

## Overview

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

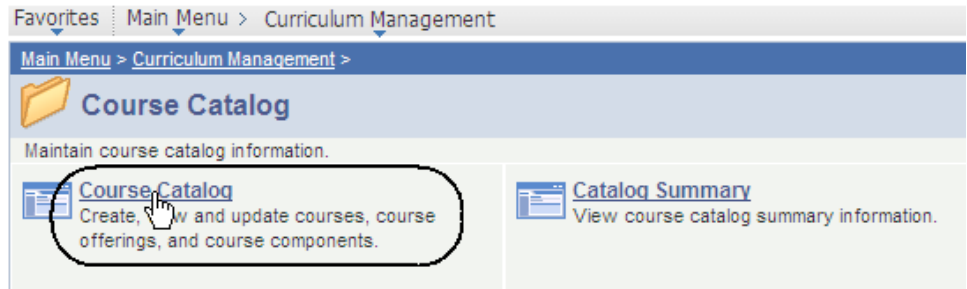
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## Course Catalog

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

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



### ***The Course Catalog search page displays.***

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

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

### Course Catalog

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

#### Find an Existing Value

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

Academic Institution: =

Subject Area: =

Catalog Nbr:

Campus:

Course ID:

Description:

Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

### ***The Catalog Search Results display.***

5. To view a course, click its link.

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

<a href="#">SJ000</a>	<a href="#">TECH</a>	<a href="#">130</a>	<a href="#">MAIN</a>	<a href="#">009504</a>	<a href="#">Quality Systems</a>
<a href="#">SJ000</a>	<a href="#">TECH</a>	<a href="#">136</a>	<a href="#">MAIN</a>	<a href="#">009505</a>	<a href="#">INTRO DSGN EXPRMTS</a>
<a href="#">SJ000</a>	<a href="#">TECH</a>	<a href="#">137</a>	<a href="#">MAIN</a>	<a href="#">009506</a>	<a href="#">QUAL ADMIN SYS PL</a>
<a href="#">SJ000</a>	<a href="#">TECH</a>	<a href="#">139</a>	<a href="#">MAIN</a>	<a href="#">009507</a>	<a href="#">Quality Management</a>
<a href="#">SJ000</a>	<a href="#">TECH</a>	<a href="#">140</a>	<a href="#">MAIN</a>	<a href="#">009494</a>	<a href="#">Green Prod Design</a>
<a href="#">SJ000</a>	<a href="#">TECH</a>	<a href="#">141</a>	<a href="#">MAIN</a>	<a href="#">009494</a>	<a href="#">Product Design II</a>
<a href="#">SJ000</a>	<a href="#">TECH</a>	<a href="#">141</a>	<a href="#">MAIN</a>	<a href="#">009508</a>	<a href="#">Product Design III</a>

The Catalog Data page displays.

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

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

The screenshot shows the 'Catalog Data' tab selected. The Course ID is 009494. The Effective Date is 01/25/2010 and the Status is Active. The Description is 'Green Prod Design'. The Long Course Title is 'Green & Sustainable Product Design'. The Long Description is 'Advanced product and process design with a focus on green and sustainable design and on manufacturing green products. Analysis of process and material selection for environmental impact. Composite and advanced materials processing. Laboratory exercises and planning for green manufacturing.' The Course Offering is TECH 140. The Course Units/Hours/Count section shows: Minimum Units: 3.00, Maximum Units: 3.00, Academic Progress Units: 3.00, Financial Aid Progress Units: 3.00, Last Course of Mult Term Seq: , Enrollment Unit Load Calc Type: Actual Units, Course Count: 1.00, and Course Contact Hours: 0.00.

