CHAPTER 1

Managing the Schedule of Classes

This chapter provides an overview of the schedule of classes and discusses how to:

- Schedule new classes.
- Modify scheduled classes.
- Modify scheduled class meetings.
- View and update class sections.
- Roll data from the course catalog to the schedule of classes.
- Define class associations.
- Define class permissions.
- Create combined sections.
- Schedule examinations.
- Modify course events.
- View instructor schedules.
- View instructor schedules through self-service pages.
- View class facility usage.
- Search for an available facility.
- Search for classes.
- Print the Schedule of Classes report.
- Copy classes from one term to another.
- Clearing the Resource Queue table.

Understanding the Schedule of Classes

When you first set up your Student Records system, you schedule new courses for the first time. From then on, it is likely that you will roll classes from term to term, add any new courses to your schedule, and if necessary, revise classes that are already scheduled.

Note. After you set up your course schedule for the first time, you can set parameters along the way that command the system to roll, or copy, certain courses from term to term, and you can request that certain verifications are made against a student's record at enrollment request time. After you copy a prior term schedule to a new term, you can use the scheduling feature to move existing courses from time period to time period, to add sections, and so on.

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The scheduling features in the Student Records application include the following four components:

1. Schedule of Classes
2. Schedule New Course
3. Schedule Class Meetings
4. Update Sections of a Class

The difference between these components is the view of the classes that you see:

- The Schedule of Classes component displays only those courses that have already been scheduled for a term.

  Instead of having to search through the list of all available courses, you can use the schedule of classes component to view just those courses that you have already scheduled.
- The Schedule New Course component displays all courses available to schedule.
- The Schedule Class Meetings component displays individual class sections that have been scheduled.
- The Update Sections of a Class component displays a snapshot summary of section information for a class.

  You can use this component to view and make changes to individual class sections so that when you save any changes to a section the system performs the save process faster.

Other features of the class schedule function that we discuss in this section include how you create class associations and student permissions for enrollment. We also move through the "combined sections" functionality so that you get an introduction of the power of the tools, and we review instructor schedules and class meeting patterns. Finally, we explore the facility search capabilities, producing the schedule of classes report, and copying classes from term to term.

Particular setup is required if you use the Classroom Scheduling Interface with a third party scheduling system. Refer to the PeopleSoft Student Records Classroom Scheduling Technical Notes document that is available on My Oracle Support at https://support.oracle.com/CSP/ui/flash.html.

Scheduling New Classes

This section provides an overview of new class scheduling, lists prerequisites, and discusses how to:

- Define basic data for class sections.
- Add class association attributes using the Schedule of Classes component.
- Enter class fee information.
- Define class meeting patterns.
- Define auto enroll options and capacity.
- Define class reserve capacity.
- Link class notes to sections.
- Link exam times to classes.
- Define learning management system (LMS) data for classes.
- Define textbooks for classes.
- Interface class sections with the general ledger.

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Understanding New Class Scheduling

Student Records possesses a great feature for easing your data entry in the schedule of classes. The four primary components are: Schedule New Course, Schedule of Classes, Schedule Class Meetings, and Update Sections of a Class. The components are identical, except that their search mechanisms differ.

In the Schedule New Course component you can view *all* courses from the course catalog that can be scheduled. In the Schedule of Classes component you can view *only* those courses that have been scheduled for a term. In the Schedule Class Meetings component you can view the Meetings page, the Enrollment Cntrl (enrollment control) page, and the Exam page, and make edits without accessing the entire class and all of its sections in the schedule of classes. In the Update Sections of a Class component you can view *only* individual class sections of a course that have been scheduled for a term.

We review the Schedule New Course component first, because it is where you begin.

To schedule a class:

1. Define sections, special class fees, topics, attributes, and course administrator information on the Basic Data page.
2. Enter class meeting times, days, facilities, instructors, and room characteristics on the Meetings page.
3. Define class status, capacity, auto enroll, and resection to section numbers on the Enrollment Cntrl page.
4. Define reserve capacity and enrollment requisites on the Reserve Cap (reserve capacity) page.
5. Link notes to class sections on the Notes page.
6. If you are manually scheduling exams for class sections, enter exam information on the Exam page.
7. Define textbook assignments for each class section on the Textbook page.
8. Assign classes (class item types) to specific general ledger accounts on the GL Interface page.

Prerequisites

Before you can schedule a new class, you must:

- Define your academic calendar, repeat rules, and course catalog.
- Define your facility IDs, topic IDs, and your instructor workload assignment types (if applicable).
- Define your reserve capacity enrollment requirement groups (if applicable).
- Define your note numbers (if applicable).
- Define your exam time codes and exam types (if applicable).
- Define your course material type values.
- Define your GL values.

See Also

lssr, Preparing for the Course Catalog and Schedule of Classes

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Pages Used to Schedule a Class

Page Name	Definition Name	Navigation	Usage
Schedule of Classes - Basic Data	CLASS_ENTRY	• Curriculum Management, Schedule of Classes, Schedule New Course, Basic Data • Curriculum Management, Schedule of Classes, Maintain Schedule of Classes, Basic Data	Define sections, add specific class fees, topics, attributes, and designate a course administrator.
Associated Class Attributes **Bundle 29 / April 2013 PeopleBook documentation updated to reflect Bundle 27 change — new page**	SSR_ASSOC_CAF	Click the Associated Class Attributes link on the Basic Data page.	Add class association attributes.
Class Fees Modal	CLASS_FEE_TBL_MDL	Click the Add Fee button on the Schedule of Classes - Basic Data page.	Enter the charge method for the component of the class.
Class Sub Fees Modal	CLASS_SUBFEE_MDL	Click the Add Fee button on the Schedule of Classes - Basic Data page.	Enter the details of the course fee.
Schedule of Classes - Meetings	CLASS_MTG_PATTERN	• Curriculum Management, Schedule of Classes, Schedule New Course, Meetings • Curriculum Management, Schedule of Classes, Maintain Schedule of Classes, Meetings	Define class meeting patterns and facilities, link instructors to classes, assign instructor workload values, and specify room characteristics.
Instructor Contact Hours	CLASS_MTG_PAT_HRS	Click the Contact Hours link on the Meetings page.	Review total course contact hours, weeks of instruction, and other contact hours information.
Combined Section Detail	CLASS_CMBND_SEC	If available, click the Combined Sections link on the Meetings or Enrollment Cntrl page.	Review all of the classes in the combined section
Schedule of Classes - Enrollment Cntrl (enrollment control)	CLASS_ENRL_CNTL	• Curriculum Management, Schedule of Classes, Schedule New Course, Enrollment Cntrl • Curriculum Management, Schedule of Classes, Maintain Schedule of Classes, Enrollment Cntrl	Set enrollment limits and capacity requirements, and identify sections for which you want the system to auto enroll students.

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Page Name	Definition Name	Navigation	Usage
Reserve Cap (reserve capacity)	CLASS_RSRV_CAP	• Curriculum Management, Schedule of Classes, Schedule New Course, Reserve Cap • Curriculum Management, Schedule of Classes, Maintain Schedule of Classes, Reserve Cap	Assign reserve capacities for class sections. You can define any number of reserve capacity groups for a class. Reserve capacities are defined through the Enrollment Requirement Group component. When a student enrollment request is processed, the system automatically searches through the reserve capacities in sequential order and places the student in the first group with an available spot for which the student qualifies based on the reserve capacity group rules.
Schedule of Classes - Notes	CLASS_NOTES	• Curriculum Management, Schedule of Classes, Schedule New Course, Notes • Curriculum Management, Schedule of Classes, Maintain Schedule of Classes, Notes	Link existing class notes or free-form text notes to class sections.
Exam	CLASS_EXAM	• Curriculum Management, Schedule of Classes, Schedule New Course, Exam • Curriculum Management, Schedule of Classes, Maintain Schedule of Classes, Exam	Manually schedule final exams for class sections.
Textbook	SSR_CLASS_TEXTBOOK	• Curriculum Management, Schedule of Classes, Schedule New Course, Textbook • Curriculum Management, Schedule of Classes, Maintain Schedule of Classes, Textbook	Assign textbooks to class sections.
LMS Data	CLASS_LMS_SETUP	• Curriculum Management, Schedule of Classes, Schedule New Course, LMS Data • Curriculum Management, Schedule of Classes, Maintain Schedule of Classes, LMS Data	Enter LMS information for this class.

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Page Name	Definition Name	Navigation	Usage
GL Interface	CLASS_TBL_GL	• Curriculum Management, Schedule of Classes, Schedule New Course, GL Interface • Curriculum Management, Schedule of Classes, Maintain Schedule of Classes, GL Interface	Map class section fees as item types to their proper General Ledger accounts. The system generates charges to the student's account based on the class and course code that you define in this component and offsets these charges based on the General Ledger that you define in this page. Your office needs to coordinate the information on this page with your controller's office.
Journal Set ChartFields	SSF_CF_WRKGRID_SEC	Click the Jrnl Set ChartFields link on the GL Interface page.	Continue to enter ChartField information that maps class section fees to their proper General Ledger accounts.

Defining Basic Data for Class Sections

Access the Schedule of Classes - Basic Data page (Curriculum Management, Schedule of Classes, Schedule New Course, Basic Data).

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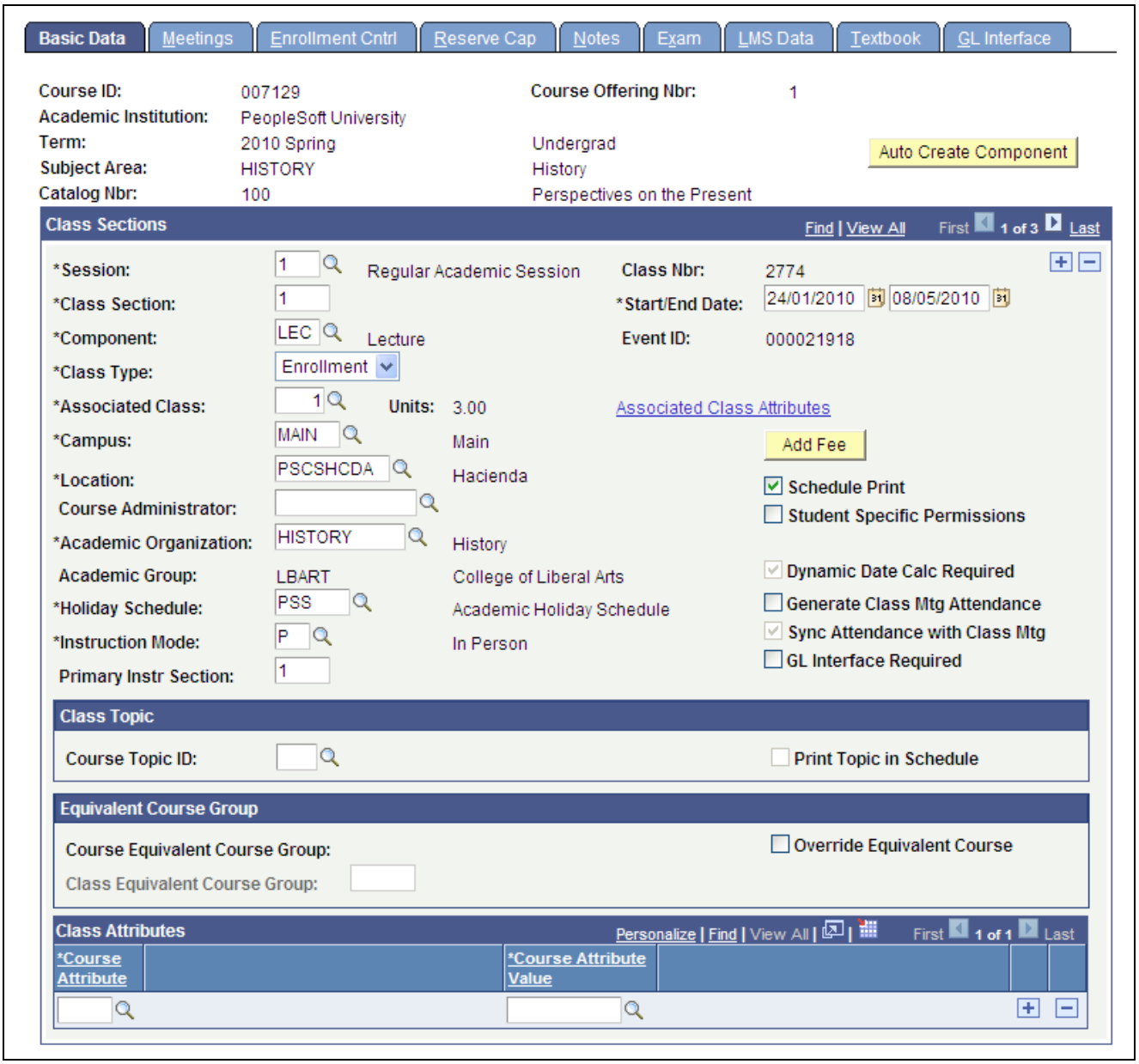

Schedule of Classes - Basic Data page

Auto Create Component

If you click this button, the system automatically creates one component for each of the components that you selected to auto create on the Course Catalog - Components page. The system populates the pages in the schedule of classes with the required data for each component. This saves you data entry and ensures that one section for each component is scheduled. If you have multiple class sections for each component type, you must still define the remaining class sections manually.

Class Section

For each component that the system creates automatically, enter the class section number. The system defaults into the Class Schedule Entry page the field values of the preexisting class section.

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Note. If you have begun to schedule sections of a course and you then click the Auto Create Component button, the process only creates a section for those components that are set to *Auto Create* on the course catalog and have not yet been scheduled.

Session

Enter the type of session to which the class sections of this course offering belong. If you want to schedule open entry/exit class sections, you must define them within an *OEE* session. Session values are delivered with your system as translate values. You can modify the codes and descriptions of these values except for *OEE*, where you can modify the descriptions only. Any modification to this code requires a substantial programming effort. In order for students to enroll in the OEE class sections that you define, you must either define the OEE Dynamic Date rule for each class section on the Dynamic Class Dates page or the Course Catalog - Offerings page.

Class Nbr (class number)

The system creates a unique class number identifier that students can use when they enroll in a class. The class number appears on the Schedule of Classes report. The system increments this number automatically, based on the number that you specify on the Term Value page.

Class Section

Enter the class section. It must be unique within course offering and session.

Start/End Date

The system populates this field by default to the start and end dates of the session (as specified on the Session Table page). You can override the dates for an individual class. The schedule of classes start and end dates can extend beyond the boundaries of the session begin and end dates.

Component

The system populates this field by default to the graded component on the Catalog Data page (such as *Lecture*, *Laboratory*, *Discussion*, and so on) of the course. You can have multiple components and sections within a course offering.

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 secondary enrollment option, or that the section is used in auto-enrollment. Within a class, only one component can possess the class type of *Enrollment*.

For example, at PSUNV Microbiology 240 has *Lecture*, *Laboratory*, and *Discussion* components. There are 5 lecture, 10 laboratory, and 15 discussion sections. We might select the discussion sections as the *Enrollment* sections, the lecture sections as the *Non-Enrollment* section using auto-enrollment, and the laboratory sections as *Non-Enrollment* sections with a student choice of lab section at enrollment time.

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. For instance, in our previous example, we'd gather a certain number of lecture, lab, and discussion sections into one associated class number to indicate that the three components are related to one another. If you are scheduling a new section, the system populates the Associated Class field to *1* by default.

When you schedule the first section of a course offering and use the prompt box, the system only displays this default value. You can use a prompt value,

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or you can manually enter any new one- to four-digit number into the field. Upon saving the page, the system extracts the necessary course data from the course catalog, creates a row in the Class Associations component for this class association number, and populates the row with the appropriate course catalog data. When a student enrolls in a class, the system verifies that the student has enrolled in a section with all required components of the course from within the same associated class number.

If you add a new class associations value to a scheduled class, and you want to make changes to the class association data that the system extracts from the course catalog, you must make your changes on the Class Associations component.

A special associated class number, *9999*, enables you to associate a section with any other section. However, you can only use this associated class number for nongraded components.

Associated Class Attributes

Bundle 29 / April 2013
PeopleBook documentation updated to reflect Bundle 27 change — new link on the Basic Data page

Click to access the Associated Class Attributes page and add class associations attributes.

See PeopleSoft Student Records 9.0 PeopleBook, Managing the Schedule of Classes, Scheduling New Classes, Adding Class Association Attributes Using the Schedule of Classes Component

See PeopleSoft Student Records 9.0 PeopleBook, Defining Class Associations

Units

The units value is a related display based on the unit range defined on Class Associations component. When first scheduling a course, the system populates the Associated Class field to 1 by default. Once the section is saved, the unit value is defaulted from the Course Catalog to the Associated Class and is displayed on the Schedule of Classes. If the class association unit range is modified, the assigned unit value will accurately be reflected on the Schedule of Classes.

On subsequent pages within the Schedule of Classes, the unit range will be displayed within the Class Sections group box.

Campus

The system populates the Campus field by default from the Course Catalog - Offerings page, indicating the campus that offers the course. You cannot revise this default. If a specific campus was not identified in the course catalog and does not default, then you can, on a section-by-section basis, schedule classes at various campuses.

Note. Because you cannot revise the campus value if one was provided on the course catalog level, it is best if you do not identify a specific campus on the Course Catalog - Offerings page unless absolutely necessary.

Location

Enter the location of the campus. Location values are linked to campuses on the Campus Table page. A campus must be specified before you select a location.

Course Administrator

Select the course administrator ID of the person in charge of the course (usually the primary instructor). This field is informational only.

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Academic Organization

The system populates the academic organization by default from the Course Catalog - Offerings page. The academic organization refers to the organization that offers the class. You can override this value.

Academic Group

The system populates the academic group by default from the Course Catalog - Offerings page.

Note. You can define global notes by academic group, which can appear on the Schedule of Classes report. In addition, academic group controls the valid meeting pattern values and their corresponding normal class duration values.

Instruction Mode

The system populates this field by default to *In Person*, but you can override the value. The instruction mode indicates whether the class is taught *In Person* or using *Interactive TV, World Wide Web, Correspondence*, and so on. Instruction mode values are defined on the Instruction Mode page.

Important! You can generate attendance rosters for only those classes with an instruction mode value of *P*.

Primary Instr Section (primary instructional section)

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. This field is for informational purposes only.

Schedule Print

The setting of this check box populates by default to the setting on the Course Catalog - Offerings page. Select this check box to display the class in the schedule of classes. If you clear this check box, the section does not display in student or visitor class search when accessed through PeopleSoft Campus Self Service. Students can enroll in these classes, but only if they enter the exact class number (without using the class search feature).

Student Specific Permissions

Select this check box to set up student-specific class permissions.

Student-specific permissions enable instructors or administrators to control section enrollment by granting advance add permission to individual students.

Note. This applies only to add permissions. Drop permissions are always student specific, whether or not the check box is selected.

Include in Dynamic Date Calc (include in dynamic date calculation)

Select this check box to include this component of the class section in the Dynamic Class Dates process. The value that you select here populates by default from the corresponding field for the course offering component on the Course Catalog - Components page. For nonprimary components of a course offering, this check box is optional. You can override the default value on a section-by-section basis. For primary components, however, the system automatically selects and makes unavailable this check box because the Dynamic Class Dates process always uses the scheduled class section of the primary component to calculate the landmark dates on a dynamic academic calendar. The process uses for the primary component the value as defined on the Class Associations - Class Components page. If you decide to include additional components of the class section in the Dynamic Class Dates process calculations, the process includes in its calculations the meeting times that fall within the start date and end date range of the primary component.

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For example, the lecture section is the primary component. The start and end dates for the lecture are 10 weeks apart, with the lecture meeting every Monday. For the dynamic class date rule, you use a rule scheme for drop dates that is based on the number of class meetings, and that each subsequent class meeting defines the next level drop deadline. If you include only the lecture in the Dynamic Class Date process calculations, the first drop deadline would be the second lecture, the second drop deadline would be the third lecture, and so on. However, you may also have a discussion component that meets once every Thursday for 10 weeks, starting the same week as the lecture. If you select to also include the discussion in the calculations, the first drop deadline would be the first discussion because it is the second class meeting. The second drop deadline would be the second lecture, the third drop deadline the second discussion, and the final drop deadline the third lecture.

Dynamic Date Calc Required (dynamic date calculation required)

The system automatically selects this check box whenever you make a change to the class meeting pattern or class dates of a class section within a dynamically dated session because these changes can potentially impact the Dynamic Class Date process calculations. When you run the Dynamic Class Dates process using the Process Scheduler (Dynamic Class Dates page), you have the option to use this field as a parameter.

You can thus, for example, recalculate the landmark academic calendar dates for only the classes in which the class meeting pattern has been changed.

See lsfn, Defining Dynamic Academic Calendars.

Generate Class Mtg Attendance (generate class meeting attendance)

Select this check box to indicate that you want the system to always generate attendance rosters for this class. This value defaults from the Course Catalog - Components page each time that you schedule a new course. By selecting this check box, you flag the class so that when you generate attendance rosters through the Attendance Roster Generator page and you select the Obey Generate Class Mtg Attendance check box, the generator creates attendance rosters only for classes that have this flag selected and that meet your processing criteria. If you clear this check box on the Attendance Roster Generator page, the system generates attendance rosters for all classes that meet your processing criteria, regardless of the check box setting on the Basic Data page. You can generate attendance rosters through the Class Attendance page regardless of this check box value.

GL Interface Required

Select this check box to include this class in the GL Interface process. If you select this check box, you must enter the necessary data into the GL Interface page of this component.

Add Fee

To add a class section fee, you must click the Add Fee button for each new class section.

Class Topic

Course Topic ID

Enter a course topic ID to link course topics to class sections. Select a topic ID for the section. Topic ID values are defined on the Catalog Data page. Additionally, you can also attach topics to specific class meeting patterns.

Print Topic in Schedule

If you enter a topic ID, this check box becomes available for entry. The system selects this check box by default. You can change the setting.

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Note. In order for the topic to appear on the transcript, you must select the Print Course Topic check box on the Transcript Type - Enrollment/Statistics page.

Equivalent Course Group

Course Equivalent Course Group If the course is linked to an equivalent course group on the Catalog Data page, the system displays that information in this field and the Override Equivalent Course check box becomes available for entry.

Override Equivalent Course Select to override the Catalog Data setting for this class section.

Class Equivalent Course Group Enter another equivalent course group for the class section in this field.

Class Attributes

Course Attributes and **Course Attribute Value** Use the Course Attributes field to link attributes to class sections. The system populates this field and the related course attribute values from the course catalog. You can override or amend these values. Values for course attributes are defined on the Catalog Data page.

Note. Course attributes are used primarily for institutional research and reporting purposes and to print repetitive text in the course catalog and schedule of classes. Course attributes are not used by the Academic Advisement application.

Adding Class Association Attributes Using the Schedule of Classes Component

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PeopleBook documentation updated to reflect Bundle 27 change — new page

Access the Associated Class Attributes page (click the Associated Class Attributes link on the Basic Data page).

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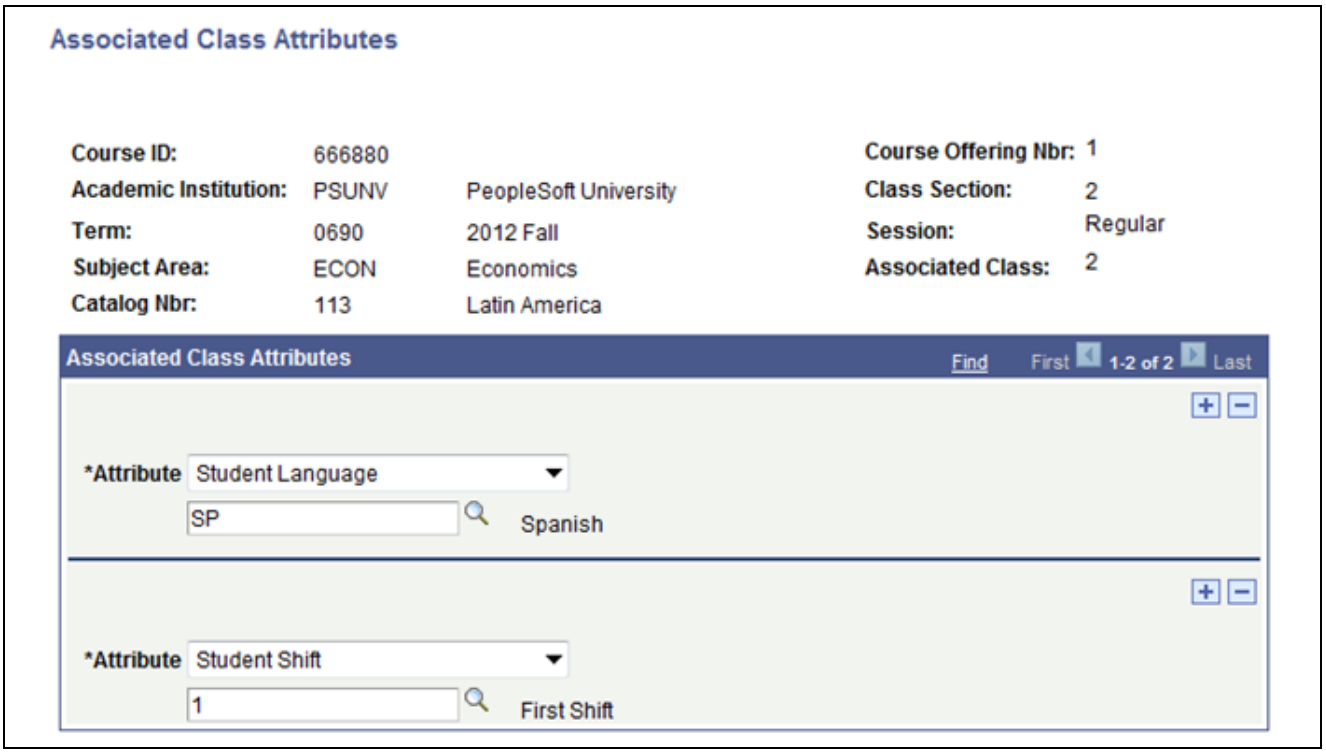

Associated Class Attributes page

Use this page to add Class Association attributes as you add new class sections or maintain existing class sections.

Attribute The name of the attribute. This value comes from the description of the attribute on the Common Attribute component.

