

PeopleSoft

Schedule of Classes (SOC)

My Homepage > [Curriculum Management](#)

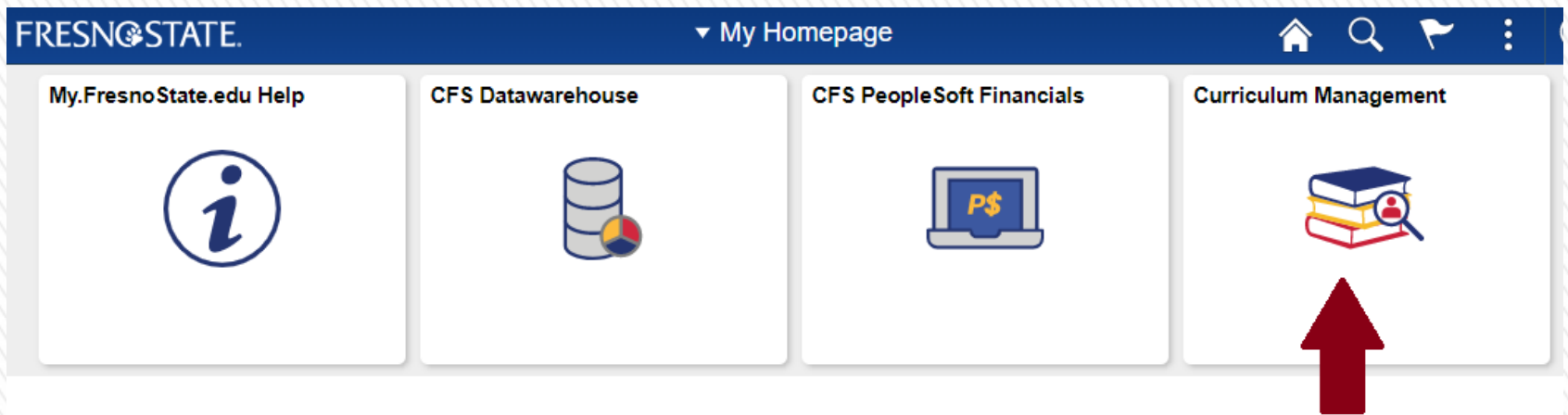


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SOC (SCHEDULE OF CLASSES) PRINT PROOF

TOPIC COURSES

MAINTAIN SCHEDULE OF CLASSES - BASIC DATA TAB

PeopleSoft Fields listed below must be updated or verified

1) Class Section # / Primary Instructor Section #	Sections must be in time order (by time). Section numbers 1-9 need to have leading zeroes. Ex: section 01, 02, 03
2) Start and End dates	The semester start and end dates.
3) Component	Verify the class component is correct. Ex: LEC, SEM, LAB, ACT, SUP etc.
4) Associated Class	For LEC, SEM, SUP, the class association is the same as the Class Section Number. For LAB, ACT, DIS or CLN which can be associated with another section, the Associated Class number should be the same as the enrollment section (Class Type = Enrollment). If there are multiple LAB/ACT sections, set the Associated Class number to 999 to allow students to select any LAB/ACT section.
5) Location	Will default to Main. If not taking place on campus, use the magnifying glass to find the off-campus location which applies. Ex: If the class is online, Location = DIGITAL
6) Schedule Print Box	If box is checked, the class section will print on SOC (Schedule of Classes) and display in web Class Search. If box is unchecked, <i>class will not print in SOC and will not display</i> in the web Class Search.
7) Academic Organization	Verify this is correct (Acad Group#/Dept. Code spreadsheet).
8) Academic Group	Verify this is correct (Acad Group#/Dept. Code spreadsheet).
9) Class Attributes – CLEV	Verify this is correct. Must have the attribute of CLEV for Course Level (<i>1=lower division; 2= upper division; 3=graduate level</i>). Only the scheduling office can add/delete/change class attributes.
10) Class Attributes – CSLI	If the class section fulfills the Service Learning Component, it must have CSLI =YES as an attribute.
11) Class Attributes – GEA	Verify class has attribute of GEA if it is a lower- or upper-division GE course.
12) Class Attributes – LCOM	Verify class attribute of LCOM if class is part of a Learning Community .

13) CLICK ON SAVE BEFORE PROCEEDING TO MEETINGS TAB

**** SCREENSHOT NEXT SLIDE ****

Course ID: 001350 Course Offering Nbr: 1
 Academic Institution: California State Univ Fresno
 Term: Spring 2017 Undergrad
 Subject Area: PH Public Health
 Catalog Nbr: 161 Environ/Hmn Hlth

[Auto Create Component](#)

Class Sections Find | View All First 9 of 9 Last

*Session: REG Regular Academic Session Class Nbr: 36908
 *Class Section: 1 16 *Start/End Date: 01/17/2017 05/18/2017
 *Component: 3 LEC Lecture Event ID:
 *Class Type: Enrollment
 *Associated Class: 4 16 Units: 3.00 Associated Class Attributes
 *Campus: MAIN Main Add Fee
 *Location: 5 DIGITAL Digital Campus
 Course Administrator:
 *Academic Organization: 7 587 Public Health
 *Academic Group: 8 34 Health and Human Services
 *Holiday Schedule: AHS Academic Holiday Schedule
 *Instruction Mode: WW World Wide Web
 1 Primary Instr Section: 16

☒ 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	2 Upper Division	+	-
GEA General Education	IB IB - Integration, Physci Unvrs	+	-

MAINTAIN SCHEDULE OF CLASSES - MEETINGS TAB

PeopleSoft Fields listed below must be updated or verified

Always enter information from Left to Right starting with the Meeting Pattern.

1) Pat	Enter the meeting pattern for class meetings (Ex: MWF, T, TTH, ARR, etc.) <i>Once this box is filled in, hit "Tab" on your keyboard and the check boxes for each day will automatically populate.</i>
2) Mtg Start	Click on Mtg Start box and specify AM or PM when entering time. Hit "Tab" on your keyboard and the box will be automatically formatted (NOTE: the Mtg End time will also populate).
3) Mtg End	Will default to a value once the Mtg Start time has been entered, but it may not be the correct time. Be sure you verify/change the Mtg End time
4) Days of the Week Boxes – M T W T F S S	DO NOT CHECK THESE BOXES. Remember, they get checked once you've entered the Pat – MWF, TTH, T, etc. <i>Nothing will get checked for classes with an Arranged (ARR) meeting pattern.</i>
5) Start/End Dates	Should be same dates entered on the Basic Data tab. If a class does not meet the entire semester, adjust the start and end dates. This is also where second, third, etc. meeting patterns will be entered if needed or additional meeting patterns deleted (<i>add/subtract rows as necessary using the + or – box</i>) More instructions on this later.
6) Facility ID	In this box, enter the Facility ID code (ED170, PB011, EE191, etc.) and hit "Tab" on your keyboard. Once the room has been entered, the <u>Room Capacity</u> for that space will automatically populate. <i>You should be assigning spaces from your college/department list of allocated rooms.</i>
7) <u>Class</u> APDB Mapping Values	CS Number and Component Units default here, according to catalog-level data for the class. DO NOT CHANGE THESE VALUES. The only time units need to be entered are for a variable unit or a Supervision course. APDB Learning Mode, update with the appropriate Learning Mode.
8) <u>Meeting</u> APDB Mapping Values (Space Type)	Verify/update space type: If class is a LEC (lecture) or SEM (seminar), Space Type = 1 If class is LAB or ACT (activity), Space Type = 2 If class is SUP (supervision) or online , Space Type = 3
9) <u>Meeting</u> APDB Mapping Values (TBA Hours)	Any "ARR" Pat (exception Supervision (Sup) component) TBA Hours/contact time needs to be added. See screenshot on page 7 on how to determine contact time.
10) Meeting APDB Mapping Values (OLD Learning Mode)	F =Face to Face; A =Asynchronous (online sections); S =Synchronous (class televised/broadcast) & DGTSYNC <i>If this field is left blank, WTUs will not print on the FAD report.</i>