### Field Description List: Catalog Data Page (above)

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

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

**The Catalog Data page (middle part) displays.**

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

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

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

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

*The Catalog Data page (bottom part) displays.*

Course Attributes			
Course Attribute	Course Attribute Value		
CCTP	Course Type	XLSTD	Cross listed class
CLAS	Class Association	WILD	Wildcard Class Assoc Nbr
CLEV	Course Level	2	Upper Division

Override Topic Link ID:

Course Topics				
Description		Repeat For Credit		
Course Topic ID	Description	Short Description	Formal Description	Topic Link ID
1	Design, Mat & Tech (BP)	DSID140-01	Design, Materials and Technology (BP)	5002

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

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

7. Click the **Offerings** tab.



The **Offerings** page displays.

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

(See **Field Descriptions** below.)

**Field Description List: Offerings Page (above)**

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

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

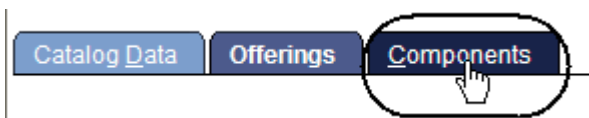
*The (bottom part of the) Offerings page displays.*

<b>Enrollment Requirement Group</b> Requirement Group: Long Description:
<b>Taxonomy</b> CIP Code: HEGIS Code:

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

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

9. Click the **Components** tab.



**The Components page displays.**

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

(See **Field Descriptions** below.)

**Field Description List: Components Page (above)**

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



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

**The (bottom part of the) Components page displays.**

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

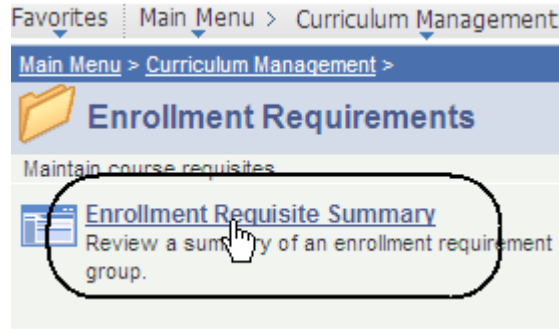
Field Name	Description
<b>Instructor Mode</b>	Not using this field.
<b>Attendance Type</b>	Not using this field.
<b>Use Present</b>	Not using this field.
<b>Use Reason</b>	Not using this field.

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

## Course Prerequisites

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

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



*The Enrollment Requisite Summary search page displays.*

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

### Enrollment Requisite Summary

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

**Find an Existing Value**

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

Requirement Group:

Academic Institution:

Academic Group:

Subject Area:

Catalog Nbr:

Description:

Include History  Case Sensitive

[Basic Search](#)

*The Enrollment Requisite search results display.*

6. Select a course by clicking the appropriate hyperlink.

### Search Results

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

The Enrollment Requisite Summary page displays.

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

## Enrollment Requisite Summary

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

### Field Description List: Enrollment Requisite Summary Page (above)

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

**The Requirement Group Description page displays.**

- Review the **Long Description** and verify the accuracy of the Academic Level, Test and Major information displayed.  
  
(See **Field Descriptions** below.)

000277 COMM 100W

**Descriptions/Associations**

**Long Description**

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

**Computer-Generated Description**

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

**Associations**

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

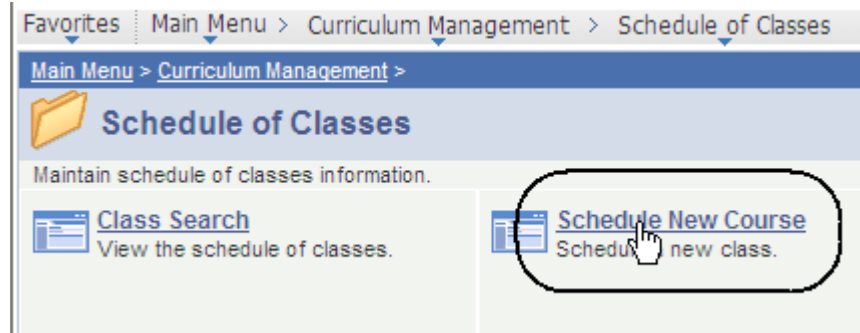
**Field Description List: Requirement Group Description Page (above)**

