

Chico



Today Decides Tomorrow

PeopleSoft Class Scheduling

The Mechanics of Schedule Build

(when)...Schedule Building Rounds

There are three specific time periods, called “Rounds”, for schedule building:

- ▶ **Round I -- Departments schedule classes and then book (1-49 cap) in rooms allocated to the Dept by their College**
 - ▶ Jumbo (50+ cap class) room requests are due to APSS by the end of Round I

- ▶ **Round II -- Colleges coordinate the placement of all remaining homeless classes within their allocated rooms**
 - ▶ Dept/College works with APSS to clean up all scheduling and class time errors
 - ▶ Any classes not placed in rooms are sent to APSS via “homeless” requests, for centralized booking at the end of Round II
 - ▶ All lecture rooms revert to APSS for exclusive booking at the end of Round II

- ▶ **Round III – Final schedule adjustments prior to registration**
 - ▶ These should be MINOR changes such as adding a section, changing an instructor or room, deleting sections due to lack of resources
 - ▶ No classes are allowed on the schedule at this point without a room
 - ▶ Schedule is posted on the Web as tentative at the beginning of the prior term

Once registration begins, day/time changes or class cancellations must be approved by the Dean.

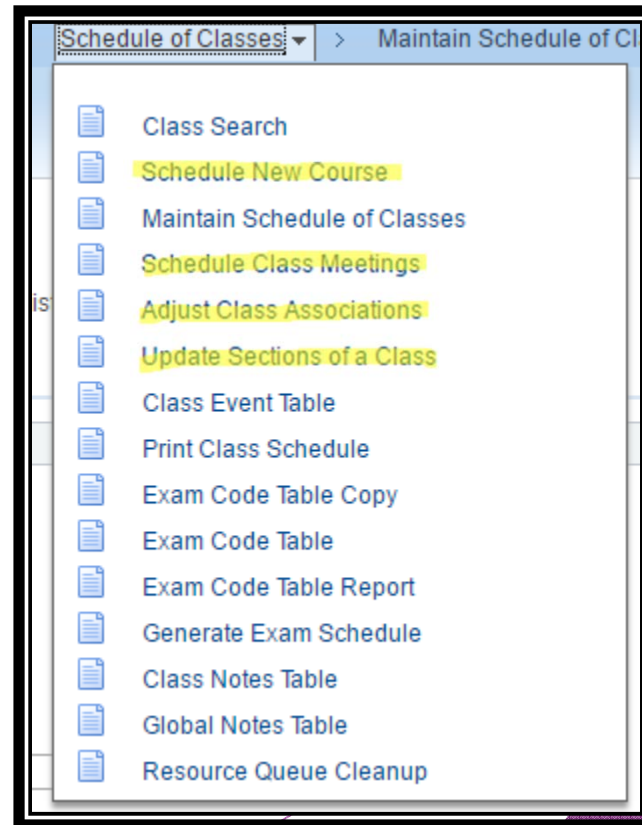
- ▶ **This includes classes without enrollment**

(where)...Maintain Schedule of Classes

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

- ▶ Basic Data tab
- ▶ Meetings tab
- ▶ Enrollment Cntrl tab
- ▶ Notes tab
- ▶ Exams tab

- ▶ And also...
- ▶ Adjust Class Associations
- ▶ Schedule New Course
- ▶ Schedule Class Meetings
- ▶ Update Sections of a Class



(how)...Basic Data tab

Changes to Existing ("rolled") CLASS section(s)

- ▶ Class Schedule Report
 - ▶ <https://insight-int.csuchico.edu/Reports/Pages/Report.aspx?ItemPath=%2fCourse-Class+Data%2fClass+Schedule+Report>
 - ▶ *Web Schedule isn't ideal...BUT necessary to view NOTES*
- ▶ Internal (Dept/College) schedule planner
- ▶ Instruction Modes
 - ▶ "wwwonline" sections
- ▶ When to Delete

Creating a NEW class?

