

**Chico**



*Today Decides Tomorrow*

# Scheduling Specialty Sections

Beyond the basics of a class setup

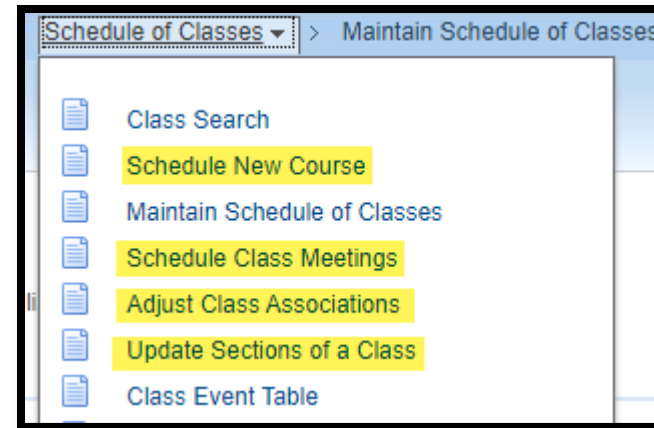
# Class Scheduling basics

- ▶ See Academic Scheduling 101
  - ▶ [https://www.csuchico.edu/apss/\\_assets/documents/academic-scheduling-101-workshop.pdf](https://www.csuchico.edu/apss/_assets/documents/academic-scheduling-101-workshop.pdf)
- ▶ As a review, see the next few slides:
  - ▶ Basic Data tab
  - ▶ Meetings tab
  - ▶ Enrollment Cntrl tab
- ▶ Most of the typical class setup is done in Maintain Schedule of Classes
  - ▶ With some assist from a few other pages

# 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



# Basic Data tab

Beyond the basics:

- ▶ Associated Class
- ▶ Instruction Mode
- ▶ Class Attributes
  - ▶ WBCT vs combined sections
  - ▶ **DO NOT REMOVE CLASS ATTRIBUTES; “+” AND ADD A ROW**

\*Session 1 Regular State Support Class Nbr 4503  
\*Class Section 01 \*Start/End Date 08/26/20  
\*Component LEC Lecture Event ID 000129  
\*Class Type Enrollment Section  
\*Associated Class 1 Units 3.00 Associated Class Attributes  
\*Campus MAIN Main Add  
\*Location CHICO California State Univ, Chico  
Course Administrator  
\*Academic Organization 311 Geological & Environmental Sci  
Academic Group 65 College of Natural Sciences  
\*Holiday Schedule ACAD Academic Year Holiday Schedule  
\*Instruction Mode E In Person, Addtl Internet Use  
Primary Instr Section 01

Schedule  
 Student S  
 Dynamic  
 Generate  
 Sync Atte  
 GL Interfa

Class Topic  
Course Topic ID    Print Topic in Sche

Equivalent Course Group  
Course Equivalent Course Group   
Class Equivalent Course Group   Override Equivaler

Class Attributes Personalize | Find | View All |  |

*Course Attribute	Description	*Course Attribute Value	Description
CLEV	Course Level	1	Lower Division

# Meetings tab

- Class APDB Mapping Values
- Meeting Start/End Dates
- Free Format Topics for '98s
- Workload splits for team-taught classes

Class Sections Find | View All | First 1 of 9 Last

Session: 1 Regular State Support Class Nbr: 4503 **Class APDB Mapping Values**

Class Section: 01 Component: Lecture Event ID: 000129584

Associated Class: 1 Units: 3.00

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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

ARTS112 112 MW 2:00PM 2:50PM        08/26/2019 12/20/2019

ARTS 112 Topic ID:  Free Format Topic:

Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

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

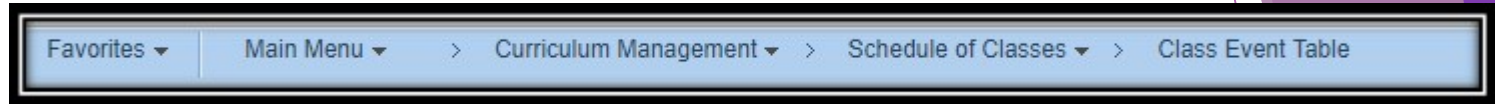
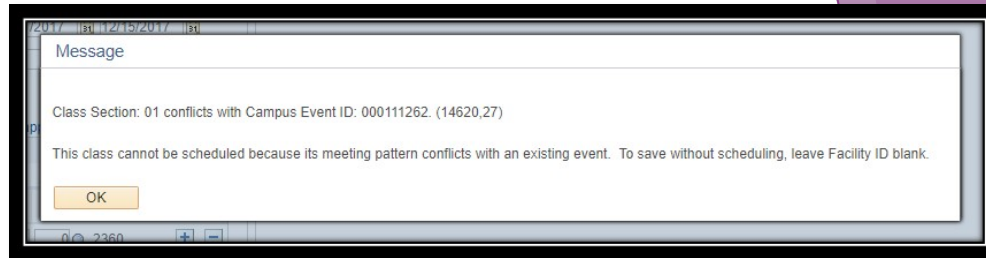
Assignment **Workload**

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
000095317	Teasdale, Rachel A	Prim Ins	<input checked="" type="checkbox"/>	Approve		0	2360

# Meetings tab

- ▶ Variable unit course?
  - ▶ Class APDB Mapping Values link, then Adjust Class Associations
- ▶ Fully Online class?
  - ▶ wwwonline = TBA pat, TBA hours
- ▶ TBAs <https://csuchico.box.com/v/CLASS-TBA-sections>
  - ▶ Meeting APDB Mapping Values link
    - ▶ Space Type is important!
- ▶ Delete, then Save; do not overwrite

# 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!

### Class Event Table

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

[Find an Existing Value](#)

**Search Criteria**

Event ID:

Academic Institution:

Description:

Case Sensitive

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

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

### Class Event Table

Event ID: 000111262

\*Description: Prin of Cell and Molec Biology

Academic Institution: California State Univ, Chico

Event Type: Course

Term	Subject	Catalog Nbr	Section	Class Nbr
2178	BIOL	151	08	4141

Facility ID	Building	Room	Day of Week	Start Time	End Time	Contact Minutes	Date
HOLT170	HOLT	170	Monday	2:00PM	2:50PM	50	08/21/2017
HOLT170	HOLT	170	Wednesday	2:00PM	2:50PM	50	08/23/2017
HOLT170	HOLT	170	Friday	2:00PM	2:50PM	50	08/25/2017

# Audit your work

- ▶ CRA schedule building jobs – there are a LOT of them
  - ▶ DO NOT start at the top of the list...you'll never want to run audits again
- ▶ Use the [Audits cheatsheet](#) to shorten your list, depending on how much time you have for audits
- ▶ Some audits are not intuitive, so APSS will run them for you
  - ▶ CRA1498 is a great example
  - ▶ Every audit listed in the top paragraphs of the cheatsheet can be ignored for similar reasons—we'll let you know if there's a problem!
- ▶ See the [workshop on Reporting](#)



