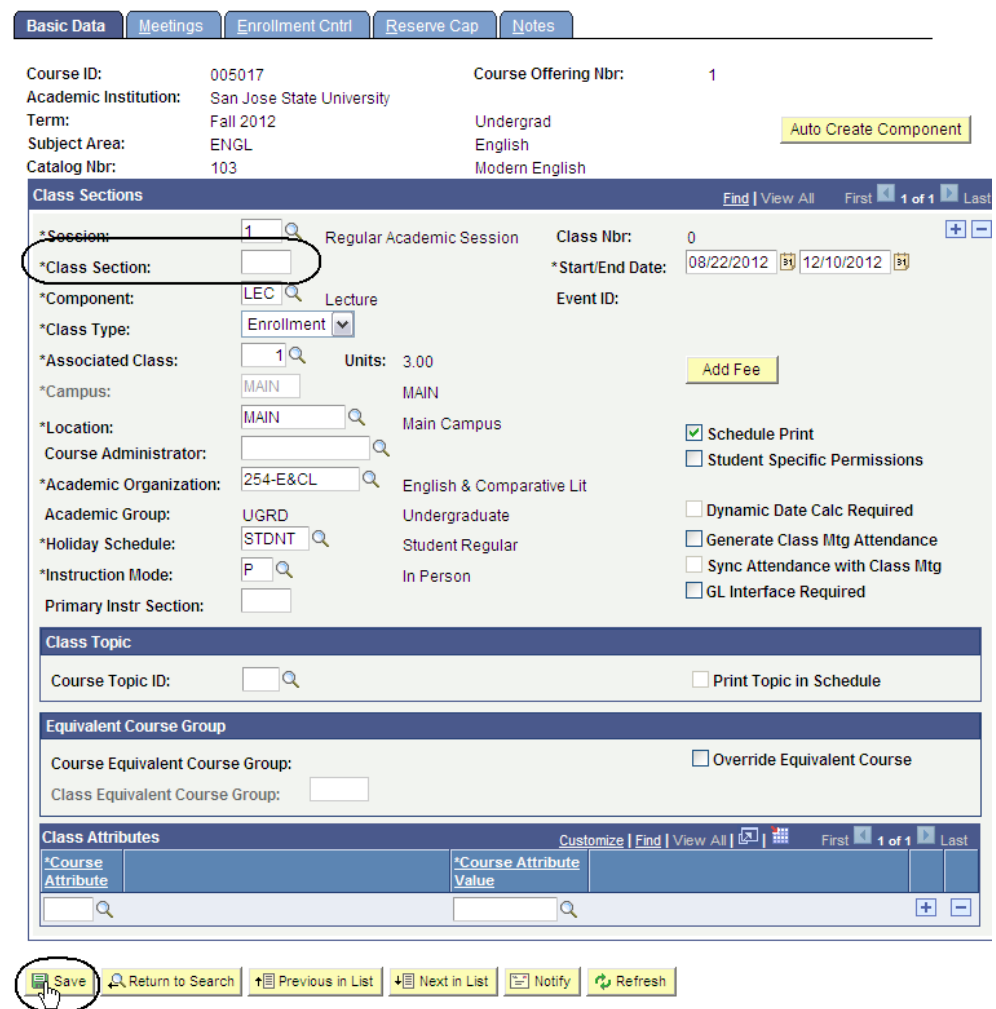
5. Click **OK**.



The Basic Data Page displays.

6. Continue deleting rows until the class section field displays blank.

7. Click the **Save** button.

A screenshot of the 'Basic Data' page in a software application. The page has several tabs: 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', and 'Notes'. The 'Basic Data' tab is active. It displays course information: Course ID: 005017, Academic Institution: San Jose State University, Term: Fall 2012, Subject Area: ENGL, Catalog Nbr: 103, Course Offering Nbr: 1, Undergrad English, Modern English. There is an 'Auto Create Component' button. Below this is the 'Class Sections' section, which is currently empty. The 'Class Sections' section has a search bar and a 'Find | View All' button. Below the 'Class Sections' section are several other sections: 'Class Topic', 'Equivalent Course Group', and 'Class Attributes'. At the bottom of the page, there is a toolbar with buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'. The 'Save' button is circled in red.