- ▶ Course = what's in the CATALOG
- ▶ Class = a section of a course, scheduled for a specific TERM
- ▶ Use Schedule New Course, rather than Maintain Schedule of Classes

Basic Data tab

Fields of importance:

- ▶ Class Section
 - ▶ Start with 01
 - ▶ Special setups may start with 40 or 50 (CourseLink or U-Course groups), 80 (Distance sections)
- ▶ Component
- ▶ Class Type
- ▶ Associated Class
- ▶ Schedule Print
- ▶ Instruction Mode
- ▶ Class Attributes

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

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

Course ID: 000077 Course Offering Nbr: 1
Academic Institution: California State Univ, Chico Undergrad
Term: Spring 2017 Accounting
Subject Area: ACCT Intro to Financial Accounting
Catalog Nbr: 201 [Auto Create Component](#)

Class Sections Find | View All First 1 of 4 Last

*Session: 1 Regular State Support Class Nbr: 1939
*Class Section: 01 *Start/End Date: 01/23/2017 05/19/2017
*Component: LEC Lecture Event ID: 000105385
*Class Type: Enrollment
*Associated Class: 1 Units: 3.00 Associated Class Attributes
*Campus: MAIN Main [Add Fee](#)
*Location: CHICO California State Univ, Chico Schedule Print
Course Administrator: Student Specific Permissions
*Academic Organization: 103 Accounting Dynamic Date Calc Required
Academic Group: 40 College of Business Generate Class Mtg Attendance
*Holiday Schedule: ACAD Academic Year Holiday Schedule Sync Attendance with Class Mtg
*Instruction Mode: P In Person GL Interface Required
Primary Instr Section: 01

Class Topic
Course Topic ID: Print Topic in Schedule

Equivalent Course Group
Course Equivalent Course Group: Override Equivalent Course
Class Equivalent Course Group:

Class Attributes Personalize | Find | View All | First 1-2 of 2 Last

*Course Attribute	*Course Attribute Value
CLEV Course Level	1 Lower Division
RSVD Reserved Seats for New Std Reg	Y Yes

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Meetings tab

- ▶ Variable unit course?
 - ▶ Class APDB Mapping Values link, then Adjust Class Associations
- ▶ Facility
 - ▶ wwwonline = TBA pat, TBA hours
 - ▶ Exclusive use spaces (labs)
 - ▶ Round I jumbos requested, Round II homeless
- ▶ Meeting Pattern
 - ▶ TBAs
 - ▶ Meeting APDB Mapping Values link
 - ▶ Space Type is important!
 - ▶ Instructors on first mtg pattern only
- ▶ Start/End dates
- ▶ Delete, do not overwrite

Meetings tab

Fields of importance:

- Class APDB Mapping Values
- Meeting Pattern
 - Facility ID
 - Pat
 - Mtg Start/End
 - Start/End Dates
 - Meeting APDB Mapping Values
- Instructors
 - ID
 - Access
 - Empl Rcd#
 - Workload tab

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

Course ID: 000077 Course Offering Nbr: 1
 Academic Institution: California State Univ, Chico
 Term: Spring 2017 Undergrad
 Subject Area: ACCT Accounting
 Catalog Nbr: 201 Intro to Financial Accounting

Class Sections Find | View All First 1 of 4 Last

Session: 1 Regular State Support Class Nbr: 1939 **Class APDB Mapping Values**
 Class Section: 01 Component: Lecture Event ID: 000105385
 Associated Class: 1 Units: 3.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID: AYRS120 Capacity: 166 Pat: T Mtg Start: 7:00PM Mtg End: 9:50PM M T W T F S S *Start/End Date: 01/23/2017 05/19/2017

AYRS 120 Topic ID: Free Format Topic: Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern Personalize | Find | View All | 1 of 1 | Last

Assignment | **Workload**

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
005527562	Pobloske,Paule M	Prim Ins	<input checked="" type="checkbox"/>	Approve		0	2358

Room Characteristics Personalize | Find | 1 of 1 | Last

*Room Characteristic	*Quantity
	1

Academic Shift Personalize | Find | 1 of 1 | Last

Academic Shift

Jumbo Lecture Rooms

- ▶ Capacity of 50 or more
- ▶ Mediated (“smart”)
- ▶ Exclusively scheduled by APSS

- ▶ Departments submit their Jumbo Room requests to APSS before the end of Round I:
<https://emsint.csuchico.edu/APSS/RoomRequest/RoomRequest>

- ▶ Placement of classes in jumbo rooms is done using the following criteria:
 - ▶ Optimal utilization of rooms (min. 85% capacity)
 - ▶ Pedagogic need for the specific room features
 - ▶ Enrollment history of the class
 - ▶ Prior use of the room for the same day/time

Standard Scheduling Times

http://www.csuchico.edu/apss/documents/Standard_Scheduling_Convention.pdf

- ▶ Set of standard days and times to offer classes
- ▶ Maximizes room utilization
- ▶ Ensures the schedule is made up of interchangeable, non-overlapping parts
- ▶ Maximizes students' ability to schedule classes campus-wide without time conflicts which helps with timely graduation
- ▶ Facilitates our ability to trade rooms between classes when necessary
- ▶ If there is a compelling need for a non-standard time and the dean agrees that it overrides the student and campus need for standard time scheduling, it can be used. The dean's approval must be sent to APSS with an explanation of the compelling need, indicating whether the approval is temporary (one semester only) or permanent.