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

## Schedule a New Course

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

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



*The Schedule New Course search page displays.*

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

### Schedule New Course

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

**Find an Existing Value**

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

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

[Basic Search](#)

**The Schedule New Course search results display.**

5. Select a course by clicking the appropriate hyperlink.

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

<a href="#">SJ000</a>	<a href="#">2124</a>	<a href="#">ENGL</a>	<a href="#">10</a>	<a href="#">Undergrad</a>	<a href="#">!</a>
<a href="#">SJ000</a>	<a href="#">2124</a>	<a href="#">ENGL</a>	<a href="#">22</a>	<a href="#">Undergrad</a>	<a href="#">!</a>
<a href="#">SJ000</a>	<a href="#">2124</a>	<a href="#">ENGL</a>	<a href="#">40</a>	<a href="#">Undergrad</a>	<a href="#">!</a>
<a href="#">SJ000</a>	<a href="#">2124</a>	<a href="#">ENGL</a>	<a href="#">A</a>	<a href="#">Undergrad</a>	<a href="#">!</a>
<a href="#">SJ000</a>	<a href="#">2124</a>	<a href="#">ENGL</a>	<a href="#">56B</a>	<a href="#">Undergrad</a>	<a href="#">!</a>

**The Basic Data page displays.**

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

Basic Data
Meetings
Enrollment Cntrl
Reserve Cap
Notes

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

[Auto Create Component](#)

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**Class Sections** Find | View All    First 1 of 1 Last

\*Session: 1 Regular Academic Session      Class Nbr: 0

\*Class Section: 01      \*Start/End Date: 08/22/2012 12/10/2012

\*Component: LEC Lecture      Event ID:

\*Class Type: Enrollment

\*Associated Class: 1

\*Campus: MAIN MAIN      [Add Fee](#)

\*Location: MAIN Main Campus       [Schedule Print](#)

Course Administrator:       Student Specific Permissions

\*Academic Organization: 254-E&CL English & Comparative Lit       Dynamic Date Calc Required

Academic Group: UGRD Undergraduate       [Generate Class Mtg Attendance](#)

\*Holiday Schedule: STDNT Student Regular       Sync Attendance with Class Mtg

\*Instruction Mode: P In Person       [GL Interface Required](#)

Primary Instr Section:

