Schedule of Classes

This document is designed for the Departmental Administrative Support Coordinators and College Analysts who are responsible for updating the Schedule of Classes for their College(s) each term *after classes have been "rolled" from prior term.* The process involves:

1. Creating or updating existing courses after they are rolled over with new meeting times, add sections and change instructor information;
2. Deleting existing courses that are NOT being offered in the current term; and
3. Cancelling a course that was previously the Schedule of Classes for the current term.

Review/Approval History

Date	By	Action	Pages
11 January 2008	J Stone	Draft to Academic Scheduling	16
28 March 2008	J Stone	Updated after 2/29/08 department training – added Appendix C - Footnotes	23
21 July 2008	J Stone	Updated Cancelling Class Section & Meeting Pattern	13 & 6
13 February 2009	J Stone	Updated references to Class Topic	4 & 5
21 July 2009	C Frakes	M. Sipal edits and screenshot for Empl Recd# and Workload field descriptions.	6
29 July 2009	C Frakes	Rebranded to CMS Student/HR	1-24
22 February 2012	J Stone	Rebranded for 9.0 and finalized with M. Sipal	all

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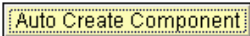
Add a New Course

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

Find desired class:

1. <u>Term</u> – enter term

2. Enter any other information to narrow search (e.g. BIO for Subject Area)

3. Click the **Search** button.

4. If the Course ID was not used in the selection criteria, select the course from the Search Results.

5. If the Course ID is entered, the **Basic Data** page will open directly for the selected course.

Schedule New Course

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

Find an Existing Value

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

Academic Institution:	= ▾	MB000 🔍
Term:	= ▾	2114 🔍
Subject Area:	= ▾	MATH 🔍
Catalog Nbr:	begins with ▾	
Academic Career:	= ▾	▾
Campus:	begins with ▾	🔍
Description:	begins with ▾	
Course ID:	begins with ▾	🔍
Course Offering Nbr:	= ▾	🔍

☐ Case Sensitive

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

Basic Data Tab:

1. The heading information (e.g. Course ID, term) is carried over from the Catalog.

2. [Auto Create Component] Click this button <u>only</u> if trained by the scheduling office on how to offer multiple component courses.

3. <u>Class Section</u> - update or verify that a value is entered (e.g. 01).

4. After verifying and/or updating required fields, click Save. This will create a new Class Number.

You must input a <u>class section</u> at a minimum in order to be able to save a class!

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

Course ID: 002217   Course Offering Nbr: 1
Academic Institution: CSU Monterey Bay
Term: 2011 Fall   Undergrad   [Auto Create Component]
Subject Area: MATH   Mathematics
Catalog Nbr: 100   Quantitative Literacy

Class Sections   Find | View All   First ◄ 1 of 2 ► Last

*Session: 1   Regular Academic Session   Class Nbr: 41091
*Class Section: 01   *Start/End Date: 08/22/2011 / 12/18/2011
*Component: LEC 🔍 Lecture   Event ID: 000009499
*Class Type: Enrollment ▾

*Associated Class: 1   Units: 4.00   [Add Fee]
*Campus: MAIN   MAIN
*Location: MONTEREY 🔍   CSU Monterey Bay   ☑ Schedule Print
Course Administrator: 🔍   ☐ Student Specific Permissions
*Academic Organization: 487 - MATH 🔍   Math   ☐ Dynamic Date Calc Required
Academic Group: SMART   College of Sci Media & Tech   ☐ Generate Class Mtg Attendance
*Holiday Schedule: ACDHOL 🔍   Academic Holiday Schedule   ☑ Sync Attendance with Class Mtg
*Instruction Mode: P 🔍   ☐ GL Interface Required
Primary Instr Section: 01

Class Section Definitions:

Class Number – This is a system generated number when the record is saved (this was a CRN in Banner).

Class Section – Values roll sequentially from the prior-term copy process and should be identical to those from the prior term.

1. For a single digit class section, use a leading "0" (e.g. 01).

2. On-line courses should use class section number "90" and up.

3. Hybrid courses should use class section number "80" and up.

4. Multiple components should use class section numbers (e.g. 01/51 or 12/62 for MBA or CST).

Class Session -

EE = Extended Education, SP = Special, CT = CalState Teach (PBACH only)

Start/Ed Dates – This value defaults from the Academic Term Calendar.