SCREENSHOT NEXT SLIDE

Course ID: 000658 Course Offering Nbr: 1
 Academic Institution: California State Univ Fresno
 Term: Fall 2016 Undergrad
 Subject Area: CRIM Criminology
 Catalog Nbr: 120 Juvenile Delinq

Class Sections Find | View All First 12 of 12 Last

Session: REG Regular Academic Session Class Nbr: 0 Class APDB Mapping Values
 Class Section: 21 Component: Lecture Event ID:
 Associated Class: 21

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
 ED177 40 T 2:00PM 3:15PM 2016 08/22/2016 12/15/2016

ED 177

Topic ID:

Free Format

Topic:

☐ 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
		Prim Ins	☒			0	

Room Characteristics

Personalize | Find | First 1 of 1 Last

*Room Characteristic	*Quantity
	1

Academic Shift

Personalize | Find | First 1 of 1 Last

Academic Shift

APDB Class Section Values

CS Number: 02 7

Workload Factor: K 1.0 7

Component Units: 3.00 7

Component Students:

Group Code Control:

*APDB Learning Mode: 09 7

OK Cancel

Meeting APDB Mapping Values

Space Type: 1 Lecture 8

TBA Hours: 9

OLD Learning Md: F Face to Face 10

OK Cancel

Adding "ARR" TBA Hours

What is the CS# and the contact time for the CS#? What are the component units and is this a Hybrid (portion F2F and Online) section? Set the TBA Hours (contact time) based on the questions above.

Session REG Regular Academic Session Class Nbr 71205

Class Section 16 Component Lecture Event ID

Associated Class 16 Units 4.00

Meeting Pattern

Facility ID DGT CAMP Capacity 500 Pat ARR Mtg Start Mtg End M T W T F S S *Start/End Da 08/20/2025

DGT CAMP Topic ID Free Format Topic

☐ Print Topic On Transcript Contact Hours

Contact Time / TBA Hours Calculation

CS # contact time X # of units

CS # 04 contact is 1 hour for every 1 unit

See the Course Classification System for all CS# Contact Time

Hrs X Units	CS #	APDB Code	Description
1 Hr = 1 unit	C1	01	Large Lecture
	C2	02	Lecture discussion
	C3	03	Lecture-composition Lecture-counseling Lecture-case study
	C4	04	Discussion

Class APDB Mapping Values

APDB Class Section Values

CS Number: 04

Workload Factor: K 1.0

Component Units: 4.00

Component Students:

Group Code Control:

*APDB Learning Mode: 01

Meeting APDB Mapping Values

Space Type: 3 Non-Capacity

TBA Hours: 4.0

OLD Learning Md: A Asynchronous

MEETINGS TAB continued: PeopleSoft Fields listed below must be updated or verified

Assignment Tab

11) Instructor ID	Enter the correct Emplid- hit "Tab" on your keyboard. Instructor has to have a row in his/her Instructor/Adviser Table – Approved Courses for this class. If replacing an instructor for a class section, you must "minus" out the current instructor row (click on the minus "-" box), and then input the new instructor. DO NOT delete the old Emplid and type over with the new Emplid. You MUST minus out the old row first.
12) Instructor Role	Choose the appropriate Instructor Role. <i>Only Primary Instructors will have Grade Roster Access.</i>
13) Print Box	This box will be checked by default and means the instructor's name will display in the Class Search.
14) Access	Select "Approve" from the drop-down menu for the instructor who will be assigning the grades. Approve = can enter grades and approve the grade roster. "Grade" and "Post" are not allowed.
15) Empl Rcd#	Verify this is the active job record for <i>that</i> instructor for <i>that</i> semester. This field will default to a value of "0," but that is not necessarily correct. To find the correct job record #, run <i>APDB Term Workload – Job Data Audit Report</i> or click on the magnifying glass to search.
16) Job Code	This value should appear once the instructor Emplid has been entered and you hit "Tab" on your keyboard. The code should be the actual job code for the active job record. If the code does not display, the job record is probably wrong.

Workload Tab

17) APDB Dept.. ID	Verify the APDB Dept.. ID is correct.
18) Load Factor	Should be 100.0000. If instructors are Team Teaching enter the portion, i.e. 50 and 50. Cannot be a decimal (e.g. 30.5 = wrong).
19) Workload	Verify the instructor's workload is calculated accurately.
20) Auto Calc	This box should already be checked. Assignment FTE % will automatically display.

21) CLICK ON SAVE BEFORE PROCEEDING TO ENROLLMENT CONTROL TAB

**** SCREENSHOT NEXT SLIDE ****

[Basic Data](#)[Meetings](#)[Reserve Cap](#)[Notes](#)[Exam](#)[LMS Data](#)[GL Interface](#)

Course ID: 000658

Course Offering Nbr: 1

Academic Institution: California State Univ Fresno

Term: Fall 2016

Undergrad

Subject Area: CRIM

Criminology

Catalog Nbr: 120

Juvenile Delinq

Class Sections[Find](#) | [View All](#) First 12 of 12 Last

Session: REG Regular Academic Session
Class Section: 21 Component: Lecture
Associated Class: 21

Class Nbr: 0 [Class APDB Mapping Values](#)
Event ID:

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
ED177 40 T 2:00PM 3:15PM 08/22/2016 12/15/2016

ED 177

Topic ID:

Free Format

Topic:

☐ 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
		Prim Ins	☒	Approve		0	2358

Room Characteristics[Personalize](#) | [Find](#) | [View All](#) First 1 of 1 Last

*Room Characteristic	*Quantity
	1

Academic Shift[Personalize](#) | [Find](#) | [View All](#) First 1 of 1 Last

Academic Shift

Course ID: 000658 Course Offering Nbr: 1
 Academic Institution: California State Univ Fresno
 Term: Fall 2016 Undergrad
 Subject Area: CRIM Criminology
 Catalog Nbr: 120 Juvenile Delinq

Class Sections Find | View All First 12 of 12 Last

Session: REG Regular Academic Session Class Nbr: 0 Class APDB Mapping Values
 Class Section: 21 Component: Lecture Event ID:
 Associated Class: 21

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

ED177 40 T 2:00PM 3:15PM 08/22/2016 12/15/2016

ED 177 Topic ID: Free Format

Topic:

☐ 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	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %		
17	IFF	197	18	100.0000	3.00	☒	20.00	+	-

Room Characteristics Personalize | Find | View All First 1 of 1 Last

*Room Characteristic *Quantity

1

Academic Shift Personalize | Find | View All First 1 of 1 Last

Academic Shift

MEETINGS TAB continued: PeopleSoft Fields listed below must be updated or verified

IMPORTANT NOTE: To update [COMBINED CLASS SECTIONS](#), navigate to Curriculum Management > Schedule Class Meetings

Combined sections share the same schedule and instructor with the enrollment capacity split between the sections.

Meeting Pattern Find | View All First 1 of 1 L

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
SA153	48	MWF	2:00PM	2:50PM	☒	☐	☒	☐	☒	☐	☐	01/17/2017 05/18/2017

SA 153 Topic ID: Free Format Topic:

☐ Print Topic On Transcript [Contact Hours](#) [Combined Section](#) [Meeting APDB Mapping Values](#)

Cross-listed courses are also combined. These courses share the same Course ID with each subject having its own Course Offering number. These are permanent combination and will rollover to the next semester.

