



PeopleSoft Class Scheduling

**The Mechanics of Schedule Build
(what?)**

(when)...Schedule Building Rounds

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

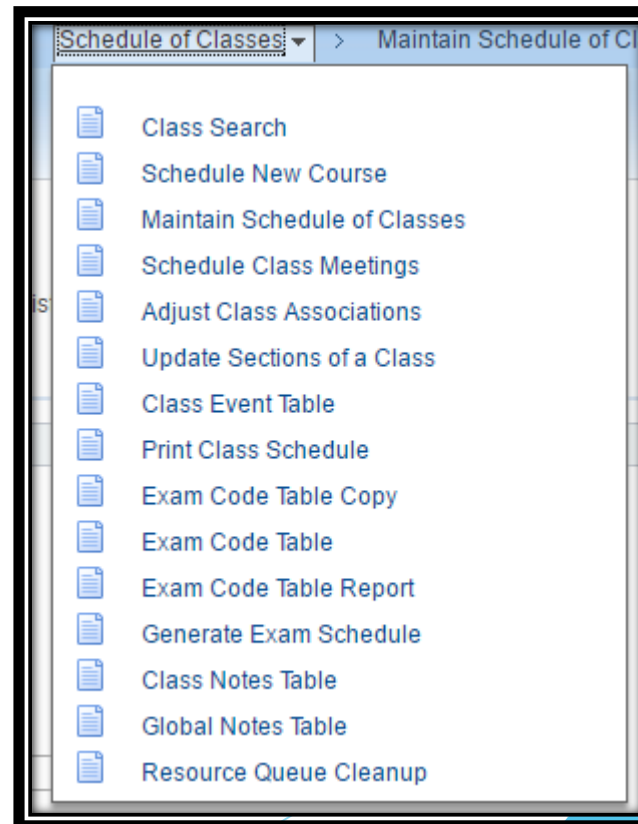
- ▶ **Round I is for depts to schedule classes in rooms allocated to the dept**
 - ▶ Jumbo room requests are due to APSS at the end of Round I
- ▶ **Round II is for colleges to coordinate the placement of all remaining classes in all remaining college allocated rooms**
 - ▶ Dept/college work with APSS to clean up all scheduling and class time errors
 - ▶ Any classes not placed in rooms are sent to APSS for centralized booking at the end of Round II
 - ▶ All lecture rooms revert to APSS for exclusive booking at the end of Round II
 - ▶ Schedule is posted on the Web at the end of Round II
- ▶ **Round III is for adjustments to the schedule 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
- ▶ **Once registration begins only under the most critical of circumstances should a day/time change or class cancellation be considered and 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) section(s)

- ▶ Class Schedule Report
 - ▶ Web Schedule isn't ideal
- ▶ Internal (Dept/College) schedule planner
- ▶ Instruction Modes
 - ▶ “wwwonline” sections
- ▶ When to Delete

Creating a New section?

- ▶ Use Schedule New Course, rather than Maintain Schedule of Classes

Basic Data tab

► Fields of importance:

- Class Section
- Component
- Class Type
- Associated Class
- Schedule Print
- Instruction Mode
- Class Attributes

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Maintain Schedule of Classes](#)

ORACLE

[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

[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
Course Administrator:
***Academic Organization:** 103 Accounting
Academic Group: 40 College of Business
***Holiday Schedule:** ACAD Academic Year Holiday Schedule
***Instruction Mode:** P In Person
Primary Instr Section: 01

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

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, Round II homeless
- ▶ Meeting Pattern
 - ▶ TBAs
 - ▶ Meeting APDB Mapping Values link
 - ▶ (Same) Instructor on first mtg pattern only
- ▶ Start/End dates
- ▶ wwwonline
- ▶ 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	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
AYRS120	166	T	7:00PM	9:50PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/23/2017 05/19/2017
AYRS 120	Topic ID:	Free Format										
		Topic:										
		<input type="checkbox"/> Print Topic On Transcript	Contact Hours									
			Meeting APDB Mapping Values									
Instructors For Meeting Pattern Personalize Find View All First 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 First 1 of 1 Last												
*Room Characteristic						*Quantity						
						1						
Academic Shift Personalize Find First 1 of 1 Last												
Academic Shift												