Value This field changes depending on the type of attribute. This could be a numeric, date, time or text field. Alternatively, the field could prompt against a list of values if one has been defined for the attribute.

See PeopleSoft Student Records 9.0 PeopleBook, Managing the Schedule of Classes, Defining Class Associations

See PeopleSoft Campus Community 9.0 Fundamentals PeopleBook, Working with Common Attribute Framework

Entering Class Fee Information

Access the Class Fees Modal page (click the Add Fee button on the Schedule of Classes - Basic Data page).

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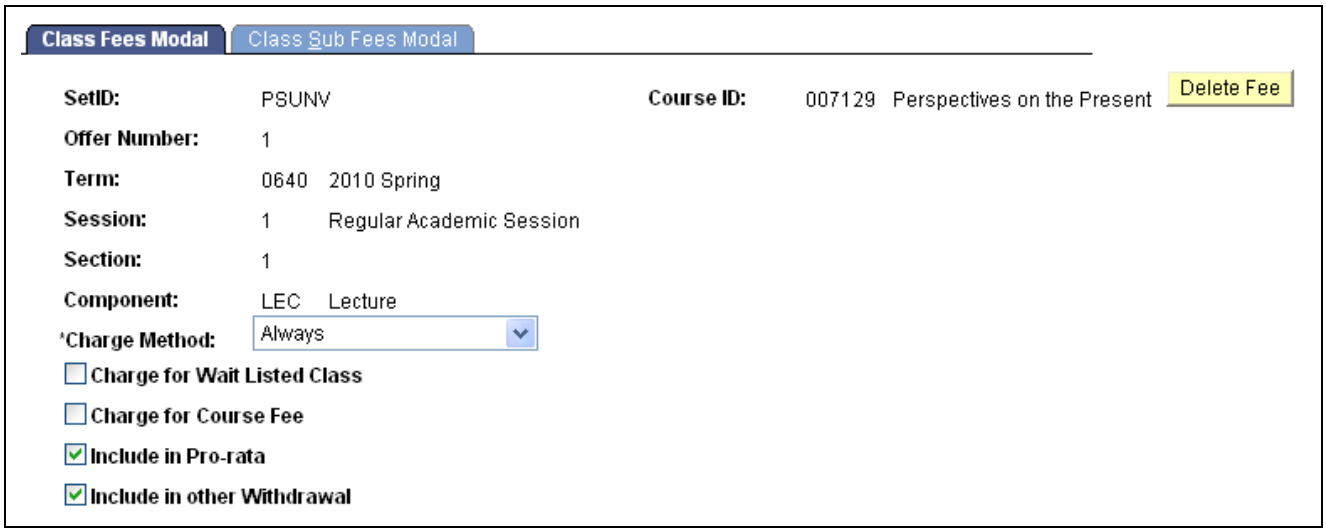


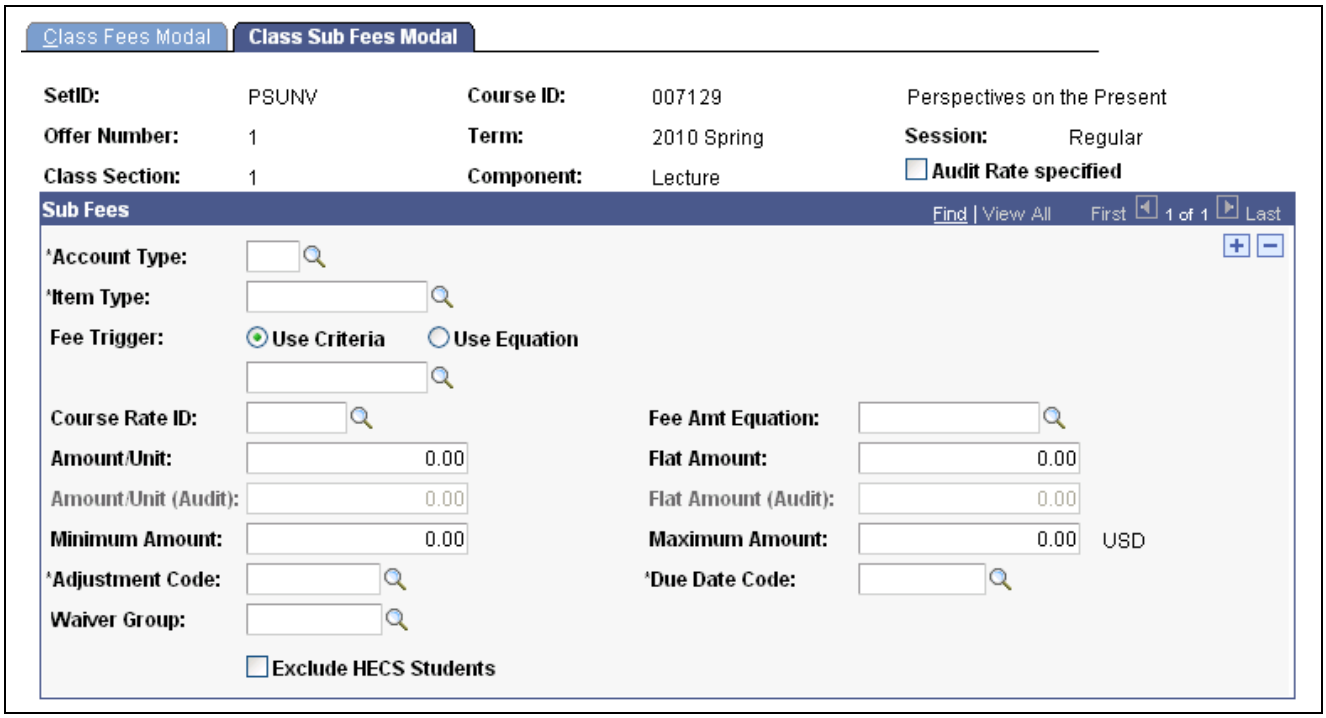
Class Fees Modal page

Enter the charge method for the component of the class. These values are set up in PeopleSoft Student Financials tables.

The check box options enable you to specify when the system charges fees.

Class Sub Fees Modal

Access the Class Sub Fees Modal page (click the Add Fee button on the Schedule of Classes - Basic Data page).



Class Sub Fees Modal page

Enter the details of the course fee in this page. You are prompted from tables set up in the Student Financials application.

See lssf, Setting Up Fees and Tuition Groups, Setting Up Course Fees and Class Fees, Defining Class Fees.

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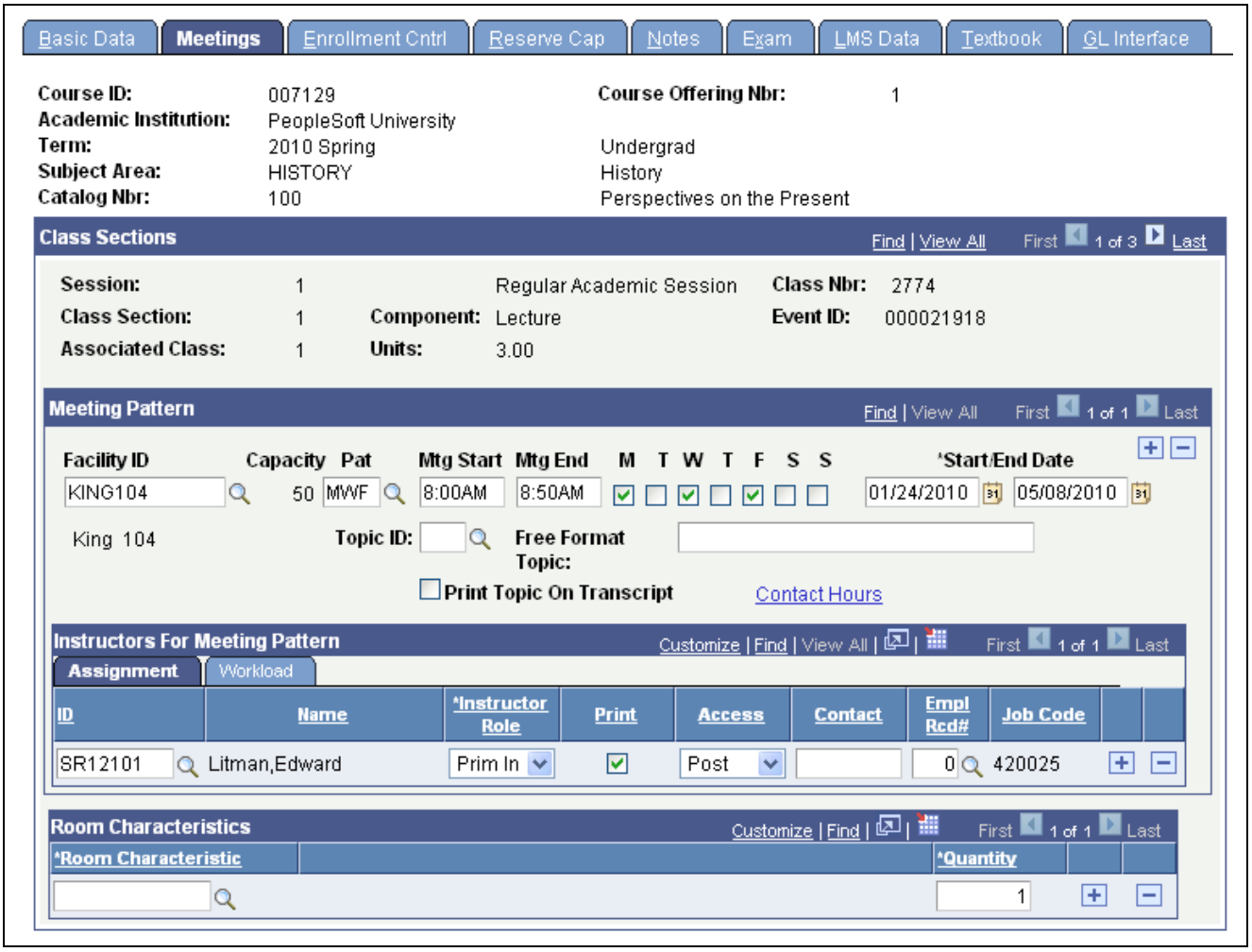
Defining Class Meeting Patterns

Access the Schedule of Classes - Meetings page (Curriculum Management, Schedule of Classes, Schedule New Course, Meetings).



Schedule of Classes - Meetings page

Note. For institutions that schedule large numbers of sections of a class and have facility conflict check activated, use the Schedule Class Meetings component to schedule facility and meeting pattern information. Because the system only performs edit checks on an individual class section (rather than for all the sections of the class), you benefit from faster performance. To use the Schedule Class Meetings component to schedule facility and meeting pattern information, enter all information for the class, except facility and meeting pattern in the Schedule of Classes or Schedule New Course components. Then go to the Schedule Class Meetings component, enter the subject and catalog number for the class, select the first section, and then update the facility/meeting pattern information one section at a time, using the Next in List button on the tool bar to scroll through all the sections for the course.

Multiple views of this page are available by clicking the tabs in the scroll area. We document fields common to all views first.

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Common Page Information

Event ID

The system creates a unique event ID record in the Event table when you schedule a class with a meeting pattern and facility ID. The Event table is used to record class and non-class events for room scheduling.

Facility ID

Enter a facility ID for the class. Facility values are defined on the Facility Table page.

Capacity

The system populates this field by default to the setting on the Facility Table page.

Pat (pattern)

Enter the class meeting pattern. Meeting patterns associated with the academic group for the class are available. Meeting pattern values are defined on the Academic Group Table - Standard Meeting Pattern page.

Note. It is important that you enter the most important meeting pattern first. In some places in the system when viewing classes you can only see the meeting pattern which was entered first. Also, the system assigns a final exam code based on the first class meeting pattern.

Mtg Start (meeting start) and **Mtg End** (meeting end)

Enter the class meeting start and end times. The system defaults an end time after you enter a start time, based on the default Normal Class Duration set on the Academic Group table - Standard Meeting Pattern page.

M (Monday), **T** (Tuesday), **W** (Wednesday), **T** (Thursday), **F** (Friday), **S** (Saturday), and **S** (Sunday)

The system populates the meetings days by default based on what you enter in the Pat field.

Start/End Date

For the first meeting, the system populates these fields to the start and end date from the Session table. For all subsequent meetings you add, the system populates this field to the start and end dates on the Basic Data page. The meeting start and end dates must be assigned within the start and end date range assigned to the class on the Basic Data page.

Topic ID

Select a class topic ID for this class meeting pattern. For example, at PSUNV, ENGLLIT 299 meets on MWF and TTH. The MWF class covers "The Mystery Genre," while the TTH class covers "British Influence on US Writers." You can also link class topics to entire classes on the Basic Data page. Topic IDs are defined on the Catalog Data page.

Free Format Topic

Enter a free format topic if a predefined topic ID is not suitable. For example, if a professor wants to teach ENGLLIT 299 as "19th Century Novelists," but the topic had not been set up as a topic ID, you could enter it as a free format topic. You can only link free format topics to class meeting patterns.

Note. You cannot assign class meeting pattern topic IDs to combined sections. This would cause data integrity problems. For this reason, after sections are combined, the system makes the Topic ID field unavailable on the Meetings page. Instead, only assign free format topics to combined sections.

In addition, if you combine sections that already have class meeting pattern topic IDs assigned to them, the system deletes the topic IDs.

See lssr, Managing the Schedule of Classes, Creating Combined Sections.

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Print Topic On Transcript

Select this check box to allow course topics to appear on the advisement report.

Course topics defined at the class meeting pattern must have this check box selected, as well as the Display Topics in AA Reports check box on the Transcript Type - Basic Data page, for the class meeting topic to appear.

See lssr, Setting Up Transcripts, Defining Transcript Types, Designating Enrollment and Statistics Data.

Note. Selecting this check box allows the class meeting pattern topic to be printed on both transcripts and advisement reports. To allow the topic to print on only one of the reports, correctly set the option to print topics on the transcript type for each report type.

Contact Hours

Click to access the Instructor Contact Hours page, where you can review total course contact hours, weeks of instruction, and other contact hours information.

Course Contact Hours

Derived from the course catalog.

Weeks of Instruction

Derived from the Session table.

Total

Equals the course contact hours multiplied by the weeks of instruction.

Total Course Contact Hours (Actual)

Calculated from the class meeting pattern. Equals the sum of the end time minus the start time for every meeting date, excluding holidays. The system only calculates this value for the graded component if a facility is booked for the class.

Combined Section

Click to access the Combined Section Detail page, where you can view all of the classes in the combined section. This link only appears for combined classes.

Note. After you combine classes, you must perform updates to meeting pattern and instructor information through the Schedule Class Meetings - Meetings page. Within the Schedule of Classes and Schedule New Course components, the facility/meeting pattern and instructor information is unavailable for entry for combined sections.

Assignments Tab

See the Meetings page exhibit for a view of this tab.

ID

Enter the ID of the instructor for the course. The system prompts you from the Personal Data view or one of seven Instructor/Advisor views. The prompt values depend on:

- The Edit Instructor Against option and the Assign Instructor By check box that your institution selects on the Academic Organization Table page for the academic organization to which this class belongs.
- The Edit Instructor Against option and the Assign Instructor By check box that your institution selects on the Academic Organization Table page for the academic organization to which this class belongs.

You can associate one or more instructors with each meeting pattern. The system carries forward the instructor ID from the previous meeting pattern when you add a new meeting pattern. Override the instructor ID if necessary.

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Note. In order to accommodate the Instructor Workload feature, a single instructor may be assigned to more than one row, although this may not be common practice. For example, you may want to assign instructor A to teach 50 percent load factor with an assignment type of Internet, and another 50 percent load factor with an assignment type of *In Class Lecture.*

See lssr, Tracking Instructor Workload.

Instructor Role

Enter the instructor role for the corresponding ID number. Values for this field are delivered with your system as translate values. You can modify these values. 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. If you select 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 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

Enter the grade roster access for this instructor. Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values require a substantial 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

The values you enter in this 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# (employee record number)

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

Displays the value specified on the Accommodations page for a particular employee record.

Workload Tab

Select the Workload tab.

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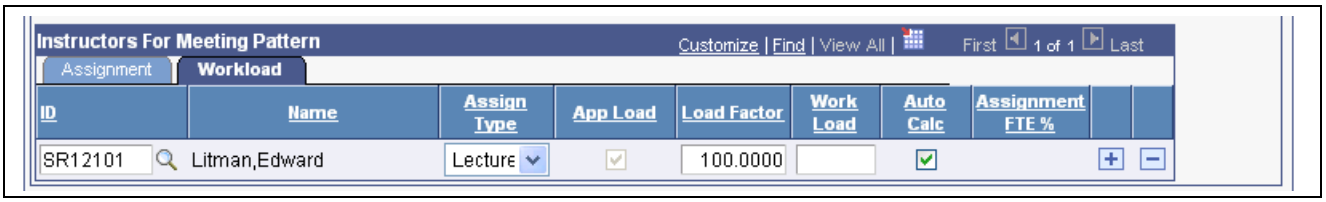

Schedule of Classes - Meetings page: Workload tab

Assign Type (assignment type)

Appears 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.

App Load (apply load)

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 full time equivalent (FTE). percentage. 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 this 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 effect the Assigned FTE%.

See lssr, Setting Up Instructor Workload, Understanding Instructor Workload, Course Component Workload Hours Formula.

Auto Calc (automatic calculation)

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 workload.

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Assignment FTE% (assignment full time equivalency percentage)

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 percent weekly workload hours or the 100 percent OEE workload hours for the assignment type. For example, if the 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.

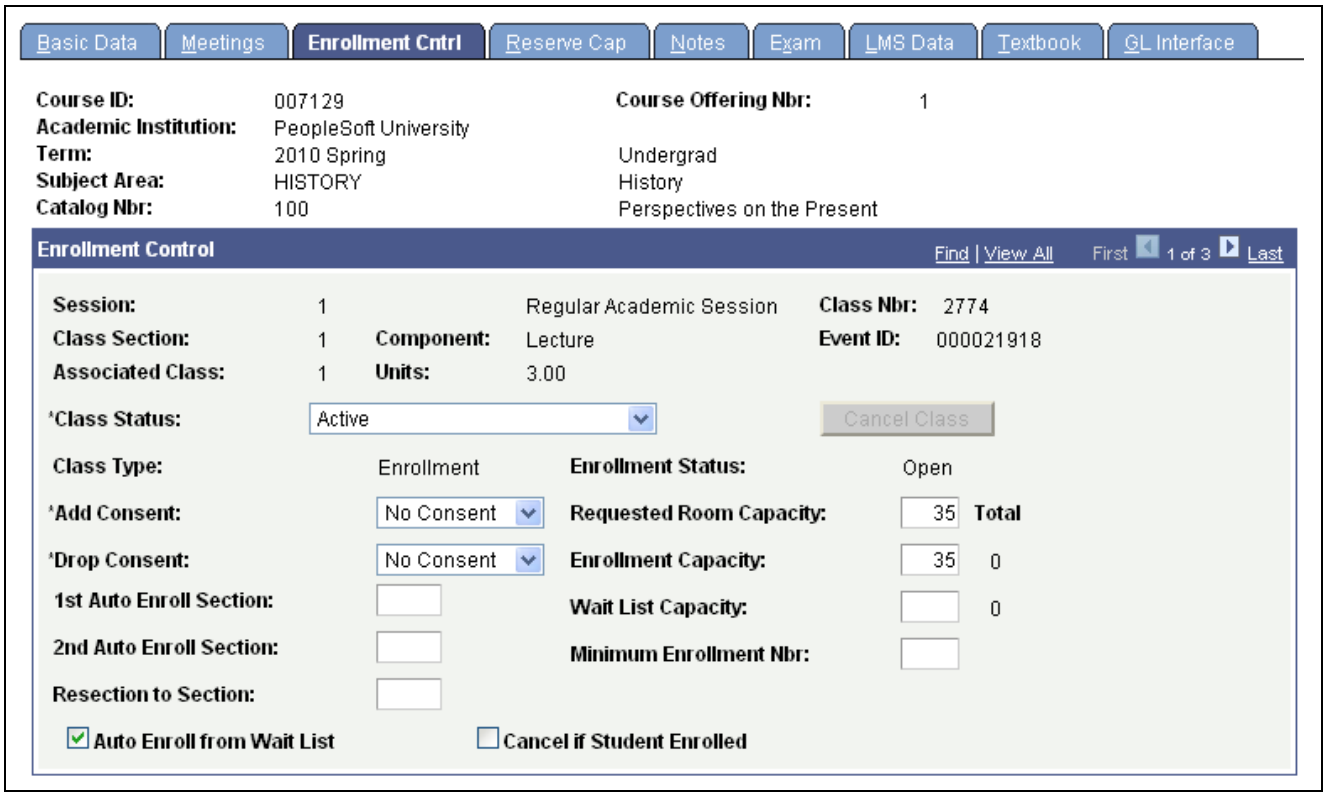
Room Characteristics

Room Characteristic and **Quantity**

Use the Room Characteristic field to link room characteristics to classes. The system populates the Room Characteristic field and the Quantity field from the Course Catalog - Components page. You can override these values. The Room Characteristic field is used for interfacing to the Universal Algorithm's product, Schedule25. The maximum quantity of room characteristics for Schedule25 is 96. Therefore, be sure that you select values between 01 and 96.

Defining Auto Enroll Options and Capacity

Access the Schedule of Classes - Enrollment Cntrl page (Curriculum Management, Schedule of Classes, Schedule New Course, Enrollment Cntrl).



Schedule of Classes - Enrollment Cntrl page

Class Status

The system populates this field to *Active* by default. Class status values are delivered with your system as translate values. You can override the status to indicate *Stop Further Enrollment*, *Cancelled Section*, or *Tentative Section*. The

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Schedule of Classes report enables you to select class status, so that you can print only *Active* classes, or only *Inactive* classes, and so on.

Note. When you select *Stop Further Enrollment, Cancelled Section,* or *Tentative Section,* the system sets enrollment status to closed. Classes with class statuses of *Stop Further Enrollment, Cancelled Section,* or *Tentative Section* do not appear in class search.

The class status of *Active* has coding attached to it and should not be deleted from the translate table. You can add as many new class status values to the translate table as you want, but they will not have coding attached to them.

Cancel Class

Click to cancel the class in view. The class status must be *Canceled Section.* The button processes one section cancellation at a time. If you want to cancel multiple sections, you must post your request for each section that you want to cancel.

Warning! If you want to cancel the section regardless of whether students are enrolled, you must select the Cancel if Student Enrolled check box. Doing so, however, drops any students who are enrolled in the section and requires that you recalculate tuition for those students.

Add Consent and **Drop Consent**

Values default from the Catalog Data page and indicate the type of consent, if any, that is required to enroll in or drop the class. You can override these values.

If you select *Instructor* or *Department,* consent is granted either by a permission number or a student specific permission. (Drop permissions are always student specific). The consent requirement can also be overridden during the enrollment process, by selecting the permission override.

Auto Enroll from Wait List

This check box is unavailable for open entry - open exit (OEE) classes (classes tied to an OEE session). Select to enable the COBOL/SQL Wait List process (SRCPWAIT) to move students from the wait list to enrolled status when a space opens up in the section. Spaces become available through enrollment drops or an enrollment capacity increase. Generally, when spaces become available in a section, the class status opens, allowing students to enroll. However, selecting this check box keeps the status closed so that you have time to move students from the wait list into the class by running the wait list process (before other students enroll).

If you do not select the Auto Enroll from Wait List check box and you have students on the wait list for the class, when the class status changes to open you cannot use the wait list process to move students from the wait list into the class.

You have to move wait listed students into the class manually, and students that are not on the wait list can enroll in the class.

See lssr, Using Enrollment-Related Processes, Managing Wait Lists, Moving Students from Wait Lists to Enrollment.

Note. "Enrollment" sections can only auto-enroll "non-enrollment" sections.

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1st Auto Enroll Section and **2nd Auto Enroll Section**

Enter a section within the same associated class number in which the system should automatically enroll students into the 1st Auto Enroll Section and 2nd Auto Enroll section. The auto enroll section must have a different component from the parent section.

Resection to Section

Enter the alternative section in which the system automatically enrolls a student if the primary section is full.

The component of the primary section and the resection to section class must be the same. For instance, when Section 1 Lecture is filled, the system enrolls students in Section 3 Lecture.

Cancel if Student Enrolled

Select for the system to process a request for a canceled class section regardless of whether students have already enrolled in the section. If you do not select this check box and you attempt to cancel a section in which students have enrolled, the system prevents you from posting the change, keeping the class status active. Thus, by leaving the box cleared you prevent inadvertently canceling a section in which students are enrolled.

Requested Room Capacity

Enter the requested room capacity for the class. Your room capacity can be different than your enrollment capacity. Because the system stores two separate capacity values, this field enables you to manipulate the enrollment capacity without affecting room scheduling. The system populates the Requested Room Capacity field by default from the default section size on the Course Catalog - Components page. This field is useful for you especially if you use Universal Algorithm's Schedule25 software.

For more information about the interface between Universal Algorithm's Schedule25 software and PeopleSoft Campus Solutions, see your Schedule25 documentation.

Enrollment Capacity

The system populates the enrollment capacity by default from the default section size on the Course Catalog - Components page.

Wait List Capacity

Enter the wait list capacity for the section to indicate the maximum number of students you want to allow to wait list for the class.

Minimum Enrollment Nbr (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. This field is for informational purposes only.

Total

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

Combined Section

Click to access the Combined Section Detail page, where you can view all of the classes in the combined section. This link only appears for combined classes.

Note. After you combine classes, you must perform updates to meeting pattern and instructor information through the Schedule Class Meetings - Meetings page. Within the Schedule of Classes and Schedule New Course components, the facility/meeting pattern and instructor information is unavailable for entry for combined sections.