**Field Description List: Basic Data Page (above)**

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



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

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

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

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

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

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

9. Click the **Meetings** tab.



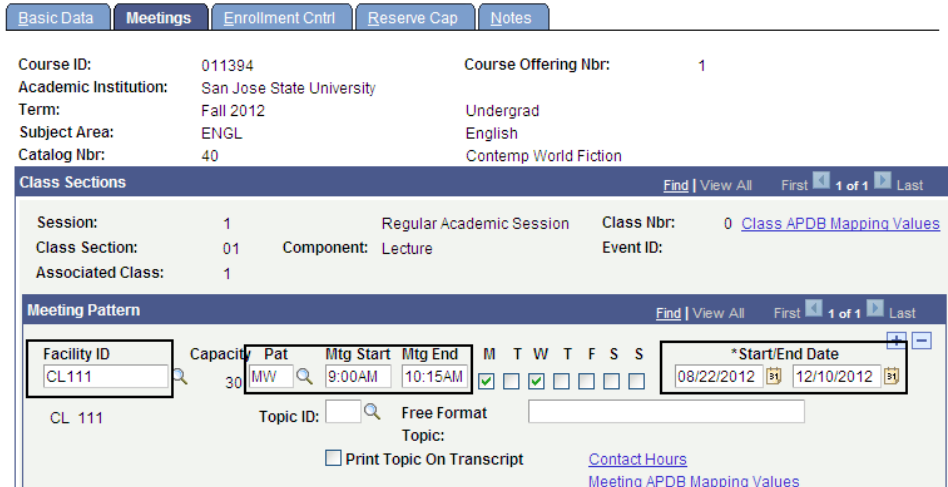
*The Meetings page displays.*

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

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

11. Enter the following information:

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



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

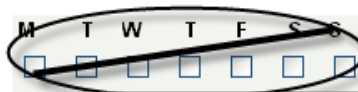
Session:	1	Regular Academic Session	Class Nbr:	0	<a href="#">Class APDB Mapping Values</a>
Class Section:	01	Component: Lecture	Event ID:		
Associated Class:	1				

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

CL 111      Topic ID:      Free Format      Topic:

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

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



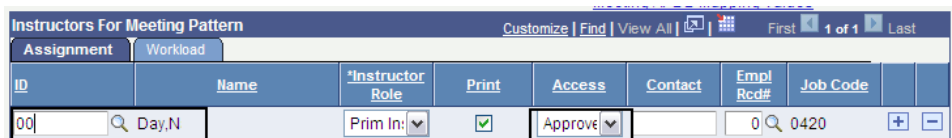
**Field Description List: Meetings Page (above)**

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

The (bottom part of the) Meetings page displays.

12. Enter the following:

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



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

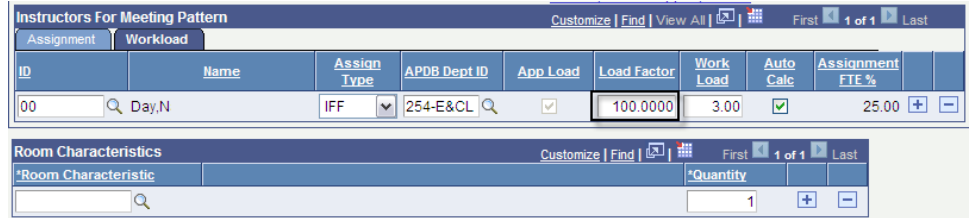
Field Name	Description
<b>ID</b>	Employee ID of the instructor teaching the class. If faculty member's ID is not found on the Faculty/Advisor table, contact Academic Scheduling. <i>Note: Add a row for classes with multiple instructors. Enter the appropriate ID information.</i>
<b>Instructor Role</b>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

13. Click the **Workload** tab.



*The Workload page displays.*

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



**Field Description List: Workload Page (above)**

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

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



**The Enrollment Control page Displays.**

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

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

17. Enter the following information:

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

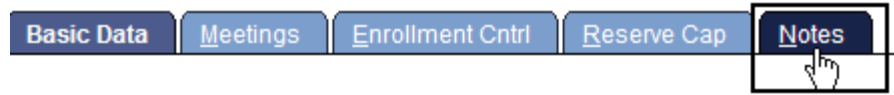
**Field Description List: Enrollment Control Page (above)**

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

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



18. Click the **Notes** tab.



*The Notes page displays.*

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

(See **Field Descriptions** below.)

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

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

22. Click the **Save** button.

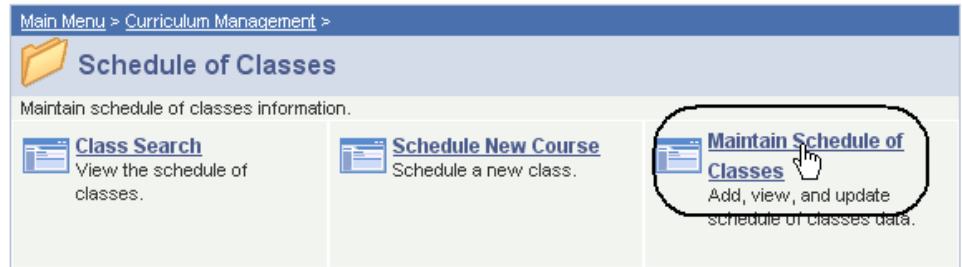
**Field Description List: Notes Page (above)**

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

## Schedule an Existing Course

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

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



*The Maintain Schedule of Classes search page displays.*

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

### Maintain Schedule of Classes

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

**Find an Existing Value**

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

Academic Institution: =

**Term:** =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

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

**The Basic Data page displays.**

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

(See **Field Descriptions** below.)

