

SCHEDULING TIPS

MAINTAINING SCHEDULE OF CLASSES

Course Offering Numbers

1. All stateside courses are scheduled using Course Offering #1
2. All Continuing and Global Education (CGE) courses are scheduled using Course Offering #2 and only CGE will use the number.
3. Cross-listed courses are an exception with 2 courses listed with the same Course ID and having 4 Course Offering numbers. Usually the subject (home dept) that has the faculty teaching the course is set with Course Offering #1 and #2.
 - a. The stateside courses are scheduled using Course Offering #1 and #3. CGE courses are scheduled using Course Offering #2 and #4. Only CGE will use these Course Offering numbers to schedule classes.

Search Criteria

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

Recent Searches: Choose from recent searches

*Academic Institution = FRSNO

*Term = 2273

Subject Area = WGSS

Catalog Nbr begins with 126

Academic Career =

Campus begins with

Course ID begins with

Description begins with

Course Offering Nbr =

Show fewer options

Case Sensitive

Search Clear Save Search

Search Criteria

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

Recent Searches: Choose from recent searches

*Academic Institution = FRSNO

*Term = 2273

Subject Area = CRIM

Catalog Nbr begins with 126

Academic Career =

Campus begins with

Course ID begins with

Description begins with

Course Offering Nbr =

Show fewer options

Case Sensitive

Search Clear Save Search

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
FRSNO	2273	WGSS	126	Undergrad	MAIN	Wom/Violence Law	008613	1
FRSNO	2273	WGSS	126	Undergrad	MAIN	Wom/Violence Law	008613	2

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
FRSNO	2273	CRIM	126	Undergrad	MAIN	Wom/Violence Law	008613	3
FRSNO	2273	CRIM	126	Undergrad	MAIN	Wom/Violence Law	008613	4

Class Cancellation

Cancelling a class with 0 enrollment

1. Path: Curriculum Management > Maintain Schedule of Classes > Enrollment Cntrl tab

2. Class Status: select Cancelled Section from the dropdown; to the right of Class Status is Cancel Class (this turns yellow as soon as the Cancelled Section is selected).
3. Select Cancel Class, make sure the date to the right is populated. If there are multiple sections and the section being cancelled is not the first section, you will automatically be sent to the first section.

Cancelling a class with enrollment

1. Obtain the student emails before cancelling the class. Path: Curriculum Management > Class Roster > Enter the Term > Subject > Catalog Nbr and select the correct section Nbr
 - a. Under the list of students select "Select All" > select "Notify Selected Students"
 - b. Email can be sent from this area, or the email addresses can be copied, and the email can be sent from Google email.
2. Ready to cancel class. Path: Curriculum Management > Maintain Schedule of Classes > Enrollment Cntrl tab
3. Check the "Cancel if Students Enrolled" box.
4. Class Status: select Cancelled Section from the dropdown; to the right of Class Status is Cancel Class (this turns yellow as soon as the Cancelled Section is selected).
5. Select Cancel Class, make sure the date to the right is populated. If there are multiple sections and the section being cancelled is not the first section, you will automatically be sent to the first section.

Class Notes

Class notes are used to provide additional information about a course for students. The class notes are visible in the Class Search. Class notes are maintained in Curriculum Management > Maintain Schedule of Classes > Notes tab.

Every department has their own set of Class Note numbers. There is a set of Global Class Notes that can be used by any department. This list can be found on the Academic Scheduling website under Scheduling Guidelines.

When adding class notes to Maintain Schedule of Classes, after each class note, add class note 8000 (class note separator line). This line makes it easier for students to read multiple class notes.