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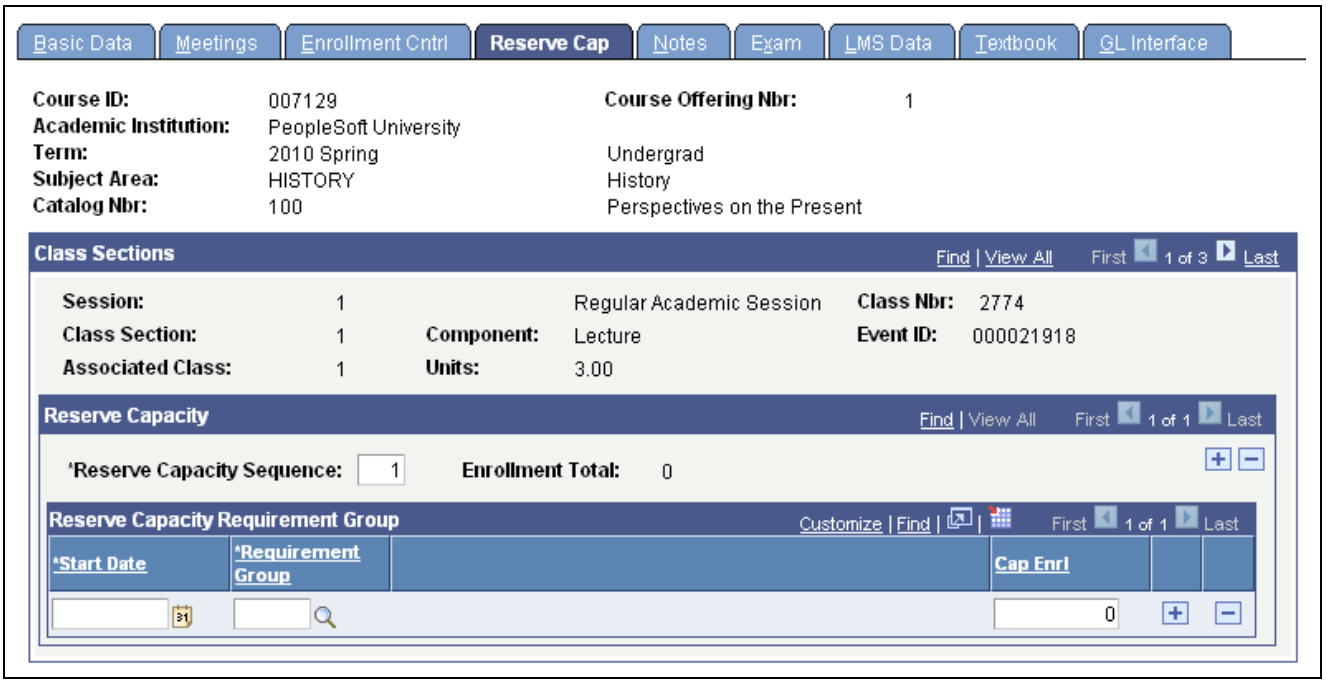
Defining Class Reserve Capacity

Access the Reserve Cap page (Curriculum Management, Schedule of Classes, Schedule New Course, Reserve Cap).



Schedule of Classes – Reserve Cap page

Reserve Capacity Sequence

The system creates the reserve capacity sequence number indicating the order in which it evaluates the sets of requirement groups during enrollment. You can change this number. If you want to set up more than one requirement group for more than one start date, you must set up each one under its own sequence number. This is important to note because the system does not combine total cap enrollment values within the same reserve capacity sequence. Instead, the system selects and uses only one requirement group per reserve capacity sequence—the one that has the most current effective date.

Enrollment Total

The total number of students enrolled as part of the reserve capacity sequence.

Start Date and **Requirement Group**

Enter the effective date for your reserve capacity. This date determines when the enrollment capacity requirement group becomes active. If you enter a subsequent row within the same reserve capacity sequence number, the system references the row with the current effective date and this row overrides all others within the sequence.

Select the requirement group for the reserve capacity. Values for requirement groups are defined through the Enrollment Requirement Group component. Students who attempt to enroll in the class and who satisfy the reserve capacity requirement group that you specify can enroll in the class up to the Cap Enrl value, (as long as the enrollment does not exceed the total enrollment capacity that you specify on the Enrollment Control page).

In order to set various enrollment capacities, or to discontinue the reserve capacity as of a certain date, you can add rows for the same requirement group with a later effective date. For example, if you want to change a reserve capacity for a class on a specific date, you can add a second row to

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the sequence with a Start Date value equal to the expiration date, and enter a new enrollment capacity for the row.

You can also use this method to *expire* reserve capacities (instead of deleting the reserve capacity sequence and losing your historical data). Under the same reserve capacity sequence, insert a new effective-dated row with the date that you want the reserve capacity to expire, then enter the same requirement group number and set the enrollment capacity to *0*.

Warning! If you expire (set to *O)* the Cap Enrl field value for any reserve capacity sequence row within the section, the system inactivates all reserve capacity sequence values for the section.

Cap Enrl (capacity enrollment)

The maximum number of seats that you want to reserve for students who satisfy the requirement group parameters. The system combines the values of the most recent row of each requirement group.

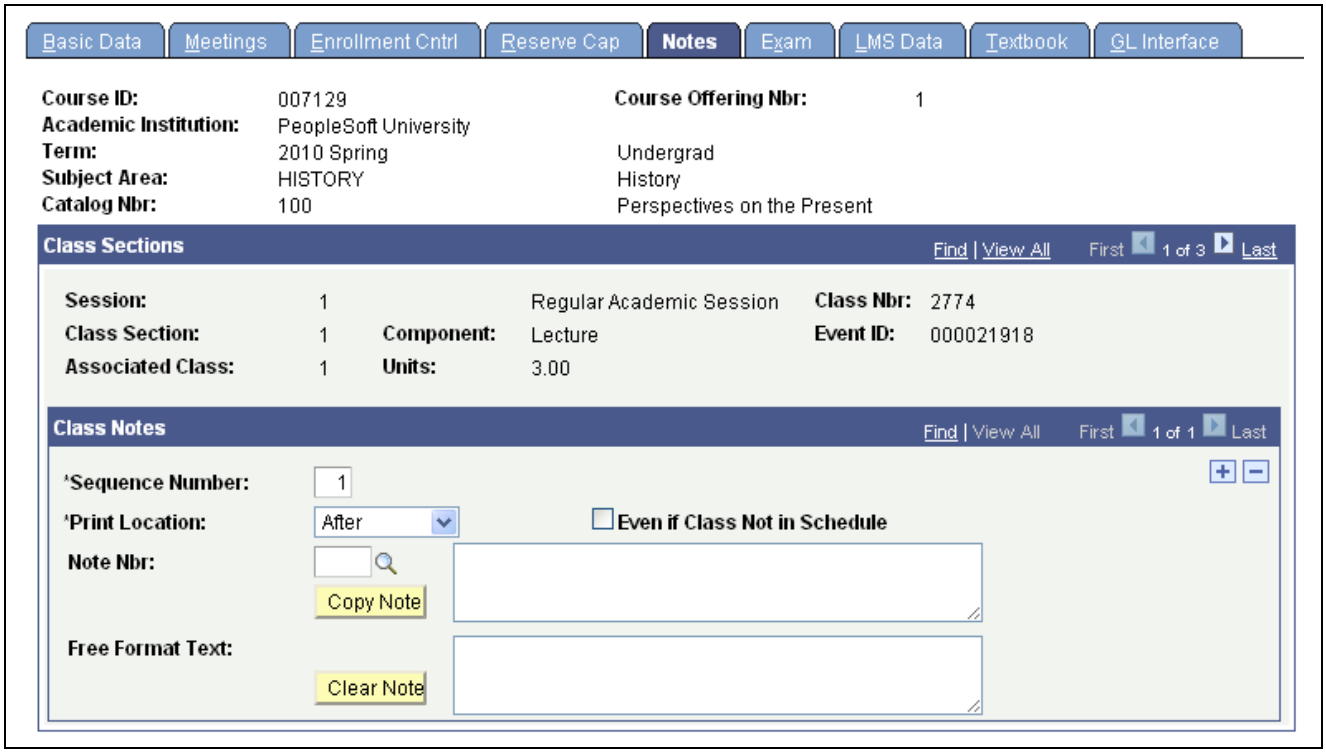
The system does not combine this value with other capacity enrollment values within the same sequence number unless the requirement group is different. Otherwise, the system only combines the most current row for each reserve capacity sequence.

See Also

lssr, Setting Up Enrollment Requisites

Linking Class Notes to Sections

Access the Schedule of Classes - Notes page (Curriculum Management, Schedule of Classes, Schedule New Course, Notes).



Schedule of Classes - Notes page

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Sequence Number The system creates a class notes sequence number. The number determines the display order of the class notes for a section if multiple notes exist. You can override this number.

Print Location Enter the print location of the note, either *Before* the class listing, or *After* it.

Even if Class Not in Schedule This check box has no programming tied to it.

Note Number Enter a note number to reference a preexisting note. The note's description appears adjacent to the note number. Note number values are defined on the Class Notes Table page.

Free Format Text Enter a free format text note.

Copy Note Click to copy the note number text to the free format text. The note can then be modified to accommodate the class section. This eliminates the note number and note text.

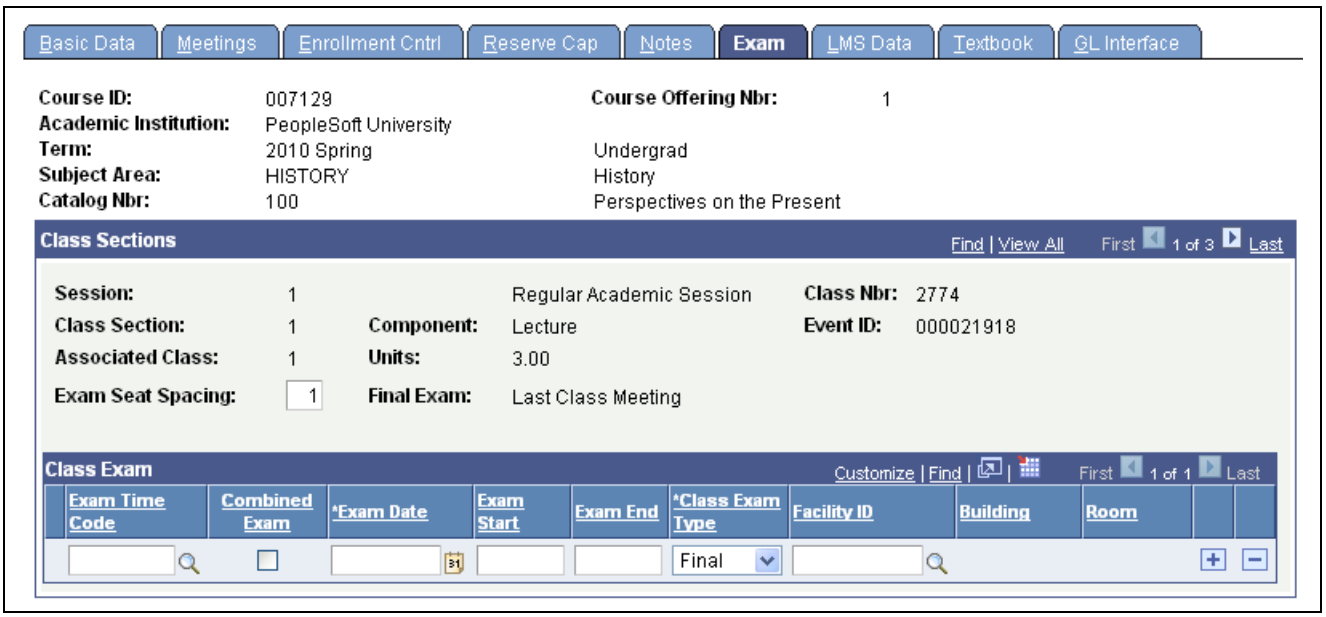
Clear Note Click to clear the free format text.

See Also

lssr, Preparing for the Course Catalog and Schedule of Classes, Setting Up Catalog and Schedule Options, Defining Class Notes

Linking Exam Times to Classes

Access the Exam page (Curriculum Management, Schedule of Classes, Schedule New Course, Exam).



Schedule of Classes – Exam page

Exam Seat Spacing If you indicate that a final exam will occur on the Course Catalog - Components page, the system populates the Exam Seat Spacing field by default from that page. It indicates the number of seats between students during the final exam and is for informational purposes only. You can override this number.

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Exam Time Code By entering a predefined exam time code, you save yourself some data entry time for the exam date, time, and facility values. Exam time values are defined on the Exam Code Table page.

Combined Exam Select to indicate that this exam can share a facility with another exam.

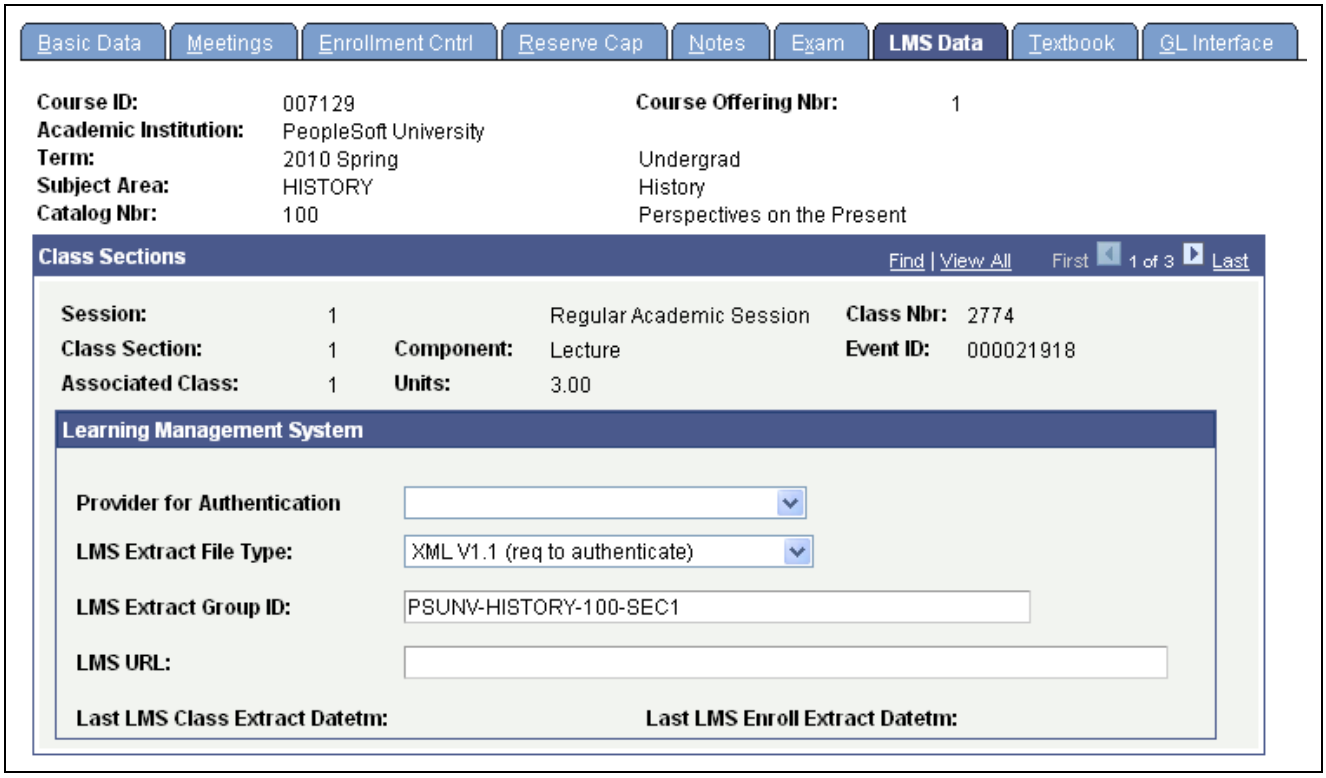
Note. Time and facility conflicts with other events, such as regular class meetings, are not permitted—the system performs conflict checking for these.

If you do not select the Combined Exam check box, the system verifies that no conflicts exist in room and time period scheduling. The stated room and time period is used for only one class exam.

Exam Date, Exam Start, Exam End, Class Exam Type, and **Facility ID** If you do not select an exam time code, you can enter values in the Exam Date, Exam Start, Exam End, Class Exam Type, and Facility ID fields. The system performs facility conflict checking when you save the page.

Defining LMS Data for Classes

Access the LMS Data page (Curriculum Management, Schedule of Classes, Schedule New Course, LMS Data).



Schedule of Classes – LMS Data page

Provider for Authentication If your institution utilizes the learning management systems feature with self-service user authentication, enter the LMS Authentication Provider. The provider for authentication appears by default according to the provider assigned on the Components page in the Course Catalog component. For instances in which the Components page has no Provider for Authentication, the system uses the setting on the Academic Institution 3 page. The LMS

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Authentication is designed to be used with the XML V1.1 LMS Extract File Type. Providers are defined on LMS Provider Setup page.

PeopleSoft Campus Self Service provides a direct link for enrolled students and the instructor to the third-party web site for classes assigned an LMS Authentication Provider.

LMS Extract File Type (learning management system file type)

If your institution utilizes the learning management systems feature, enter the LMS file type that you use as your interface. The file type defaults according to the LMS file type on the Course Catalog - Components page. In instances where the Course Catalog - Components page has no LMS File Type, the system uses the setting on the Academic Institution 3 page. Values are *XML V1.1*, *Blackboard CourseInfo 4*, and *API Input Format.* WebCT Campus Edition and Vista both support XML V1.1.

LMS Extract Group ID (learning management system group ID)

When you select an LMS file type, the LMS Group ID field populates automatically to academic institution, subject area, catalog number, and section number. For the XML file type, values are separated by dashes, such as TERM-INSTITUTION-SUBJECT-CATALOG NBR-SEC#. For authentication to work as designed, do not edit this entry. For XML extracts, at runtime, the system always appends "term-" to the beginning of the string and -"class number" at the end of the string.

LMS URL (learning management system URL)

If you are using a provider for authentication, do not enter an LMS URL. If you do not want to use LMS authentication, but want to link students enrolled in a class to a designated URL such as an instructor's website, you can specify the website in the LMS URL field. The URL must be preceded by the http:// designation.

Last LMS Class Extract Datetm (class extract date/time)

This field is empty when you first schedule a class, and it automatically populates with a date and time when you extract class data. In addition, the LMS extract process uses this field to distinguish between *Snapshot* and *Update* data. Presence of this date means that a class is "ignored" by the extract process if run in update mode and the record is not new or no changes to the class have taken place. No date means that the class is extracted for the LMS update extract and the date is updated to the run date.

Last LMS Enrol Extract Datetm (enrollment extract date/time)

This field is empty when you first schedule a class, and it automatically populates with a date and time value when you extract membership data. In addition, the LMS extract process uses this field to distinguish between *Snapshot* and *Update* data. Presence of this date means that enrollment data is "ignored" by the extract process if run in update mode, and the record is not new or no changes have taken place to enrollment status, grading basis, or grade. No date means that enrollment data is extracted for the LMS update extract and the date is updated to the run date.

Note. Currently, the system passes all classes individually to the LMS at the component level, including those that comprise a combined section. Combined section data is provided within the XML extract.

Defining Textbooks for Classes

Access the Schedule of Classes – Textbook page (Curriculum Management, Schedule of Classes, Schedule New Course, Textbook).

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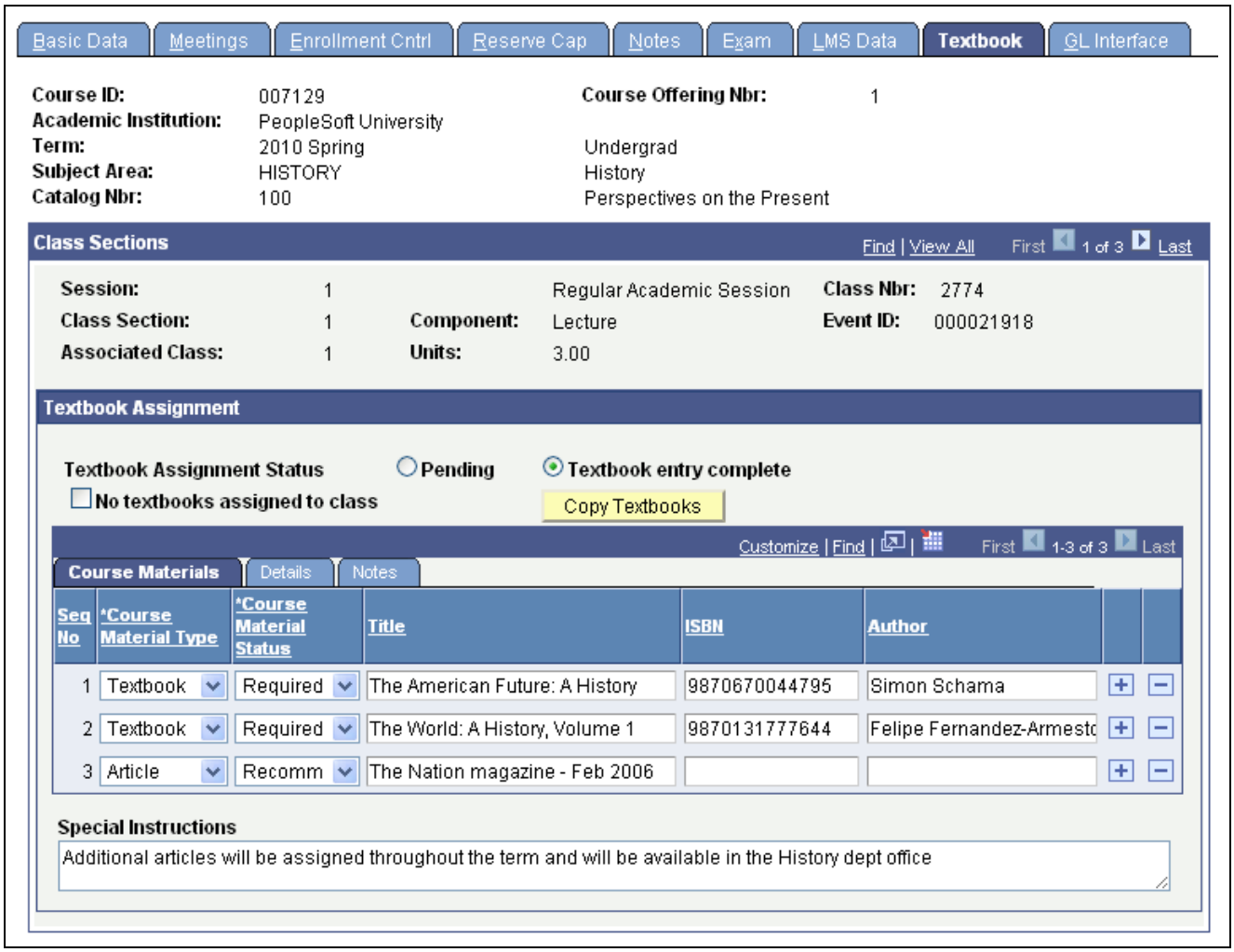

Schedule of Classes – Textbook page

Note. Course materials entered on this page appear on the Class Detail page and on the Faculty and Student Textbook Summary pages. When the Textbook Assignment Status is *Pending*, the data is available only on administrative, Instructor and Advisor pages. Students and visitors receive a message: *Textbooks to be determined.* When the Textbook Assignment Status is *Textbook entry complete*, the data is then available to students and visitors.

Textbook Assignment Status

Select Pending to indicate that the textbook data that you are entering for the class is not final.

The system displays pending textbook information to administrators, instructors and advisors only. Students and visitors cannot view pending textbook information. They receive a message: *Textbooks to be determined.*

Pending is selected by default.

Select Textbook entry complete after you complete entering textbook assignments. This option indicates that the textbook data is final. When you select this option, the textbook data is available to all users, including students and visitors.

No textbooks assigned to class

Select this check box if no textbooks are to be assigned to the class section, for example, no textbooks are required for MUSIC 398, Individual Instruction.

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The Textbook Assignment Status must be set to Textbook entry complete, in order for students to view the message: *No textbooks required for this class.*

Copy Textbooks Click this button to copy the textbook and special instructions from another class to the current class. The copied assignments replace any existing assignments and special instructions for the current class.

Course Materials

Select the Course Materials tab (view this tab in the previous example of the Textbook page.

Course Material Type For each course material assignment, enter the course material type. Valid values are defined on the Course Material Type table. Examples include textbook, article, and other course materials.

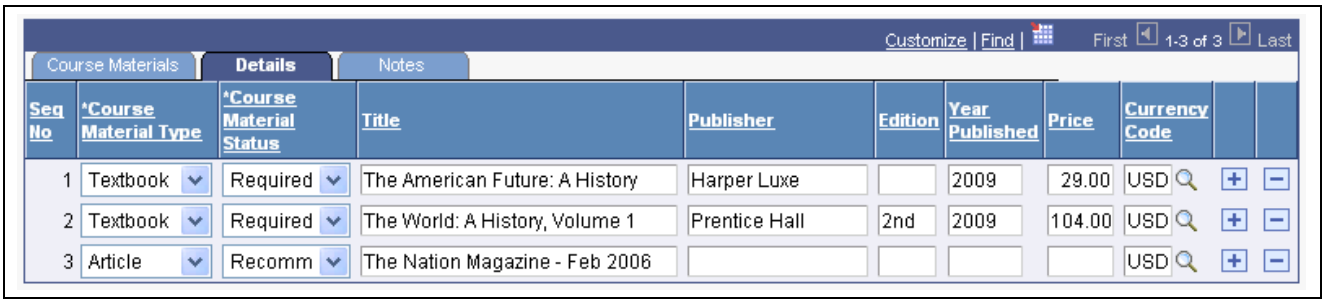
See lssr, Preparing for the Course Catalog and Schedule of Classes, Setting Up Catalog and Schedule Options, Defining Course Material Types.

Course Material Status Enter the course material status. Values for this field are delivered with your system as translate values. The values are *Required* and *Recommended.* You can modify these values.

ISBN No edits are performed on the ISBN field.

Details

Select the Details tab.



Schedule of Classes – Textbook page: Details tab

The values in the Course Material Type, Course Material Status, and Title fields are carried forward from the Course Materials tab.

Year Published Enter the year that the course material edition was published.

Price Enter the recommended retail price.

Currency Code Enter the currency code. The base currency code defined on the Installation Table (Set Up HRMS, Install, Installation Table, HRMS) Options tab is selected by default.

See [Integrating Campus Solutions with Human Capital Management]Integrating Campus Solutions with Human Capital Management .

Notes

Select the Notes tab.