Combined Sections					Personalize Find 1-2 of 2		
Subject	Catalog	Section	Class Num	Description	Status	Enrollment Total	Wait Tot
ASAM	10	04	71227	As-Am Newspapers	Closed	25	1
MCJ	6	04	74074	As-Am Newspapers	Closed	10	2

Course ID 022243 Find | View All First

*Effective Date 04/01/2025 *Status Active Course Offering 1 of 4

*Description As-Am Newspapers ASAM 10

Long Course Title Asian American Newspapers and Mass Media

Long Description (ASAM 10 same as MCJ 6) This course equips students with an understanding of the principles and practices of Asian American journalism through examination of Asian American newspapers and mass media. This includes examination of mass media as well as independent newspapers, magazines, zines, and other media products made by Asians and Asian Americans. Includes analysis of representations of Asian American media throughout U.S. cultural history. GE Area 6 (formerly GE F).

MAINTAIN SCHEDULE OF CLASSES - ENROLLMENT CONTROL TAB PeopleSoft Fields listed below

must be updated or verified

1) Class Status	Must be set to Active for students to enroll in the class; Stop Enrollment when needed; Cancelled Section when appropriate (see more on this below); Tentative Section (when not sure a section will be needed). <i>Stop Enrollment, Cancelled Section and Tentative Section do not show up on Class Search.</i>
2) Cancel Class	To cancel a class which has student enrollment already: Check box "Cancel if Student Enrolled" and SAVE. "Cancel Class" button will turn yellow. Click on the button to actually cancel the class. For class with no enrollment yet, set Class Status = Cancelled Section and SAVE.
3) Enrollment Status	Only Active sections are open for enrollment.
4) Consent	Set to Department/Instructor Consent to control enrollment. <i>If Dept/Inst Consent is set, enrollment into the class will require permission numbers.</i>
5) 1 st Auto Enroll	Use this field for LECTURE LAB/ACT combinations In the Enrollment Control tab of the LECTURE section, enter the section number of the LAB/ACT in the 1 st Auto Enroll box, for which auto enrollment should happen.
6) Requested Room Capacity	Your Requested Room Capacity should <u>not be higher than the actual Room Capacity</u> (as shown on the Meetings tab under "Capacity").
7) Enrollment Capacity	Set & control the Enrollment Capacity : this should NOT BE higher than the actual ROOM CAPACITY. For Lecture – LAB/ACT combos, make sure the total number of offered seats in the lecture section(s) is equal to the total number of seats in the LAB/ACT section(s). <i>Enrollment for a section will stop and class will be closed when Enrollment Capacity is reached.</i>
8) Cancel if Student Enrolled	Check box if cancelling section with students enrolled. This will drop students from the class.
9) Wait List Capacity	<u>A Wait List will automatically be placed on all GE courses.</u> Set the Wait List capacity to no more than 5-10% of the set Enrollment Capacity.
10) Auto Enroll from Wait List	Check the box "Auto Enroll from Wait List." This will allow the system to move qualified students from the wait list to actual enrollment into the class as enrolled students drop.

11) CLICK ON SAVE BEFORE PROCEEDING TO NOTES TAB

**** SCREENSHOT NEXT SLIDE ****

Basic Data Meetings **Enrollment Ctrl** Notes Exam LMS Data GL Interface

Course ID: 000658 Course Offering Nbr: 1
Academic Institution: California State Univ Fresno
Term: Fall 2016 Undergrad
Subject Area: CRIM Criminology
Catalog Nbr: 120 Juvenile Delinq

Enrollment Control

Find | View All First 12 of 12 Last

Session: REG Regular Academic Session Class Nbr: 0
Class Section: 21 Component: Lecture Event ID:
Associated Class: 21

*Class Status: Active Cancel Class

Class Type: Enrollment Enrollment Status: Closed

*Add Consent: No Consent Requested Room Capacity: 50 Total

*Drop Consent: No Consent Enrollment Capacity: 50 0

1st Auto Enroll Section: Wait List Capacity: 0

2nd Auto Enroll Section: Minimum Enrollment Nbr:

Resection to Section:

10 ☒ Auto Enroll from Wait List 2 ☐ Cancel if Student Enrolled 8

11 Save Return to Search Previous in List Next in List Notify

MAINTAIN SCHEDULE OF CLASSES - NOTES TAB

PeopleSoft Fields listed below must be updated or verified

1) Sequence	This represents the order in which the class notes will appear in the class search.
2) Print Location	Always choose "After" from the drop-down menu.
3) Note Nbr	Use the magnifying glass to find the appropriate note. If you want to look at the University notes (1-54) just click on "Look Up." You will see a brief description of each note. If you are looking for a note specific to your department: enter your subject - all notes which have been entered for that subject will be listed. Add Class Note 8000 (Line break) between the class notes. This makes it easier for students to read the class notes.
4) Free Format Text	<u>DO NOT USE.</u>
5) CLICK ON SAVE	** SCREENSHOT NEXT SLIDE **
You may add as many notes as needed for a particular class. It is best to list them in Class Note order.	
<i>* Please submit any changes/updates/deletions to existing class notes or requests for new notes along with your Schedule of Classes each semester.</i>	

Without Class Note 8000

Notes

Class Notes Letter grade only.

This section has a prerequisite. For more information, please refer to the current California State University, Fresno General Catalog or consult with your academic adviser.

Pre-requisite for KINES 116, 118: BIOL 33 or KINES 35 passed with C grade for Physical Education Option major.

READY TO PASS THIS CLASS? Learn alongside your SI Leader and classmates by attending group study sessions which provide additional class material, such as worksheets, engaging activities, study guides, and much more. By registering for SI now, you will receive support on course content, quizzes and exams. To learn more, watch https://youtu.be/qnuE_Y70p4s.

With Class Note 8000

Notes

Class Notes CR/NC - Credit/No Credit Grading only. You may find the definition of CR/NC in the current California State University, Fresno General Catalog under Academic Regulations, Explanation of Grades.

This section has a prerequisite. For more information, please refer to the current California State University, Fresno General Catalog or consult with your academic adviser.

Approved for RP grading. You may find the definition of RP in the current California State University, Fresno General Catalog under Academic Regulations, explanation of Grades.

CRIM 108 will meet on campus for the first meeting and after that off-campus for new students. New students will attend Module III training in the Fall and Module II training in the Spring. The module training meets both Monday and Wednesday evenings from 6pm to 10pm both semesters. After completing the training, students will meet Wednesday's on campus during the third and fourth semesters of the program. If you have any

[New window](#) | [help](#) | [print](#)

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes 	LMS Data	GL Interface
----------------------------	--------------------------	----------------------------------	-----------------------------	---	--------------------------	------------------------------

Course ID: 000368	Course Offering Nbr: 1
Academic Institution: California State Univ Fresno	
Term: Spring 2017	Undergrad
Subject Area: BIOL	Biology
Catalog Nbr: 10	Life Science

Class Sections [Find](#) | [View All](#) First  1 of 69  Last

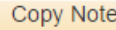
Session: REG	Regular Academic Session	Class Nbr: 35356
Class Section: 01	Component: Lecture	Event ID: 000149041
Associated Class: 1	Units: 3.00	

Class Notes [Find](#) | [View All](#) First  1 of 5  Last

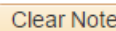
***Sequence Number:**

***Print Location:** ☐ **Even if Class Not in Schedule**

Note Nbr: 



Free Format Text:



Web-Enhanced classes meet during regularly scheduled class times, and use Blackboard or other technology to deliver class materials. Up to half of the traditional class time may be replaced with on-line

5

 **Save**  **Return to Search**  **Previous in List**  **Next in List**  **Notify**

ADJUST CLASS ASSOCIATIONS PeopleSoft Fields listed below must be updated or verified

This area will be used to set the units on a variable unit course, set the FA units for a Grad and Doctorate course and see the course requisites.