If updating a Special Session, and/or the class does not meet for the entire term (e.g. less than 15 weeks), the dates may be overridden. If the class has more than one Class Section that meets at various times, make sure the date ranges in these fields encompass all Class Section dates. Special sessions MAY change dates if different from the term dates.

Component –Select the appropriate description from the look up table.

Event ID – This is a system generated number when the facility ID, meeting pattern and time are saved.

Class Type – Accept default of "enroll". If the class has multiple Components (e.g. lecture and lab), the second component may be updated to "non-enrollment".

Associated Class – Change associated class number to match section number (and no leading zero "0").

Holiday Schedule – For State courses, use "ACDHOL". For Extended Ed classes use "EEHOL".

Instruction Mode – Accept default "P" for Person. Change only if course is web based or other mode of delivery.

Primary Instructor Section – Accept default as "01".

Schedule Print –

1. If class is to be published, leave checked.

2. If class is not to be published, unchecked. This will ensure that it is not visible in the Class Search and Web Schedule. Staff CAN give a student the course number to add in Self-Service enrollment even if it is unchecked.

Other check boxes – leave unchecked.

Add Fee – Use to add a fee or override a fee only with permission from Student Financials. The fee will appear in Student Self-Service (Financials).

NOTE:

Access to the Add Fee feature is based on security. It is set up in the catalog at the Section level by the Student Financials Office. Courses with a fee have the fee included in the footnote for the course. The fee amount is entered in the long description field.

Class Topic Section:

1. Select Course Topic ID if needed.

2. Check off 'Print Topic in Schedule'.

NOTE: This will replace the course title from Catalog!

If your Course Topic ID is not available then email the Academic Scheduling Office with your request.

Equivalent Course Group:

Accept the default.

ASCO approval is required prior to updating this field.

Class Attributes:

DO NOT modify or delete data already in these fields - they automatically populate from the Course Catalog.

Click on Meetings Tab to go to the next page.

If you already have ASCO approval to update the Equivalent Course Group:

1. Check the [✓ Override Equivalent Course], then select the Equivalent Group from the search results (as set up in the Catalog):

Meetings Tab –

If facility is not accurate or the course was not assigned a facility, obtain approval from the ASCO for use of a new facility prior to any updates in the facility ID field.

Class Sections:

All information in this section defaults from the previous page.

Class APDB Mapping Values – verify and update only:
1. CS Number – (e.g. 02)
2. Workload factor – automatically assigned.
3. Component Units – total units (credits) allocated to the class.

NOTE: Variable Unit classes will need to adjust this value.

4. Component Students – do not update. This will update with actual # of Students.
   Group Code Control – do not update.

NOTE: Component Units = Schedule Type in Banner

Meeting Pattern Section (Meetings Tab):

Note: Use information from Facility Search procedure to add an available room for the class.

Facility ID – use the look up table to select the approved room.

Meeting Pattern (Pat) – use the look up table to select the desired meeting pattern. This will automatically update the boxes for each day in the fields to the right. Do not check/uncheck boxes manually.

Mtg. Start /Mtg. End – enter if necessary. Enter in military format (0900) or enter as 9:00AM (must type the "AM" or "PM" part). Enter end time.

*Start/End Date (defaults from Basic Data page). Change this only if the Course has several different meeting days/times within the term (Special Sessions only).

Topic ID - Not used. Leave Blank.
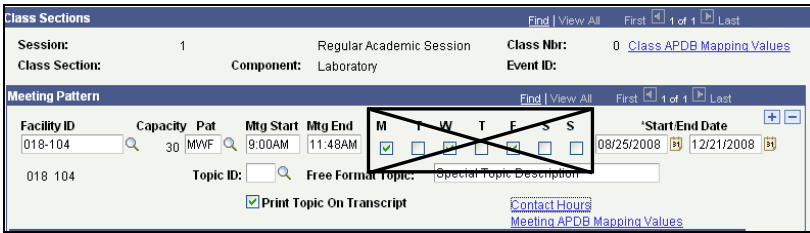
Free Format text - Not used. Leave Blank.

Contact Hours link – applies to courses #1-7 only. Accept default from Catalog (view only).