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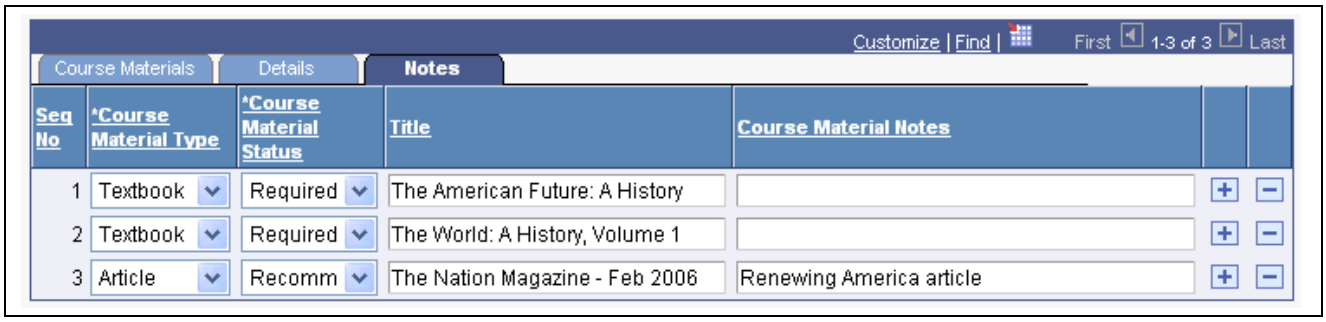
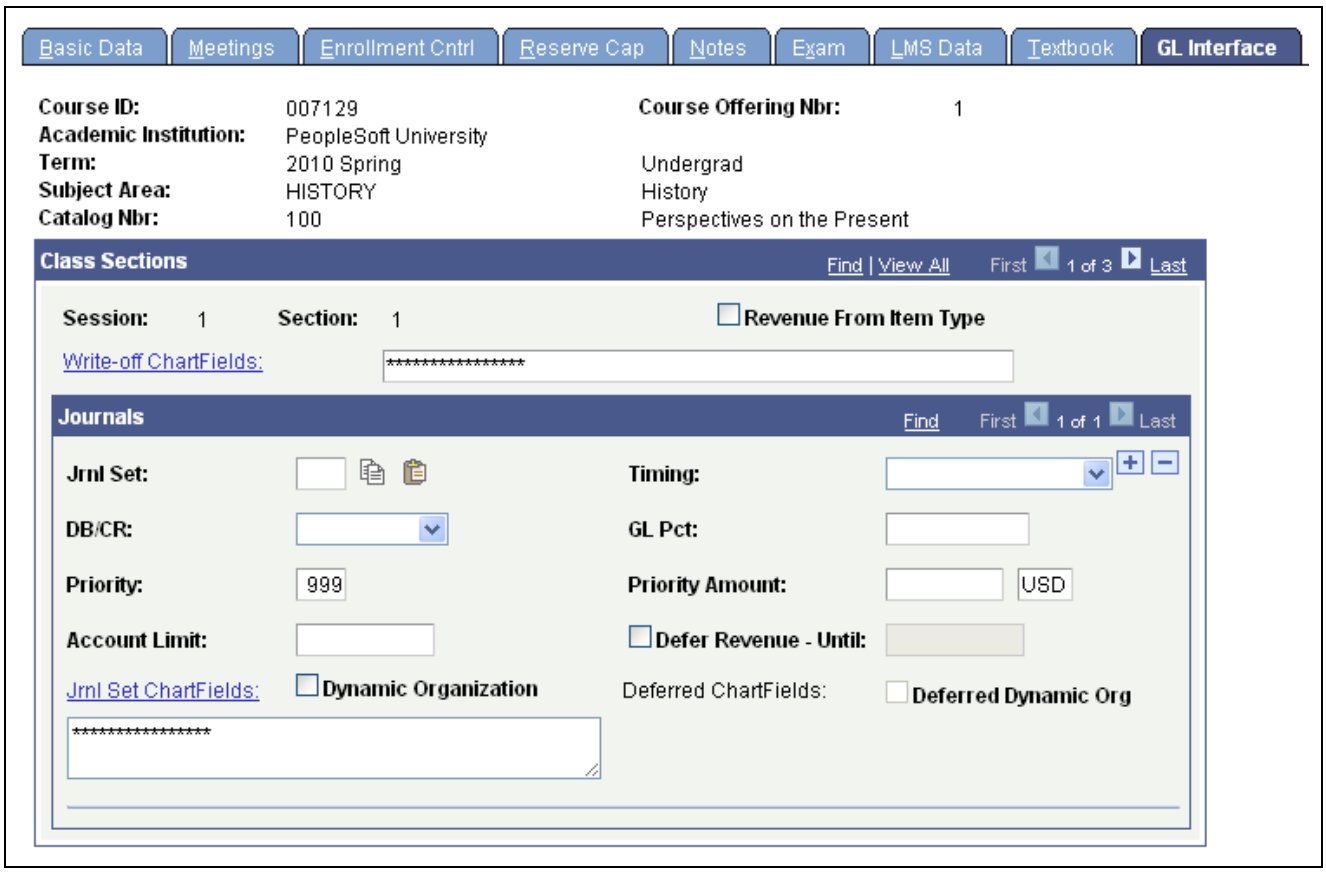


Schedule of Classes – Textbook page: Notes tab

The values in the Course Material Type, Course Material Status, and Title fields are carried forward from the Course Materials tab.

Interfacing Class Sections with the General Ledger

Access the GL Interface page (Curriculum Management, Schedule of Classes, Schedule New Course, GL Interface).



Schedule of Classes - GL Interface page

On this page, next to the Jrnl Set field, copy and paste icons are available. Use the copy icon to copy the setup for the row, which can then be pasted to the new, or any proceeding row.

Revenue From Item Type Select if you do not want to track revenue by class. The system will allocate revenue based on the credit entry defined for the tuition item type. In this case, you do not populate ChartField information.

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The system automatically tracks receivables for a class based on the debit entry defined for the tuition item type (on the Item Types - GL Interface page). If you want to track revenue by class, you must select the GL Interface Required check box on Schedule of Classes - Basic Data page and then enter a credit entry for the class by completing the ChartFields on this page.

Jrnl Set ChartFields (journal set ChartFields) Click the link to enter additional information on the Journal Set ChartFields page.

To input all areas for the ChartFields, abbreviated display fields have been added. The number of delimiters displayed is based on the number of ChartFields.

The abbreviated display fields are used to view the ChartField set up as a string, add or update the ChartField string. All ChartField edits set up on the SF Installation page are adhered to within the display field.

See Also

lssf, Using GL Interface Processing

lssf, Completing Student Financials General Setup, Setting Up Item Types and Item Type Groups, Mapping Item Types to General Ledger Accounts

Modifying Scheduled Classes

Use the Schedule of Classes component when you want to modify or maintain data for classes that have been scheduled. The functionality of the pages in this component are identical to the Schedule New Course component, but the view of classes offered to you is limited to scheduled classes only.

For institutions that schedule large numbers of sections of a class and have facility conflict check activated, use the Schedule Class Meetings component to edit facility and meeting pattern information for scheduled classes. Because the system performs edit checks only on an individual class section (rather than for all the sections of the class), you benefit from faster performance.

Note. To use the Schedule Class Meetings component to schedule facility and meeting pattern information, enter all information for the class, except facility and meeting pattern in the Schedule of Classes or Schedule New Course components. Then go to the Schedule Class Meetings component, enter the subject and catalog number for the class, select the first section, and update the facility/meeting pattern information one section at a time, using the Next in List button on the tool bar to scroll through all the sections for the course.

Modifying Scheduled Class Meetings

This section provides an overview of modifications to scheduled class meetings and discusses how to:

- Update meetings information.
- Update enrollment control information.
- Update exam information.

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Understanding Modifications to Scheduled Class Meetings

Use the Schedule Class Meetings component when you want to modify or maintain data for an individual class section that has been scheduled. This component contains three pages—the Meetings page, the Enrollment Cntrl page, and the Exam page. These pages are the same as those in the Schedule New Course and Schedule of Classes component.

For example, if you have a course that has 20 scheduled sections for a term and you want to make changes to only two of those 20 sections, you can use the Schedule Class Meetings component to make the necessary changes to each of those two sections individually. Because the system has to run edit checks only on the individual class section rather than all 20 class sections, you benefit from the system's faster performance.

To modify a scheduled class meeting:

1. Update meeting times, facility reservations, and instructor assignments on the Schedule Class Meetings - Meetings page.
2. Update class size, wait list limits, class status, and consent on the Schedule Class Meetings - Enrollment Cntrl page.
3. Link exams and edit exam facility information on the Schedule Class Meetings - Exam page.

Pages Used to Modify Class Meeting Information

Page Name	Definition Name	Navigation	Usage
Schedule Class Meetings - Meetings	CLASS_MTG_PAT_SCTN	Curriculum Management, Schedule of Classes, Schedule Class Meetings, Meetings	Update meeting times, facilities, and instructors for one class section at a time.
Schedule Class Meetings - Enrollment Cntrl (enrollment control)	CLASS_ENRL_CN_SCTN	Curriculum Management, Schedule of Classes, Schedule Class Meetings, Enrollment Cntrl	Update class status values.
Schedule Class Meetings - Exam	CLASS_EXAM_SCTN	Curriculum Management, Schedule of Classes, Schedule Class Meetings, Exam	Link exams to one class section at a time and to edit facility information.

Updating Meetings Information

Use the Schedule Class Meetings - Meetings page to update meeting times, facilities, and instructors for one class section at a time.

Associated Class Attributes

Bundle 29 / April 2013
PeopleBook documentation updated to reflect Bundle 27 change — new link on this page

Click this link to access the Associated Class Attributes page and add class association attributes.

See PeopleSoft Student Records 9.0 PeopleBook, Managing the Schedule of Classes, Defining Class Associations

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See PeopleSoft Student Records 9.0, Managing the Schedule of Classes, Scheduling New Classes, Adding Class Association Attributes Using the Schedule of Classes Component

For information about other fields on this page:

See Also

lssr, Managing the Schedule of Classes, Scheduling New Classes, Defining Class Meeting Patterns

Updating Enrollment Control Information

Use the Schedule Class Meetings - Enrollment Cntrl page to easily update class status values. In particular, when you need to cancel a class that has multiple sections, it is more efficient to use this component than to cancel the section through the Schedule of Classes component. Most fields on this page are display only because the primary reason for accessing this class meeting is to update the class status value.

See Also

lssr, Managing the Schedule of Classes, Scheduling New Classes, Defining Auto Enroll Options and Capacity

Updating Exam Information

Use the Schedule Class Meetings - Exam page to link exams to one class section at a time and to edit facility information.

See Also

lssr, Managing the Schedule of Classes, Scheduling New Classes, Linking Exam Times to Classes

Viewing and Updating Class Sections

This section lists a prerequisite and discusses how to review class sections.

Review or update a class section as follows:

1. Access the Update Sections of a Class page.
2. Modify data for the specific class sections that you want to update.

Prerequisite

You must first schedule the class.

See Also

lssr, Managing the Schedule of Classes, Scheduling New Classes

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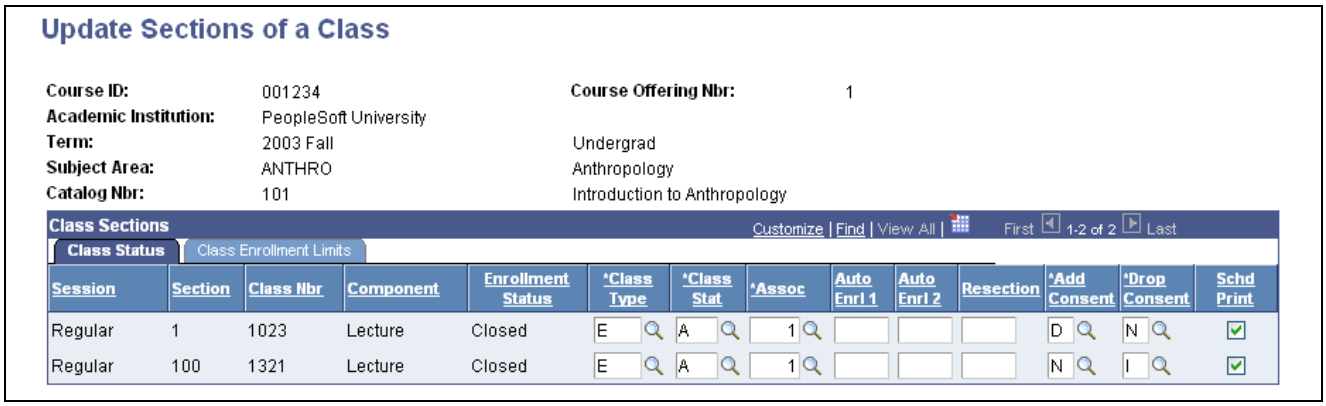
Page Used to View and Update Class Sections

Page Name	Definition Name	Navigation	Usage
Update Sections of a Class	CLASS_CONTROL	Curriculum Management, Schedule of Classes, Update Sections of a Class, Update Sections of a Class	Review or modify a snapshot summary of section information for a class. The page displays one row for each section scheduled for a course offering during a term.

Reviewing Class Sections

Access the Update Sections of a Class page (Curriculum Management, Schedule of Classes, Update Sections of a Class, Update Sections of a Class).



Update Sections of a Class page

Note. Multiple views of this page are available by selecting the tabs in the scroll area.

Class Status Tab

Class Type

The class type of *E* (enrollment) indicates which section is the primary section at enrollment time. The class type of *N* (non-enrollment) is used to indicate that the section choice is the student's secondary enrollment option, or that the section is used in auto-enrollment. Within a class, only one component can possess the class type of *E*.

Class Stat (class status)

The system populates the Class Stat field to *A* (active) by default. Class status values are delivered with your system as translate values. You can override the status to indicate *Stop Further Enrollment*, *Cancelled Section*, or *Tentative Section*. The Schedule of Classes report enables you to select on class status, so that you can print only *Active* classes, or only *Inactive* classes, and so on.

Note. The class status of *Active* has coding attached to it and should not be deleted from the translate table. You can add as many new class status values to the translate table as you want, but these will not have coding attached to them.

Assoc (associated class number)

The system displays the associated class number. You can edit this field if no students have yet enrolled in the section.

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Auto Enrl 1 (auto enroll 1) For classes that have associated auto enroll sections, you can view or edit the first auto enroll section.

Auto Enrl 2 (auto enroll 2) For classes that have associated auto enroll sections, you can view or edit the second auto enroll section.

Resection Enter the alternative section in which the system automatically enrolls a student if the primary section is full.

The component of the primary section and the resection to section class must be the same. For instance, when Section 1 Lecture is filled, the system enrolls students in Section 3 Lecture.

Add Consent and **Drop Consent** Values default from the Enrollment Cntrl page and indicate the type of consent, if any, that is required to enroll in or drop the class. You can change these values.

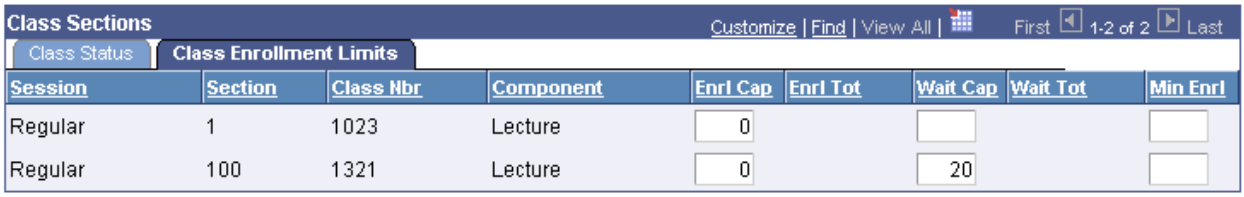
If you select *Instructor* or *Department*, consent is granted either by a permission number or student- specific permission. (For drop permissions, consent is granted on a student-specific basis only.) The consent requirement can also be overridden during the enrollment process, by using the permission override.

Schd Print (schedule print) The system populates this check box by default from the Schedule Print check box on the Basic Data page. Select this check box to display the class in the schedule of classes. If you clear this check box, the section does not display in the Schedule of Classes - Class Search function if accessed through Campus Self Service. Similarly, if you clear this check box, students using the self-service enrollment feature do not see this class in their class search results. They can enroll in the class, but only if they enter the exact class number (without using the class search feature).

Note. Section numbering is important because the system sorts by section number on this page and in the schedule of classes report.

Class Enrollment Limits Tab

Access the Class Enrollment Limits tab.



Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl
Regular	1	1023	Lecture	0				
Regular	100	1321	Lecture	0		20		

Update Sections of a Class page: Class Enrollment Limit tab

Use the Class Enrollment Limits tab to view summary enrollment information for a class. The page displays one row for each section scheduled for a course offering.

Cap Enrol (capacity enrollment) The system populates this field by default to the Enrollment Capacity field on the Enrollment Cntrl page.

Tot Enrl (total enrollment) The system displays the current total of students enrolled in the class section.

Wait Cap (wait list capacity) The system displays the current total of students wait listed for the class section.

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Wait Tot (wait list total) The system populates this field by default to the Wait List Total field as displayed on the Enrollment Cntrl page.

Min Enrl (minimum enrollment) The system populates this field by default to the Minimum Enrollment Nbr field on the Enrollment Cntrl page.

Combined Section Click to access the Combined Section Detail page, where you can view all of the classes in the combined section. This link only appears for combined classes.

Note. After you combine classes, you must perform updates to meeting pattern and instructor information through the Schedule Class Meetings - Meetings page. Within the Schedule of Classes and Schedule New Course components, the facility/meeting pattern and instructor information is unavailable for entry for combined sections.

Rolling Data from the Course Catalog to the Schedule of Classes

This section discusses how to run the Course Roll process.

Update the schedule of classes with changes that you have made to a course offering in the course catalog after you have scheduled a class or enrolled students.

To copy data from the course catalog to the schedule of classes:

1. Access the Course Roll page and specify the course offering that has recent changes.
2. Compare the information on the top of the page with the information for each section.
3. If the information differs, click the Course Roll button to copy the catalog information down to the individual class sections.

Prerequisite

You must first create your catalog and schedule of classes.

Page Used to Roll Data from the Course Catalog to the Schedule of Classes

Page Name	Definition Name	Navigation	Usage
Course Roll	CRSE_ROLL	Curriculum Management, Roll Curriculum Data Forward, Course Roll, Course Roll	Upon entering the page, the system prompts you to select a course offering from a list of courses already in the schedule of classes for a given term and session.

Running the Course Roll Process

Access the Course Roll page (Curriculum Management, Roll Curriculum Data Forward, Course Roll, Course Roll).

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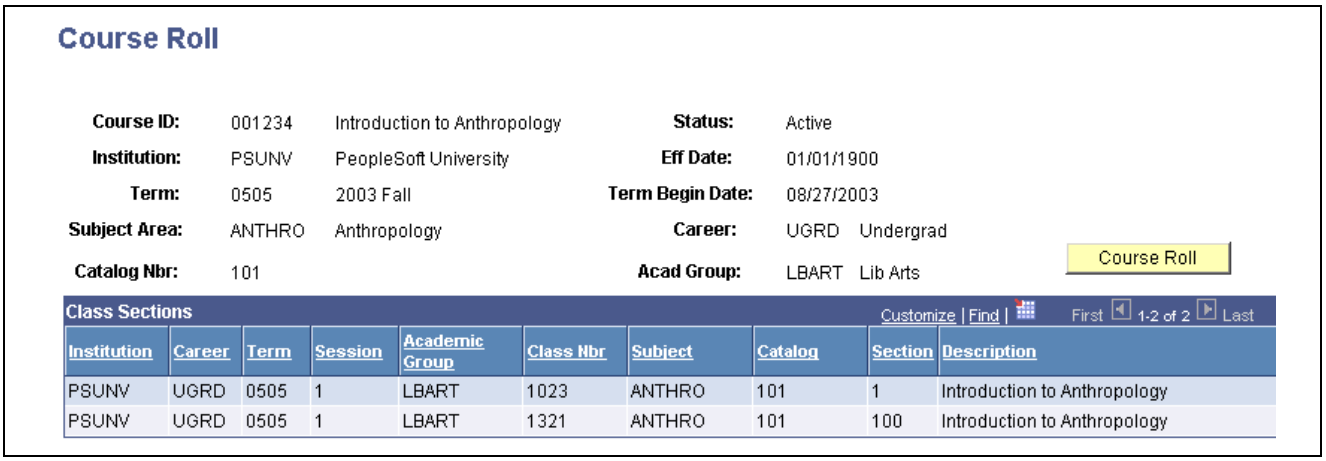

Course Roll page

The system displays the course offering information for the term and session in the upper portion of the page, and displays all of the related class sections that have been scheduled for that term and session of the course on each detail line in the Class Sections area.

On the lower portion of the page, compare the Institution, Career, Term, Session, Academic Group, Class Nbr (class number), Subject, Catalog, Sect (section), and Description (course title) values for the scheduled class sections with the values for the related course catalog offering (on the upper part of the page).

If these values are different, click the Course Roll button to synchronize the scheduled class sections with the latest course catalog offering information. The system rolls the course catalog data down to the schedule of classes for each class section that is scheduled for the course during the term and session you specify. The system processes the request and immediately displays the *prospective* changes to the schedule of classes results in the Class Sections area. This is your opportunity to review the results of the roll process. If you are not satisfied with the results, do not save the page. Exit the page, and no update to the schedule of classes occurs. Alternatively, if you are satisfied with the results of the roll process, save the page to confirm and update the schedule of classes.

Note. On the Course Catalog - Offerings page, if you have changed the institution where the course is scheduled and students are already enrolled in the class sections, the system does not process the rolling of the data to the schedule of classes for those class sections.

See Also

lssr, Setting Up the Course Catalog, Creating Course Offerings

Defining Class Associations

This section provides an overview of class associations, an overview of how to use the Common Attribute Framework to extend class associations, lists a prerequisite, and discusses how to:

- Adjust units.
- Modify class components.
- Modify requisites.

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Understanding Class Associations

Class association numbers link all class sections that constitute a single offering. With a common association number, you can control not only the sections of classes in which a student must enroll, but you can also control elements of the sections including units, components, and requisites.

Use the class associations component when you have scheduled classes and an administrative or academic change dictates that you must add or modify class components, or adjust units within associated sections.

Regardless of how many components a course offering has (lecture, lab, discussion), always use a unique class association number to identify it. This includes offerings that have just a single component, such as a lecture. Because each section is in its own group, a student can be enrolled in one section and on the wait list for a second more desirable section.

In addition, if you assign a unique class association number, you can vary the units, requisites, and components of individual sections when you have a single component course.

Warning! If you do not indicate a unique association number for each section of a single component course, students cannot wait list for multiple sections.

A visual representation of the class association concept might look like the following graphic. The course has two lecture sections, four discussion sections, and four lab sections. Student in lecture section 1 can only be in discussion sections A or B, and students in lecture section 2 can only be in discussion sections C or D. All students must enroll in a lab section, but can choose any lab section.

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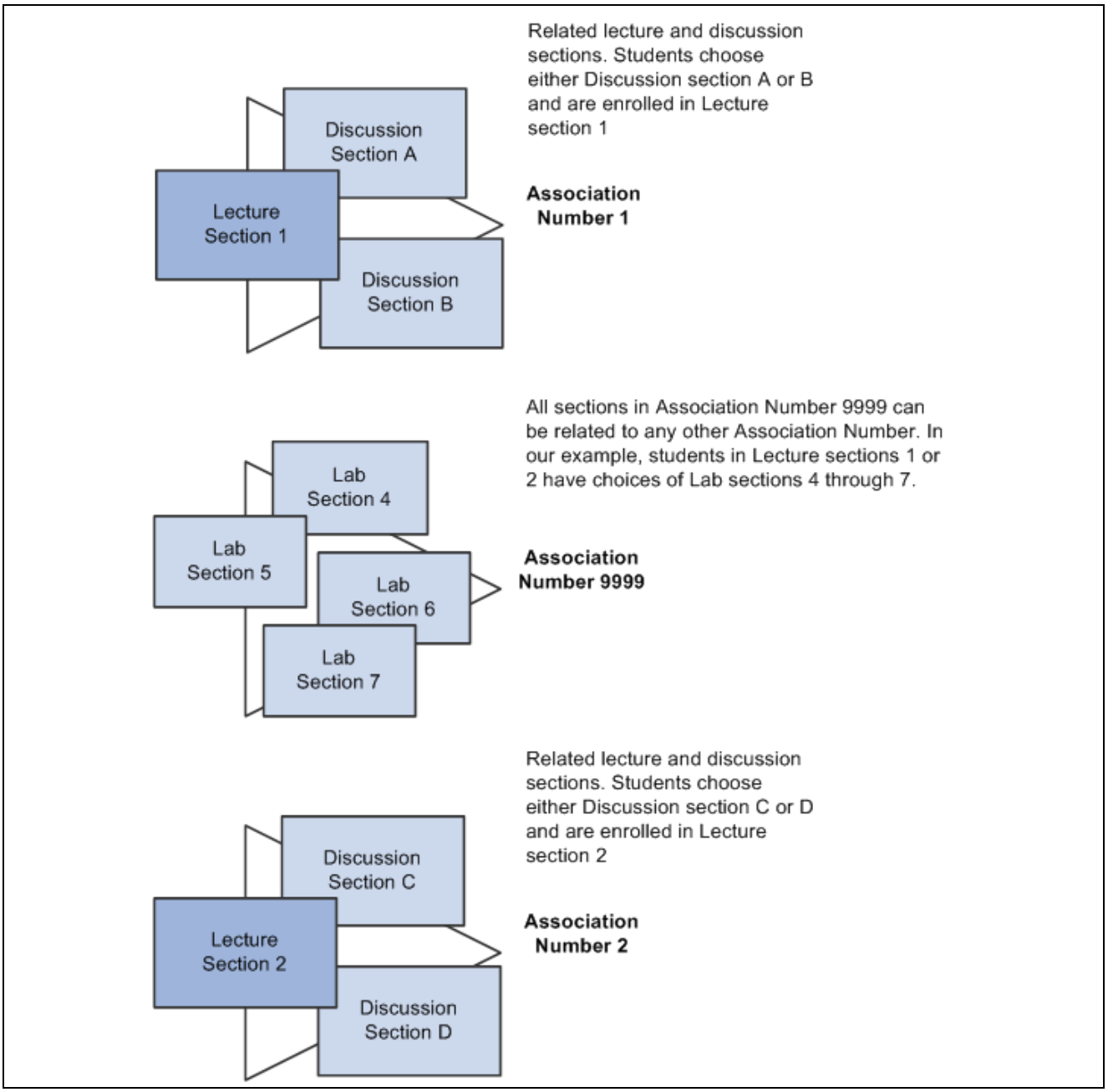

An illustration of the class association number concept

Discussion sections A, B, C, or D are set up with a class type of Enrollment in the Schedule of Classes. Students select to enroll in one of these sections. Lecture sections are set up with a class type of Non-Enrollment and the auto-enroll option selected. Students are automatically enrolled in a lecture section dependent upon the discussion section chosen. Lab sections are set up with association number 9999 because students have an option of enrolling in any of these.