6. Enter or verify the following information:

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

**Field Description List: Basic Data Page (above)**

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

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

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

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

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

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

8. Click the **Meetings** tab.



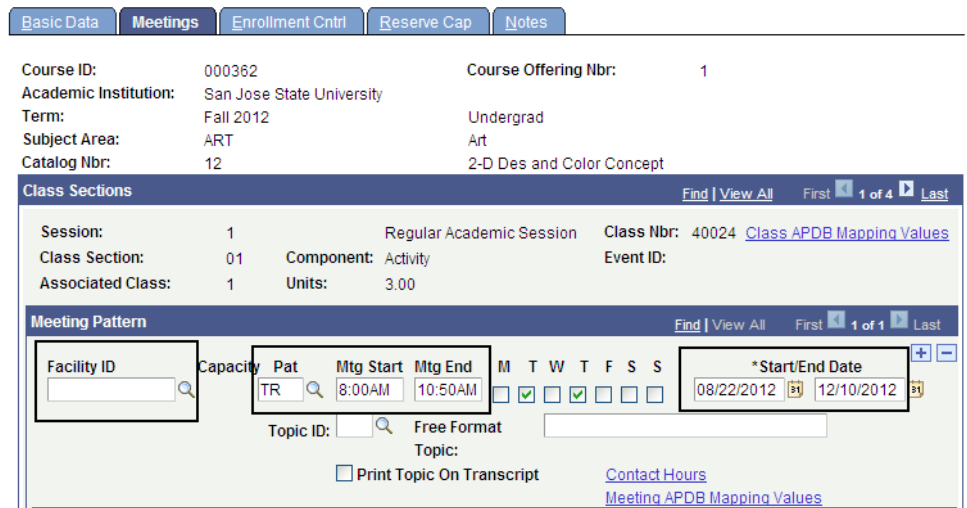
*The Meetings page displays.*

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

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

11. Enter or verify the following information:

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



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

**Class Sections** Find | View All First 1 of 4 Last

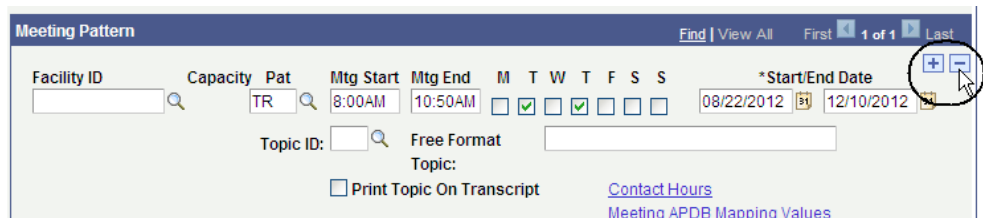
Session:	1	Regular Academic Session	Class Nbr:	40024	<a href="#">Class APDB Mapping Values</a>
Class Section:	01	Component: Activity	Event ID:		
Associated Class:	1	Units: 3.00			

**Meeting Pattern** Find | View All First 1 of 1 Last

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

Topic ID:  Free Format Topic:   
 Print Topic On Transcript [Contact Hours](#) [Meeting APDB Mapping Values](#)