Maintain Schedule of Classes

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

Course ID 000658 Course Offering Nbr 1
Academic Institution California State Univ Fresno
Term Fall 2026 Undergrad
Subject Area CRIM Criminology
Catalog Nbr 120 Juvenile Delinq

Class Sections Find View All First 5 of 5 Last

Session REG Regular Academic Session Class Nbr 70685
Class Section 15 Component Lecture Event ID
Associated Class 15 Units 3.00

Class Notes Find View 1 First 1-3 of 3 Last

*Sequence Number 1

*Print Location After

Note Nbr 0017

Copy Note

Free Format text

Clear Note

☐ Even if Class Not in Schedule

Web-Based classes - all course activity is done online; there are no required face-to-face sessions within the course and no requirements for on-campus activity.

*Sequence Number 2

*Print Location After

Note Nbr 8000

Copy Note

Free Format text

Clear Note

☐ Even if Class Not in Schedule

*Sequence Number 3

*Print Location After

Note Nbr 0039

Copy Note

Free Format text

Clear Note

☐ Even if Class Not in Schedule

Satisfies a General Education requirement as specified in the 1999-2000 or later California State University, Fresno General Catalog.

Class Search

Search for Classes

Class Detail

CRIM 120 - 03 Juvenile Delinquency
California State Univ Fresno | Spring 2026 | Lecture

NOTICE: Immediate Access Class

[Link](#)

Class Details

Status Closed
Class Number 31014
Session Regular Academic Session
Units 3 units
Class Components Lecture Required

Course ID 000658
Offer Nbr 1
Academic Career Undergraduate
Dates 1/16/2026 - 5/14/2026
Grading Student Option
Location Fresno State Visalia Campus
Campus Main Campus

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 5:00PM - 6:15PM	Fresno State S Valley Campus		01/16/2026 - 05/14/2026

** Room Information

Enrollment Information

Add Consent Department Consent Required
Enrollment Requirements Prerequisites for CRIM 120/S: GE Foundation completed with C grade; GE Area 4 (formerly GE Breadth Area D) and PLSI 2/2H. Course/section not open freshmen.
Class Attributes GE Area UD4-Social/Behavioral Sci (formerly GE ID)
Immediate Access Available with this Class

Class Availability

Class Capacity	40	Wait List Capacity	3
Enrollment Total	41	Wait List Total	0
Available Seats	0		

Notes

Class Notes This section is offered at the Fresno State South Valley Campus (located at 1945 W. Meadow Avenue in Visalia). If you enroll in this section, you must attend at this location. For more information call (559) 822-1818 or (559) 278-4621.

Satisfies a General Education requirement as specified in the 1999-2000 or later California State University, Fresno General Catalog.

Finding a Parent Topics Course and an Existing Child Course

1. Go to Curriculum Management > Course Catalog.
2. Depending on the title of the parent course it may not be so easy to find. If the word “Topic” is in the title then it will be easy, not all parent titles have the word “Topic”.
 - a. Pull up the specific Subject and Catalog No (e.g., PLSI 188T). There will be a list of these courses. The courses are listed in numeric order by Course ID. You can sort alpha by selecting Description. In the example below the parent course is at the top because it is the oldest Course ID. If there are many courses and you have the title, select Description drop down and select contains and type a word(s) from the title and search. The Description is the short title of the course, so words may be abbreviated.

Curriculum Management

Course Catalog

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

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Academic Institution

Subject Area

Catalog Nbr

Campus

Course ID

Description

☐ Include History ☐ Correct History ☐ Case Sensitive

[Basic Search](#)

Search Results

View All First 1-38 of 38 Last

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
FRSNO	PLSI	188T	MAIN	002434	Topics Pub Admn
FRSNO	PLSI	188T	MAIN	002434	Topics in Public Administ
FRSNO	PLSI	188T	MAIN	003768	Pub Persnl Admin
FRSNO	PLSI	188T	MAIN	004011	Fiscal + Budging
FRSNO	PLSI	188T	MAIN	007479	Ethics
FRSNO	PLSI	188T	MAIN	008651	Public Personnel
FRSNO	PLSI	188T	MAIN	009649	Eth Public Admin
FRSNO	PLSI	188T	MAIN	009720	Economic Develop

- b. If the parent course is not obvious, go to the online [General Catalog](#) to find the parent title. The parent Topic courses are listed in the catalog. The child Topic courses are not listed in the catalog.