Jumbo Rooms

- ▶ Jumbo rooms = capacity of 50+
- ▶ All jumbo rooms are smart rooms
- ▶ Exclusively scheduled by APSS
- ▶ Departments submit their Jumbo Room requests to APSS at the end of Round I: <https://emsint.csuchico.edu/APSS/ScheduleBuilding/Default.aspx>
- ▶ Placement of classes in jumbo rooms is done using the following criteria:
 - ▶ Optimal utilization of rooms (min. 85% capacity)
 - ▶ 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 it overrides the student and campus need for standard time scheduling it can be used. The deans approval must be sent to APSS with an explanation of the compelling need and if 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%20list%20and%20definitions.pdf>

- ▶ The CS and unit value of the class determines:
 - ▶ How long the class is required to meet per week
 - ▶ How much WTU 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

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		
Enrollment Control Find View All First						
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		Cancel Class			
Class Type:	Enrollment	Enrollment Status:	Open			
*Add Consent:	No Consent		Requested Room Capacity:	166	Total	
*Drop Consent:	No Consent		Enrollment Capacity:	166	0	
1st Auto Enroll Section:		Wait List Capacity:	166	0		
2nd Auto Enroll Section:		Minimum Enrollment Nbr:				
Resection to Section:						
<input checked="" type="checkbox"/> Auto Enroll from Wait List		<input type="checkbox"/> Cancel if Student Enrolled				

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: After 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

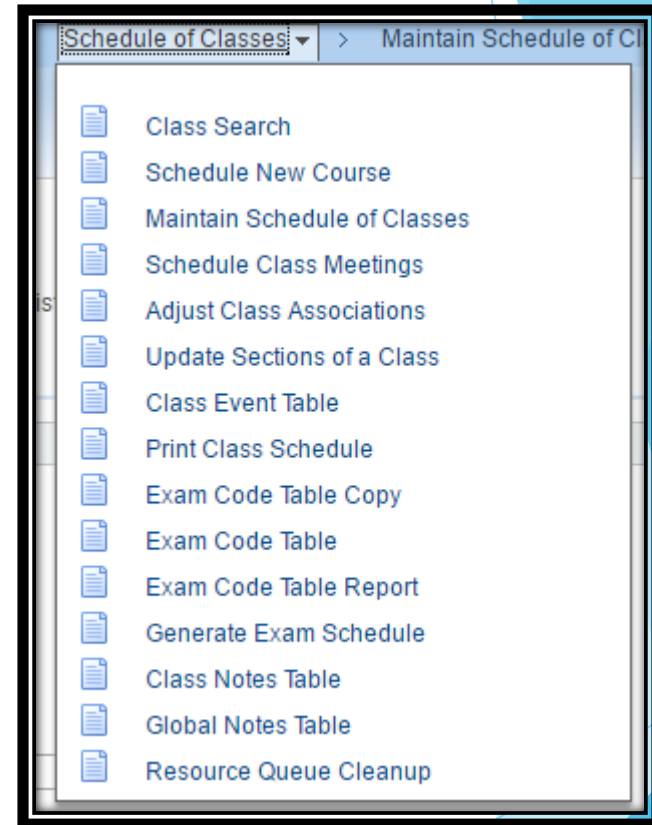
Session: 1 Regular State Support Class Nbr: 1939
Class Section: 01 Component: Lecture Event ID: 000105385
Associated Class: 1 Units: 3.00
Exam Seat Spacing: Final Exam: Yes

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"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Other places you'll go...