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



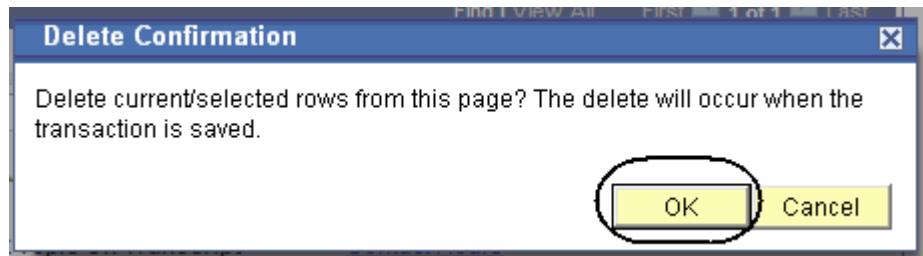
**Meeting Pattern** Find | View All First 1 of 1 Last

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

Topic ID:  Free Format Topic:   
 Print Topic On Transcript [Contact Hours](#) [Meeting APDB Mapping Values](#)

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

13. Click **OK**.



**Delete Confirmation**

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

14. Click the **Save** button.



**A blank meeting pattern row displays.**

15. Enter the following:

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

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



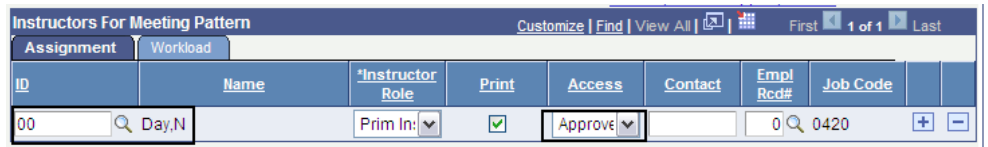
**Field Description List: Meeting Pattern Row (above)**

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

**The Assignment section displays.**

16. Enter or verify the following:

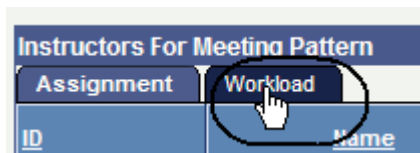
- Class Instructor **ID**. If a class has multiple instructors, add row and insert additional ID number.
- Instructor **Access**
- **Employee Rcd#**



**Field Description List: Assignment Section (above)**

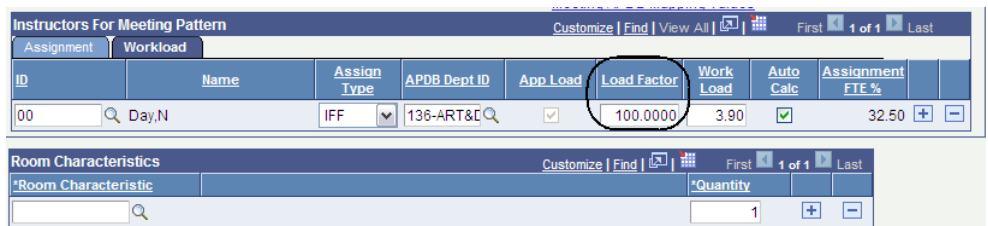
Field Name	Description
<b>ID</b>	Employee ID of the instructor teaching the class.
<b>Instructor Role</b>	Defaults to Primary Instructor. Override if necessary.
<b>Print</b>	Defaults to checked. Do not override.
<b>Access</b>	Verify the value Approve. Do not override.
<b>Empl Rcd#</b>	Defaults to 0.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

17. Click the **Workload** tab.



**The Workload page displays.**

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



**Field Description List: Workload Page (above)**

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

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



*The Enrollment Control page Displays.*

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

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

**Enrollment Control** Find | View All First 1 of 4 Last

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

\*Class Status: Active

Class Type: Enrollment Enrollment Status: Open

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

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

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

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

(See **Field Descriptions** below.)

21. Enter or verify the following information:

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



### Field Description List: Enrollment Control Page (above)

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

22. Click the **Notes** tab.



*The Notes page displays.*

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

(See **Field Descriptions** below.)