# “Support” pages...

## Schedule Class Meetings

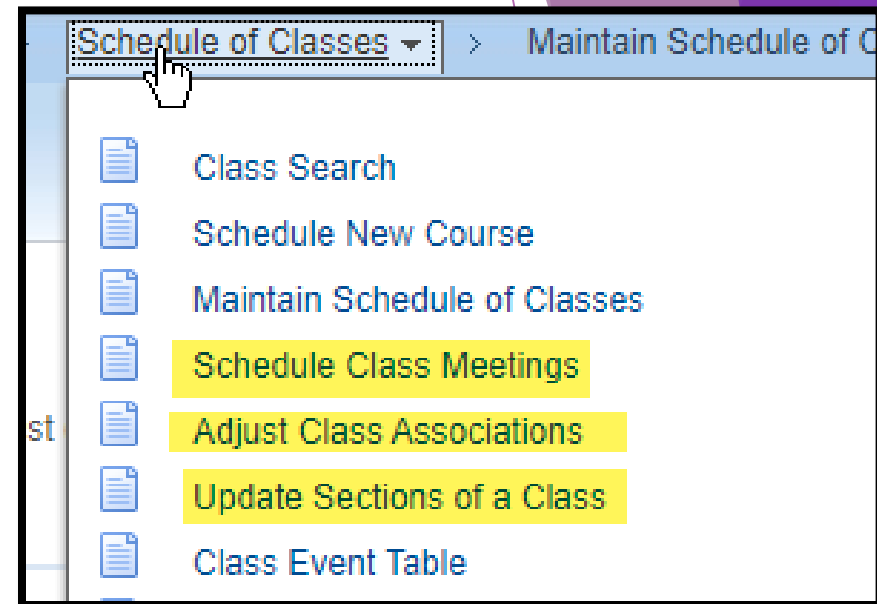
- ▶ Combined classes
  - ▶ Combined Sections Table
    - ▶ CRA #1366 to check these!

## Adjust Class Associations

- ▶ Variable unit courses
- ▶ Check your associations (Basic Data tab)
- ▶ Check Class Requisites

## Update Sections of a Class

- ▶ Multi-component classes



# Combined Sections

<https://csuchico.box.com/v/combined-sections>

Classes qualify for combination only if they share a ROOM, DAYS, TIMES, and INSTRUCTOR

# Multi-Component Classes

<https://csuchico.box.com/v/multi-component>  
(guide in progress)

# Variable Unit classes

<https://csuchico.box.com/v/variable-units>

Very few classes are variable unit; refer to your Course Inventory report

**Distance sections:** <https://csuchico.box.com/v/Distance-setups>

Companion sections for students outside of Chico  
CDOE  
Redding (University Center)

**Course links & U-courses**

<https://csuchico.box.com/v/linked-classes-guide>

**Reserved Course numbers**

[http://catalog.csuchico.edu/viewer/19/SYMB.html#  
Reserved](http://catalog.csuchico.edu/viewer/19/SYMB.html#Reserved)

**Special Topics ('98s) classes**

[https://www.csuchico.edu/curriculum/academic-department-  
manual/special-topics-courses.shtml](https://www.csuchico.edu/curriculum/academic-department-manual/special-topics-courses.shtml)

# Combined Sections: aka “piggybacked”, aka cross-listed sections

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

\*\*\*\*\*

## 1. Maintain Schedule of Classes

- a) Set up the sections

## 2. Combined Sections Table

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

## 3. Identify Combined Sections

- a) Populate the shell: List them

## 4. Schedule Class Meetings

- a) Change enrollment, meeting pattern

## ▶ CRA #1366

- ▶ Shows only those with non-matching enrollment caps

# Combined Sections

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

The screenshot shows the Oracle Curriculum Management interface. The breadcrumb trail is: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations. The 'Adjust Class Associations' dropdown menu is open, showing options like Course Catalog, Schedule of Classes, Roll Curriculum Data Forward, Enrollment Requirements, Combined Sections, Facility and Event Information, Class Roster, Grading, Gradebook, and Instructor/Advisor Information. The 'Combined Sections' option is highlighted, and a sub-menu is visible with 'Combined Sections Table' and 'Identify Combined Sections' options. The background shows a 'Class Associations' table with fields for Course ID, Academic Institution, Term, Subject Area, Catalog Nbr, and Session.

## 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
5942	RUSS101A/102A-02	RUSS101A02

## 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](#)

# Multi-Component Classes

(add guide URL once updated)

- ▶ 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

# 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: <https://csuchico.box.com/v/variable-units>

Oracle HR System - Adjust Class Associations

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 Associations | Class Components | Class Requisites

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



# 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

Class Associations	
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:	

Class Requisites	
Course ID	004114
Academic Institution	California State Univ, Chico
Term	Fall 2018
Subject Area	GEOS
Catalog Nbr	455
Session	1

Catalog Requisite	
Requirement Group	002445
Detail	GEOS 455
Long Description	Prerequisites: GEOS 307, GEOS 403 both with a grade of C- or higher.