From Main Menu Navigate to: Curriculum Management > Adjust Class Associations

Update this page for variable-unit classes only.

CLASS ASSOCIATIONS TAB:

1) Minimum Units

Must be equal to Maximum Units and the Academic Progress Units.

2) Maximum Units

Must be equal to Minimum Units and the Academic Progress Units.

3) Academic Progress Units

This is the number of units the student will receive for this class.

4) FA (Financial Aid) Units

FA Units need to equal the Academic Progress Units for **UGRD** (Undergraduate) courses.
FA Units need to equal the Academic Progress Units **x 1.5 for GRAD** (Graduate) courses.
FA Units need to equal to Academic Progress Units **x 2 for DOC** (doctorate) courses.

5) Other Fields

DO NOT CHANGE.

CLASS COMPONENTS TAB

DO NOT CHANGE: If you have questions, contact the Scheduling Office. Use the appropriate Class Notes for the Grading Basis.

CLASS REQUISITES TAB

1) Catalog Requisite

Will display Class Requisites which have been submitted to the Scheduling Office and have been coded into the Catalog Data.

2) Class Associations Requisites

Will display any additional course requisite(s) placed *at the section level*.

3) CLICK ON SAVE

**** SCREENSHOT NEXT SLIDE ****

Class Associations

Course ID: 018433 Course Offering Nbr: 1
Academic Institution: California State Univ Fresno
Term: Spring 2017 Undergrad
Subject Area: ENGL English
Catalog Nbr: 10 Acc Acad Literacy
Session: REG Regular Academic Session [Class Roll](#)

Class Associations Find | View All First 1 of 28 Last

Associated Class: 2
Minimum Units: 1 3.00 Maximum Units: 2 3.00
Academic Progress Units: 3 3.00 FA Units: 4 3.00
Course Count: 5 1.00 Course Contact Hours:
Billing Factor: 5 1.000 *Instructor Edit: No Choice ▾
Tuition Group:
☐ Use Blind Grading

6

[Save](#)[Return to Search](#)[Notify](#)[Class Associations](#) | [Class Components](#) | [Class Requisites](#)**Class Associations****Class Components****Class Requisites**

Course ID: 000587 Course Offering Nbr: 1
Academic Institution: California State Univ Fresno
Term: Spring 2017 Undergrad
Subject Area: CHEM Chemistry
Catalog Nbr: 10 Chemistry & Soci
Session: REG Regular Academic Session

1

Catalog Requisite

Requirement Group: 000714 [Detail](#) CHEM 10

Long Description: Chemistry
Course requisite for CHEM 10: GE Foundation Area B4 completed except for students with declared majors in College of Science & Math

2

Class Association Requisites

Find | View All First 1 of 1 Last

Associated Class: 1 ☒ Also Use Catalog Requisite

Requirement Group: [Detail](#)

Long Description:

3

[Save](#)[Return to Search](#)[Notify](#)

MANAGE CLASS SECTIONS

PeopleSoft Fields listed below must be updated or verified

From Main Menu Navigate to: Curriculum Management > Manage Class Sections

CLASS STATUS TAB:

1) Class Type

DO NOT CHANGE.

2) Class Status

You can control class section status from here – options are Active, Stop Enrollment, Tentative or Cancelled (X).

3) Auto Enrl

Will reflect any Auto Enroll sections which are already set up.

4) Consent

Enrollment consent status can be controlled from here – whether Dept. (Department) Consent or Inst (Instructor) Consent is needed to enroll in or drop from a class section, or No Consent is necessary.

5) Sched Print

This controls whether a section is printed in the **SOC** (Schedule of Classes) and displays in the online class search.

CLASS ENROLLMENT LIMITS TAB

1) Enrl Cap

The Enrollment Cap can be controlled from here by section. When the number is reached, the class section is closed and no further enrollment is allowed.

2) Wait Cap

The wait list capacity can be controlled from here. Set the wait list number at 5-10% of the Enrollment Cap. A wait list will automatically be placed on all GE courses.

3) CLICK ON SAVE

**** SCREENSHOT NEXT SLIDE ****

MANAGE CLASS SECTIONS continued PeopleSoft Fields listed below must be updated or verified

Update Sections of a Class

Course ID: 000587 Course Offering Nbr: 1
 Academic Institution: California State Univ Fresno
 Term: Spring 2017 Undergrad
 Subject Area: CHEM Chemistry
 Catalog Nbr: 10 Chemistry & Soci

Class Sections														
Class Status														
Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Add Consent	*Drop Consent	Schd Print	
Regular	01	36604	Lecture	Open	E	A		1			N	N		
Regular	02	36605	Activity	Open	N	A		1			N	N		
Regular	03	36606	Activity	Open	N	A		1			N	N		

Save Return to Search Notify

Update Sections of a Class

Course ID: 000587 Course Offering Nbr: 1
 Academic Institution: California State Univ Fresno
 Term: Spring 2017 Undergrad
 Subject Area: CHEM Chemistry
 Catalog Nbr: 10 Chemistry & Soci

Class Sections									
Class Status									
Class Enrollment Limits									
Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl	
Regular	01	36604	Lecture	47	34				
Regular	02	36605	Activity	24	22				
Regular	03	36606	Activity	23	12				

3 Save Return to Search Notify

To Create Class Sections for Newly Activated/Reactivated Courses/Courses that were not part of the last like semester

From Main Menu Navigate to: Curriculum Management > Schedule New Course

Return to Slide #2 to follow the process for building class sections

Enter the Term, Subject and Catalog Nbr
or
Enter the Term and Course ID
Select Search

Schedule New Course

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution	= ▼	FRSNO	
Term	= ▼	2227	
Subject Area	= ▼	CE	
Catalog Nbr	begins with ▼	191T	
Academic Career	= ▼		▼
Campus	begins with ▼		
Course ID	begins with ▼		
Description	begins with ▼		
Course Offering Nbr	= ▼		

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

GENERATE PERMISSION NUMBERS

PeopleSoft Fields listed below must be updated or verified

From Main Menu Navigate to: Curriculum Management > Generate Class Permissions

CLASS PERMISSIONS	
1) Academic Institution	FRSNO
2) Term	Enter the Term
3) Subject Area	Enter the Subject
4) Catalog Nbr	Enter the Catalog Nbr and select Search
PERMISSION TO ADD TAB	
1) Assign More Permissions	Enter the number of permissions needed. If there a multiple sections be sure it is the right Class Section and Class Nbr. The sequence order is by Class Nbr.
2) Set All Permissions to Issued	Check this box
3) Generate	Select Generate
4) CLICK ON SAVE	** SCREENSHOT NEXT SLIDES **

PERMISSION NUMBER FACTS

- Permission Numbers are section-specific and cannot be used for multiple sections of a class
- It is important to keep track of all permission numbers issued by your department
- Permission Numbers will override all course requisites
- Permission Numbers will NOT override a time conflict
- Permission Numbers will override enrollment caps. *The total enrollment for a class should NOT exceed the room capacity.*
- Permission numbers can only be used once

GENERATE PERMISSION NUMBERS Continued

Curriculum Management

 Adjust Class Associations

 Class Facility Usage

 Class Roster

 Class Search

 Course Catalog

 Course Catalog Search

 **Generate Class Permissions**

 Identify Combined Sections

 Instructor Schedule

 Instructor Term Workload

 Instructor/Advisor Table

Class Permissions

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values

 Recent Searches 

  *Academic Institution = 

  *Term = 

  Subject Area = 

  Catalog Nbr

Academic Career =

Campus 

Description

Course ID 

Course Offering Nbr =

Academic Organization 

 [Show fewer options](#)