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

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

26. Click the **Save** button.

**Field Description List: Notes Page (above)**

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

## Add and Delete Class Sections

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

### Add Class Section

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

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

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

3. Enter the appropriate information for the new section.

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

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

Course ID: 000362      Course Offering Nbr: 1  
 Academic Institution: San Jose State University  
 Term: Spring 2006      Undergrad  
 Subject Area: ART      Art  
 Catalog Nbr: 12      2-D Concepts

Auto Create Component

Class Sections      Find | View All      First | 1 of 1 | Last

*Session:	1	Regular Academic Session	Class Nbr:	20052
*Class Section:	01		*Start/End Date:	01/25/2006 01/27/2006
*Component:	ACT	Activity	Event ID:	
*Class Type:	Enrollment			
*Associated Class:	1			
*Campus:	MAIN	MAIN		

Add Fee

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

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

Auto Create Component

Class Sections      Find | View All      First | 2 of 2 | Last

*Session:	1	Regular Academic Session	Class Nbr:	0
*Class Section:			*Start/End Date:	01/25/2012 05/15/2012
*Component:	LEC	Lecture	Event ID:	
*Class Type:	Enrollment			
*Associated Class:	1	Units: 3.00		
*Campus:	MAIN	MAIN		
*Location:	MAIN	Main Campus		
Course Administrator:				
*Academic Organization:	254-E&CL	English & Comparative Lit		
Academic Group:	UGRD	Undergraduate		
*Holiday Schedule:	STDNT	Student Regular		
*Instruction Mode:	P	In Person		
Primary Instr Section:				

Add Fee

Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 Generate Class Mtg Attendance  
 Sync Attendance with Class Mtg  
 GL Interface Required

## Delete a Class Section

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

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

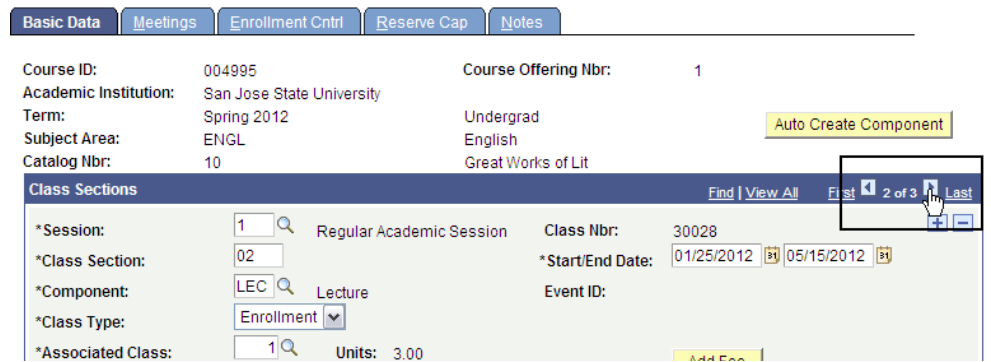
*The Delete confirmation page displays.*

4. Click **OK**.

*The Basic Data page displays.*

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

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



Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

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

Auto Create Component

Class Sections Find | View All First 2 of 3 Last

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



Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

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

Auto Create Component

Class Sections Find | View All First 3 of 3 Last

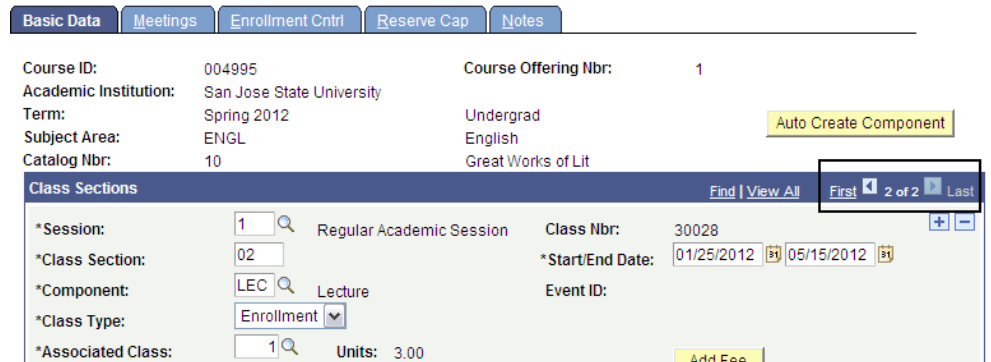
\*Session: 1 Regular Academic Session Class Nbr: 30029  
\*Class Section: 03 \*Start/End Date: 01/25/2012 05/15/2012  
\*Component: LEC Lecture Event ID:  
\*Class Type: Enrollment



