PeopleSoft Class Scheduling

The Mechanics of Schedule Build

(what?)
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

- 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
Basic Data tab

Changes to Existing (rolled) section(s)

- Class Schedule Report
  - Web Schedule isn’t ideal
- Internal (Dept/College) schedule planner

Instruction Modes
- “wwnonline” sections

Creating a New section?

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

When to Delete
Basic Data tab

- Fields of importance:
  - Class Section
  - Component
  - Class Type
  - Associated Class
  - Schedule Print
  - Instruction Mode
  - Class Attributes
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
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


- 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
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
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
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

Combined Sections Table
- Name it

Identify Combined Sections
- List them

Schedule Class Meetings
- Change enrollment, meeting pattern

CRA #1366
- Quick Guide
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

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: Regular State Support
## 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  
**Combination Type:** Within Subject

### Room Capacity

<table>
<thead>
<tr>
<th>Requested Room Capacity</th>
<th>Enrollment Capacity</th>
<th>Wait List Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>49</td>
<td>48</td>
<td>48</td>
</tr>
</tbody>
</table>

### Combined Sections

<table>
<thead>
<tr>
<th>*Class Nbr</th>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Section</th>
<th>Status</th>
<th>Req Room Cap</th>
<th>Enrl Cap</th>
<th>Enrl Tot</th>
<th>Wait Cap</th>
<th>Wait Tot</th>
<th>Acad Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>5389</td>
<td>GERM</td>
<td>301</td>
<td>01</td>
<td>Open</td>
<td>49</td>
<td>24</td>
<td>0</td>
<td>24</td>
<td>0</td>
<td>49</td>
</tr>
<tr>
<td>5464</td>
<td>GERM</td>
<td>390</td>
<td>01</td>
<td>Open</td>
<td>49</td>
<td>24</td>
<td>0</td>
<td>24</td>
<td>0</td>
<td>49</td>
</tr>
</tbody>
</table>

*Temporarily Identified Combined Sections*
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