☐ Case Sensitive



GENERATE PERMISSION NUMBERS Continued

Permission to Add

Permission to Drop

Course ID 000235

Course Offering Nbr 1

Academic Institution California State Univ Fresno

Term Spring 2027 Undergrad

Subject Area ANTH Anthropology

Catalog Nbr 161 Bio-Bhav Evl Hum

Class Section Data

Find | View All First 1 of 10 Last

Session REG Regular Academic Session

Class Nbr 30624

Class Status Active

Class Section 11

Class Type Enrollment Section

Component Lecture

Instructor Helms,Karey

☐ Student Specific Permissions

Defaults

Expiration Date 02/17/2027

Permission Valid For

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
☒	☒	☒	☒	☒

1 Assign More Permissions 10

Generate

☒ Set All Permissions to Issued

Max Student Permissions

Class Permission Data

Personalize | Find | First 1-10 of 10 Last

General Info

Permission

Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	224794			☒			Not Used		02/17/2027
2	838782			☒			Not Used		02/17/2027
3	602826			☒			Not Used		02/17/2027
4	937665			☒			Not Used		02/17/2027
5	620676			☒			Not Used		02/17/2027
6	459078			☒			Not Used		02/17/2027
7	271249			☒			Not Used		02/17/2027
8	100205			☒			Not Used		02/17/2027
9	740881			☒			Not Used		02/17/2027
10	893127			☒			Not Used		02/17/2027

4 Save

Return to Search

Notify

COURSE MODALITY SET-UP Maintain Schedule of Classes > Meetings tab

	Modality	Facility ID	Meeting Pattern	Class APDB Mapping Values	Meeting APDB Mapping Values	
				APDB Learning Md	Space Type	Old Learning Md
1	In Person	Classroom	Time/Days	09	1 Lecture/2 Lab	F
2	Fully-Online	DGTCAMP	Leave blank	01	3 Non-Capacity	A
3	Fully-Online	DGTSYNC	Times/Days	02	3 Non-Capacity	S
4	Hybrid 1 (21-66% online)	Classroom	MP #1: Times/Days	05	1 Lecture/2 Lab	F
		Online	MP #2: ARR or Times/Days		3 Non-Capacity	A
5	Hybrid 2 (67-99% online)	Classroom	MP #1: Times/Days	05	1 Lecture/2 Lab	F
		Online	MP #2: ARR or Times/Days		3 Non-Capacity	A

Example 1:

Facility ID: ED172 Capacity: 84 Pat: MWF Mtg Start: 10:00AM Mtg End: 10:50AM
M T W T F S S
☒ ☐ ☒ ☐ ☒ ☐ ☐

Example 2:

Facility ID: DGTCAMP Capacity: 500 Pat: ARR Mtg Start: Mtg End:
M T W T F S S
☐ ☐ ☐ ☐ ☐ ☐ ☐

Example 3:

Facility ID: DGTSYNC Capacity: 500 Pat: MWF Mtg Start: 10:00AM Mtg End: 10:50AM
M T W T F S S
☒ ☐ ☒ ☐ ☒ ☐ ☐

Example 4:

Facility ID: PHS102 Capacity: 67 Pat: MW Mtg Start: 1:00PM Mtg End: 1:50PM
M T W T F S S
☒ ☐ ☒ ☐ ☐ ☐ ☐

Facility ID: ONLINE Capacity: 300 Pat: ARR Mtg Start: Mtg End:
M T W T F S S
☐ ☐ ☐ ☐ ☐ ☐ ☐

Example 5:

Facility ID: S2320 Capacity: 33 Pat: M Mtg Start: 12:00PM Mtg End: 12:50PM
M T W T F S S
☒ ☐ ☐ ☐ ☐ ☐ ☐

Facility ID: ONLINE Capacity: 300 Pat: ARR Mtg Start: Mtg End:
M T W T F S S
☐ ☐ ☐ ☐ ☐ ☐ ☐

Note: Hybrid 1 & 2 - The first meeting pattern will always be "F2F" and the second meeting pattern will be "Online".

CLASS FACILITY USAGE Curriculum Management > Class Facility Usage

Class Facility Usage

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Use Saved Search: FRESNO ▼

SetID = FRESNO 🔍

Facility ID begins with S2108 🔍

Building begins with 🔍

Room begins with 🔍

Description begins with 🔍

Facility Type = ▼

☐ Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#) 📄

[Save Search Criteria](#)

[Delete Saved Search](#)

Facility ID S2108 S2 108

*Term 2223 🔍

Spring 2022

Session 🔍

Room Capacity 47

Facility Type Lecture Rm

*Day of the Week Monday ▼

[Fetch Class Meetings](#)

Class Sections

Start Time	End Time	Subject	Catalog	Section	M	Tu	W	Th	F	Sa	Su	Start Date	End Date	Session	Tot Enrl
8:00AM	8:50AM	CHEM	8	01	☑	☐	☑	☐	☑	☐	☐	01/20/2022	05/19/2022	REG	44
9:00AM	9:50AM	CHEM	128B	01	☑	☐	☑	☐	☑	☐	☐	01/20/2022	05/19/2022	REG	36
11:00AM	11:50AM	PSYCH	101	04	☑	☐	☑	☐	☑	☐	☐	01/20/2022	05/19/2022	REG	32
12:00PM	1:50PM	PSYCH	154	04	☑	☐	☑	☐	☐	☐	☐	01/20/2022	05/19/2022	REG	44
2:00PM	3:15PM	AGBS	109	07	☑	☐	☑	☐	☐	☐	☐	01/20/2022	05/19/2022	REG	42
3:30PM	4:45PM	PSYCH	66	09	☑	☐	☑	☐	☐	☐	☐	01/20/2022	05/19/2022	REG	38

This search will need be done before requesting a room in 25Live. Sometimes classes do not rollover to 25Live.

Enter the Facility ID > Search

Enter the Term

Looking for MWF, select each Day (M, W, & F) of the Week to confirm the schedule.

Search for a Facility

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Academic Institution FRSNO

Description

Short Description

☐ Case Sensitive

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

- Academic Institution: FRSNO > Search
- Enter the Term Dates
- Enter the Start & End Meeting Times using military time
- Select the day(s) of the week
- Facility Type: LCTR
- Enter the Room Capacity From & To
- Select Fetch Facilities

Facility Search Criteria

Facility Search Results

Academic Institution California State Univ Fresno

Meeting Criteria

*From Date *End Date

*Meeting Start Time *Meeting End Time

M T W T F S S

☐ ☒ ☐ ☒ ☐ ☐ ☐

Facility Criteria

Facility Type Lecture Room

*General Assignment

Room Capacity From Room Capacity To

Academic Organization

Facility Partition

Location Code

Building

[Fetch Facilities](#)

Search for a Facility continued Curriculum Management > Search for a Facility

Facility Search Criteria

Facility Search Results

Academic Institution California State Univ Fresno

The following facilities match your search criteria. From Date: **08/22/2022**, End Date: **12/15/2022**, Meeting Start Time: **2:00PM**, Meeting End Time: **3:15PM**, Day of Week: **Tues Thurs**, Facility Type: **LCTR**, General Assignment: **Ignore Fld**, Room Capacity From: **30**, Room Capacity To: **80**,

Personalize Find View All  								
Building	Room	Facility ID	Capacity	Type	Acad Org	Assignment	Partition	Location
AG	226	AG226	48	LCTR		Y		MAIN
IT	123	IT123	47	LCTR		Y	DISCOVERe	MAIN
M	167	M167	32	LCTR		Y		MAIN

 Return to Search

 Notify

Select the Facility Search Criteria tab to change Time and/or Day(s)

CLASS SIZE SUMMARY - Report

The Class Size Summary report is used to make key planning decisions during the registration period. The report displays a variety of key class information, including FTE and Remaining Seats. The Class Size Summary is a critical report used by the departments to make key planning decisions in adding and canceling sections based on student enrollment during the registration period.