Class Time Required

Every class has a Course Classification number (CS)

http://www.csuchico.edu/apss/documents/C-class_list_and_definitions.pdf

The CS *plus* the unit value of the class determines:

- ▶ the number of hours the class is required to be scheduled per week
 - ▶ Or, the number of TBA hours assigned per week*
 - ▶ Or a combination thereof
- ▶ how much time the student is expected to participate per week
- ▶ the amount of WTU (workload) that is generated for the instructor

*If some or all of the required time is not standard face-to-face classroom instruction it is described as “TBA” (To Be Arranged) and the number of TBA hours per week is entered in the system and displayed on the Web for students and advisors.



Enrollment Cntrl tab

Fields of importance:

- Class Status
 - Active or Cancelled
 - How to Cancel a class
- Add/Drop Consent
- Enrollment Cap
- Jumbo room requests
- Waitlist Cap
- 1st Auto Enroll Section

The screenshot displays the 'Enrollment Cntrl' tab of a software interface. At the top, there are navigation tabs: 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', 'Exam', and 'Textbook'. Below these, course information is shown: Course ID: 000077, Course Offering Nbr: 1, Academic Institution: California State Univ, Chico, Term: Spring 2017, Subject Area: ACCT, Catalog Nbr: 201, Undergrad Accounting, Intro to Financial Accounting.

The 'Enrollment Control' section is highlighted in a light blue bar. It contains the following fields and options:

- Session:** 1, Regular State Support, **Class Nbr:** 1939
- Class Section:** 01, **Component:** Lecture, **Event ID:** 000105385
- Associated Class:** 1, **Units:** 3.00
- *Class Status:** Active (highlighted in yellow), with a 'Cancel Class' button.
- Class Type:** Enrollment, **Enrollment Status:** Open
- *Add Consent:** No Consent (highlighted in yellow), **Requested Room Capacity:** 166 Total (highlighted in green)
- *Drop Consent:** No Consent (highlighted in yellow), **Enrollment Capacity:** 166 0 (highlighted in yellow)
- 1st Auto Enroll Section:** [] (highlighted in yellow)
- 2nd Auto Enroll Section:** []
- Resection to Section:** []
- Auto Enroll from Wait List, Cancel if Student Enrolled
- Wait List Capacity:** 166 0
- Minimum Enrollment Nbr:** []

Notes and Exams tabs

- ▶ Notes: use "-" button to remove notes
 - ▶ Web Schedule only shows first note, so cram them all together!
- ▶ Exams: View Only
 - ▶ Use CRA #1405 to for a listing by Term

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

Course ID: 000077 Course Offering Nbr: 1
Academic Institution: California State Univ, Chico
Term: Spring 2017 Undergrad
Subject Area: ACCT Accounting
Catalog Nbr: 201 Intro to Financial Accounting

Class Sections Find | View All First 1 of 4 Last

Session:	1	Regular State Support	Class Nbr:	1939
Class Section:	01	Component: Lecture	Event ID:	000105385
Associated Class:	1	Units: 3.00		

Class Notes Find | View All First 1 of 1 Last

*Sequence Number:

*Print Location: Even if Class Not in Schedule

Note Nbr:

Free Format Text:

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

Course ID: 000077 Course Offering Nbr: 1
Academic Institution: California State Univ, Chico
Term: Spring 2017 Undergrad
Subject Area: ACCT Accounting
Catalog Nbr: 201 Intro to Financial Accounting