PLSI

☒ Find whole word or phrase only.

Political Science

- [PLSI 1 - Modern Politics](#) Units: 3
- [PLSI 2 - American Government and Institutions](#) Units: 3
- [PLSI 2H - American Government and Institutions](#) Units: 3
- [PLSI 71H - Introduction to Environmental Politics](#) Units: 3
- [PLSI 90 - Methods of Analysis of Quantitative Political Data](#) Units: 3
- [PLSI 100W - Writing about Politics: Local, National, and Global Issues](#) Units: 3
- [PLSI 102 - California Government and Institutions](#) Units: 1
- [PLSI 103 - California Politics](#) Units: 3
- [PLSI 107 - Women in US Politics](#) Units: 3
- [PLSI 110 - Seminar in History of Political Thought to Machiavelli](#) Units: 3
- [PLSI 111 - Seminar in History of Political Thought Since Machiavelli](#) Units: 3
- [PLSI 114 - Seminar in American Political Thought](#) Units: 3
- [PLSI 119T - Topics in Political Theory](#) Units: 1-4

3. Finding the Topic parent units, grading basis, and CS#. The units and grading basis are on the Catalog Data tab. Note the Course ID.

Catalog Data | Offerings | Components | GL Interface

Course ID 002434

*Effective Date 08/01/1995 *Status Active Course Offering PLSI 188T

*Description Topics in Public Administ

Long Course Title Topics in Public Administration

Long Description Treatment of current topics and problems in fiscal administration, public personnel administration, and planning.

Course Units/Hours/Count

Minimum Units 1.00 Maximum Units 4.00 *Enrollment Unit Load Calc Type Actual Units

Academic Progress Units 1.00 Course Count 1.00

Financial Aid Progress Units 1.00 Course Contact Hours 1.00

Course Grading

*Grading Basis Student Option *Grade Roster Pri

Graded Component Lecture

The CS# is on the Components tab.

Catalog Data | Offerings | Components | GL Interface

Course ID 002434

Effective Date 08/01/1995 Status Active Course Offering PLSI 188T

Description Topics in Public Administ

Course Component

*Course Component Lecture

Instructor Contact Hours 1.000

Default Section Size 40

Workload Hours 1.00

OEE Workload Hours

*Final Exam Yes

Exam Seat Spacing 1

☐ Auto Create
☒ Graded Component
☒ Primary Component
☐ Optional Component
☐ Generate Class Mtg Attendance

Add Fee CS Number

Course Catalog CS Number

Course ID: 002434 Lecture

APDB Course Values

CS Number: 02

Workload Factor: K 1.0

Component Units: 1.00

Component Students:

Space Type: 1 Lecture

Independent Study – Course No's 190 and 290

1. All sections should be set to either Department or Instructor Consent

2. Most Independent Study courses are variable units. The Min/Max units for each section need to be set in Curriculum Management > Adjust Class Association
3. Students can complete an Independent Study Form. The form can be found on the Registrar's Office website [Forms](#)

REPORTS

Academic Plans (Majors) Report

This report gives all active and inactive (Not Admitting Plans*) academic major plan codes for a department.

Path: Reports Portfolio > Student Administration > Course Scheduling / Curriculum > Academic Plans (Majors) Report

Select the areas that pertain to what is needed, e.g., Career: Undergrad or Postbac or All. The report can be downloaded to Excel.

