

APSS Guide to the Class Schedule


*In 2020, a new Class Schedule was implemented using a 3rd party product from Highpoint, the provider of our mobile app. The new Class Schedule is directly from PeopleSoft (PS) but with a different look. Below is a description of every field, including changes to the use of the field in PS if any. * Denotes a significant change in the way the field shows from the old Class Schedule.*

Quick Steps:


1. [Search Criteria/Filters](#)
 2. [Search Results](#)
 - a. [Quick View](#)
 - b. [Expanded View](#)
 - i. [Information](#)
 - ii. [Details](#)
 - iii. [Similar Classes](#)
 - iv. [Textbooks](#)
 - v. [Availability](#)
 3. [Fields that no longer show](#)
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SEARCH CRITERIA/FILTERS

The 5 most commonly used filters will always show at the top of the page. For more filter options, click

on . The number in this box shows how many filters besides Term are selected.

Some search criteria will automatically return search results and some you will have to click the search box. You can clear individual filters using the X in the box or clear all (but term) with the

 button.

Term:

- The term field is required and automatically defaults to the term we are currently in.
- It will keep the initial selected term even when you use the Reset Filters button. But will return to the default if you close/leave the browser page and open a new one.
- Changing the term will reset all other filters *if those filters aren't available for that term*. E.g. switching from spring to summer will clear the subject filter if that subject isn't offered in the summer. Otherwise the filter options will remain.

New Class Schedule

Subject: Subjects are in alpha order of the *full description*, not the abbreviation. Only subjects with classes offered for the term will show in the drop-down box. Start typing in the box to narrow the results in the drop-down box.

Course Number: Course number

Class Attribute/Class Attribute Value: Only certain attributes and values will show in the drop-down boxes. Some attributes/attribute values are for internal use only and will not make sense to the students and general public and therefore are not included.

To search for classes that meet multiple attributes, use the + after the Class Attribute Value field to add additional Class Attribute/Class Attribute Value row.

Class Schedule

Select all the required (*) search criteria.

Term * Subject Course Number Keyword

Class Attribute: GE Disciplinary... Class Attribute Value

More Filters 2

Search Reset Filters

☐ Show Open Classes Only

Class Attribute: Any Class Attribute, Chico Distance & Online Educ, First-Year Experience, GE American Institutions, GE Disciplinary Area

Class Attribute Value +

Keyword: Searches title, description, and class notes. It does *not* search in room or instruction mode so searching for 'online' will not give the desired results.

Class/Registration Number: Four-digit number unique to each section. This number can be used to register in the class and is sometimes referred to as Registration Number.

Days: Selecting a single day will only return classes offered *just on that day*. E.g. if Monday is selected it will not show classes offered MWF. Selecting multiple days will show all possible results. E.g. selecting Monday, Wednesday, and Friday will show classes offered M, W, F, MW, MWF, etc.

Start Time: Selecting a start time will show classes that start *on or after* that time.

End Time: Selecting an end time will show classes that end *before* that time (since we don't end on the hour).

Instructor Last Name: Only enter the last name, does not work with first name too.

***Session:** All sessions, including RCE sessions are included.

Department: Departments are in alpha order. Only departments with classes offered for the term will show in the drop-down box.

SEARCH RESULTS

Quick View: *These will be ordered differently depending on your view! Resize your browser window to*

see the different views. Use the > on the left or the



button to expand results (depending on view). Classes are listed in subject and number order with the title showing first.

Section-Component (Class Nbr): These 3 fields for the section are combined into one. Classes are listed in section order and will not show which sections go together, just like the old Class Schedule. Component is the component type for that section. The component(s) will be shown again in the expanded results. The 4-digit class number or registration number is shown in parenthesis.

Days: Shows all days with 2 alpha characters and comes from the meeting pattern field (Pat) in PS. If class is on multiple days at the same time, will run them all together. I.e. MoTuWeTh. The meeting pattern is repeated combined with start and end times as the 'Meets' field in the Details box of the expanded results.

Start: Shows start time of class in standard time. Start time is repeated combined with days and end time as the 'Meets' field in the Details box of the expanded results.

End: Shows end time of class in standard time. End time is repeated combined with days and start time as the 'Meets' field in the Details box of the expanded results.

***Room:** Will show the full description of the room, not the abbreviation. E.g. Glenn Hall 212 vs GLNN 212. The room is repeated in the Details box in the expanded view.

Dates: Shows the Start/End Date from the Meetings tab of the Maintain Schedule of Classes page. These dates can be different from the session dates on the Basic Data tab. Dates are repeated in the Details box in the expanded view.

Instructor: Instructor name is a link and will open up a draft email. Instructor is repeated in the Details box in the expanded view.

Units: Shows the units for the class. Multi-component classes will show the total units on the primary component (typically lecture/discussion), the secondary component (activity/lab) will show 0 units. Units are repeated in the expanded view.