Use the class associations component after you schedule your classes for a term. In this component you can maintain the data of a group of classes which form a single course offering.

The data in the class associations component is created after you schedule classes. Use this component only if you want to override defaults that are set in the course catalog.

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Note. After you create the schedule of classes, if you amend the course catalog those changes are not reflected in the schedule of classes. Use the Class Associations component if you must make changes to classes already scheduled, such as adjusting units, modifying components, or modifying requisites. You can also use the Course Roll page to make changes to classes that are already scheduled.

See Also

lssr, Managing the Schedule of Classes, Rolling Data from the Course Catalog to the Schedule of Classes

Using the Common Attribute Framework to Extend Class Associations

Bundle 29 / April 2013
PeopleBook documentation updated to reflect Bundle 27 changes

This section provides an overview of how to extend the Class Associations structure by defining attributes for use with class associations using the Common Attribute Framework.

Attributes are associated with a functional area by a Record Context. Common Attributes have been enabled for Class Associations as follows:

- Record Context: CLASS_ASSOC
- Attribute Record: SSR_ASSOC_CAF

Attributes attached to this Record Context/Attribute Record combination are available for use with class associations and can be assigned on the Class Components page, or by linking to the Associated Class Attributes page from the Basic Data or the Schedule Class Meetings - Meetings pages.

Steps for Creating Common Attributes for Class Associations

To create common attributes for use with class associations:

1. Define the attribute using the Common Attribute component.
2. Attach that attribute to the Class Association (CLASS_ASSOC) Record Context.

Warning! The Record Context allows you to set certain properties for a particular attribute in that context, including whether an attribute is repeatable or required. However, we strongly recommend that you do not make CLASS_ASSOC attributes *required* because then that attribute is required for all sections of every class that you schedule.

See Also

PeopleSoft Campus Community 9.0 Fundamentals PeopleBook, Working with Common Attribute Framework

PeopleSoft Student Records 9.0 PeopleBook, Managing the Schedule of Classes, Defining Class Associations, Modifying Class Components

PeopleSoft Student Records 9.0 PeopleBook, Managing the Schedule of Classes, Scheduling New Classes, Adding Class Association Attributes Using the Schedule of Classes Component

PeopleSoft Student Records 9.0 PeopleBook, Managing the Schedule of Classes, Modifying Scheduled Class Meetings

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Prerequisite

You must first schedule the class.

Pages Used to Define Class Associations

Page Name	Definition Name	Navigation	Usage
Class Associations	CLASS_ASSOC	Curriculum Management, Schedule of Classes, Adjust Class Associations, Class Associations	Adjust units, change instructor edit views, and select the blind grading option after you schedule a class. All data on the page defaults from the Course Catalog component. All of the data elements can be changed for a class association.
Class Components	CLASS_ASSOC_CMPNT	Curriculum Management, Schedule of Classes, Adjust Class Associations, Class Components	Modify aspects of class components such as grading basis, course components, and requirement designations. Display all related sections for the class association. For convenience, the system also displays any class sections with class association 9999. Add class association attributes.
Class Requisites	CLASS_ASSOC_RQS	Curriculum Management, Schedule of Classes, Adjust Class Associations, Class Requisites	Modify, and, if appropriate, add more requisites to a class.

Adjusting Units

Access the Class Associations page (Curriculum Management, Schedule of Classes, Adjust Class Associations, Class Associations).

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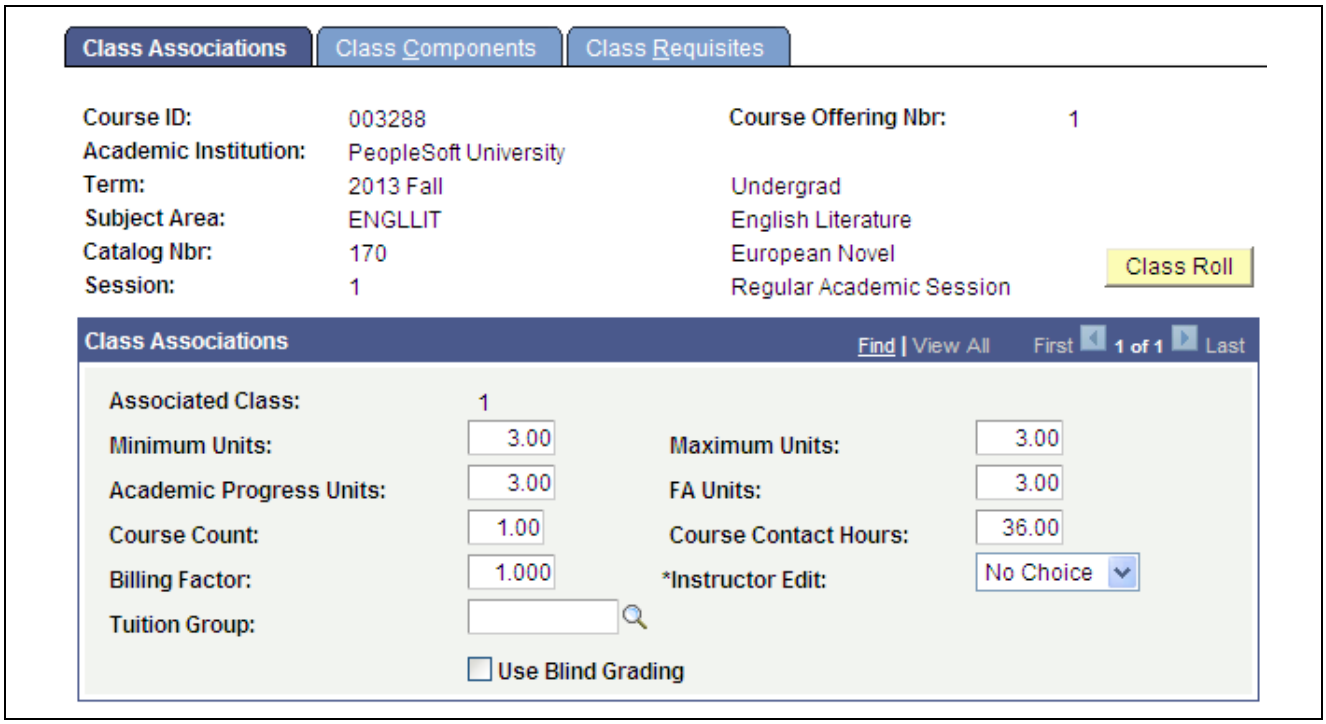

Class Associations page

The system creates the record here when you enter and save the schedule of classes. The associated class number links all class sections that constitute a single course offering. For example, all lab and discussion sections plus the associated lecture sessions have the same associated class number. The system populates all of these fields by default from the course catalog.

Note. Association number *9999* can be associated with any other associated class number. When a student enrolls in a class, the system verifies that the student has enrolled in a section with all required components of the course (such as lecture, lab and discussion) from within the same associated class group (or from group 9999). You can only assign association number *9999* to nongraded components.

Minimum Units and **Maximum Units**

The system populates the Minimum Units and Maximum Units fields by default from the course catalog. You can override these values.

Academic Progress Units and **FA Units** (financial aid units)

The system populates these fields by default from the course catalog. You can override these values. The fields are unavailable for entry for variable unit courses.

Course Count

The system populates this field by default from the course catalog. The course count indicates the worth, or count, of the course towards an advising requirement. Some institutions count courses, as well as units, towards degree requirements. You can override this value.

Course Contact Hours

The system populates this field by default from the course catalog. Course contact hours may be used for manual workload analysis. You can override this value, which you initially define on the Catalog Data page. Use this field only if you want to report contact hours manually.

The Instructor Workload feature does not reference this free-form field.

See lssr, Tracking Instructor Workload.

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If you track contact hours manually and therefore use the Course Contact Hours field, the course contact hours should equal the instructor contact hours. If you are overriding the value of the Course Contact Hours field, then to maintain consistency—and therefore increase clarity—you should update the instructor contact hours using the Meetings page. The system itself performs no cross-reference verification to ensure that the corresponding values match.

Billing Factor

The system populates this field to *1* by default. The billing factor regulates billing units, which the system uses to calculate per unit fees. When you establish fees for terms, courses, and classes, you can assess a per unit fee which is derived from the billing units on the student's enrollment record. Billing units are equal to the billing factor times academic progress units (BU = BF x APU). So if billing factor is set to *1* and academic progress units is set to *3*, billing units would be *3*. Alternatively, if the billing factor is set to *2*, and academic progress units is set to *3*, billing units would be *6*. Because billing factor defaults to *1*, billing units are usually equal to academic progress units.

The Student Enrollment 1 page is the only place where you can override billing units for an individual enrollment. The only time that billing units and academic progress units would differ is when the billing factor is set to anything other than *1*, or if either of these values were changed on the Student Enrollment 1 page.

Instructor Edit

Select how you want the system to prompt for instructor IDs during class scheduling and enrollment. This option determines the availability of the Instructor ID field during enrollment, for courses for which the student has the option to select the instructor, such as independent study courses. The system populates the value for the Instructor Edit field by default from the Catalog Data page. Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values require a substantial programming effort. Values are:

No Choice: If you select this option, the Instructor ID field is unavailable on the Enrollment Request and Quick Enroll pages and is hidden on the Self Service Enrollment pages. The system automatically assigns the instructor who is scheduled to teach the class, as indicated on the Schedule of Classes - Meetings page: Assignment tab. Thus the student has no choice of instructor.

Class Instructor Edit: If you select this option, the system makes the Instructor ID field on the Enrollment Request, Quick Enroll, and Self Service Enrollment pages available and prompts the user with only the Primary Instructors for the class, as defined on the Meetings page.

Use this option for independent study courses or the like, for which the student can select one of several primary instructors.

Instructor/Advisor Edit: If you select this option, the system makes the Instructor ID field available on the Enrollment Request, Quick Enroll, Enrollment and Self Service Enrollment pages. The system prompts the user with only the instructors available to teach this course, as defined on the Instructor/Advisor Table page.

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Note. To activate the instructor/advisor edit your institution must first select, on the Academic Organization Table page, to edit instructors against instructor/advisor for the academic organization to which this class belongs.

The *Instructor/Advisor Edit* option should be used only for courses that belong to academic organizations for which the Instructor Advisor option is selected (on the Academic Organization Table page). This ensures that instructor selection is controlled by the academic organization settings.

See lssr, Preparing for the Course Catalog and Schedule of Classes, Designating Approved Instructors and Advisors.

See lsfn, Designing Your Academic Structure, Defining Academic Organizations.

Tuition Group

Regardless of the tuition group that you enter on this page, all students are charged tuition based on their own tuition group. Use this field to designate a specific group of students that you want to charge additional course fees for the course.

This field is optional.

See lssf, Setting Up Fees and Tuition Groups, Setting Up Tuition Groups.

Use Blind Grading

Select this check box to enable grade rosters for blind grading. The system populates this field by default from the Course Catalog - Offerings page.

When you generate grade rosters for a course that invokes blind grading, instead of student names on the roster, the system generates random numbers.

Class Roll

If the class is scheduled and students are enrolled, and you make changes to the fields in the Class Associations component, in most cases this affects student enrollment. You therefore need to update the enrollment records of each student in the class. To do so, click the Class Roll button for all rows on the page. The system creates enrollment maintenance transactions through a COBOL process and displays for you an enroll request ID related to these transactions. We suggest that you write down the enrollment request ID numbers for use on the Block Enrollment page.

The COBOL process considers the following fields when updating student records:

- Minimum Units.
- Academic Progress Units (when minimum and maximum units are the same).
- Financial Aid Units (when minimum and maximum units are the same).
- Course Count (if set to Course Count Enrollment on the Academic Program - Course page).
- Billing Factor.
- Tuition Group.
- Grading Basis.
- Requirement Designation.

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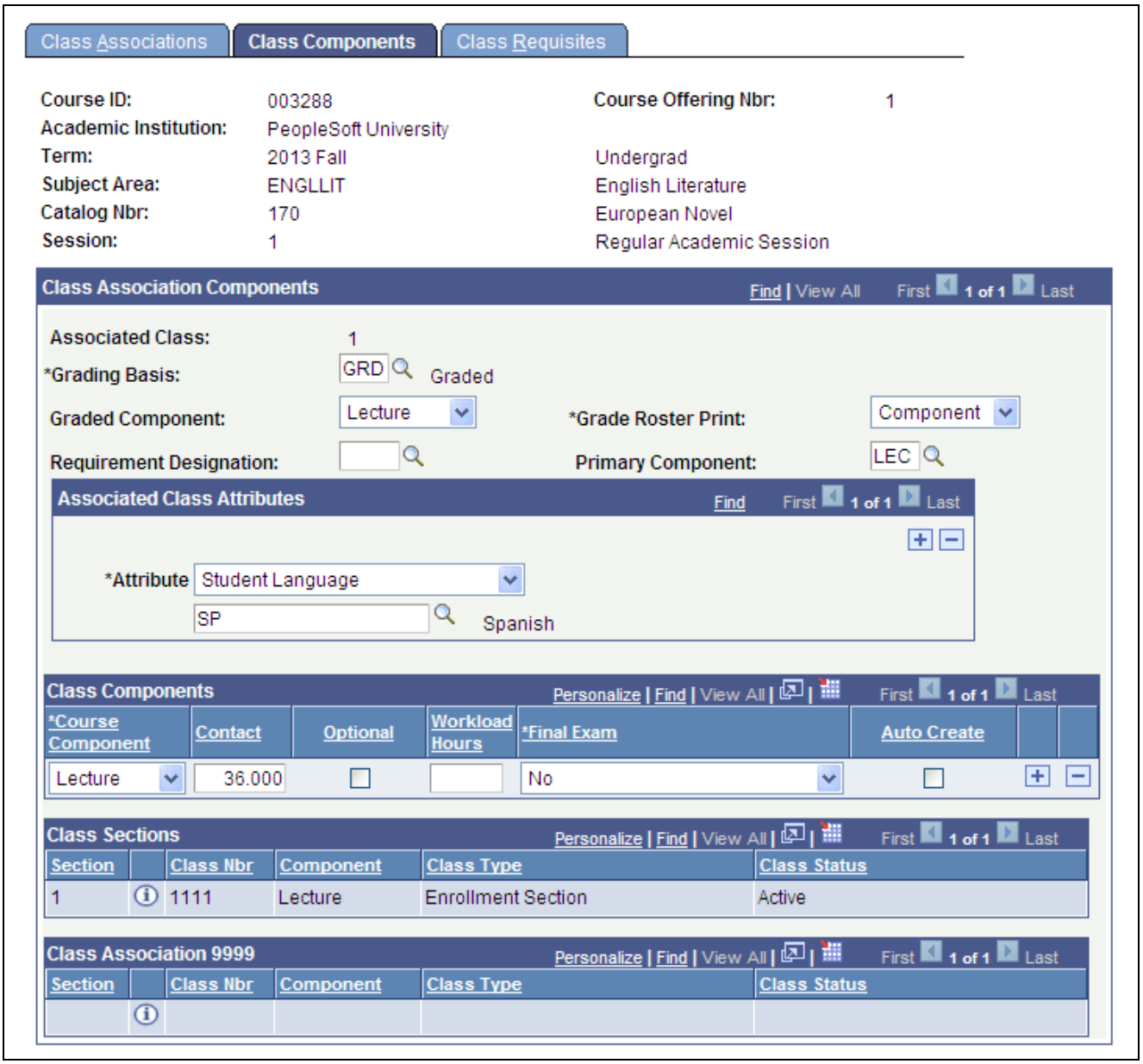
Note. To update the students' records, you must navigate to the Block Enrollment page and run the block enrollment process using this enroll request ID. The system uses the enrollment maintenance transactions grouped within this enroll request ID to update the student enrollment records that your changes have affected.

Modifying Class Components

Access the Class Components page (Curriculum Management, Schedule of Classes, Adjust Class Associations, Class Components).



Class Components page

The system creates the record here when you enter and save the schedule of classes. The associated class number links all class sections that constitute a single course offering. For example, all lab and discussion sections plus the associated lecture sessions have the same associated class number.

The system populates all of these fields by default from the course catalog.

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See lssr, Setting Up the Course Catalog, Creating Course Offerings.

Note. Association number *9999* can be associated with any other associated class number. When a student enrolls in a class, the system verifies that the student has enrolled in a section with all required components of the course (such as lecture, lab and discussion) from within the same associated class group (or from group 9999). You can only assign association number *9999* to nongraded components.

Grading Basis

The system populates this field by default from the course catalog. Select the grading basis to use for the class. Grading basis values are linked to grading schemes on the Grading Scheme Table page.

Grade Roster Print

Enter the type of grade roster that you want to print for this associated class (as processed through the Grade Roster Print page). Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values require a substantial programming effort. Values for grade roster print are:

By Student: Grade rosters print for each student. Each student has a distinct grade roster, separated by a page break.

Component: Grade rosters print for the graded component of the class. The graded component is specified on the Course Catalog - Components page.

Instructor: Grade rosters print for the graded component of the class. The graded component is specified on the Course Catalog - Components page. A copy of the grade roster prints for each instructor, primary or otherwise. The number of copies that print is equal to the number of instructors for the class (primary or otherwise).

None: No grade roster prints for the class.

Graded Component

The system populates this field by default to the component on the Components page that has the Graded Component check box selected. You can override this value. Select the graded component, indicating the component with which the course grade is associated.

After students enroll in a component within the class association, this field is unavailable for entry.

Requirement Designation

Enter a requirement designation for the class. A requirement designation can be extra work that has to be done for a course, such as Design Credit, or a requirement designation can specify a special type of a course to use in a course list for the Academic Advisement application. Requirement designation values are defined on the Requirement Designation Table page, and default from the Catalog Data page. Example requirement designation values are *Design Credit*, *Thesis Choice*, and so on.

Requirement designations feed into the Academic Advisement application.

See lssr, Preparing for the Course Catalog and Schedule of Classes, Defining Requirement Designations.

Primary Component

If you are using the Dynamic Class Dates feature, it is mandatory that you enter a primary component for the class, even if you only have one component. The Dynamic Class Dates process uses the scheduled class section of the primary component to calculate the landmark dates on a dynamic academic calendar. The process uses the primary component value as defined in this

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field. You can select to include other components of the class in Dynamic Class Dates process calculations on the Schedule of Classes - Basic Data page.

After students enroll in a component within the Class Association, this field is unavailable for entry.

Associated Class Attributes

Bundle 29 / April 2013

PeopleBook documentation updated to reflect bundle 27 change — new scroll area on this page

Use the Associated Class Attributes scroll area to insert rows for Attribute/Value combinations. If you insert a row and specify an attribute, you must also provide a value in order to save the component.

Attribute The name of the attribute. This value comes from the description of the attribute on the Common Attribute component.

Value This field changes depending on the type of attribute. This could be a numeric, date, time or text field. Alternatively, the field could prompt against a list of values if one has been defined for the attribute.

See PeopleSoft Student Records 9.0 PeopleBook, Managing the Schedule of Classes, Defining Class Associations, Using the Common Attribute Framework to Extend Class Associations

Class Components

Course Component Enter a course component for the class association. The system populates this field by default from the Course Catalog - Components page. Values for this field are delivered with your system as translate values. You can modify these values. The course component indicates the parts of the course offering *(lecture, laboratory, seminar,* and so on). One course offering can have multiple components.

Contact Enter the contact hours you want to record for the instructors teaching this component of the course. The Instructor Workload feature does *not* reference this free form field. Use this field only if you want to report contact hours manually.

Note. Modifying the course components and the contact hours for each component creates inconsistency between this page and the Meetings page. Although you can edit the corresponding fields on the Meetings page, with no impact elsewhere in the system, you should, for clarity, maintain consistency between these two pages. The system itself performs no cross-reference verification to ensure that the corresponding values match. Thus, to maintain consistency you should verify that the course component contact hours on this page equal the instructor contact hours on the Meetings page.

Optional If you select this check box, enrollment in the component is optional for this associated class.

Workload Hrs (workload hours) and **OEE Workload Hrs** (open entry/exit workload hours) If you select the Calculate Workload check box on the Academic Institution 4 page, thereby activating the automated Instructor Workload feature, the Workload Hrs field appears on the Class Components page. The Workload Hrs or OEE Workload Hrs field defaults to the workload hours specified on the Course Catalog - Components page. In other words, if you set the lecture to three workload hours on the Course Catalog - Component page, then whenever a lecture for this course is scheduled, the lecture component defaults to three workload hours on the Class Components page. Similarly, if you set the

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laboratory component to 1 workload hour on the Course Catalog - Components page, then whenever a laboratory for this course is scheduled, the laboratory component defaults to one workload hour on the Class Association - Class Components page. The user can modify the component values on the Class Association - Class Components page if necessary. This field is optional.

The workload hours specified here can be used by the default workload hours formula as specified by the Course Component Workload Hours% field on the Academic Institution 4 page.

Final Exam

Enter a value to indicate whether a final exam is given in the course. The value defaults from the Course Catalog - Components page. Final exam values are delivered with your system as translate values. Add as many values to the translate table for the final exam as needed. The only value that you must not remove from the translate table is *Yes*, which has coding attached to it. Values are:

Yes: The *Yes* value enables block final exam scheduling.

No: Indicates that this component has no final exam. Entering *No* eliminates this component from the block exam scheduling process.

Last Class: Indicates that a final exam is taken in the last regularly scheduled class (as opposed to during final examination week). Entering *Last Class* eliminates this component from the block exam scheduling process.

Class Sections

Displays all related sections for the class association.

Class Association 9999

For convenience, displays any related class section with class association 9999.

Note. No class association records are created for 9999 sections.

Modifying Requisites

Access the Class Requisites page (Curriculum Management, Schedule of Classes, Adjust Class Associations, Class Requisites).

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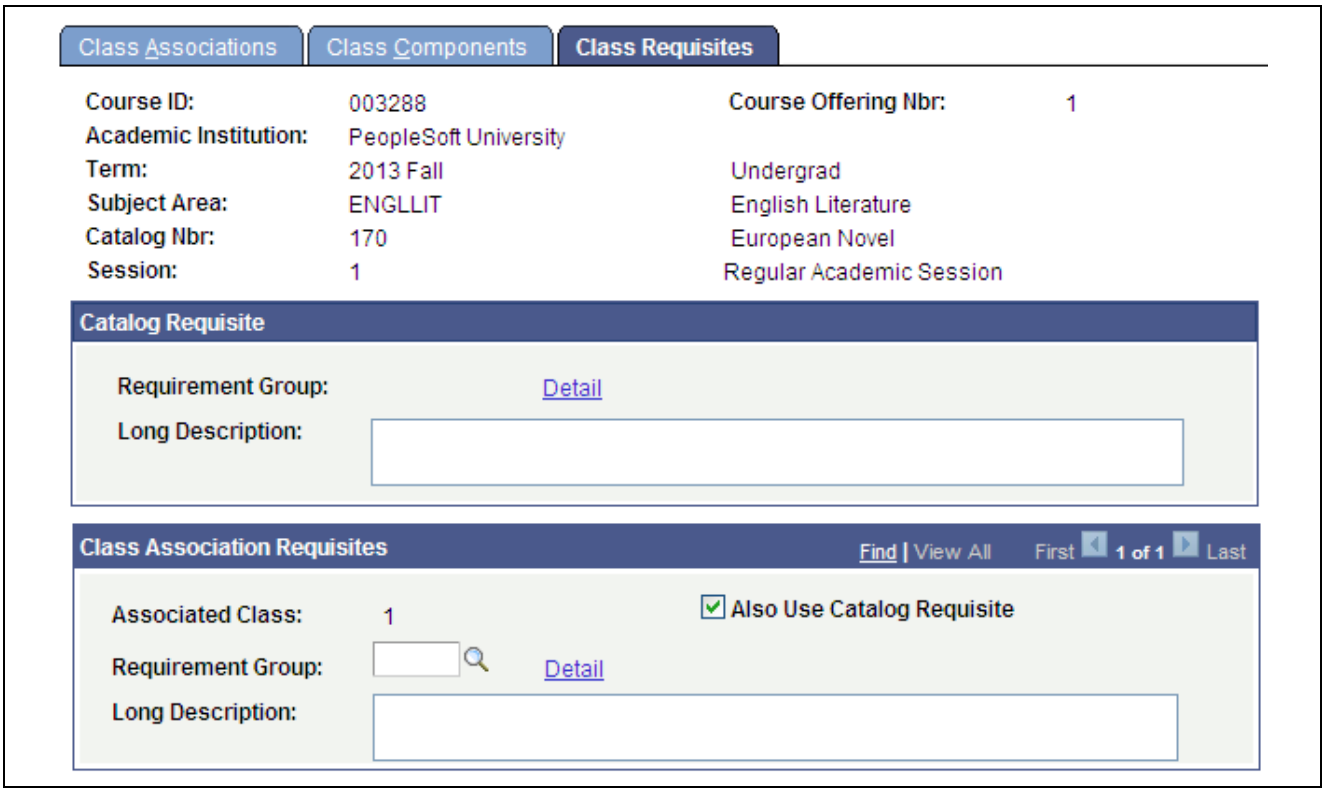

Class Requisites page

Detail Click to access the Requirement Group Summary page, where you can review the enrollment requisites for both the course and class.

Also Use Catalog Requisite Select to command the system to use the course catalog requisite as well as the class requisite in the enrollment process.

Note. If you have requisites in the course catalog and you do not want to use them for the class offering, clear the Also Use Catalog Requisite check box.

Requirement Group Enter the class requisite requirement group. Requirement group values are created through the Enrollment Requirement Group component.

Long Description The system populates this field by default to the long description of the enrollment requirement group.

Defining Class Permissions

This section provides an overview of class permissions, lists prerequisites and common elements, and discusses how to:

- Create add permissions for classes.
- Create drop permissions for classes.
- Generate add permissions for a subject area.

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Understanding Class Permissions

Class permissions are numbers or authorizations that you can associate with a class and assign to students to use at enrollment time. You can create *general* or *student-specific* add permissions. You can also generate add permission numbers for an entire subject area. You can create only *student-specific* drop permissions.