Navigation: Main Menu > Reports Portfolio > Student Administration > Course Scheduling / Curriculum > Class Size Summary

- Select the Term & Acad Org
- Select Run
- Format: PDF or CSV (Excel)
- Select Report Manager
- Select Refresh, ready when Status "Posted"
- Select Details > Select the format
- Areas to watch during registration "Act Enr" Actual Enrollment. This should not go over the "Enr Lmt" Enrollment Limit.
- Helpful columns; "Add Cns" Add Consent, "Sch Pnt" Schedule Print and "Cmb Cls" Combined Class.

Report ID: FRCU0178.sqr
Page 1 of 5

CALIFORNIA STATE UNIVERSITY, FRESNO CLASS SIZE SUMMARY For Term SPRING 2025

Report Date: 12/05/24
Report Time: 07:41:07

Social Sciences
Anthropology

Cat	Sec		Add	Sch	Cmb					Class	GE	Beg-End	Meet	Bldg/			
Subj Nbr	Nbr	Sts	Cns	Pnt	Cls	Title	Nbr	Area	Comp	Times	Days	Room	Faculty	Enr Lmt	FTE Enr	Act Enr	Open Seats
ASAM	10	02	A	N	Y	C	As-Am Newspapers	31221	F	LEC	0800-0850AM	MWF	S 145	Lo,Isabella D	25	25	25
MCJ	6	01	A	N	Y		As-Am Newspapers	34353							10	10	
ASAM	10	04	A	N	Y	C	As-Am Newspapers	37735	F	LEC	0900-0950AM	MWF	S 145	Lo,Isabella D	25	25	25
MCJ	6	04	A	N	Y		As-Am Newspapers	37736							10	10	
															ASAM	10	Total
																	10.000

Faculty Anticipated Workload – Report run before enrollment

Faculty Anticipated Workload based on the progress unit of the course. The FAD report does not produce output if there is no enrollment. This report will be a calculated field based on the K-factor and the progress unit of the course. See the Course Classification for the calculation.

Navigation: Main Menu > Reports Portfolio > Student Administration > Course Scheduling / Curriculum > Anticipated Workload

- Select the Term, and Acad Org ID
- Select Run > Format: PDF > Ok > Report Manager
- Select Refresh, ready when status “Posted”
- Select Details > Select the format

Report ID: FRCU0175
Institution: FRSNO
Acad Term: 2237 Fall 2023
School: 66 Science and Mathematics

California State University, Fresno
Faculty Anticipated Workload

Page 1
Report Date: 02/22/23
Report Time: 18:58:29

Department: 310 Earth & Environmental Sciences

Section ID	ENR	CS	ADJ CCU	Meet Days	Begn Time	End Time	TBA Hrs	Facility ID	Space Type	TTF	SCU	AWL	Drct WTU	Indr WTU	IAF	OSF	Total WTU
Job: 2358 Lecturer AY Grade: 3 Lecturer B																	
NSCI 115	22		0	01			3.0			0.0	DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00
NSCI 115	23		0	01			3.0			0.0	DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00
Total for this assignment											0.0	6.0	0.00	0.00	0.00	0.00	0.00
Job: 2358 Lecturer AY Grade: 3 Lecturer B																	
EES 112	23		0	02			3.0			0.0	DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00
EES 112	24		0	02			3.0			0.0	DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00
EES 135W	20		0	02			3.0			0.0	DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00
EES 135W	21		0	02			3.0			0.0	DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00
EES 135W	22		0	02			3.0			0.0	DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00
Total for this assignment											0.0	15.0	0.00	0.00	0.00	0.00	0.00
Job: 2360 Instr Fac AY Grade: 5 Professor																	
EES 104W	05		0	02		MW 10:00AM 11:15AM	3.0	S2125	Lecture	100.00	0.0	3.0	0.00	0.00	0.00	0.00	0.00
EES 112	20		0	02			3.0			0.0	DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00
EES 168	20		0	02			3.0			0.0	DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00
EES 168	21		0	02			3.0			0.0	DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00
Total for this assignment											0.0	12.0	0.00	0.00	0.00	0.00	0.00

FACULTY ACTIVITY DETAIL – Report run with enrollment

Faculty Activity Detail (FAD) report details faculty workload for a specified term. This report includes assigned time, reimbursed time, and instructional administrative time. The FAD report does not produce output if there is no enrollment.

Navigation: Main Menu > Reports Portfolio > Student Administration > Course Scheduling / Curriculum > Faculty Activity Detail

- Select the Term and Acad Org ID
- Select Run > Format: PDF > Ok > Report Manager
- Select Refresh, ready when status “Posted”
- Select Details > Select the format

Report ID: FRCU0006
Institution: FRSNO
Acad Term: 2187 Fall 2018
School: 32 Social Sciences

California State University, Fresno
Faculty Activity Detail

Page 1
Report Date: 04/18/18
Report Time: 04:34

Department: 197 Criminology

Section ID	ENR	CS	ADJ CCU	Meet Days	Begn Time	End Time	TBA Hrs	Facility ID	Space Type	TTF	SCU	FCH	Drct WTU	Indr WTU	IAF	OSF	Total WTU
Job: 2358 Lecturer AY Grade: 2 Lecturer A																	
CRIM 101	05	3	02	3.0	M	06:00PM	08:50PM	0.0	S147	Lecture	100.00	9.0	0.0	3.00	0.00	0.00	3.00
CRIM 101	07	4	02	3.0	TH	06:00PM	08:50PM	0.0	S145	Lecture	100.00	12.0	0.0	3.00	0.00	0.00	3.00
Total for this assignment											21.0	0.0	6.00	0.00	0.00	0.00	6.00
Job: 2360 Instr Fac AY Grade: 3 Asst Professor																	
CRIM 153	18	4	02	3.0	ARR			0.0	DGTCAMP	Non-Cap	100.00	12.0	0.0	3.00	0.00	0.00	3.00
CRIM 154	02	10	02	3.0	TTH	11:00AM	12:15PM	0.0	ED172	Lecture	100.00	30.0	0.0	3.00	0.00	0.00	3.00
CRIM 157	01	5	02	3.0	TTH	12:30PM	01:45PM	0.0	LS134	Lecture	100.00	15.0	0.0	3.00	0.00	0.00	3.00
CRIM 180	01	23	04	3.0	W	05:00PM	10:00PM	0.0	PED CTR	Lecture	100.00	69.0	0.0	3.00	0.00	0.00	3.00
Total for this assignment											126.0	0.0	12.00	0.00	0.00	0.00	12.00
Job: 2360 Instr Fac AY Grade: 3 Asst Professor																	
CRIM 153	16	1	02	3.0	TH	06:00PM	08:50PM	0.0	S2208	Lecture	100.00	3.0	0.0	3.00	0.00	0.00	3.00
CRIM 155	02	48	02	3.0	M	06:00PM	08:50PM	0.0	S2208	Lecture	100.00	144.0	0.0	3.00	0.00	0.00	3.00
CRIM 170	12	20	04	3.0	ARR			0.0	DGTCAMP	Non-Cap	100.00	60.0	0.0	3.00	0.00	0.00	3.00
CRIM 180	02	5	04	3.0	W	05:00PM	10:00PM	0.0	PED CTR	Lecture	100.00	15.0	0.0	3.00	0.00	0.00	3.00
Total for this assignment											222.0	0.0	12.00	0.00	0.00	0.00	12.00
Job: 2358 Lecturer AY Grade: 2 Lecturer A																	
CRIM 2	09	1	02	3.0	T	06:00PM	08:50PM	0.0	SS105	Lecture	100.00	3.0	0.0	3.00	0.00	0.00	3.00
Total for this assignment											3.0	0.0	3.00	0.00	0.00	0.00	3.00