Meeting APDB Mapping Values link – Verify information in APDB and check with the Scheduling Office if not sure.

📋   **Note: Always end class 10 minutes before the hour.**
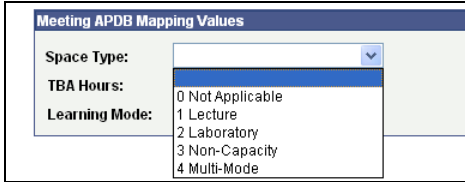
Class Schedule APDB Mapping Values link

Verify TBA Hours and Learning Mode only:

1. Space Type – Use data from Appendix B to identify the correct CSU Space Type by CS Number. If there are multiple meeting patterns, list the applicable space type only on the first meeting pattern and list the space type as "0" (not applicable) on all subsequent meeting patterns.

2. TBA hours – populate if class is arranged or has an arranged portion (ARR). Enter from the proper number of units corresponding to the arranged portion.

3. Learning Mode- A - (Asynchronous) = Online class or a hybrid-on-line class. For hybrid classes, use for second meeting pattern only.

   Footnotes – update course footnotes in catalog to include #28 and #29.

Multiple Meeting Times for a Course

If the Course meets on a series of different dates (special session):

1. Create a separate row for each date.
2. To add a row, click ➕ in the Meeting Pattern section.
3. Add as many new rows as there are meeting dates.
4. Update facility ID, Mtg Start/End times and Start/End Dates as necessary

Special Topics

1. Add as many Class Sections as necessary
2. Update meeting pattern according to schedule
3. Use look up to select Topic ID
4. Type in special topic description
5.

Instructors for Meeting Pattern Section:

Assignment Tab:

1. ID – enter either the Employee ID of instructor OR use the look up table to find the correct ID for the instructor by name.

NOTE: Use both a first name and a last name in this search. Add a new row if more than one instructor.

2. Instructor Role- defaults to "primary".

3. Print – Accept default unless you don't want the name of the instructor to show in Self Service.

4. Access – Select "Approve".

5. Contact – leave blank.

6. Empl Recd # - Look up and verify that the Empl Recd # matches the appropriate department that the faculty is teaching for this particular course.

Workload Tab – verify the following:

7. Assignment Type –

    IFF = Regular

8. APDB Dept ID - accept default do not override.

9. App Load – Defaults to "on"

10. Load Factor – Verify and enter load factor for the instructor. Add an additional row for each instructor and adjust as necessary. Total load factor should = 100%.

More than one Instructor
1. If more than one instructor, add a new row.
2. The Instructor that will be entering grades must be designated as Primary.
3. All instructors must get all of their workload from their 1st meeting pattern.
4. DO NOT list an instructor/s on any additional meeting patterns if the instructor is already listed on the first meeting pattern for the course.

Check with the Scheduling Office if not sure how to enter!

Exceeding FTE Allowance Error:

If you receive an error message indicating that the faculty member has exceeded his/her FTE allowance, please contact the Scheduling Office. They may need to adjust the FTE% in the Term Workload panels for the instructor. An example of this occurring may be a faculty member (usually a Department Head) who is being used as the instructor for a class as a place holder. See How to Enter Faculty Reassign Time for more information on adjusting FTE% in the Term Workload pages.

NOTE: Workload for classes that have more then one instructor will need to be adjusted accordingly.

> Example: Class has a 3.0 Workload with two (2) instructors. The Workload should be adjusted to read 1.5 for each instructor. Click the inner scroll bar and scroll between instructors to adjust the Workload field.

NOTE: If the CS number for a course is 77 or 78, go to the Workload Tab and do the following:

1. Select Assignment Type "IFF"
2. Uncheck the "Auto Calc" box
3. **Change the Workload to "0" and click SAVE.**

11. Workload - Verify and adjust the workload as necessary when entering faculty. Use the CS # and the Units from the Class APDB Mapping Values hyperlink to help you determine the correct workload. Most of the time it will default in correctly from Catalog, but at times it might be incorrect and need to be adjusted. Call the Academic Scheduling Office for assistance.

12. Auto Calc – please contact the Academic Scheduling office regarding any needed changes.

Room Characteristics:

CSUMB is not currently using this feature.