Class permissions can override conditions such as requisites and limits. Permissions allow a student to add or drop a class, as long as the student uses the permission by the expiration date and does not violate overall student limitation rules (such as maximum number of units).

Prerequisites

Before you can define class permissions, you must:

- Schedule a class.
- Select the Student Specific Permissions check box on the Basic Data page (for student-specific permissions).

  This option applies to add permissions only.
- Clear the Student Specific Permissions check box on the Basic Data page (for general class permissions).

  This option applies to add permissions only.

Common Elements Used in This Section

Instructor

View class instructor data. Because there can be multiple instructors for a class, name data for each employee ID appears.

Expiration Date

In the Defaults group box, this is the default expire date. You can change this date. When you create permissions for a class, the system populates the Expire Date column with the default date value. The system retrieves the value for the Default Date field from the SESS_TIME_PEROD table or the SESSION_TABLE based on the following criteria:

If the value of the add/drop action for the TIME_PERIOD field on the SESS_TIME_PEROD table is 140 and an end date value exists for this field, the system retrieves this end date value as the default date.

If the end date for the TIME_PERIOD field on the SESS_TIME_PEROD table does not exist, the system retrieves the end date for the term as the default date. The system retrieves this value from the SESSION_TBL_END_DT field on the SESSION_TABLE page.

In the Class Permission Data group box, the expiration date defaults from the date in the Defaults group box. You can change this date.

Sequence Number

The system generates a sequence number and assigns it to each permission based on the order you create the permissions.

Permission Use Date

The system populates this field with a value of *Not Used.* by default. When the student successfully uses the add or drop permission, this field is populated with the use date.

Comments

Add comments for individual permission rows.

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Pages Used to Create Class Permissions

Page Name	Definition Name	Navigation	Usage
Permission to Add	CLASS_PERMISSION	Records and Enrollment, Term Processing, Class Permissions, Class Permissions, Permission to Add	Create student-specific permissions or general permission numbers for adding classes.
Permission to Drop	CLASS_PERMISSION2	Records and Enrollment, Term Processing, Class Permissions, Class Permissions, Permission to Drop	Create student-specific permission numbers for dropping classes.
Generate Add Permissions	RUNCTL_SRSPRMSN	Records and Enrollment, Term Processing, Class Permissions, Generate Add Permissions, Generate Add Permissions	Generate general add permission numbers for an entire term and subject area. Before you access the Generate Add Permissions page, the Consent field on the Enrollment Cntrl page for all classes within the subject you specify, must be set to *Department* or *Instructor.*

Creating Add Permissions for Classes

Access the Permission to Add page (Records and Enrollment, Term Processing, Class Permissions, Class Permissions, Permission to Add).

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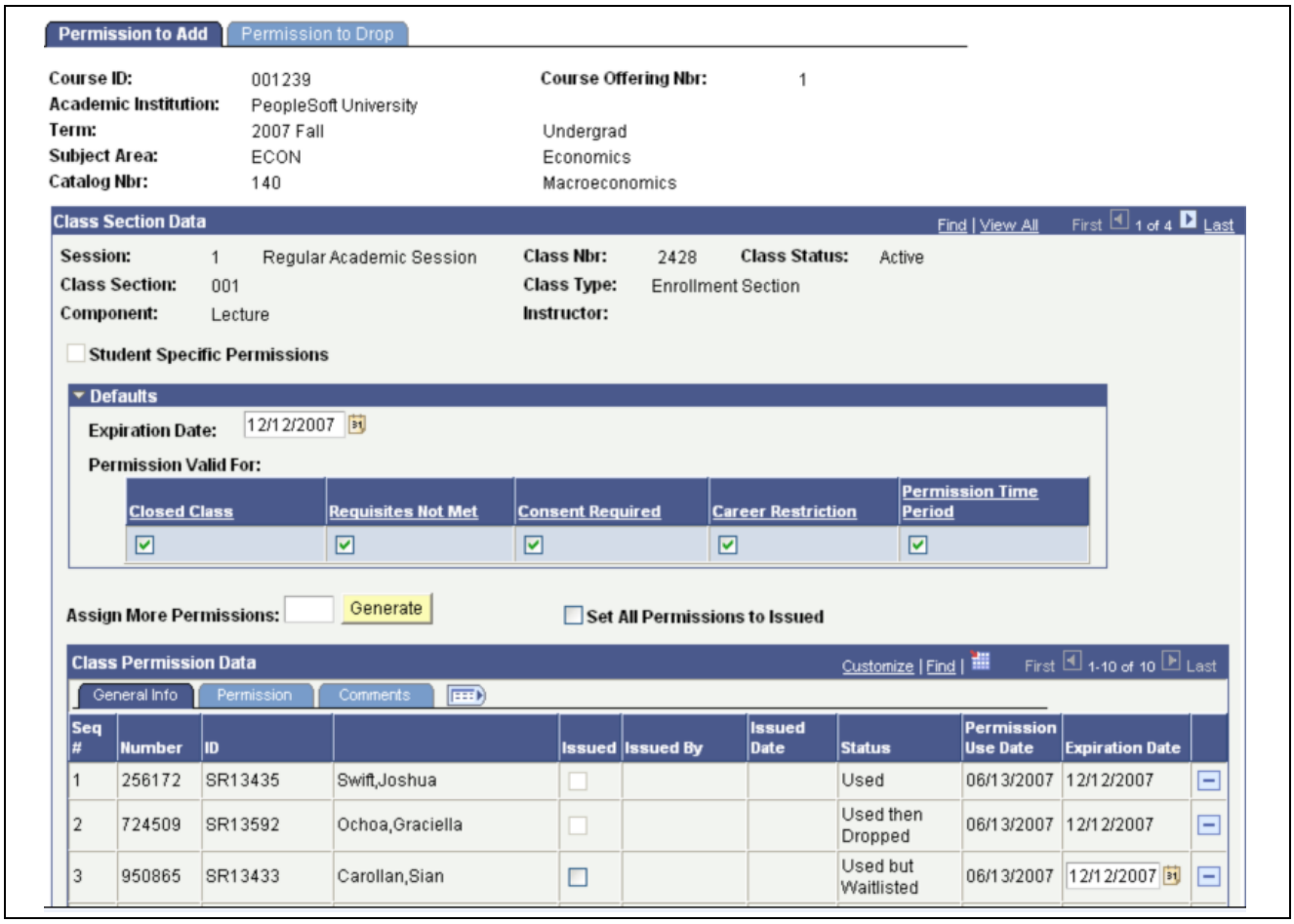

Permission to Add page

Student Specific Permissions The status of this check box defaults from the Basic Data page.

Permission Time Period Select this check box to allow a student to enroll in the class during the enroll with permission time period. This time period is determined by a user's enrollment security access ID and by the time period end dates that are defined in the Session Time Period table.

See lsfn, Securing Student Records, Setting Up Enrollment Access IDs.

See lsfn, Establishing Terms and Sessions.

The Permission Valid For check boxes are used to specify the conditions that a class permission overrides:

Closed Class Select to allow students to enroll in a class that is full. This type of permission also allows students to enroll in a closed combined section, or in a class where all available seats are subject to reserve capacity requirements that they might not meet.

Requisites Not Met Select to allow students to enroll in a class for which they do not meet the prerequisites.

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Consent Required Select to allow students to enroll in a class that requires instructor or department consent to add, as indicated by the Add Consent field on the Enrollment Cntrl page.

Career Restriction Select to allow students to enroll in a class that is outside their career.

Permission Time Period Select to allow students to enroll in a class during the enroll with permission time period. This time period is determined by a user's enrollment security access ID and by the time period end dates that are defined in the Session Time Period table.

Assign More Permissions This field is available only if the Student Specific Permissions check box is not selected. Enter the number of permissions you want to create. When you click Generate, the requested number of rows appear in the Class Permission Data group box.

Set All Permissions to Issued If you select this check box, all the cleared Issued check boxes in the Class Permission Data group box are selected. The Issued By and Issued Date fields are populated when you save the page.

Class Permission Data

The information that appears in this group box changes, depending on whether you create student-specific or general add permissions.

General Info

Select the General Info (general information) tab.

Number The value that appears is a random number generated for general class permissions.

ID For student-specific permissions, enter the ID for which you want to create the permission. For general class permissions, this field is populated with the student's ID when the student successfully uses the add permission. When the permission is used, the field is display only.

Issued Select this check box to indicate that a general permission has been issued to a student. Select the Set all Permissions to Issued check box to select the check boxes in all rows.

Issued By and **Issued Date** If the Issued check box is selected, these fields are populated when you save the page. The system displays the operator's user ID in the Issued By field.

Status View the status of the permission. Values include:

Used but Wait Listed: Appears when a student is placed on the wait list for a class for which the student has a permission number or student specific permission. The wait list process can therefore use the permission number or student specific permission to allow the student to enroll, without meeting conditions such as requisites.

Used: In the example of a student who is placed on the wait list for a class, this value appears when the student is moved from the wait list and enrolled in the class.

Used then Dropped: Appears when a student uses a permission to add a class and subsequently drops the class.

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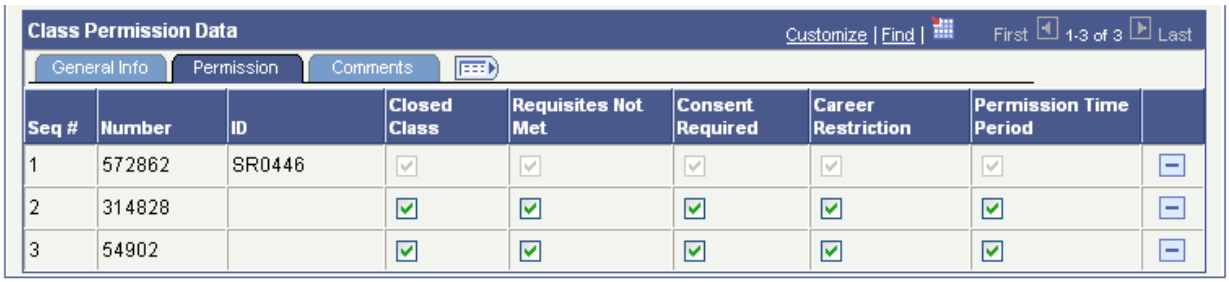
Permission

Select the Permission tab.

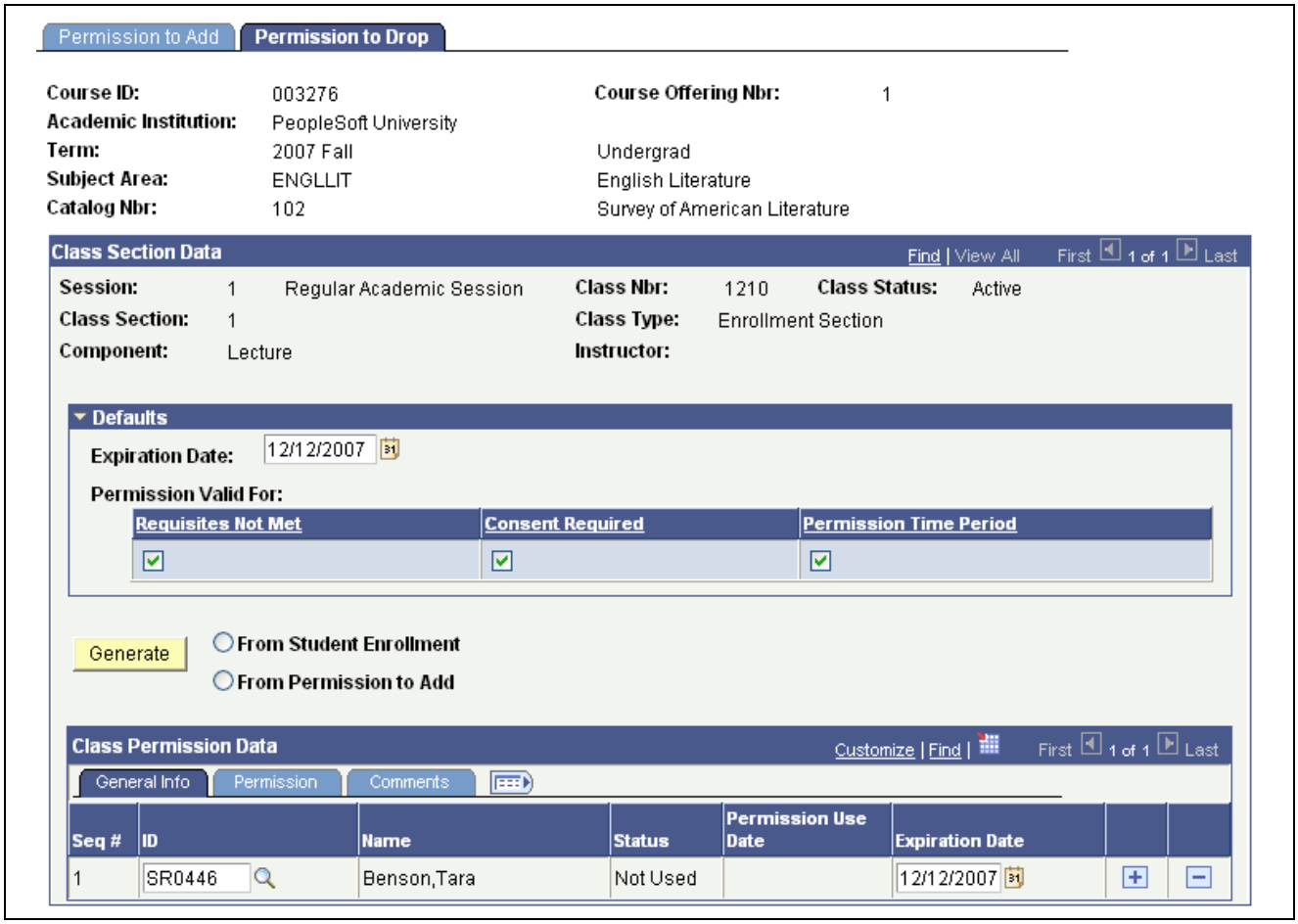


Permission to Add page: Permission tab

The permission conditions, such as Closed Class, default to the values selected in the Defaults group box. You can select different values for each permission row. When the permission is used, the check boxes become unavailable.

Creating Drop Permissions for Classes

Access the Permission to Drop page (Records and Enrollment, Term Processing, Class Permissions, Class Permissions, Permission to Drop).



Permission to Drop page

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Drop permissions can be used even if the class does not use add permissions. Drop permissions are always student specific.

You can create drop permissions on a student-specific basis only.

The Permission Valid For check boxes are used to specify the conditions that a class permission overrides:

Requisites Not Met Select to allow students to drop a class even if it is being used as a corequisite for another class. For example, a student is enrolled in Class A and Class B. Class B requires concurrent enrollment in Class A. If the Requisites Not Met check box is selected, the student can drop Class A without also dropping Class B.

Consent Required Select to allow students to drop a class where instructor or department consent is required to drop, as indicated by the Drop Consent field on the Enrollment Cntrl page.

Permission Time Period Select to allow students to drop a class during the drop with permission session time period. This time period is determined by a user's enrollment security access ID and by the time period end dates that are defined in the Session Time Period table.

Note. The drop permission has no impact on the consequence of the drop, for example, drop without penalty. This is still determined by the academic calendar dates.

From Student Enrollment Click this button, and then click Generate to create drop permissions for students who are enrolled in the class. You receive an error message if no eligible rows exist.

From Permission to Add Click this button, and then click Generate to create drop permissions for students who have been granted add permissions on the Permission to Add page. You receive an error message if no eligible rows exist. Eligible rows only exist if add permissions were created on a student-specific basis. Rows are generated whether or not the student has enrolled in the class.

Class Permission Data

View and update details and add comments for drop permissions.

General Info

Select the General Info tab.

ID Enter the ID for which you want to create a drop permission. When the permission is used, the field becomes unavailable for edit.

Status View the status of the permission. Values are *Used* and *Not Used.*

Permission

Select the Permission tab.

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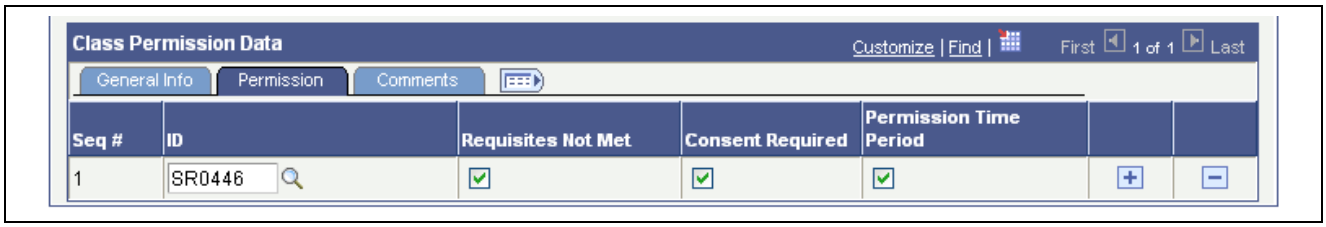
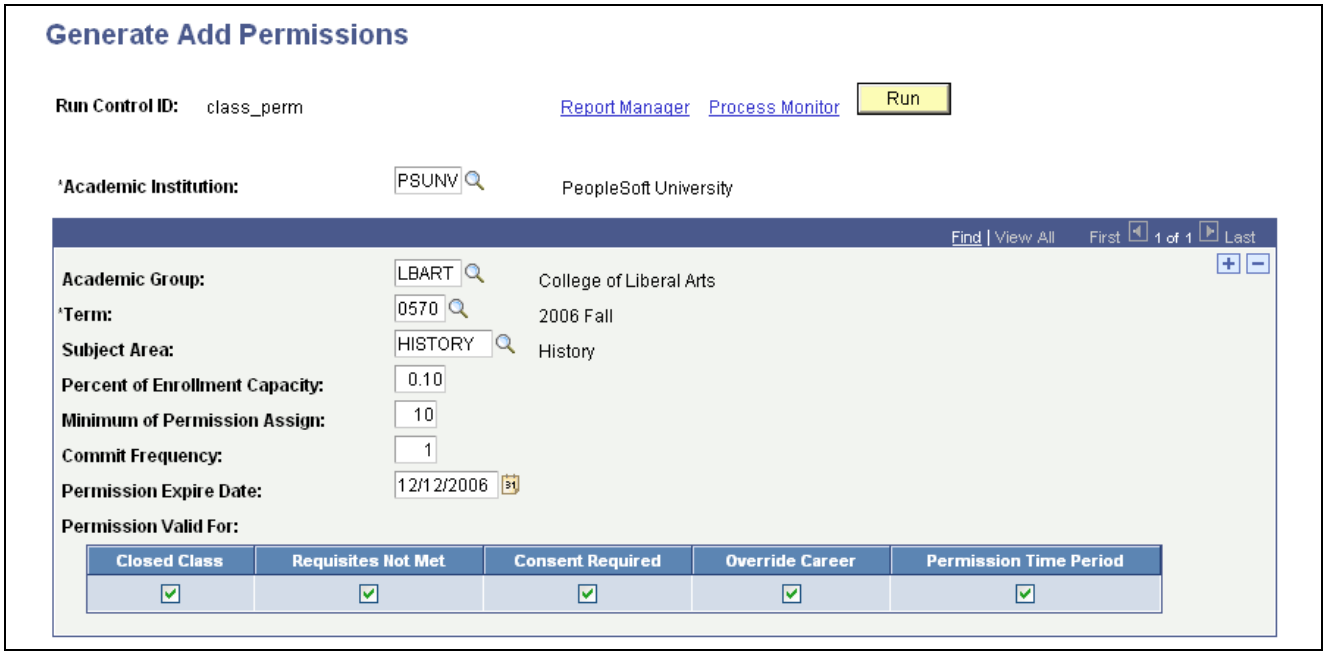


Permission to Drop page: Permission tab

The permission conditions, such as Requisites Not Met, default to the values selected in the Defaults group box. You can select different values for each permission row. When the permission is used, the check boxes become unavailable.

Generating Add Permissions for a Subject Area

Access the Generate Add Permissions page (Records and Enrollment, Term Processing, Class Permissions, Generate Add Permissions, Generate Add Permissions).



Generate Add Permissions page

Generate add permissions for a subject area for a particular term.

Academic Group Enter the academic group for which you want to generate add permissions. Academic group values are defined on the Academic Group Table page.

Term Enter the term for which you want to generate add permissions. Term values are defined on the Term Table page.

Subject Area Enter the subject area for which you want to generate add permissions. When you run the process based on subject, the system references the Add Consent field on the Enrollment Cntrl page. Subject area values are defined on the Academic Subject Table page.

Percent of Enrollment Capacity Enter the percent of enrollment capacity the system should use to calculate the number of permissions to create. In the example shown in the page above, the

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system creates general permissions for 10 percent of the enrollment capacity for every class in the College of Liberal Arts for Fall 2006.

Minimum of Permission Assign

Enter the minimum number of general permissions that you want the system to assign for each class. In the example shown in the page above, the system would always assign a minimum of 10 permission numbers for each class, regardless of enrollment capacity.

Commit Frequency

Defaults to *1*. The lower the commit frequency, the better concurrence of data. Even though a higher commit frequency enables faster processing of the job, the job could conflict with another one. You should leave the commit frequency at *1*.

Permission Expire Date

If a student does not use the permission before the expiration date, the student no longer has permission to enroll in the class. The system pulls the value of the Permission Expire Date field from the TERM_TABLE and SESS_TIME_PEROD tables for each section that exists based on the following criteria:

If the value of the add/drop action for the TIME_PERIOD field on the SESS_TIME_PEROD table is 140 and an end date value exists for this field, the system retrieves this end date value as the default date.

If the end date for the TIME_PERIOD field on the SESS_TIME_PEROD table does not exist, the system retrieves the end date for the term as the Default Date. The system retrieves this value from the TERM_TBL_END_DT field on the TERM_TABLE page.

Permission Valid For

All check boxes default to selected. You can select particular check boxes for each academic group, term, and subject combination.

Creating Combined Sections

This section provides an overview of combined sections and discusses how to:

- Define a combined section ID.
- Link classes to a combined section ID.

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Understanding Combined Sections

If you need to offer two or more separate classes as one class offering, you can combine sections. For example, you may have a course that is offered by the Economics Department (ECON 101) that is identical to a course that is offered by the Business School (BUSN 111). Perhaps you want to offer each class every semester (so students can pick and chose when they take the course), but there is only a maximum of 30 students total each semester who request the two classes, so it just is not economical. To offer both courses in the schedule of classes each semester, yet have the courses be taught as a single class (with one professor, one location, one meeting pattern, and so on), you can combine sections. Students who enroll in the Economics department version can use one class number to enroll, and students who enroll in the Business Department's version can use a different class number to enroll. Yet, all of the students participate in a single class environment. In this case, the combined sections share an event ID. If you want to combine classes that have different meeting patterns and/or instructor information, you can select the Skip Meeting Pattern and Instructor Edit check box, thereby disabling the edit and eliminating the propagation of data across the sections. You can combine sections permanently or for a single class occurrence. You can also combine sections within or across subjects. The enrollment and wait list capacities are controlled both at the section level and at the sections combined level.

To create combined sections:

1. Define a combined sections ID on the Combined Sections Table page.
2. Link classes to the combined sections ID and choose a combination type on the Combined Sections page.

   Before you combine sections be sure that a facility ID (if one was entered) exists for only one of the classes you are combining.

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Pages Used to Create Combined Sections

Page Name	Definition Name	Navigation	Usage
Combined Sections Table	SCTN_CMBND_TBL	Curriculum Management, Combined Sections, Combined Sections Table, Combined Sections Table	Create combined section IDs for each term and session at your institution.
Identify Combined Sections	SCTN_CMBND	Curriculum Management, Combined Sections, Identify Combined Sections, Identify Combined Sections	After you create a combined section ID, use this page to link classes to the ID, define the combination type, and indicate whether or not to enforce or skip the meeting pattern and instructor edit. If the edit is disabled (skipped), then meeting pattern and instructor data can be entered on any of the Schedule of Classes components. If the edit is enforced, then after you combine classes, you must perform all updates to the meeting pattern and instructor information through the Schedule Class Meetings - Meetings page. When you edit this information for a combined section, it is automatically propagated to all of the other combined sections within the same combined sections ID. Within the Schedule of Classes and Schedule New Course components, the facility/meeting pattern and instructor information is unavailable for combined sections.

Defining a Combined Section ID

Access the Combined Sections Table page (Curriculum Management, Combined Sections, Combined Sections Table, Combined Sections Table).