- ▶ Adjust Class Associations
 - ▶ Variable unit courses
 - ▶ Check your associations
- ▶ 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

The screenshot shows the Oracle system interface for adjusting class associations. The breadcrumb trail is: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations. The Oracle logo is visible at the top. The interface has three tabs: Class Associations (selected), Class Components, and Class Requisites. The main area displays course details for Course ID 000078, Course Offering Nbr 1, at California State Univ, Chico, Spring 2017, Undergrad Accounting, Catalog Nbr 202, Session 1. A 'Class Roll' button is present. Below this is a 'Class Associations' section with a search bar and pagination (1 of 5). The 'Associated Class' is 1. The form contains several input fields: Minimum Units (3.00), Maximum Units (3.00), Academic Progress Units (3.00), FA Units (3.00), Course Count (1.00), Course Contact Hours (empty), Billing Factor (1.000), *Instructor Edit (No Choice), and Tuition Group (empty). A 'Use Blind Grading' checkbox is at the bottom.

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	Maximum Units:	3.00
Minimum Units:	3.00	FA Units:	3.00
Academic Progress Units:	3.00	Course Contact Hours:	
Course Count:	1.00	*Instructor Edit:	No Choice
Billing Factor:	1.000		
Tuition Group:			

Use Blind Grading

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

- ▶ Quick Guide

Combined Sections aka “piggybacked” sections

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

- ▶ Maintain Schedule of Classes
 - ▶ Set up the sections

- ▶ Schedule Class Meetings
 - ▶ Change enrollment, meeting pattern

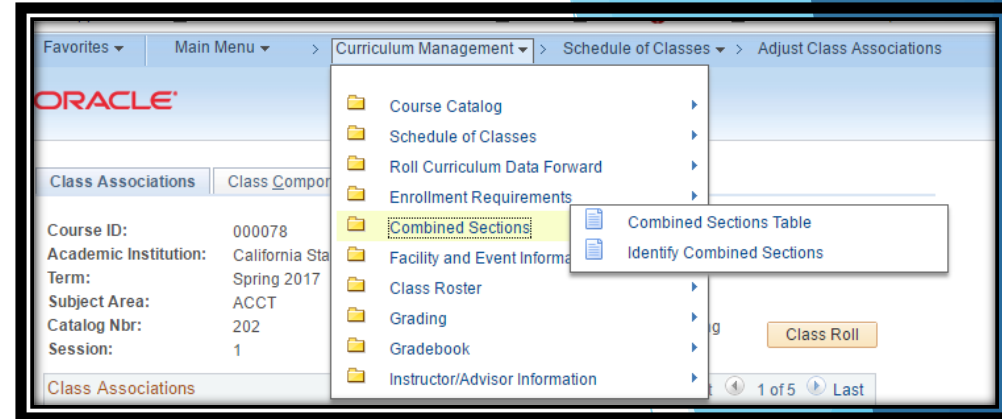
- ▶ Combined Sections Table
 - ▶ Name it

- ▶ CRA #1366
- ▶ Quick Guide

- ▶ Identify Combined Sections
 - ▶ List them

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"/>
			<input type="text" value="0"/>
			<input type="text" value="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 Lara, Coordinator of Academic Scheduling and Workload Reporting

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

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

From the APSS home page click on the “Class Schedule” link on the left navigation bar.

Under “The Class Schedule Build” you will find:

- ❖ Smart Classroom listing
- ❖ Classroom Set up & Photos (to see details and photos of rooms)
- ❖ Standard Scheduling Conventions
- ❖ Schedule Building Timeline
- ❖ Course Classification (CS) Listing

[https://cmsdev1.calstate.edu/psp/HACHISTG/
EMPLOYEE/HRMS/h/?tab=DEFAULT&cmd=login
&errorCode=106&languageCd=ENG](https://cmsdev1.calstate.edu/psp/HACHISTG/EMPLOYEE/HRMS/h/?tab=DEFAULT&cmd=login&errorCode=106&languageCd=ENG)