13. Click **Save.**

Enrollment Control Tab:

Enter the following information to define class status and room/enrollment capacity.

1. Class status – accept default of "Active".

2. Consent – accept default of "No Consent" from the Catalog. You may change if you have a valid reason for Department/Instructor consent and have received training from ASCO.

3. Drop Consent – Accept default if no consent (currently not used at CSUMB).

4. Requested Room Capacity – defaults from the CS Number in the Catalog (40).

   - Verify that the facility actually has this capacity (link to Space List).

5. Enrollment Capacity – defaults from the CS Number in the Catalog and should be the same as the requested room capacity.

Notes for Enrollment Control:

- Courses that require consent must include have a footnote to that affect.
- Cancel a class if the class has been posted on the web.
- Delete a class if it has NOT been posted on the web.

Notes Tab:

Use this page to attach Class Notes (footnotes) to each section of a class.

Click the View All link to ensure that all Notes are displayed for each Section.

To Add a Note:

1. Click the Add a Row button to add a new Note. If there are 3 existing rows, you must be in that row before you add the 4th row.

2. Sequence Number – Defaults to "1".

3. Print Location – defaults to "after" do not override.

4. Note Nbr- use look up to select predefined footnote content.

5. Click **Save** to save any new note created.

Notes for Free Form Text:

- If a Note and a longer, Free Form Text is needed for a class, a second row must be added to accommodate the second item.
- Free Format Text Notes will need to be updated after a prior term copy.
- Online courses, or hybrid courses, must have a footnote of either 28 or 29!
- Must be 150 characters or less. Keep topic applicable to meeting pattern or course only.

LMS Data Tab:

Update the Learning Management System section if the course uses Moodle or iLearn.

1. <u>Provider for Authentication</u> – select CAMPUS LMS from the dropdown list.

2. <u>LMS Extract File Type</u> – Select "iLearn Moodle" from the drop down list.

3. Click **Save**.

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

Course ID: 002217   Course Offering Nbr: 1
Academic Institution: CSU Monterey Bay
Term: 2011 Fall   Undergrad
Subject Area: MATH   Mathematics
Catalog Nbr: 100   Quantitative Literacy

Class Sections   Find | View All   First ◄ 1 of 2 ► Last

Session: 1   Regular Academic Session   Class Nbr: 41091
Class Section: 01   Component: Lecture   Event ID: 000009499
Associated Class: 1   Units: 4.00

Learning Management System

Provider for Authentication   CAMPUS LMS
LMS Extract File Type: iLearn Moodle
LMS Extract Group ID: MB000_MATH_100_SEC01
LMS URL:
Last LMS Class Extract Datetm: Last LMS Enroll Extract Datetm:

Congratulations!

This completes the steps necessary to add a new a Course Session for a term.

Updating Course Sections

Course section information is updated from the **Maintain Schedule of Classes** or the **Schedule Class Meeting Component**. Other than the navigation, the procedures for updating fields are the same as adding a new course (above).

Typical fields that may need to be updated include:
1. Meeting pattern
2. Instructor name
3. Class credits
4. Enrollment capacity
5. Class notes
6. Class status (e.g. cancel a class)

Navigation options:

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

OR

Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings

Deleting a Course Section

Course Sections can be deleted before the roll from prior term and should be deleted <u>only BEFORE the final capture</u> for copying prior to the roll from prior term – no exceptions. Follow these instructions if you are SURE the Course will not be offered for the next term.

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

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Find Existing Record:

1. <u>Term</u> – enter term from which the Course will be rolled FROM.

2. <u>Subject</u> – enter the Subject

3. Select the desired course from the resulting search list.

4. The **Basic Data** page displays.

Basic Data Tab:

1. Navigate to the **Class Sections** area on the page.

2. Click on **View All** to ensure that you are displaying all Class Sections before proceeding.

3. Use the arrow buttons to go to the appropriate **Class Section** record.

4. You will be looking for a Class Section with a specific "Class Section" number and "Start / End Date".

5. Click on the **Delete A Row button** on the top right.

6. Verify that you want to delete the Class Section by clicking **OK**.

NOTE: You may need to delete the classroom meeting location (meeting pattern) for the course PRIOR to deleting the Course. This field is located in the Meetings Tab and is linked by its associated Session number.