Class Sections Find | View All First 1 of 4 Last

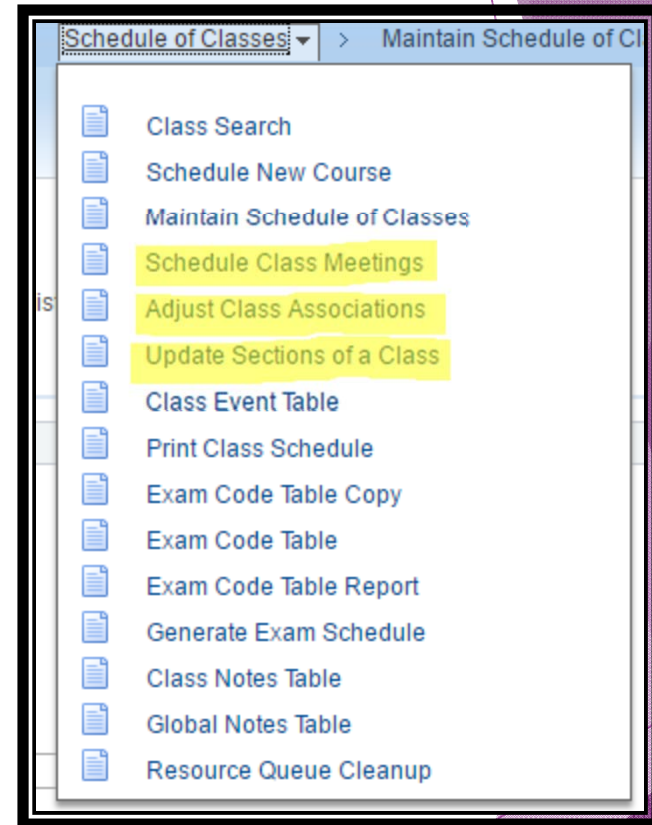
Session:	1	Regular State Support	Class Nbr:	1939
Class Section:	01	Component: Lecture	Event ID:	000105385
Associated Class:	1	Units: 3.00		
Exam Seat Spacing:	<input type="text" value="1"/>	Final Exam:	Yes	

Class Exam Personalize | Find | First 1 of 1 Last

Exam Time Code	Combined Exam	*Exam Date	Exam Start	Exam End	*Class Exam Type	Facility ID	Building	Room
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Final	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other places you'll go...

- ▶ Adjust Class Associations
 - ▶ Variable unit courses
 - ▶ Check your associations
 - ▶ Check Class Requisites tab ([need VIEW screenshot here](#))
 - ▶ CRA 840
- ▶ Update Sections of a Class
 - ▶ Multi-component classes
- ▶ Schedule Class Meetings
 - ▶ Combined classes
- ▶ Combined Sections Table
 - ▶ CRA #1366 to check these!
- ▶ Class Roster
 - ▶ Enrolled, Waitlisted students
 - ▶ Check units
- ▶ Instructor Schedule
 - ▶ Or, Insight: Home > Course-Class Data > Faculty Teaching Schedule



Variable Unit sections

- ▶ Supervision, typically
- ▶ Convert to Fixed Unit before it's "useable"
- ▶ Prior to student enrollments!

- ▶ Maintain > Meetings tab
 - ▶ Class APDB Mapping Values

- ▶ Adjust Class Associations
 - ▶ First 4 boxes

- ▶ Quick Guide: http://www.csuchico.edu/apss/documents/QG-Class_Changing%20Variable%20Unit%20to%20Fixed%20Unit.pdf

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Adjust Class Associations

ORACLE

Class Associations | Class Components | Class Requisites

Course ID: 000078 Course Offering Nbr: 1
Academic Institution: California State Univ, Chico
Term: Spring 2017 Undergrad
Subject Area: ACCT Accounting
Catalog Nbr: 202 Intro to Managerial Accounting
Session: 1 Regular State Support Class Roll

Class Associations Find | View All First 1 of 5 Last

Associated Class: 1
Minimum Units: 3.00 Maximum Units: 3.00
Academic Progress Units: 3.00 FA Units: 3.00
Course Count: 1.00 Course Contact Hours:
Billing Factor: 1.000 *Instructor Edit: No Choice ▾
Tuition Group:
 Use Blind Grading

Adjust Class Associations

- ▶ “Fix” the variable units on a section
 - ▶ Class Associations tab
 - ▶ Min, Max, AP and FA Units should all match
 - ▶ Let us know if FA Units do not automatically change
- ▶ Only shows classes with DISTINCT associated class numbers
 - ▶ Class Components tab
 - ▶ Shows all associated classes
- ▶ Check the course and class (section) requisites being enforced
 - ▶ Class Requisites tab

Multi-Component Classes

- ▶ Lecture + interactive component, typically
- ▶ Various ways of set up
- ▶ Pay attention to Class Associations