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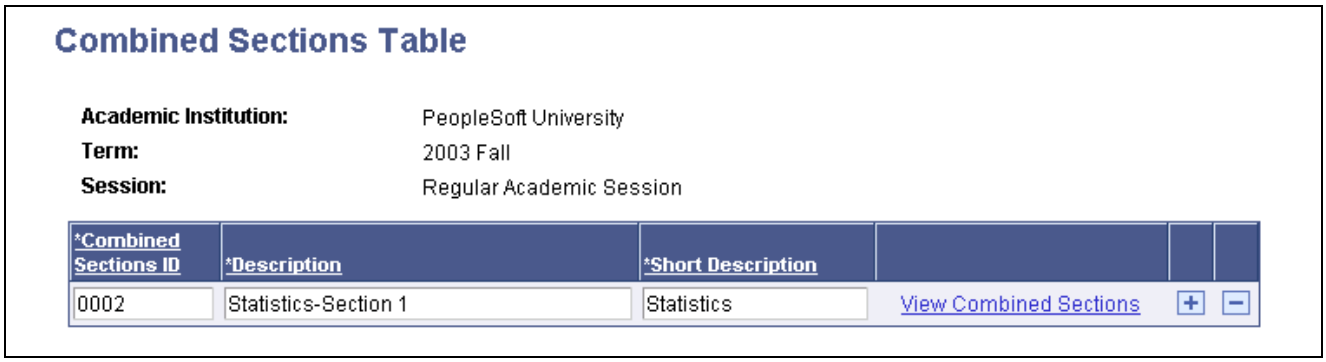


Combined Sections Table page

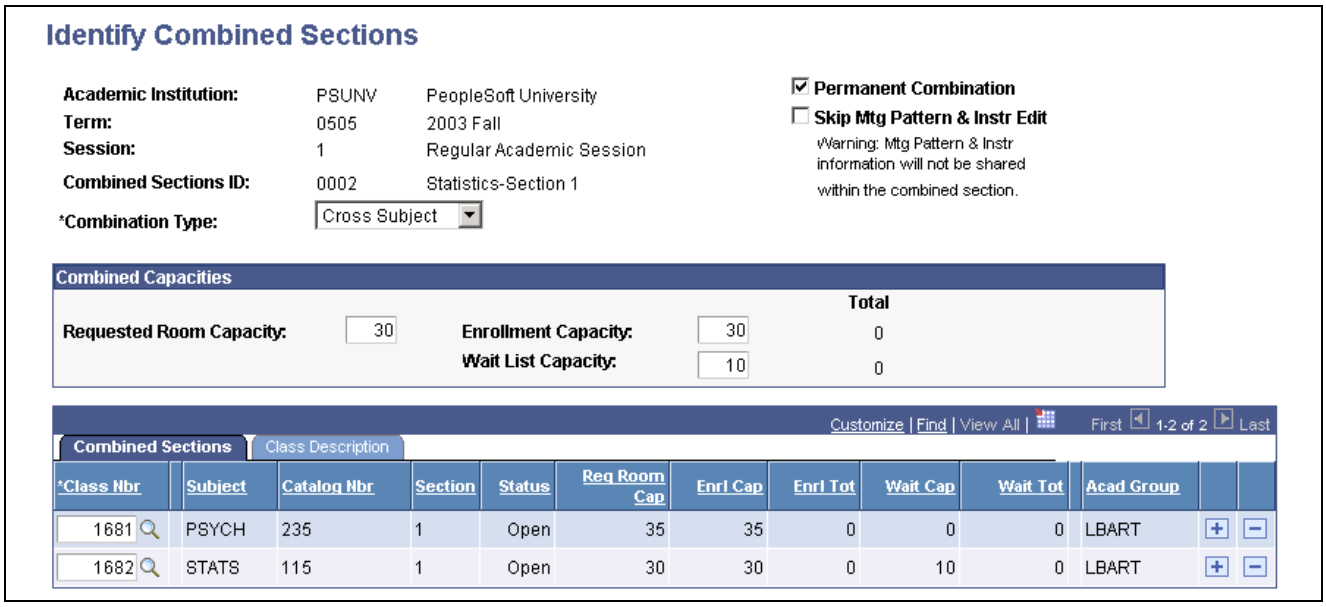
Combined Sections ID The system generates a combined sections ID, providing a unique identifier for each combined sections record.

Description and **Short Description** Enter a description and a short description for the combined sections ID. We suggest that these names have some descriptive value to the administrator who assigns these IDs to classes. The descriptions are not visible by students.

View Combined Sections Click to access the Combined Sections Table page, where you can view classes that are linked to a specific combined section ID.

Linking Classes to a Combined Section ID

Access the Identify Combined Sections page (Curriculum Management, Combined Sections, Identify Combined Sections, Identify Combined Sections).



Identify Combined Sections page

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document fields common to all views first.

Combination Type Enter the combination type. You combine sections *Within Subject*, *Cross Subject*, or *Both*. Values for this field are delivered with your system as translate values. There is no programming associated with this field.

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Permanent Combination

Select this check box to command the system to roll the combination when you perform the prior term copy process. If you clear this check box, the system assumes that the combination is a temporary arrangement for the current term.

Skip Mtg Pattern & Instr Edit (skip meeting pattern and instructor edit)

Select this check box to combine sections with different meeting patterns and instructor information. In this case, you enter the meeting pattern and instructor information directly in the Schedule of Classes, but the updated data is *not* propagated across the sections. The system considers instructor workload for each of the sections, and does not combine hours. If necessary, instructor workload hours can be adjusted on the Meetings page.

Requested Room Capacity

Enter the requested room capacity for the combined section. The room capacity can be different than the enrollment capacity. The requested room capacity is used with Universal Algorithm's Schedule25 software.

Note. Requested room capacity of combined sections is used for informational purposes only. The system only enforces individual section requested room capacities.

Enrollment Capacity and **Wait List Capacity**

Enter the enrollment capacity and the wait list capacity for the combined section. The system updates the total as enrollments are processed. The system uses the lower of the individual section and combined section values. The system uses these values to determine the combined section's virtual status. See the Status field description for more information on virtual statuses.

View Combined Sections Table

Click to access the Combined Sections Table page, where you can view or edit the section combined IDs.

Class Number

Enter the class numbers of sections to combine. If the instructor, meeting pattern, session begin and end date, or weeks of instruction are not identical to previously selected class numbers, an error occurs (unless you select the Skip Mtg Ptrn & Instr Edit check box).

Note. If you combine sections that have class meeting pattern topic IDs assigned to them, the system deletes the topic IDs. This is to prevent possible data integrity problems. Combined sections share meeting pattern information and the sections within the combination may be different courses with their own topic IDs and descriptions.

For the same reason, you cannot assign class meeting pattern topic IDs to combined sections. However, you can assign free format topics.

See lssr, Managing the Schedule of Classes, Scheduling New Classes, Defining Class Meeting Patterns.

Note. When you remove a class from a combined section, the system deletes all meeting patterns and instructor data from the section that is removed, unless the Skip Meeting Pattern & Instr Edit check box is selected.

Status

The combined section's virtual status appears here. If a class's enrollment status is closed the class's virtual status is closed. If the class's enrollment status is open, the system determines the virtual status by comparing the total number of students enrolled with the combined enrollment capacity. For example, if the combined enrollment capacity was set to 9 and there were 5

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students enrolled in PSYCH 235 and 4 in STATS 115 the virtual status would be closed. Thus, when a person conducts a class search, PSYCH 235 and STATS 115 would appear as closed, even though in the schedule of classes (CLASS_TBL) the sections would show statuses of open.

The system also displays the combined section's virtual status on the Combined Section Detail page.

See lssr, Managing the Schedule of Classes, Searching for Classes.

Scheduling Examinations

This section provides an overview of exam scheduling, lists prerequisites, and discusses how to:

- Schedule exams for individual classes.
- Run the Exam Scheduling process.
- Troubleshoot the Exam Scheduling process.

Understanding Exam Scheduling

You can schedule exams on a class-by-class basis or in large blocks. The block exam scheduling process is useful if you want to schedule exams in the same facility as the primary meeting for the class.

To schedule an exam for a single class (in a facility other than the regular class for the primary meeting):

1. Access the Schedule Class Meetings - Exam page.
2. Enter your reservation.

To schedule exams in large blocks:

1. Access the Exam Scheduling page and specify your processing parameters.
2. Run the Exam Scheduling process.

Prerequisites

Before you run the Exam Scheduling process, you must:

- Set the Final Exam field on the Course Catalog - Components page to *Yes*.
- Define exam codes on the Exam Code Table page.

See lssr, Preparing for the Course Catalog and Schedule of Classes, Setting Up Catalog and Schedule Options, Defining Exam Codes.

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Pages Used to Schedule Exams

Page Name	Definition Name	Navigation	Usage
Schedule Class Meetings - Exam	CLASS_EXAM	Curriculum Management, Schedule of Classes, Schedule Class Meetings, Exam	Link exams to one class section at a time and edit facility information.
Generate Exam Schedule	RUNCTL_SREXSCHD	Curriculum Management, Schedule of Classes, Generate Exam Schedule, Generate Exam Schedule	Run the Exam Scheduling process to schedule exams in batch, and reserve the regularly scheduled facility.

Scheduling Exams for Individual Classes

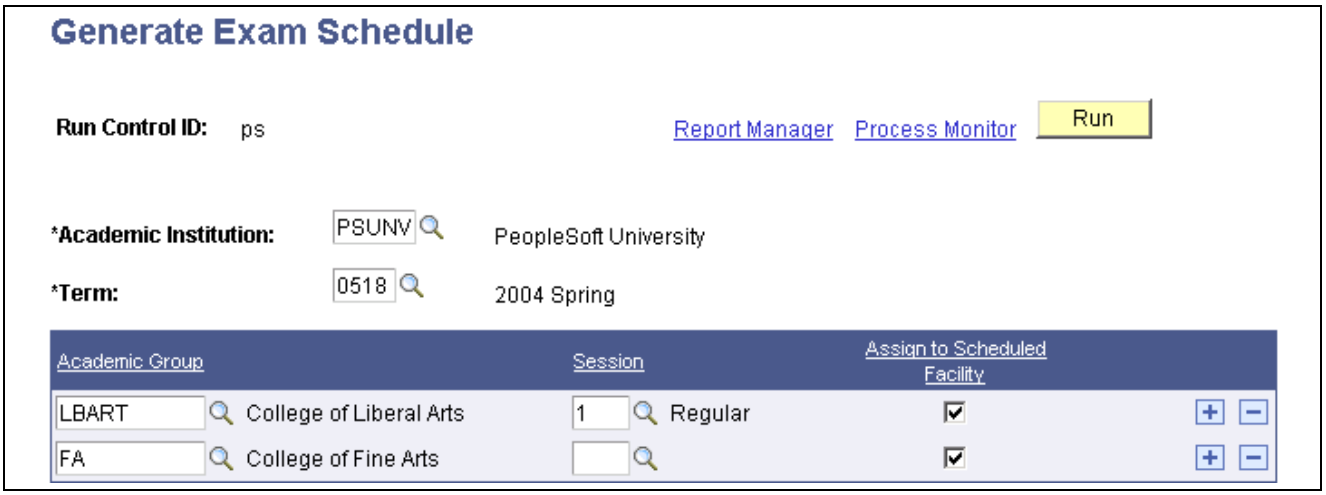
To schedule exams by individual section, use the Schedule Class Meetings component.

See Also

lssr, Managing the Schedule of Classes, Modifying Scheduled Class Meetings

Running the Exam Scheduling Process

Access the Generate Exam Schedule page (Curriculum Management, Schedule of Classes, Generate Exam Schedule, Generate Exam Schedule).



Generate Exam Schedule page

Academic Institution Enter the academic institution for which you want to schedule exams.

Term Enter the term for which you want to schedule exams.

Academic Group and **Session** Enter the academic group and session for which you want to schedule exams. Academic group values are defined on the Academic Group Table page. Session values are defined on the Session Table page.

Assign to Scheduled Facility Select this check box to command the system to assign exams the same facilities in which the class is scheduled for the term. If you clear this check box, exams are scheduled without a facility.

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Note. When scheduling exams for class sections with multiple meeting patterns, the Exam Scheduling process assigns final exam codes based on the class meeting pattern entered first on the Meetings page.

Troubleshooting the Exam Scheduling Process

Setup issues that can cause the Exam Scheduling SQR to not schedule exams include the following:

- Exam Code table not set up correctly to correspond with all possible class meeting patterns.
- Exam Code table not set up for the specified term and session.
- Exam Scheduling page must have the correct academic group.
- Exam Scheduling page must have the correct session code.
- Class must be set up on the Class Associations - Class Components page with a Final Exam value of *Yes*.
- Class meeting patterns are not set up for the class.
- Facility will not be reserved if you run the process where the Assign to Scheduled Facility check box is not selected.
- Facility will not be reserved if you run the process where the Assign to Scheduled Facility check box is selected, but the facility is already in use by another event during the exam time.

Modifying Course Events

This section lists a prerequisite and discusses how to define course events.

Prerequisite

You must first have an event ID record in your system.

Page Used to Modify Course Events

Page Name	Definition Name	Navigation	Usage
Class Event Table	COURSE_EVENT	Curriculum Management, Schedule of Classes, Class Event Table, Class Event Table	Review a class section's facility reservations, and modify or delete facility reservations by date.

Defining Class Events

Access the Class Event Table page (Curriculum Management, Schedule of Classes, Class Event Table, Class Event Table).

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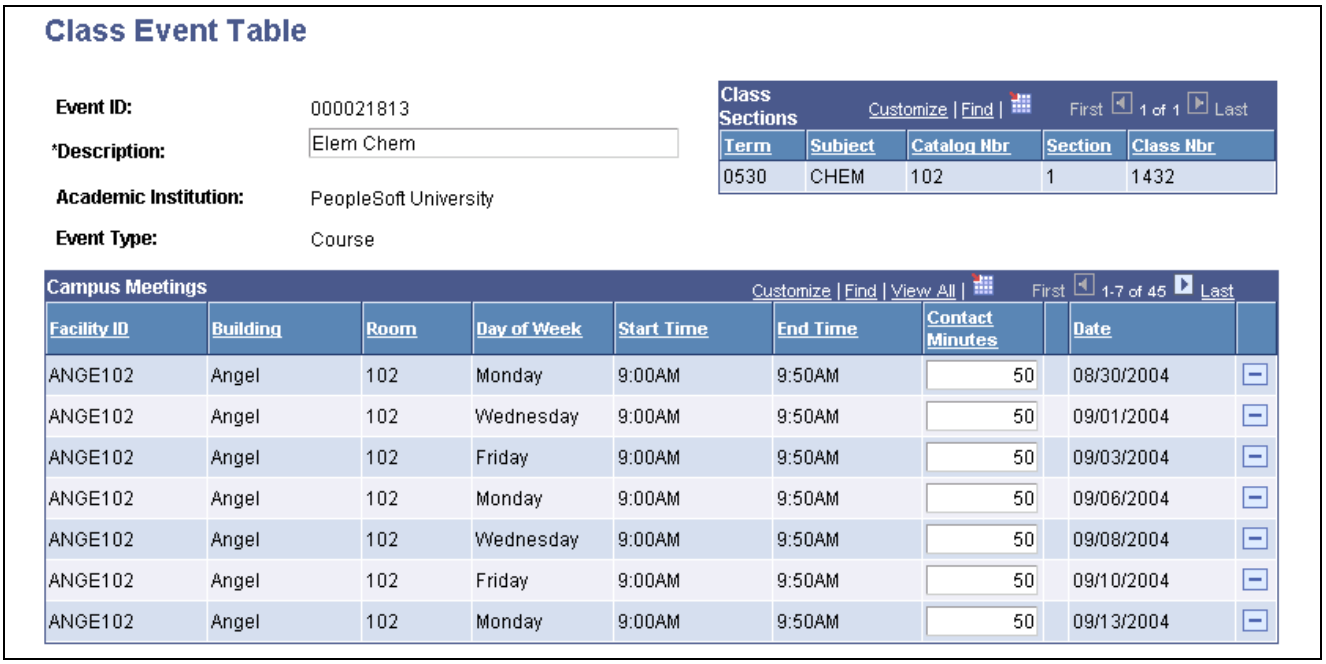

Class Event Table

Event ID: 000021813

*Description: Elem Chem

Academic Institution: PeopleSoft University

Event Type: Course

Class Sections Customize | Find | First 1 of 1 Last

Term	Subject	Catalog Nbr	Section	Class Nbr
0530	CHEM	102	1	1432

Campus Meetings Customize | Find | View All | First 1-7 of 45 Last

Facility ID	Building	Room	Day of Week	Start Time	End Time	Contact Minutes		Date	
ANGE102	Angel	102	Monday	9:00AM	9:50AM	50		08/30/2004	
ANGE102	Angel	102	Wednesday	9:00AM	9:50AM	50		09/01/2004	
ANGE102	Angel	102	Friday	9:00AM	9:50AM	50		09/03/2004	
ANGE102	Angel	102	Monday	9:00AM	9:50AM	50		09/06/2004	
ANGE102	Angel	102	Wednesday	9:00AM	9:50AM	50		09/08/2004	
ANGE102	Angel	102	Friday	9:00AM	9:50AM	50		09/10/2004	
ANGE102	Angel	102	Monday	9:00AM	9:50AM	50		09/13/2004	

Class Event Table page

Description The description of the course event. This is the course description.

Contact Minutes Modify contact minutes for individual classes if necessary. The system bases the contact minutes on the start and end time of the course as defined in the Schedule of Classes. Changing contact minutes for a class meeting has no impact on course contact hours or instructor contact hours. If you have a particular class meeting that you would like additional facility time (perhaps a day for group project presentations, where students need additional time to take down their presentation materials at the end of class), you can increment the contact minutes to your desired reservation time. In addition, you can delete a single meeting facility reservation to make the facility available for another event. Click the Save button to edit the facility reservation. If facility checking is active, the system verifies that your requested reservation is valid before saving the request.

Note. If you are using the PeopleSoft facility conflict checking logic, be sure when you are scheduling classes that you indicate a facility for at least one component of a course. The system does not populate the Class Event Table page unless a facility is booked for at least one component of a course. You indicate facilities for course components on the Meetings page.

Viewing Instructor Schedules

This section discusses how to view instructor schedules.

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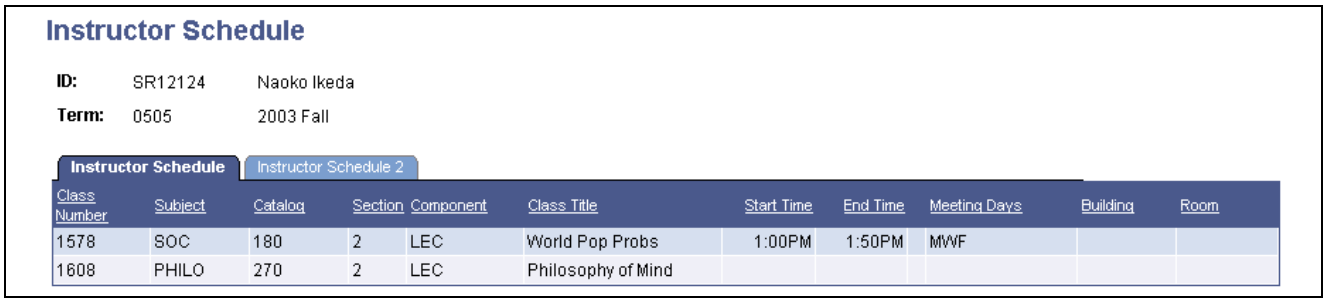
Page Used to View Instructor Schedules

Page Name	Definition Name	Navigation	Usage
Instructor Schedule	INSTR_CLASS	Curriculum Management, Instructor/Advisor Information, Instructor Schedule, Instructor Schedule	Review an instructor's class schedule for a term.

Viewing Instructor Schedules

Access the Instructor Schedule page (Curriculum Management, Instructor/Advisor Information, Instructor Schedule, Instructor Schedule).

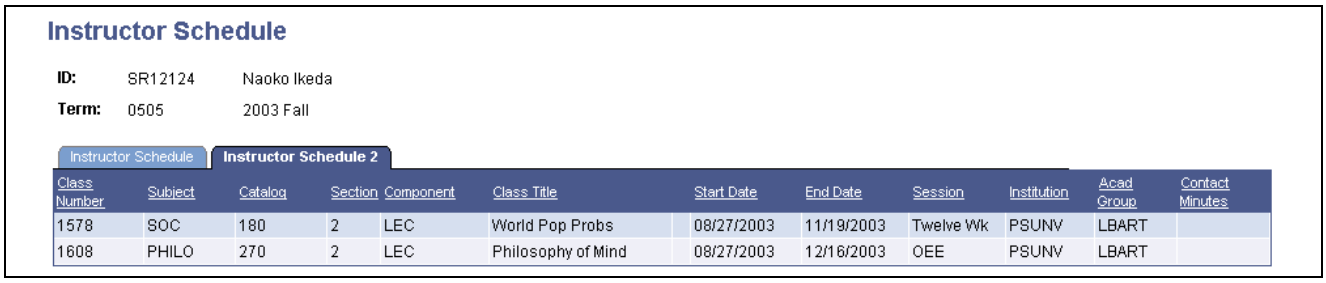


Instructor Schedule page: Instructor Schedule tab

The system displays all class meetings for an instructor within a term.

Instructor Schedule 2 Tab

Select the Instructor Schedule 2 tab.



Instructor Schedule page: Instructor Schedule 2 tab

The system displays additional detail information for all class meetings for an instructor within a term.

Viewing Instructor Schedules Through Self-Service Pages

If your institution has licensed PeopleSoft Campus Self Service, your instructors can view their class schedule and weekly schedules directly over the web.

See Also

lsss, Using Faculty Center

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Viewing Class Facility Usage

This section discusses how to review class facility usage.

Prerequisites

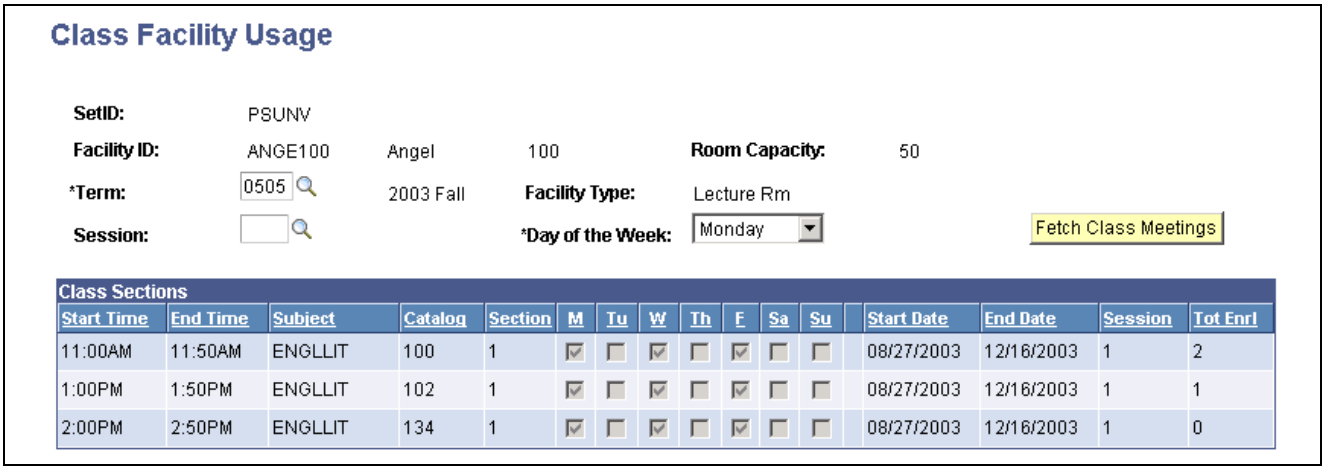
You must first assign events or classes with meeting patterns to a facility.

Page Used to View Class Facility Usage

Page Name	Definition Name	Navigation	Usage
Class Facility Usage	CLASS_MTG_PAT_DSPL	Curriculum Management, Facility and Event Information, Class Facility Usage, Class Facility Usage	Review a summary of events for a term, session, and day within a facility.

Reviewing Class Facility Usage

Access the Class Facility Usage page (Curriculum Management, Facility and Event Information, Class Facility Usage, Class Facility Usage).



Class Facility Usage page

Term, Session, and **Day of the Week** — Select a term, session, and day of the week for your facility search.

Fetch Class Meetings — Click to retrieve all existing event information for the parameters specified.

Searching for an Available Facility

This sections discusses how to:

- Create facility search criteria.
- View facility search results.

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Use the Search for a Facility component to search for available facilities when scheduling classes and non-course events, such as faculty meetings.

To search for an available facility:

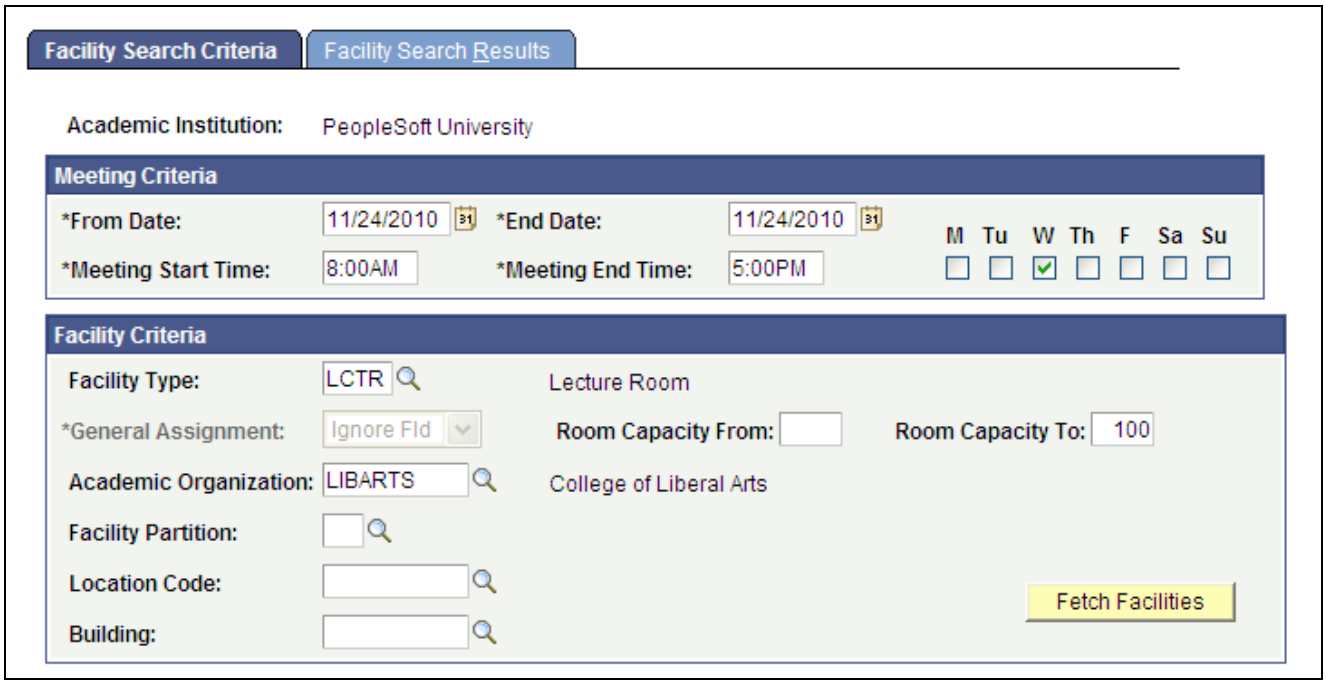
1. Access the Facility Search Criteria page, and enter search criteria as detailed as necessary.
2. Click the Fetch Facilities button to retrieve your results.
3. Review your results on the Facility Search Results page.

Pages Used to Search for a Facility

Page Name	Definition Name	Navigation	Usage
Facility Search Criteria	FACILITY_SRCH	Curriculum Management, Facility and Event Information, Search for a Facility, Facility Search Criteria	Initiate your search for an available facility.
Facility Search Results	FACILITY_SRCH_RSLT	Curriculum Management, Facility and Event Information, Search for a Facility, Facility Search Results	Review the results of your search.