Career School
 Program Department
 Include Minors & Double Majors Include Not Admitting Plans **Apply**

SR_04747

Academic Plans (Majors) Report

Plan Description	Plan Code	Program	School	Dept	CIP Cd	Major Cd	Concen Cd	
Plant Science	P130301MS	GRAD	13	576	01.1105	01991	01991	1
Plant Science	130301MS	GRAD	13	576	01.1105	01991	01991	1
Plant Science MINOR	130381MN	UGRD	13	576	01.1105	01991	01991	1
Plant Science	131320BS	UGRD	13	576	01.1105	01991	01991	10
Plant Science 2ND-BAC	131320BS2	UGRD2	13	576	01.1105	01991	01991	10
Plant Science DBL-MAJ	131320DM	UGRD	13	576	01.1105	01991	01991	10/1/18
Plant Science MINOR	130372MN	UEXTD	13	576	01.1105	01991	01991	1/1/17

Download options: Interactive, HTML, PDF, RTF, Excel (*.xlsx), PowerPoint (*.pptx)

SOC Print Proof – Class Notes

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

Path: Reports Portfolio > Student Administration > Course Scheduling / Curriculum > SOC Print Proof

1. Enter Run Control ID
2. Enter Term: > Academic Org: >
3. Class Status: check the boxes of the class status to review
4. Select Run > Select SOC Print Proof > Type: Web > Format: PDF > Select OK

5. Select Report Manager > Select Refresh > Select Details when complete > Select the PDF file

Academic Institution
Term
Academic Organization Node
Session
*Schedule Print
*Print Instructor in Schedule

California State Univ Fresno
Spring 2021
School of Nursing
Regular Academic Session
Class Status
☒ Active ☐ Cancelled
☒ Stop Enrl ☒ Tentative

☐ Print By Campus
Campus
☐ Print By Location
Location Code

Class Schedule Efficiency Analysis

The Class Schedule Efficiency Analysis report shows a schedule of term classes that can be downloaded into Excel with a clean view unlike the Class Size Summary.

Path to run report - Reports Portfolio > Student Administration > Course Scheduling/Curriculum > Class Schedule Efficiency Analysis

1. Enter the Term; College; and Department
2. Class Status can be left blank to show all or enter the status; A=Active, T=Tentative, S=Stop Further Enrollment, or X=Cancelled
3. Select View Results
4. Download the report to Excel

*Term
College
Department
Class Status

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (37 kb)

[View All](#)

First 1-95 of 95 Last

Row	Acad Group	Acad Org	Course ID	Term	Subject	Catalog	Section	Class Nbr	Session	Component	Class Stat	Comb Sect	CS Number	Comp Units	Req Rm Cap	Cap Enrl	Tot Enrl	Pat	Facil ID	Mtg Start	Mtg End	Instructor
1	32	348	001377	2263	HIST	3	01	30701	REG	LEC	A		02	3.00	40	37	36	MWF	SS104	12:00:00.000000PM	12:50:00.000000PM	Rodriguez,Elvia
2	32	348	020756	2263	HIST	5	01	30782	REG	LEC	A		02	3.00	43	25	25	TTH	SS110	9:30:00.000000AM	10:45:00.000000AM	Arvanigian,Mark E
3	32	348	008987	2263	HIST	8	01	31061	REG	LEC	A		02	3.00	38	35	35	TTH	SS110	11:00:00.000000AM	12:15:00.000000PM	Skuban,William
4	32	348	017519	2263	HIST	9	01	30752	REG	LEC	A		02	3.00	43	38	31	MWF	SS111	1:00:00.000000PM	1:50:00.000000PM	Farrell,John P

Course Master Classification

The Course Master Classification report shows all active department courses with all components of the course.

Path to run report – Reports Portfolio > Student Administration > Course Scheduling/Curriculum > Course Master Classification

1. This report runs for all departments. Download the report to Excel under the View Report drop-down. In Excel, filter to the department needed using the Acad Org.