- ▶ Maintain Schedule of Classes
 - ▶ Enrollment section, non-enrollment section

- ▶ Update Sections of a Class
 - ▶ Enrollment caps
 - ▶ Check associations

Combined Sections aka “piggybacked” sections

- ▶ Cross-listing different subjects
- ▶ Combining faculty workload

1. Maintain Schedule of Classes

- a) Set up the sections

2. Combined Sections Table

- a) Name it
- b) Do NOT change the ID#

3. Identify Combined Sections

- a) List them

4. 4. Schedule Class Meetings

- a) Change enrollment, meeting pattern

- ▶ CRA #1366

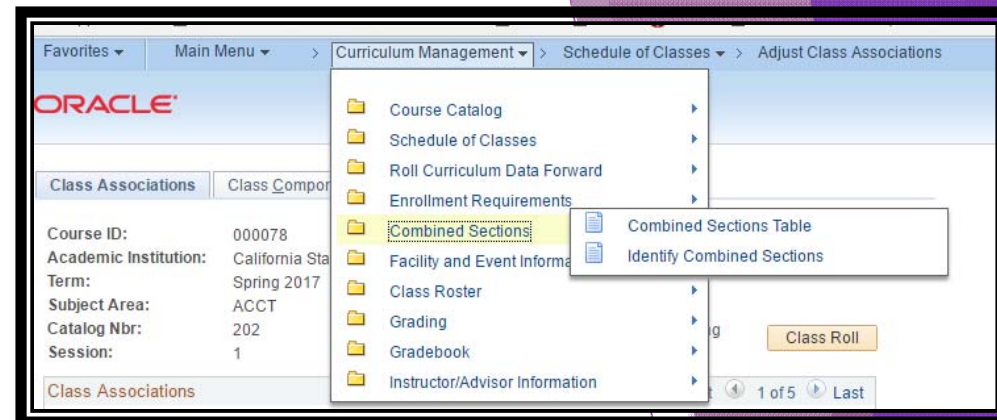
- ▶ Quick Guides: new, or modify existing

- ▶ http://www.csuchico.edu/apss/documents/OG-Class_Creating_a_New_Combined_Section.pdf

- ▶ http://www.csuchico.edu/apss/documents/OG-Class_Modifying%20an%20Existing%20Combined%20Section.pdf

Combined Sections

- ▶ Create via Combined Sections Table, then
- ▶ Build via Identify Combined Sections



Combined Sections Table

Academic Institution: California State Univ, Chico
Term: Spring 2017
Session: Regular State Support

*Combined Sections ID	*Description	*Short Description		
5943	GERM301/390-01	GERM30101	View Combined Sections	+ -
			View Combined Sections	+ -

Identify Combined Sections

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

Find an Existing Value

Search Criteria

Academic Institution: = CHICO

Term: = 2172

Session: = Regular State Support

Combined Sections ID: begins with

Description: begins with



Identify Combined Sections

Academic Institution: CHICO California State Univ, Chico
 Term: 2172 Spring 2017
 Session: 1 Regular State Support
 Combined Sections ID: 5943 GERM301/390-01

- Permanent Combination
 - Skip Mtg Pattern & Instr Edit
- Warning: Mtg Pattern & Instr information will not be shared within the combined section.

*Combination Type:

Room Capacity

		Total	
Requested Room Capacity:	<input type="text" value="49"/>	Enrollment Capacity:	<input type="text" value="48"/>
		Wait List Capacity:	<input type="text" value="48"/>
			0
			0

Personalize | Find | View All | | First 1-2 of 2 Last

Combined Sections		Class Description										
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group		
<input type="text" value="5389"/>	GERM	301	01	Open	49	24	0	24	0	49	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="5464"/>	GERM	390	01	Open	49	24	0	24	0	49	<input type="button" value="+"/>	<input type="button" value="-"/>

[View Combined Sections Table](#)

Resources

Jennifer L. Aceves, Coordinator of Academic Scheduling and Workload Reporting

- ▶ apss@csuchico.edu
- ▶ 898-4688 (but email is best)

<http://www.csuchico.edu/apss>

- **Once the schedule is built, other questions will come up; view our summary page for additional help from Records and Registration: www.csuchico.edu/apss/registrar**

Click or hover on the “Class Schedule” link on the left navigation bar to find:

- ❖ Room Information: Smart Classroom listing, Classroom Set up & Photos
- ❖ Standard Scheduling Conventions
- ❖ Schedule Building Timeline
- ❖ Course Classification (CS) Listing
- ❖ Helpful guides (in progress – ask if you don’t see what you’re looking for!)

This training revised July 17, 2017