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 (24-49 cap) in exclusive lab spaces and priority lecture rooms allocated to the department 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 roomless classes within their priority-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 “roomless” requests, for centralized booking after the end of Round II
  - All general use 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
  - No section number changes
  - 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

- 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
  - *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**
  - WBCT vs combined sections
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 roomless

- Meeting Pattern
  - TBAs
  - Meeting APDB Mapping Values link
    - Space Type is important!
    - Instructors on first mtg pattern only

- Start/End dates
- Delete, then Save; 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
  - The order you add them to this page is the order they will appear on the web schedule
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


- 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. **There’s a form for that.**
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.
Error booking a room?

- When you see the error message like the one above:
  - Go to the Class Event Table
  - Copy the 9-digit number and paste into the Event ID field
  - Click Search
  - You’ll be given ALL the meetings that conflict, but 99.9% of the time it’s a single class already in that timeslot, causing the conflict!
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 for a listing by Term
Other places you’ll go...

**Adjust Class Associations**
- Variable unit courses
- Check your associations (Basic Data tab)
- Check Class Requisites

**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 classes

- Supervision, typically
- Convert to Fixed Unit before it’s “enrollable”
- 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](http://www.csuchico.edu/apss/documents/QG-Class_Changing%20Variable%20Unit%20to%20Fixed%20Unit.pdf)
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
- CRA 840
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
   - Set up the sections

2. Combined Sections Table
   - Name it
   - Do NOT change the ID#

3. Identify Combined Sections
   - List them

4. Schedule Class Meetings
   - Change enrollment, meeting pattern

- CRA #1366
  - Shows only those with non-matching enrollment caps

- Quick Guides: new, or modify existing
  - [http://www.csuchico.edu/apss/documents/QG-Class_Creating_a_New_Combined_Section.pdf](http://www.csuchico.edu/apss/documents/QG-Class_Creating_a_New_Combined_Section.pdf)
  - [http://www.csuchico.edu/apss/documents/QG-Class_Modifying%20an%20Existing%20Combined%20Section.pdf](http://www.csuchico.edu/apss/documents/QG-Class_Modifying%20an%20Existing%20Combined%20Section.pdf)
Combined Sections

Create via Combined Sections Table, then

Build via Identify Combined Sections

Combined Sections Table

<table>
<thead>
<tr>
<th>Combined Sections ID</th>
<th>Description</th>
<th>*Short Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5943</td>
<td>GERM301/390-01</td>
<td>GERM30101</td>
</tr>
<tr>
<td>5942</td>
<td>RUSS101A/102A-02</td>
<td>RUSS101A02</td>
</tr>
</tbody>
</table>

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
- **Combination Type:** Within Subject

#### Room Capacity

- **Requested Room Capacity:** 49
- **Enrollment Capacity:** 48
- **Wait List Capacity:** 48
- **Total:** 0

#### 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>
Resources

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- 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 31, 2018