***Status:** Status is the opposite of the old Class Schedule! Before it showed seats filled and the total enrollment cap, meaning you had to do the math yourself to see how many seats were open. The new



schedule shows open seats/enrollment cap. of 12.

This example shows there's 1 seat open out



Once the class is full, it will also show wait list seats open/total wait list seats. In this example there are 0 seats open out of 12 and 4 wait lists seats open out of 12. Status is repeated in the Availability box of the expanded view.

***Class Notes:** Multiple notes on a class will now show in the Class Schedule! This means you'll no longer need to combine them into one and can use existing notes (Note Nbr field) *and* a Free Format Text note. Class Notes are repeated in the Information box when you expand the results.

Expanded View: *Some fields, such as Add Consent, will only show if they are set on the class.*

Information box:

Class Number: 4-digit registration number.

Career: Career level of class. This is determined by the [course number](#).

***Session:** Full description, e.g. *RCE Four Week – First* (short description is A41). All sessions, including RCE sessions are included.

Units: Shows the units for the class. Multi-component classes will show the total units on the primary component (typically lecture/discussion), the secondary component (activity/lab) will show 0 units.

Grading: Full description of grading basis. You can see the grading basis on the Adjust Class Associations page, Class Components tab.

Description: Course description from the PS Course Catalog page. Requisites are at the beginning in brackets.

Add Consent: Shows instructor or department consent if set on class.

Drop Consent: Shows instructor or department consent if set on class.

***Enrollment Requirements:** All course requisites will show in brackets at the beginning of the course description. *Enforced* requisites will now show as Enrollment Requirements so you will no longer need to list them as a note. You can run CRA job 840 to see what's being enforced.

***Class Attributes:** Listed in alpha order by abbreviation, this is different than most other fields in the Class Schedule. Like the search criteria, not all attributes will show.

***Class Notes:** Multiple notes on a class will now show in the Class Schedule! This means you'll no longer need to combine them into one and can use existing notes (Note Nbr field) *and* a Free Format Text note.

Details box:

Instructor: Instructor name is a link and will open up a draft email.

New Class Schedule

Dates: Shows the Start/End Date from the Meetings tab of the Maintain Schedule of Classes page. These dates can be different from the session dates on the Basic Data tab.

Meets: Meeting pattern (Days above) and start and end time.

***Instruction Mode:** The description for instruction modes will now show for each class. Therefore, we've updated the descriptions for each. See the [Modes of Instruction chart](#) for more information on these values.

Room: Will show the full description of the room, not the abbreviation. E.g. Glenn Hall 212 vs GLNN 212.

Components: This field will show *all* related components for the class along with their requirement level. E.g. 'Activity Required, Discussion Required'

***Similar Classes**

This box will only show once a class is full and will show other sections of the class that are open.

***Textbooks box:** You can view course material information for classes on the Maintain Schedule of Classes, Textbook tab or in the Follett Discover dashboard. For questions on course materials see our [FAQ page](#) or contact the store at wildcatstore@csuchico.edu. Course materials must be submitted to the Chico State Wildcat Store* in order to show up in PS and the Class Schedule. Once the bookstore has finished processing the course material submission the information will be loaded into PS on a nightly basis. *Chico State Wildcat Store run by Follet is our official course material collection point. Students are not obligated to purchase course materials from them.

Special Instructions: Currently reflects one generic message about options not reflected on the Class Schedule and refers the viewer to the bookstore for more information. Hoping to expand the use of this field in the future.

Course Material (field not labeled) will show once the adoption processed is finalized. The quick view will show the title and author. Click on the > to expand the view.

Course material type (field not labeled): There are 7 different course material types in PS; Book, Ebook, Supply, Package, Coursepack, Fee, and Kit.

Status: PS only has 2 course material status values, not as many as Follett; Required and Recommended. For classes where the student has a choice between different version of a book, such as book or ebook, both will be listed with the same status and the special instruction message will appear to direct students to the bookstore for more information.




ISBN, Author, Publisher, Edition, Published, Price: these fields are populated by the Chico State Wildcat Store* once a course material item has been sourced and confirmed.

View Course Materials button: Formally labeled Buy Books. Redirects the viewer to a Chico State Wildcat Store* page with the course material for the class.

**Chico State Wildcat Store run by Follet is our official course material collection point. Students are not obligated to purchase course materials from them.*

New Class Schedule

Availability box:

Status: Enrollment Status from PS. 3 statues that correspond with the icons in the Status box in the quick view; Open  , Closed  , and Wait List  .

Seats Open: Shows number of seats available/enrollment capacity.

Wait List Open: Shows number of wait list seats available/wait list capacity.

Fields that no longer show:

Topics: Unfortunately, topics placed on the class will no longer show. Topics preset at the course level will show, but we don't typically use this as placing on the class has given you the flexibility you need. If you have topics that you regularly use from term to term, please reach out to [Academic Publications and Scheduling Services](#) to set them up at the course level.

TBA Hours: TBA hours will also no longer show.