Canceling a Class

📝 The Department Administrative Coordinator <u>may</u> cancel a class before the final data capture. However, ONLY the College Analyst may cancel a class after the final data capture.

If students <u>are</u> enrolled in the class you are canceling, use the process described in the section, "Canceling a Class Section *WITH* Student Enrollments."

If students <u>are not</u> enrolled in the class you use the process described in the section, "Canceling a Class Section *WITHOUT* Student Enrollments."

Canceling a Class Section *With* Student Enrollments

Use special care when canceling classes with student enrollments. All students who are enrolled in a canceled class section are dropped. Students are advised that the class is cancelled by the Department Administrative Coordinator and then are enrolled in an alternate Class Section.

The change can also affect student eligibility for receiving financial aid.

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

Use Find Existing Value to find the desired class.

Basic Data Tab:

1. Navigate to the Class Section area on the page

2. Use the arrow buttons to go to the appropriate Class Section record.

3. You will be looking for a Class Section with a specific "Class Section" number and "Start / End Date".

4. Select the **Enrollment Cntrl Tab**.

Enrollment Control Tab:

1. Class Status - select Cancelled Section from the drop-down menu in the field.

2. Cancel if Student Enrolled – check this box to determine if there is enrollment or not.

📋 A message displays as a warning that you are canceling a class with enrollments. Click "OK".

Microsoft Internet Explorer

⚠ Cannot Cancel Class, Students are Present and Cancel if Student Enroll Flag set to No (14600,352)
Change value to 'Yes', then cancel class.

OK
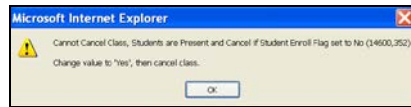
3. Click the **Cancel Class** button (it has become active and turns yellow when the check box is checked).

4. Click **Save**.

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

Course ID: 000012   Course Offering Nbr: 1
Academic Institution: CSU Monterey Bay
Term: 2007 Fall   Undergrad
Subject Area: BIO   Biology
Catalog Nbr: 240L   Biology I Lab

Enrollment Control   Find | View All   First ◄ 1 of 1 ► Last

Session: 1   Regular Academic Session   Class Nbr: 40002
Class Section: 01   Component: Laboratory   Event ID: 000000009
'Class Status: Cancelled Section   Cancel Class
Class Type: Enrollment   Enrollment Status: Open
'Consent: No Consent   Requested Room Capacity: 30 Total
1st Auto Enroll Section: Enrollment Capacity: 30 1
2nd Auto Enroll Section: Wait List Capacity: 0
Resection to Section: Minimum Enrollment Nbr:
☐ Auto Enroll from Wait List   ☑ Cancel if Student Enrolled

💾 Save   🔍 Return to Search   📋 Notify

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

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

Course ID: 000123   Course Offering Nbr: 1
Academic Institution: CSU Monterey Bay
Term: 2011 Fall   Undergrad
Subject Area: BIO   Biology
Catalog Nbr: 204   Introduction to Life Sciences

Enrollment Control   Find | View All   First ◄ 1 of 3 ► Last

Session: 1   Regular Academic Session   Class Nbr: 41725
Class Section: 01   Component: Lecture   Event ID: 000007678
Associated Class: 1   Units: 3.00
'Class Status: Cancelled Section   Cancel Class
Class Type: Enrollment   Enrollment Status: Closed
'Add Consent: No Consent   Requested Room Capacity: 60 Total
'Drop Consent: No Consent   Enrollment Capacity: 60 60
1st Auto Enroll Section: Wait List Capacity: 0
2nd Auto Enroll Section: Minimum Enrollment Nbr:
Resection to Section:
☐ Auto Enroll from Wait List   ☑ Cancel if Student Enrolled

💾 Save   🔍 Return to Search   ↑ Previous in List   ↓ Next in List   📋 Notify

📋 Canceling a class section releases its room assignment.

📋 Before leaving the page, verify that the Enrollment Status is changed to "Closed" below the Cancel Class button. If it does not, and the word "open" displays, change the enrollment capacity to zero, and then click the **Save** button.

Canceling Class Sections *Without* Student Enrollments

Never "record remove" a section, even if it is unpublished and no enrollment has ever existed. After being published on the web, sections of ANY type must be CANCELLED (not "record removed") with Dean's approval only. There are no exceptions to this rule.