Creating Facility Search Criteria

Access the Facility Search Criteria page (Curriculum Management, Facility and Event Information, Search for a Facility, Facility Search Criteria).



Facility Search Criteria page

Enter the criteria for your meeting in the Meeting Criteria group box. Enter any specific facility requirements you have in the Facility Criteria group box.

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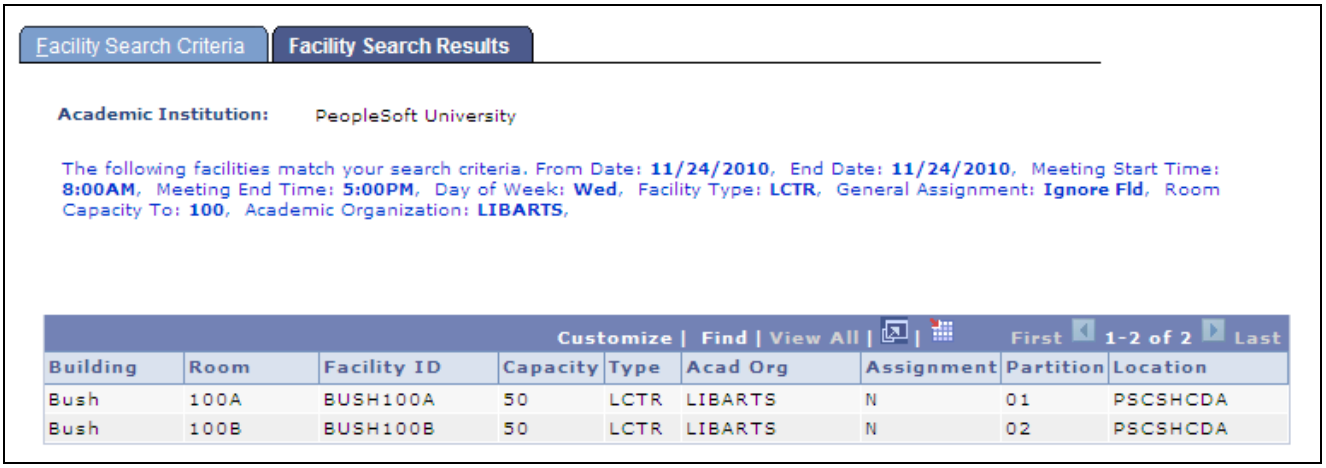
Click the Fetch Facilities button to retrieve a list of facilities that match your request.

Viewing Facility Search Results

Access the Facility Search Results page (Curriculum Management, Facility and Event Information, Search for a Facility, Facility Search Results).



Building	Room	Facility ID	Capacity	Type	Acad Org	Assignment	Partition	Location
Bush	100A	BUSH100A	50	LCTR	LIBARTS	N	01	PSCSHCDA
Bush	100B	BUSH100B	50	LCTR	LIBARTS	N	02	PSCSHCDA

Facility Search Results page

The system lists every facility that matches your criteria. Reserve the room through event scheduling.

See Also

lscc, Managing Campus Event Planning, Tracking Event Attendance

Searching for Classes

This section provides an overview of class search and lists the pages used to search for classes.

See Also

lsss, Using Self-Service Course Catalog and Schedule, Searching for Classes Using Self-Service Pages

PeopleSoft Student Records 9.0 PeopleBook, Preparing for the Course Catalog and Schedule of Classes, Setting Up Class Search Profiles

Understanding Class Search

Use the Class Search feature to search or browse for classes within a specific institution and term. The Class Search feature is accessible through the core system and through PeopleSoft Campus Self Service.

Combined Section Statuses in Class Search

When you search for open classes, the system uses a virtual status to determine whether or not a combined section class appears on the Search for Classes - Search Results page. If the class has a virtual status of closed, the class does not appear on the Search for Classes - Search Results page for open classes.

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The system calculates a virtual status for combined sections because combined section classes have combined enrollment capacities. A section with an enrollment capacity of 30 would appear in CLASS_TBL as open after only 15 students enroll, but if it is a combined section with a combined enrollment capacity of 30, and both classes have 15 students enrolled—which meets the combined enrollment capacity of 30—the combined section is closed, even though CLASS_TBL shows each section as open. The class search feature knows the combined section is closed because of the virtual status. The system determines the virtual status of the combined section on the Combined Sections page.

The system follows the following rules to determine the virtual status of a combined section class:

- If the enrollment status of a class is closed, the virtual status is closed.
- If the enrollment status of the class is open, the system evaluates whether or not seats are available within the combined section.

  If seats are available, the virtual status is open. If no seats are available within the combined section, the virtual status is closed.

Pages Used to Search for Classes

Page Name	Definition Name	Navigation	Usage
Search for Classes	SSR_CLSRCH_ENTRY	Curriculum Management, Schedule of Classes, Class Search, Search for Classes	Search for classes offered during a specific term. Enter search criteria and retrieve your results.
Search for Classes - Search Results	SSR_CLSRCH_RSLT	Click the Search button on the Search for Classes page.	Review all classes that match your search criteria.
Search for Classes - Class Detail	SSR_CLSRCH_DTL	Click a class section on the Search for Classes - Search Results page.	Review detail for a specific class.

Printing the Schedule of Classes Report

Use the Schedule of Classes Report component to print the schedule of classes report for a term.

This section discusses how to:

- Set Schedule of Classes Report parameters.
- Set Schedule of Classes Report options.

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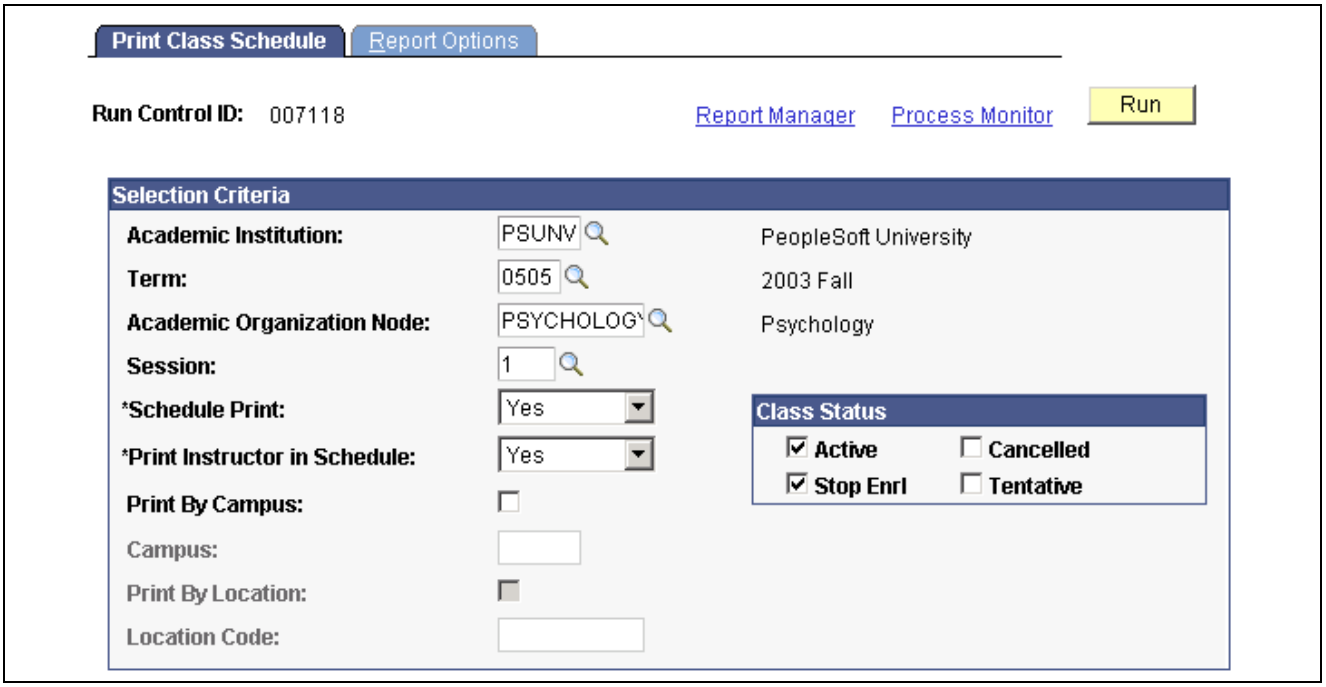
Pages Used to Print the Schedule of Classes Report

Page Name	Definition Name	Navigation	Usage
Print Class Schedule	RUNCTL_SRYSCHD	Curriculum Management, Schedule of Classes, Print Class Schedule, Print Class Schedule	Specify reporting parameters for the Schedule of Classes.
Report Options	RUNCTL_SRYSCHD2	Curriculum Management, Schedule of Classes, Print Class Schedule, Report Options	Further specify your Schedule of Classes reporting options.

Setting Schedule of Classes Report Parameters

Access the Print Class Schedule page (Curriculum Management, Schedule of Classes, Print Class Schedule, Print Class Schedule).



Print Class Schedule page

Academic Institution Enter the academic institution for which you want to print the schedule of classes. The system populates the Academic Institution field by default from the User Defaults 1 page. You can change the value. This field is required.

Term Enter the term for which you want to print the schedule of classes. The system populates the Term field by default from the User Defaults 1 page. You can change the value. This field is required.

Academic Organization Node Enter the academic organization node for which you want to print the schedule of classes. The report selects all classes whose academic organization (as assigned on the Schedule of Classes - Basic Data page) falls under the academic organization node that you enter here. You can view the hierarchy of academic organizations on the academic organization tree.

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See *PeopleTools PeopleBook: PeopleSoft Tree Manager*

Session

Enter the session for which you want to print the schedule of classes. If you do not enter a specific session, the system prints the schedule for the term you specify. Session values are defined on the Session Table page.

Schedule Print

Enter the schedule print value. Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values require a substantial programming effort. Values are:

Yes: All classes with the Schedule Print check box selected on the Basic Data page appear on the report.

No: All classes with the Schedule Print check box cleared on the Basic Data page appear on the report.

All: All classes appear on the report, regardless of the Schedule Print check box setting on the Basic Data page.

Print Instructor in Schedule

Enter a value to determine whether the instructor's name appears on the report. Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values require a substantial programming effort. Values are:

Yes: All instructors with the Print check box selected on the Meetings page appear on the report.

No: All instructors with the Print check box cleared on the Meetings page appear on the report.

All: All instructors appear on the report, regardless of the Print check box setting on the Meetings page.

Class Status

Use the Class Status group box indicate what status of classes to print on the schedule of classes. Values are *Active*, *Cancelled*, *Stop Enrl*, and *Tentative*.

Print By Campus and **Campus**

Select to print the schedule of classes based on campus rather than by class section number. Select the campus to specify a single campus.

Print By Location and **Location Code**

Select to print the schedule of classes based on location within campus, rather than by class section number. Select the location code to specify a single location.

Setting Schedule of Classes Report Options

Access the Report Options page (Curriculum Management, Schedule of Classes, Print Class Schedule, Report Options).

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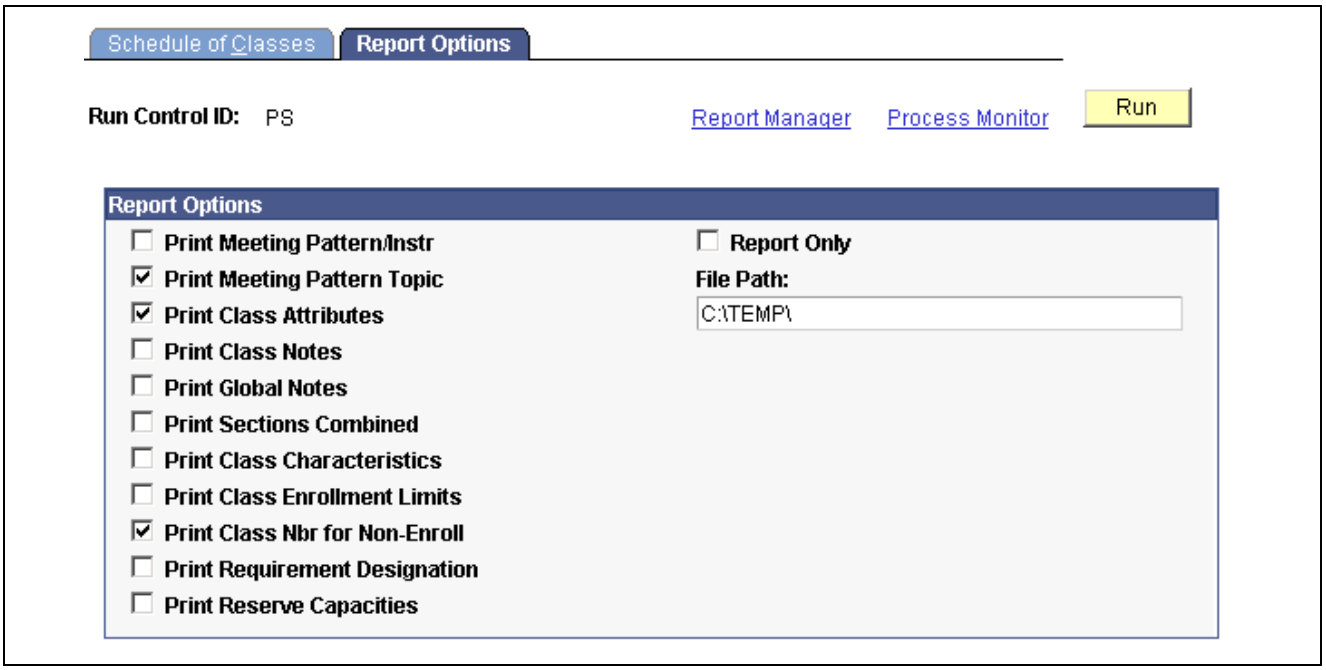

Report Options page

Report Options Set the report options to print the information that you want to display on the schedule of classes report.

Report Only Clear this check box to specify that you want to create a Schedule of Classes report and send the Schedule of Classes report to your file path location in csv format. Select this check box to create a Schedule of Classes report, without creating a csv file. If you select this check box, the File Path field becomes unavailable.

File Path In addition to sending report output for this process to a file (through setting preferences in the PeopleSoft Process Monitor), you can also send any additional output files created by this process to a file directory. To send the extract output to a file directory, enter a valid directory path that maps to a folder with appropriate read/write permission. If you cannot locate such a folder, consult your system administrator.

Copying Classes from One Term to Another

This section lists prerequisites and discusses how to:

- Define criteria for the Prior Term Copy process.
- Select options for the Prior Term Copy process.

Use the Prior Term Copy component to copy the schedule of classes from term to term dependent upon criteria you submit and the roll down options you select.

To run the prior term copy process:

1. Access the Prior term Copy page.

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2. Define your processing parameters.

   Specifically, define the term from which you want to copy data, and define the term to which you want to copy data.
3. Define additional information such as the academic group and subject area that you want to copy (from and to).
4. Access the Prior Term Copy 2 page.
5. Define detailed options that specify the types of classes that you want to copy.
6. Click Run to run this request. PeopleSoft Process Scheduler runs the RUNCTL_SRROLL process at user-defined intervals.

Prerequisites

You must first define your academic institution and terms. In addition, you need to have a schedule of classes created in a prior term.

Pages Used to Copy Classes from Term to Term

Page Name	Definition Name	Navigation	Usage
Copy Prior Term's Schedule	RUNCTL_SRROLL	Curriculum Management, Roll Curriculum Data Forward, Copy Prior Term's Schedule, Copy Prior Term's Schedule	Define the criteria for copying the schedule of classes from term to term.
Copy Prior Term's Schedule2	RUNCTL_SRROLL2	Curriculum Management, Roll Curriculum Data Forward, Copy Prior Term's Schedule, Copy Prior Term's Schedule2	Define additional class status and roll options for the process.

Defining Criteria for the Prior Term Copy Process

Access the Copy Prior Term's Schedule page (Curriculum Management, Roll Curriculum Data Forward, Copy Prior Term's Schedule, Copy Prior Term's Schedule).

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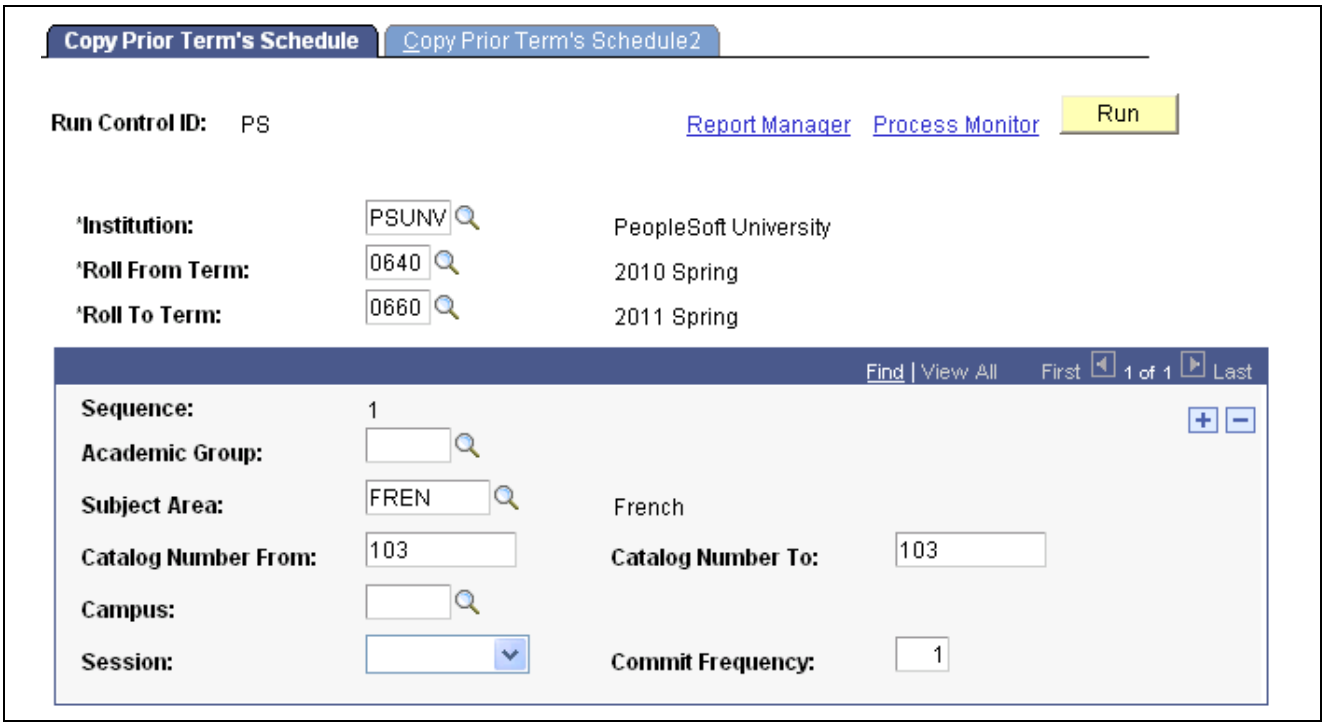

Copy Prior Term's Schedule page

Academic Institution	Enter the academic institution for which you want to copy a schedule of classes data.
Roll From Term	The term from which you want to copy classes (the source term).
Roll To Term	The term to which you want to copy classes (the target term).
Sequence	The system populates this field to *1* by default, and increments by 1 for each row that you add. This value is for internal processing purposes only.
Academic Group	Enter an academic group for the classes that you want to copy.
Subject Area, Catalog Number From, and **Catalog Number To**	Enter a subject area for the classes that you want to copy. If you select a subject area, you have the option of specifying a range of catalog numbers. The system does not require you to select a subject area. If you do not select a subject area, the Catalog Number fields are unavailable for entry.
Campus	Enter a campus for the classes that you want to copy. This field is optional.
Session	Enter a session for the classes that you want to copy. This field is optional.
Commit Frequency	The system populates this field to *1* by default. The lower the commit frequency, the better concurrence of data. While the higher the commit frequency enables faster processing of the job, the job could get tied up with another process. You should leave the commit frequency at *1*.

Selecting Options for the Prior Term Copy Process

Access the Copy Prior Term's Schedule2 page (Curriculum Management, Roll Curriculum Data Forward, Copy Prior Term's Schedule, Copy Prior Term's Schedule2).

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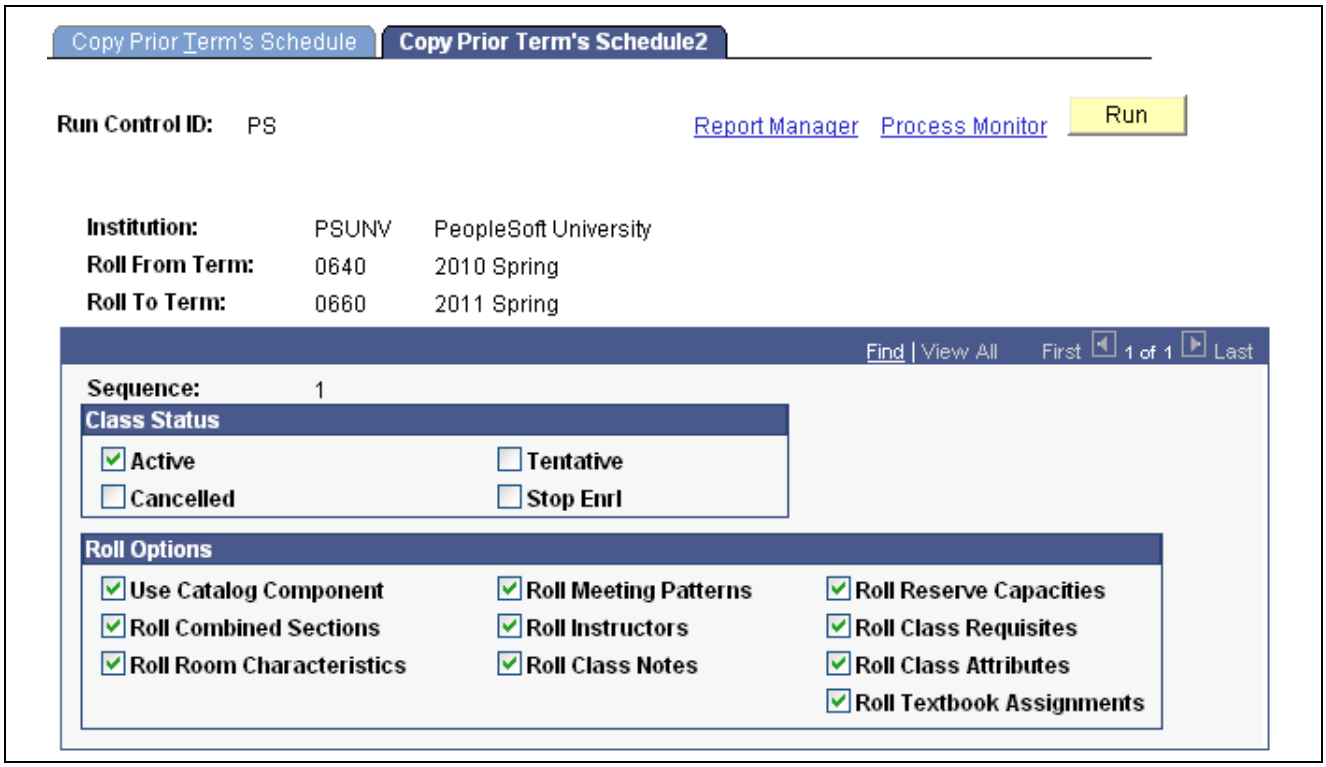

Copy Prior Term's Schedule2 page

Class Status

Use the Class Status group box to indicate the status for classes that you want to copy. Values are *Active*, *Cancelled*, *Tentative*, and *Stop Enrl*. Each of these values corresponds to the class status value on the Enrollment Cntrl page.

Roll Options

Specify the type of information that you want to copy by selecting the appropriate roll options.

Use Catalog Component

Select this check box to validate against the course catalog and only roll those sections to the new term that are valid components of the course as defined in the course catalog. If you do not select this check box, the system copies all sections to the new term, regardless of the component designation.

Note. If a dynamic class date rule is associated with a class, you can still use the Prior Term Copy process by selecting the Use Catalog Component check box because the rule rolls from the course catalog. However, in order to calculate deadline dates, you must run the Dynamic Class Dates process within the copy to term.

Roll Combined Sections

Select this check box to roll combined sections that are designated as a permanent combination (on the Combined Sections page) to the new term.

Roll Textbook Assignments

Select this check box to roll textbook assignments. All data is carried forward except Textbook Assignment Status, which is set to Pending.

See lssr, Managing the Schedule of Classes, Scheduling New Classes, Defining Textbooks for Classes.

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The remaining options are self-evident.

Note. If your institution uses the Instructor Workload feature, you should follow the Prior Term Copy process with the Workload Copy/Update process using the same roll from and roll to terms. This final step ensures that the process creates term workload records for all copied Schedule of Classes data.

Clearing the Resource Queue Table

This section provides an overview of the resource queue table and discusses how to clear the resource queue table.

Understanding the Resource Queue Table

For organizations that schedule classes with facility conflict checking activated, the resource queue table is a useful feature that prevents users from double booking facilities. When a user begins the class scheduling process, the system inserts a row in the resource queue table (via a COBOL program). This row signifies that someone within the organization is currently scheduling facilities. If another user attempts to reserve a facility, the system presents them with a message that resources are currently being allocated to another process and they must wait.

For example, "The resource you are trying to schedule is currently in use. Try your save again. If after 3 attempts you still cannot save, contact your system administrator."

When the scheduling process finishes, the row is removed from the Resource Queue table.

On occasion, system-wide or local client workstation errors may cause the row to remain in the table, thereby preventing the scheduling of classes. The Resource Queue Cleanup page was designed with this in mind. It is a powerful page, to be used by individuals at the system administrator level. The system administrator can click the Unlock Resource button on the Resource Queue Cleanup page, confirm their selection on the secondary page, and free up the resource.

Page Used to Clear the Resource Queue Table

Page Name	Definition Name	Navigation	Usage
Resource Queue Cleanup	RESOURCE_QUEUE	Curriculum Management, Schedule of Classes, Resource Queue Cleanup, Resource Queue Cleanup	Unlock a facility resource.

Clearing the Resource Queue Table

Access the Resource Queue Cleanup page (Curriculum Management, Schedule of Classes, Resource Queue Cleanup, Resource Queue Cleanup).

Unlock Resource Click to unlock the resource.

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