Delete Confirmation

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

OK Cancel



Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

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

Auto Create Component

Class Sections Find | View All First 2 of 2 Last

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

Add Fee



## Delete All Class Sections

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

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

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

Auto Create Component

Class Sections Find | View All First 1 of 2 Last

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

*The Delete confirmation page displays.*

3. Click **OK**.

Delete Confirmation

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

OK Cancel

*The Basic Data displays.*

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

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

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

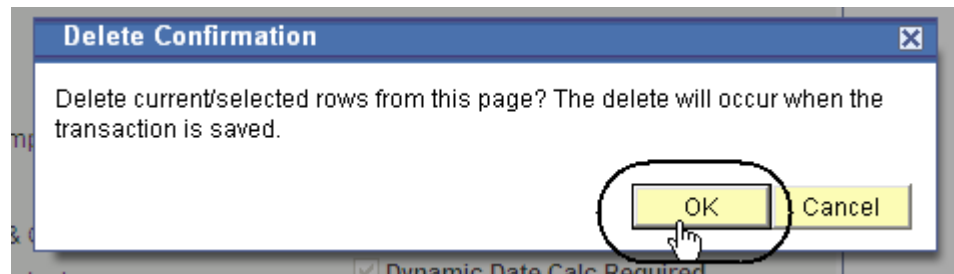
Auto Create Component

Class Sections Find | View All First 1 of 1 Last

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

The Delete confirmation page displays.

5. Click **OK**.



The Basic Data Page displays.

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

7. Click the **Save** button.

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

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

## Schedule New Course

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

### Find an Existing Value

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

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

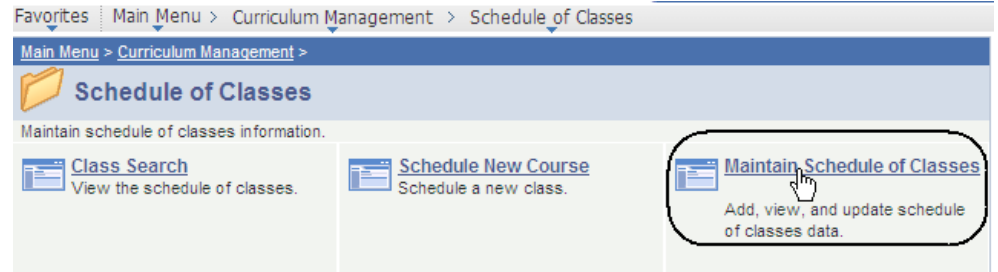
Case Sensitive

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

## Schedule a Multiple Component Course

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

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



*The Maintain Schedule of Classes search page displays.*

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

### Maintain Schedule of Classes

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

**Find an Existing Value**

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

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

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



**The Basic Data page displays.**

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

(See **Field Descriptions** below.)

7. Enter or verify the following information:

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

**Field Description List: Basic Data Page (above)**

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

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

**The Class Topic Section displays.**

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

The screenshot shows a form titled "Class Topic". It contains a text input field labeled "Course Topic ID:" followed by a magnifying glass icon (lookup). To the right of the input field is a checkbox labeled "Print Topic in Schedule".

**Field Description List: Class Topic Section (above)**

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

9. Click the **Meetings** tab.