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

Basic Data Tab: 1. Navigate to the **Class Section** area on the page 2. Use the arrow buttons to go to the appropriate Class Section record. (You will be looking for a Class Section with a specific "Class Section" number and "Start / End Date") 3. Select the **Enrollment Cntrl tab**. The Enrollment Cntrl page displays.	

Enrollment Cntrl Tab – Cancel Section 4. Select the **Cancel if Student Enrolled checkbox** for the class section you are cancelling. 5. *Class Status* - select "Cancelled Section" from the drop-down menu in the field. 6. The Cancel Class button becomes active. 7. Enrollment Capacity – change to "0". 8. Click the **Cancel Class button**, and then click the Save button.	

Note: Canceling a class section releases its room assignment.

Note: Before leaving the page, verify that the word "Closed" appears below the Cancel Class button (this is done by changing the Enrollment Capacity to "0".

Note: Schedulers are reminded that when the day and/or time of a class is changed, the original section must be cancelled first and then a new section with the update must be created.

1. Go to the Class Roster Page and select roster for the class to be cancelled.

2. E-mail all enrolled students by clicking the "Notify All Enrolled" students button at the bottom of the roster. A page pops up to allow them to add their message into the "message" box. This message should alert all enrolled students of the class cancellation. (Do NOT cancel the class before sending the notification or all the names of the students enrolled will be deleted from the roster).

3. Department schedulers can also "Notify Selected Students". (This is not recommended when cancelling a class). They must first check the box by the students name then click the "Notify Selected Students" button at the bottom of the page. A page will pop up to allow them to enter their message.

4. Note: All students' e-mail addresses will appear in the BCC field. The sender's e-mail address will appear in the TO field. You can, if you like, add additional e-mail addresses into the TO and/or CC fields.

5. When finished, hit "send notification".

6. Upon receiving "Notification Sent" confirmation, click "Cancel" (Note: Clicking cancel takes you back to the previous page.)

Return to the "Enrollment Control" tab in the Schedule of Classes, and follow the other steps in the "Cancel Class" document provided to complete the class cancellation.

Scheduling Sections with Multiple Components

Some courses have multiple components (or sections) such as a lecture and a laboratory component and must be scheduled as part of the same course. The Course must already be set up in the Catalog to have two sections; one where the component field is defined as the LAB and one where the component field is defined as LEC.

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

1. Search for the desired Course ID.

2. Enter Class Section information as described on in the instructions for Adding a New Course.

3. Create two sections by adding a row for the second section. The second Section will be assigned Class Section "02".

For Class Section "01":

Component – enter or use the look up to select "LEC"

Class Type – Select "Enrollment" from the drop down list

For Class Section "51":

Component – enter or use the look up to select "LAB".

Class Type – Select "Non-Enrollment" from the drop down list.

4. Click **Save**.

5. Click the **Enrollment Cntrl Tab**.

Enrollment Cntrl Tab –

1. Enter the Section number (e.g. 51) that students should automatically enroll in.

2. Click **Save**.

Tools for Scheduling Classes

Search for a Facility

Find and confirm a room for a class that has not already been assigned one.

Navigation:
Main Menu > Curriculum Management> Facility and Event Information > Search for a Facility

Facility Search Criteria:

1. <u>From Date</u> – enter beginning of term.

2. <u>End Date</u> – enter the last day of term.

3. <u>Meeting Start Time</u> – leave blank

4. <u>Meeting End Time</u> – leave blank.

5. <u>M - Su</u> - If facility is needed for more than one day during the week, check only one day for first search. Check the other day(s) in a separate search.

6. Click the **Fetch Facilities** button.

7. Facility Search Results will display.

8. Write down information displayed.

NOTE:
Verify that the room is available in Resource 25 (see navigation below). If it is available, update the <u>Facility ID</u> field on the Schedule of Classes > Meetings Tab under Class Sections > Meeting Pattern.

Resource 25

Ensure that the room is not already taken by another event before selecting a facility in CMS Student/HR.

Navigation:

http://r25.csumb.edu

Click here to go directly to R25.

Facility Usage by Room

Use this navigation to view rooms within a facility (building) to evaluate utilization.