COURSE ENROLLMENT HISTORY - Report

The Course Enrollment History report is used to determine how many times a specific Course ID has been offered. First, obtain the Course ID: **Curriculum Management > Course Catalog**
Enter Subject Area: & Catalog Nbr:

[Catalog Data](#) [Offerings](#) [Components](#) [GL Interface](#)

Course ID 000641 

[Find](#) | [View All](#) First 1 of 1 Last

*Effective Date 11/01/2013 *Status Active Course Offering 1 of 2
*Description Adm of Justice CRIM 2
Long Course Title Administration of Justice

Navigation: Main Menu > Reports Portfolio > Student Administration > Course Scheduling / Curriculum > Course Enrollment History

- Enter the Course ID
- Select View Results

FR_SR_07107_CRSE_ENRL_HIST - Course Enrollment History

Course ID 019336

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (2 kb)

[View All](#)

	Term	Course ID	ID	Last Name	First Name	Role	Session	Subject	Catalog	Section	Class Nbr	Component	
1	2117	019336				PI	REG	PLSI	179T	01	75665	SEM	A
2	2127	019336				PI	REG	PLSI	179T	01	77445	SEM	A
3	2137	019336				PI	REG	PLSI	179T	01	75872	SEM	A
4	2147	019336				PI	REG	PLSI	179T	01	79480	SEM	A
5	2167	019336				PI	REG	PLSI	179T	01	76270	SEM	A
6	2183	019336				PI	REG	PLSI	179T	01	36200	SEM	A

WISH LIST REPORT

The Wish List report is used to list classes on a student's wish list and/or show how many students on the wish list for a particular course section.

Navigation: Main Menu > Reports Portfolio > Student Administration > Student Records > Students Wish List

- Enter the Term (*required*)
- Enter the Student ID or Class Nbr
- Select View Results

The 'Verify Status' column indicates whether a student has attempted to verify the courses they currently have on their wish list.

Pending = they have not yet attempted to verify the class

Error = they attempted to verify and received a 'potential errors' message

Success = they successfully verified a course and are ready to enroll

The 'Verify Date' column is only filled out for those classes a student has attempted to verify, giving the date/time they made the attempt.

*Term:

StudentID: (Opt)

OR Class Nbr: (Opt)

View Results

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (17 kb)

View All

First 1-18 of 18 Last

Term	Student Name	ID	Class#	Class	Section	Title	Units	Grade Basis	Type	Related Class#	Perm#	Class Stat	Open Seats	Open Waitlist	Session	Instructor	Days	Times	Location	Start Date	End Date	Verify DateTime	Verify Status	Verify Message
1 2203			30582	CRIM 120	03	Juvenile Delinq	3.00	GRD	LEC			Closed	0	0	REG		MoWeFr	12:00-12:50 PM	Social Science Bldg Room 105	01/17/2020	05/14/2020	11/06/19 03:11 PM	Errors	Term unit maximum would be exceeded.
2 2203			30582	CRIM 120	03	Juvenile Delinq	3.00	GRD	LEC			Closed	0	0	REG		MoWeFr	12:00-12:50 PM	Social Science Bldg Room 105	01/17/2020	05/14/2020	11/07/19 03:11 PM	Messages	
3 2203			30582	CRIM 120	03	Juvenile Delinq	3.00	GRD	LEC			Closed	0	0	REG		MoWeFr	12:00-12:50 PM	Social Science Bldg Room 105	01/17/2020	05/14/2020	11/03/19 03:11 PM	Messages	
4 2203			30582	CRIM 120	03	Juvenile Delinq	3.00	GRD	LEC			Closed	0	0	REG		MoWeFr	12:00-12:50 PM	Social Science Bldg Room 105	01/17/2020	05/14/2020	11/06/19 07:11 PM	Messages	
5 2203			30582	CRIM 120	03	Juvenile Delinq	3.00	GRD	LEC			Closed	0	0	REG		MoWeFr	12:00-12:50 PM	Social Science Bldg Room 105	01/17/2020	05/14/2020	11/06/19 07:11 PM	Messages	
6 2203			30582	CRIM 120	03	Juvenile Delinq	3.00	GRD	LEC			Closed	0	0	REG		MoWeFr	12:00-12:50 PM	Social Science Bldg Room 105	01/17/2020	05/14/2020	11/06/19 03:11 PM	Messages	You have been added to this class.
7 2203			30582	CRIM 120	03	Juvenile Delinq	3.00	GRD	LEC			Closed	0	0	REG		MoWeFr	12:00-12:50 PM	Social Science Bldg Room 105	01/17/2020	05/14/2020	11/06/19 03:11 PM	Messages	Hold on record, Add not processed.
8 2203			30582	CRIM 120	03	Juvenile Delinq	3.00	GRD	LEC			Closed	0	0	REG		MoWeFr	12:00-12:50 PM	Social Science Bldg Room 105	01/17/2020	05/14/2020	11/07/19 12:11 PM	Messages	
9 2203			30582	CRIM 120	03	Juvenile Delinq	3.00	GRD	LEC			Closed	0	0	REG		MoWeFr	12:00-12:50 PM	Social Science Bldg Room 105	01/17/2020	05/14/2020		Pending	

DUPLICATE SECTION NUMBERS

When offering a course with the same Subject and the same Catalog Nbr but has a different Course ID's, be careful not to duplicate the same Class Section Nbr. This includes Topics courses. Before scheduling check the other Class Sections already scheduled. See the path below to view the Class Section numbers.

Navigation: Main Menu > Curriculum Management > Schedule Class Meetings

- Enter the Term, Subject & Catalog Nbr
- Select Search
- To see the Class Section Nbrs in numerical order, Select Class Section to sort by

Search Results

View All First 1-58 of 58 Last



Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Session	Class Nbr	Class Section	Description	Course ID	Course Offering Nbr
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	74328	02	Studt Tchg	003118	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	74329	03	Studt Tchg	003118	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	74020	04	Studt Tchg	003118	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	71027	05	Studt Tchg S Sci	003840	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	75477	06	Studt Tchg Math	002632	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	74317	07	Studt Tchg	003118	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	75327	08	Studt Tchg Math	002632	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	73511	09	Studt Tchg Music	003838	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	71028	10	Studt Tchg S Sci	003840	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	72362	11	Studt Tchg Music	003838	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	73005	14	Studt Tchg Music	003838	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	71029	15	Studt Tchg S Sci	003840	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	70042	16	Studt Tchg Agri	003827	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	70043	17	Studt Tchg Agri	003827	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	72363	18	Studt Tchg Music	003838	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	70447	19	Studt Tchg Agri	003827	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	72782	20	Studt Tchg Art	003828	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	72783	21	Studt Tchg Art	003828	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	74942	22	Studt Tchg Biol	003829	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	73794	23	Studt Tchg Art	003828	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	73003	24	Studt Tchg Music	003838	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	72357	25	Studt Tchg Drama	003832	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	72358	26	Studt Tchg Engl	003833	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	73464	27	Studt Tchg Music	003838	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	72359	28	Studt Tchg Engl	003833	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	72360	29	Studt Tchg Engl	003833	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	70900	30	Studt Tchg S Sci	003840	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	73002	31	Studt Tchg Engl	003833	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	73463	32	Studt Tchg Music	003838	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	73041	33	Studt Tchg Engl	003833	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	73075	34	Studt Tchg Engl	003833	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	71032	35	Studt Tchg S Sci	003840	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	73076	36	Studt Tchg Engl	003833	1
FRSNO	2187	EHD	155B	Undergrad	MAIN	Regular	73077	37	Studt Tchg Engl	003833	1

CLASS SCHEDULE – TIME/DAY ORDER

The class schedule should follow the **time of day** and **then day** order.