# Distance classes

- ▶ CDOE – Chico Distance and Online Education program
    - ▶ Section numbers 70-77
  - ▶ University Center – Redding/Shasta students
    - ▶ Section numbers 78-79
- 
- ❖ These classes are “flagged” for Distance students so they can find them.
  - ❖ Sometimes they are associated with a Chico campus section.
  - ❖ Often they are restricted to special populations, and have to have a requisite added
  - ❖ We use specific section numbers to identify them

# Linked Classes: Course Link & U-Course

- ▶ Cohort model connects 2 or more classes with a common “theme”
- ▶ Helps first year students feel connected
- ▶ Enrollment limited to special populations (first year, freshmen, etc.)
  
- ▶ U-courses meet back-to-back in THMA 116
  - ▶ Section numbers 50-59
- ▶ Course links meet during their “regular” times, but the students see a familiar face
  - ▶ Courses may have a common topic or theme
  - ▶ Section numbers 60-69

# Reserved Course numbers

<http://catalog.csuchico.edu/viewer/19/SYMB.html#Reserved>

- ▶ 89s – Internship and other experience-based courses
  - ▶ Typically set up via curriculum process for each department/course needs
- ▶ 98s – Special Topics
  - ▶ See next slide – these are highly coordinated offerings
- ▶ 99s – special problems, independent study, variable unit
  - ▶ Flexible setup
  - ▶ Request specific setup for each section, each semester

# Special Topics classes – 98s

<https://www.csuchico.edu/curriculum/academic-department-manual/special-topics-courses.shtml>

- ▶ One time
- ▶ Advertising
- ▶ APSS setup

# Other useful functions to know

- ▶ Enrollment Request Search
  - ▶ Jennifer's column layout is different
- ▶ CSU ID Search

The screenshot shows the Oracle Enrollment Request Search interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Records and Enrollment > Enroll Students > Enrollment Request Search. The Oracle logo is in the top left. The page title is "Enrollment Request Search".

Search criteria include:

- Academic Institution: CHICO (California State Univ, Chico)
- Academic Career: [Dropdown]
- Term: 2198
- Enrollment Request ID: [Text]
- Enrollment Request Source: [Dropdown]
- Enrollment Request Action: [Dropdown]
- Enrollment Action Reason: [Text]
- User ID: [Text]
- ID: [Text]
- Class Nbr: 5700

Buttons include "Search" and "Refresh Previous Search Result" (checked).

Filters include:

- Enrollment Action Range: From Date [Date], End Date [Date]
- Last Update Range: From DateTime [Text], Thru DateTime [Text]

Annotations (yellow arrows) point to:

- The "Term" field.
- The "Class Nbr" field.
- The "Personalize" button in the table header.
- The "44 of 44" page indicator.

The "Enrollment List" table header shows columns: Enrollment Req Detail Status, Enrollment Request Action, User ID, ID, Subject Area, Catalog Nbr, Enrollment Request ID, and Last Update DateTime. The table body is currently empty.

# FAQs

How did my class get overenrolled?

- ▶ Enrollment Request Search

Why can't students enroll?

- ▶ Requisite troubleshooting: Adjust Class Associations

# Resources

Jennifer L. Aceves, Academic Scheduling and APDB Specialist

- ▶ [apss@csuchico.edu](mailto:apss@csuchico.edu)
- ▶ 898-4688 (but email is best)

## [Academic Scheduling 101 workshop](#)

Once the schedule is built, other questions will come up.

- Visit [Records and Registration](https://www.csuchico.edu/sro/registration/): <https://www.csuchico.edu/sro/registration/>

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

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
- ❖ Guides and Workshops (ask if you don't see what you're looking for!)

*This training revised November 4, 2019*