Navigation:
Home > **Curriculum Management> Facility and Event Information > Class Facility Usage**

Facility Search Criteria:

1. Set ID – MB000 is the default.

2. Building – use look up to select building.

3. Click **Search**.

Search Results:

4. Find room of interest and click on any field in row.

Class Facility Usage:

5. Narrow search by entering information about:
   - Term
   - Session
   - Day of week

6. Click the **Fetch Class Meetings** button.

7. View resulting information.

8. Click the **Return to Search button** to review usage for other rooms.

Class Facility Usage

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

Find an Existing Value

SetID:	=	MB000
Facility ID:	begins with	
Building:	begins with	018
Room:	begins with	
Description:	begins with	
Facility Type:	=	

☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All — First ◄ 1-10 of 10 ► Last

SetID	Facility ID	Building	Room	Description	Facility Type
MB000	018-104	018	104	SGI Lab (CST)	CompLab
MB000	018-106	018	106	Mac Lab	CompLab
MB000	018-110	018	110	PC/Mac Computer Classroom	CompLab
MB000	018-118	018	118	Distanc Learning Auditorium-TE	Lecture Rm
MB000	018-120	018	120	Classroom	Lecture Rm
MB000	018-131	018	131	Classroom	Lecture Rm
MB000	018-156	018	156	Mac Lab	CompLab
MB000	018-160	018	160	Classroom	Lecture Rm
MB000	018-164	018	164	Experimental Lab (CST only)	Lecture Rm
MB000	018-170	018	170	Classroom	Lecture Rm

Class Facility Usage

SetID:	MB000				
Facility ID:	018-156	018	156	Room Capacity:	24
'Term:	2084	2008 Fall	Facility Type:	CompLab	
Session:	1	Regular	'Day of the Week:	Monday	Fetch Class Meetings

Class Sections

Start Time	End Time	Subject	Catalog	Section	M	Tu	W	Th	F	Sa	Su	Start Date	End Date	Session	Tot Enrl
10:00AM	11:50AM	WRT	95	15	☑		☑					08/25/2008	12/21/2008	1	0
2:00PM	3:50PM	WRT	95	17	☑		☑					08/25/2008	12/21/2008	1	0
4:00PM	5:50PM	WRT	95	10	☑		☑					08/25/2008	12/21/2008	1	0
6:00PM	7:50PM	IST	622	01	☑							08/25/2008	12/21/2008	1	0

Return to Search | Notify

View Query (MB_SC_GENERAL_INFO)

Navigation:
Main Menu> Reporting Tools > Query > Query Viewer

1. Enter Query Name as shown to the right.

2. Click **Search**.

3. Enter **Term** (e.g. 2114)

4. Enter **Subject** (e.g. CST)

5. Click **View results** button.

6. Query results are displayed by Catalog and Section. Details are provided for:
   - Units
   - Enrollment capacity
   - Facility ID
   - Meeting Pattern
   - Meeting times
   - Meeting Date range

Query Viewer

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

*Search By: Query Name   begins with   MB_SC_GENERAL_INFO

Search   Advanced Search

MB_SC_GENERAL_INFO - General Information

Enter Term: 2114

Subject: CST

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (57 kb)

View All

	Sch Print	CS Number	Class Nbr	Class Stat	Subject	Catalog	Section	Assoc	Descr	Comp Units	Comp Students	Cap Enrl	Tot Enrl	Wait Cap	Wait Tot	ID	Name	Work Load	Facil ID	Pat	Mtg Start	Mtg End	Start Date	End Date	Cou...
1	Y	01	41071	A	CST	101	01	1	Technology Tools	2.00	0.00	30	30	30	4	000009229	Strong,Rosalie	2.00	010-166	TR	8:00:00.000000AM	8:50:00.000000AM	08/22/2011	12/18/2011	000-
2	Y	01	41073	A	CST	101	02	2	Technology Tools	2.00	0.00	56	54	56	0	000004575	Andrade,Adrian	2.00	082-D116	TR	10:00:00.000000AM	10:50:00.000000AM	08/22/2011	12/18/2011	000-