When setting the section numbers leave a break in between the section numbering. If a section needs to be added during the registration period, a new section can be added keeping the correct time and then day sequence.

Lecture only Correct Sequence

```
'LEC 0900-0950AM MWF S 145
'LEC 0930-1045AM TTH S 145
'LEC 1200-1250PM MWF S 145
'LEC          ARR DGT CAMP
'LEC          ARR DGT CAMP
```

LEC (03)/ACT (04) & LEC (07)/ACT (08)

Correct Sequence

Using this set-up, use the LEC for the time/day sequence

```
LEC (03) 0600-0750PM T
ACT (04) 0800-0950PM T

LEC (07) 0600-0750PM TH
ACT (08) 0800-0950PM TH
```

Lecture only Incorrect Sequence

```
LEC 0930-1045AM TTH
LEC 1100-1215PM TTH
LEC          ARR DGT CAMP
LEC 0900-0950AM MWF SS 204
```

DGTCAMP always go at the end
Goes before 9:30 start time

Lecture/Lab or Activity Incorrect Sequence

```
LEC 0930-1045AM TTH
LAB 0900-1150AM W
LAB 0100-0350PM W
LAB 1100-0150PM T
LAB 1100-0150PM TH
```

Goes after 1100 TH start time

MWF Order

MWF
MW
M
W
WF
F

SOC (SCHEDULE OF CLASSES) PRINT PROOF

The SOC Print Proof is used to check which Class Notes are currently in place for the department's classes.

Navigation: Main Menu > Reports Portfolio > Student Administration > Course Scheduling / Curriculum > SOC Print Proof

- Select the Term, Acad Org ID
- Class Status: check the boxes of the class status to review
- Select Run > Select SOC Print Proof > Type: Web > Format: PDF > Select OK
- Select Report Manager > Select Refresh > Select Details when complete> Select the PDF file

Report ID: FRSA0002	California State Univ Fresno Schedule of Classes for Fall 2018										Page No. 1 of 8 Run Date: 05/02/2018 Run Time: 13:27:55		
Fall 2018 Criminology													
15;1508;14	CRIM	1	03	70532	Success in Crim	1	Lec	04:00P-09:00P 08:00A-05:00P	F Sa	MCL 121 STRC P ED	English P English P		
15;1506	CRIM	2	01	70534	Adm of Justice	3	Lec	09:00A-09:50A	MWF	S2 208			
1506;15	CRIM	2	03	70533	Adm of Justice	3	Lec	09:30A-10:45A	TuTh	ED 172			
15;1506	CRIM	2	05	70831	Adm of Justice	3	Lec	10:00A-10:50A	MWF	S2 208			
15;1506	CRIM	2	07	70829	Adm of Justice	3	Lec	12:00P-12:50P	MWF	LS 134			

End of Report shows Note description.

- This class meets the minimum university requirements for a service-learning course, which includes: (1) the service-learning component is integral to and supportive of the academic focus of the course; (2) the course has a mechanism to introduce the service ethic; (3) students are required to perform at least 15 hours of academically relevant community service; (4) service-learning accounts for at least 15% of the total course grade; and (5) structured opportunities for critical reflection on the service experience are provided.
- CR/NC - Credit/No Credit Grading only. You may find the definition of CR/NC in the current California State University, Fresno General Catalog under Academic Regulations, Explanation of Grades.
- Web-Enhanced classes meet during regularly scheduled class times, and use Blackboard or other technology to deliver class materials. Up to half of the traditional class time may be replaced with on-line instruction.
- Web-Based classes are taught entirely on-line. Unlike a traditional class, a web-based class does not meet in a classroom for instruction, although students may be required to meet for an in-class orientation or to take exams. Web-based classes require the same amount of work and hours as a regular class.
- This section has a prerequisite. For more information, please refer to the current California State University, Fresno General Catalog or consult with your academic adviser.
- Secure permission to register from the department office.

TOPIC COURSES

Topics courses:

- Are courses departments offer occasionally.
- Are shown in the catalog with the generic “parent” course approved for each department/program. The “child” courses are not listed in the catalog.
- A "child" topics course can be offered a maximum of 5 semesters, after which the course needs to be either discontinued, or go through the curriculum committee approval process to be converted to a regular course. *NOTE: Once a child topics course has been created, it must be offered with the same title and description for the maximum 5 semesters, or it will not be accepted.*
- A “Course Enrollment History” report can be used to confirm the number of offerings.
- A Topics Course Proposal form must be completed and turned into the Scheduling Office for each topics course that is to be offered in a particular semester, even if it has been offered in previous semesters.
- Topics Course Proposals are due 2 weeks prior to registration.
- The Topics Course Proposal Form and the Topic Course Policy can be found on the Academic Scheduling website.
- See next page for a Topics Course Proposal Example.

TOPICS COURSE (T-COURSE) PROPOSAL

Semester: Spring Year: 2027 Department: Sociology Faculty: Doe

Generic (Parent Course) Topic Title (Same as in Catalog, Example: CHEM 140T "Topics in Chemistry")

SOC 170T Research Topics

Full Specific Topic Title (Child Course) (65 characters or less, including spaces)

Sociological Research Methods

Subject	Catalog No	Short Title (16 characters or less, including spaces)	CS# <u>Link</u> Lect Lab	Units Lect Lab	Grading Basis	Course ID (if known)
<u>SOC</u>	<u>170T</u>	<u>Soc Res Methods</u>	<u>05</u>	<u>3</u>	<u>Letter</u>	

Will this course be combined with another course? No ☒ Yes ☐ if yes, indicate which course below.

Subject	Catalog No	Course Title	Course ID

Course Description: (600 characters or less, including spaces)

This class is an overview of how sociologists conduct research. Students will learn the fundamentals of research design, including coverage of the scientific method, objectivity vs. subjectivity, inductive vs. deductive reasoning, research ethics, and how to design and carry out a research project.

Restrict Course to: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Check all that apply or leave blank if NO restrictions.

Justification for course:

This is a course the department is considering adopting as part of the major.

Approval signatures:

Department Chair

College / School Dean

NOTE: A "child" topics course can be offered 5 semesters, after which the course needs to be either discontinued or go through the curriculum approval process to be converted to a permanent course. Once a child topics course has been created, it must be offered with the same title and description for the 5 semesters, or it will not be accepted.

1. List all previous offerings of this Topics Course by semester and year.

Offering #	Semester	Year
1	<u>Fall</u>	<u>2025</u>
2	<u>Spring</u>	<u>2026</u>
3	<u>Fall</u>	<u>2026</u>
4		
5		

* A 6th offering will not be allowed unless the conversion is already in process.2. If this Topics Course has been offered 5 semesters and this current submission will be the 6th, what are plans for this course?

- a. ☐ Will cancel after current proposal to offer.
- b. ☒ Will convert to a permanent course. The catalog title and number will be:

Subject: SOC Catalog No: 154 Course Title: Sociological Research Methods

(Example: SOC 125 Statistics for the Social Sciences)

Visit the Academic Scheduling website at
<https://academics.fresnostate.edu/scheduling/>