- From the **Main Menu**, navigate to **Curriculum Management > Schedule of Classes**.
- Click the **Schedule New Course** link.

Schedule New Course

Enter any information you have and click Search. Leave fields blank for a

Find an Existing Value

Limit the number of results to (up to 300):

Academic Institution:	=	▼	<input type="text" value="SJ000"/>	
Term:	=	▼	<input type="text" value="2124"/>	
Subject Area:	=	▼	<input type="text" value="ENGL"/>	
Catalog Nbr:	begins with	▼	<input type="text" value="103"/>	
Academic Career:	=	▼	<input type="text" value="Undergraduate"/>	
Campus:	begins with	▼	<input type="text" value="MAIN"/>	
Description:	begins with	▼	<input type="text"/>	
Course ID:	begins with	▼	<input type="text"/>	
Course Offering Nbr:	=	▼	<input type="text"/>	

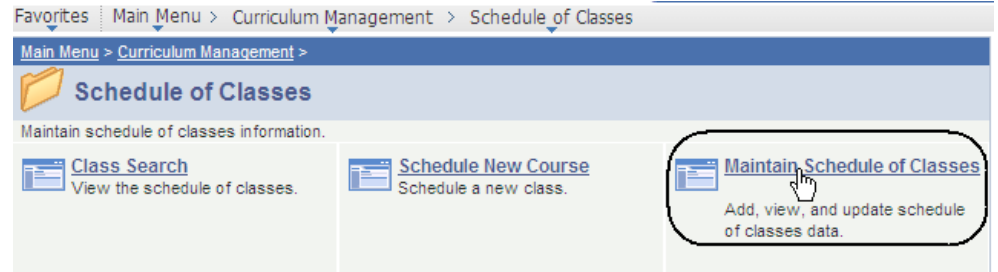
Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Schedule a Multiple Component Course

This section shows how to schedule multiple component classes. In **MySJSU** (PeopleSoft HSJPRD), different types of classes are referred to as components. A class with multiple components has more than one type of class, such as a lab and a lecture.

1. From the **Main Menu**, navigate to **Curriculum Management > Schedule of Classes**.
2. Click **Maintain Schedule of Classes**.



The Maintain Schedule of Classes search page displays.

3. Enter **Academic Institution: SJ000**.
4. Enter **Term, Subject Area and Catalog Number**.
5. Click the **Search** button.

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for

Find an Existing Value

Limit the number of results to (up to 300):

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

The Basic Data page displays.

6. Use this page to enter new information or verify basic class information such as **Section, Component and Type.**

(See **Field Descriptions** below.)

7. Enter or verify the following information:

- **Class Section Number**
- **Start / End Date**
- **Class Type**
- **Component**
- **Associated Class**
- **Instruction Mode**
- **Schedule Print**

Field Description List: Basic Data Page (above)

Field Name	Description
Class Section	Section number for the course. For a single-digit class section number, a leading zero must be entered (for example, class section 1 is entered as 01.) This number must be unique within the course offerings.
Start / End Date	Defaults from the Academic Term Calendar. Override if class does not meet the entire term.
Component	Component (for example, lecture, lab, activity) being scheduled. The Lookup icon will provide a list of valid values.
Class Type	Select Enroll if this is manual enrollment component of the class. Only one component of a class can have the enrollment type. Non-enroll is selected for all other components of the class.

Field Name	Description
Associated Class	Defaults to 1. If specific components, for example, lecture and lab, are grouped together, the Association Numbers will be identical. For example, if Lecture 01 must be grouped with Labs 10, 11, and 12, then the four sections must have the same Associated Class Number.
Instruction Mode	Defaults to In Person. Must override if class is offered via TV, Web or Mixed Mode.
Schedule Print	Defaults to checked. Override if print should not be scheduled or should show in self-service.

The Class Topic Section displays.

8. Enter or verify a **Course Topic ID** if appropriate.

Field Description List: Class Topic Section (above)

Field Name	Description
Course Topic ID	Select the appropriate topic by clicking the Lookup icon, if the course has multiple topics.
Print Topic in Schedule	Check if printing different course topics in schedule.

9. Click the **Meetings** tab.