Appendix A. Glossary of Terms

COMPONENT	FUNCTION(S)
Schedule new course	Retrieve and view all courses in the course catalog that *can be scheduled* in the SOC. This component contains courses that are active in the Course Catalog and that may be selected to add to the SOC for an academic term.
Course component	
Schedule of classes (SOC)	Retrieve, view, and work with classes that *have been scheduled* in the SOC.
Class sections	View or modify an information summary for all sections of a class. This component has two pages: the Class Status page and the Class Enrollment Limits page: ● Use the Class Status page to easily update the class status values, verify class sections and associated class numbers, and consent status. For example, if you need to activate for one or more class sections, doing so through this component is very efficient. ● Use the Class Enrollment Limits page to view or change enrollment capacities for sections within a class.
Class associations – (requisites)	After you have scheduled a class section, use the Class Requisites page in this component <u>to add class section requisites </u>to a class.
Combined Course	Courses that are cross-listed and/or co-scheduled. A single course may be combined to meet the requirements for more than one program.
Course equivalents	Course equivalents codes that link different course ID numbers when the courses are considered to be equivalent for requisite checking purposes. The courses themselves can possess different components, requisites, topics, etc.
Course pre-requisites & co requisites	**Requisite Setup:** **Enrollment Requirement Groups:** **Course Requisite Page:** Enrollment requirement *groups* encompass requisites based on a variety of factors including GPA and units, courses, and much more. Virtually every pre-requisite or co-requisite your institution has for courses can be satisfied with the Enrollment Requirement Group component alone.
Enrollment Requirement (Groups)	There are two levels that you can create enrollment requisites and requirements: 1. <u>Enrollment Requirement Groups</u>, which handle requirements for specific courses or class reserve capacities (90 percent of cases); and 2. <u>Enrollment Requirements</u> with or without Course Lists which handle more complicated requisite rules.
Schedule class meetings	Use two pages within the component, the Meetings page and the Enrollment Control page, to modify class meeting data for an individual class section that has been scheduled. On the Meetings page, update meeting times, facilities, and instructor information. Use the Enrollment Control page to change the status of a class section, attach consent restrictions, and set enrollment capacities.
Class permission numbers	After scheduling a restricted (department consent) class section, use the component to create permission numbers associated with the restricted class section that you can assign to students to use during enrollment.
Term workload	When adding a new instructor to the system, use this component to <u>assign term workload information for an instructor.</u>
Resource queue cleanup	Use when users are simultaneously updating SOC information held within the same system table and a SOC session becomes locked.

Appendix B. Footnote Codes and Descriptions

Code	Description of Footnotes in CMS
1	Course has prerequisite(s).
2	Course has corequisite(s).
3	Course graded Credit/No Credit only.
4	Requires passing grade on ELM test, or completion of CSUMB Math 99 Workshop.
5	Students must enroll in lecture and one lab.
6	Course required for all entering first-year students and transfer students with 29 or fewer semester units.
7	Course should be taken in the first semester of the freshman year.
8	Course must be taken in the first semester of the junior year.
9	First half of a two-semester sequence.
10	Second half of a two-semester sequence.
11	Additional fees required.
12	Course only offered during fall semester.
13	Course only offered during spring semester.
14	Course may require one or more weekend fieldtrips.
15	Course open to graduate students only.
16	Course restricted to majors only.
17	Offered through Moss Landing Marine Laboratories (MLML). In addition to registering through CSUMB, students must submit an MLML Space Reservation Form to ensure their seat in the class. Forms are available in the ESSP and MLML offices. Contact the ESSP program office for MLML registration procedures.
18	Course designed for non-science majors.
19	Enrollment restricted to candidates admitted to the multiple-subject credential program or by instructor consent.
20	Enrollment restricted to candidates admitted to the CSUMB Teaching Internship Program (CTIP).
21	Enrollment restricted to candidates admitted to the CSUMB Special Education credential program or by instructor consent.
22	Course requires 3-5 hours of community service per week in addition to class attendance.
23	Course meets major-based service learning requirement.
24	Course may require some scheduled classroom time other than that noted on the Class Schedule.
25	Course requires use of CSUMB FirstClass email account.
26	Enrollment restricted to candidates admitted to the single-subject credential program or by instructor consent.
27	Meets Graduate Writing Assessment Requirement (GWAR). (formerly Footnote G)
28	Online Course
29	Course is partially Online