CU_5725

Course Master Classification

Jan 15, 2026
CU_5725

Interactive
HTML
PDF
RTF
Excel (*.xlsx)
PowerPoint (*.pptx)

Acad Group	Acad Org	Course ID	Subject	Catalog Number	Course Description	Units Minimum	Units Maximum	Grading Basis	Component	CS Number	APDB Cmp Units	Course Attribute	Course Attribute Value	Effective Status	Effective Date
94	375	017433	SPEC	120	Intrasystem Conc	1	12	NDC	SUP	78				A	
50	179	018074	LEE	180T	Lit & Music	1	1	OPT	LEC	02				A	
48	350	008732	HUM	190	Independ Study	1	3	SUS	SUP	36				A	
13	365	011854	IT	131	Automated Sys I	3	3	GRD	ACT	13	1			A	
13	365	011854	IT	131	Automated Sys I	3	3	GRD	LEC	02	2			A	
48	280	018100	FL	10T	Topics For Lang	1	4	OPT	LEC	04	1			A	
48	686	002783	COMM	115	Adv Forensic Lab	3	3	GRD	ACT	20	3			A	
32	197	019179	CRIM	218	Domestic Intell	3	3	GRD	SEM	05	3			A	

2. Excel – filter by department.
 - a. Select the column titles; select Sort & Filter > Filter
 - b. Select the Acad Org filter; deselect (Select All) and select the Acad Org needed.
 - c. Select Ctrl + A to copy and paste into a new sheet. Paste with “Keep Source Column Widths”.
 - d. Filter and Sort by Catalog Number or in any way you would like. If there are multiple subjects in the same Acad Org, Sort by Subject then Catalog Number.

Course Master Classification

Jan 15, 2026
CU_5725

Acad Group	Acad Org	Course ID	Subject	Catalog Number	Course Description	Units Minimum	Units Maximum	Grading Basis	Component	CS Number	APDB Cmp Units	Course Attribute	Course Attribute Value	Effective Status	Effective Date
13	123	004435	AGBS	1	Intro Agric Econ	3	3	OPT	LEC	03	3	GEA	4B	A	4/1/25
13	123	006656	AGBS	2	Ag Sector Analys	3	3	OPT	LEC	02	3			A	10/26/10
13	123	015960	AGBS	5	Survey Ag Ec/Bus	3	3	GRD	LEC	02	3			A	7/3/13
13	123	006657	AGBS	28	Intro Agric Law	3	3	OPT	LEC	02	3			A	11/3/16
13	123	000118	AGBS	31	Farm Accounting	3	3	OPT	LEC	04	3			A	10/27/10
13	123	006658	AGBS	32	Agbus Mgrl Acct	3	3	GRD	LEC	04	3			A	7/18/23
13	123	000115	AGBS	71	Agr Bus Stat	3	3	GRD	LEC	03	3			A	9/3/19
13	123	005865	AGBS	76	Agbs Microcomput	3	3	OPT	LEC	04	3			A	10/26/10

Courses Taught Report

This creates a report of various data elements used to determine Part-Time Lecturers employee eligibility. Follow the steps below to run the Courses Taught Report.

1. Reports Portfolio
2. Human Resources
3. Academic Personnel > Courses Taught Report
4. Enter the HR Dept ID and Academic Year, select Save
5. Select Run – Type: Web and Format: CSV (Excel) Ok
6. Select Report Manager
7. Select Refresh (the report may take longer than expected) until Details appear
8. Select Details > Select the xls extension file

Reports Portfolio #1

Student Administration

Human Resources #2

Financials

Human Resources

Click a link below to view the selected item. Or click the link labeled Customize Selections to add/remove items from your start page.

★ Recommended

Customize Selections

#3 Academic Personnel

Courses Taught Report

Formatted Report

Creates a report of various data elements used to determine Part-Time Lecturers employee eligibility.

Details...

If there are multiple Subjects in a Dept ID there will be a sheet for each Subject in the Excel spreadsheet.

FRHR0873-05	Courses Taught Report									
Date:	01/06/2025									
DeptID:										
Subject:										
Acad Year:	2024									
Lecturer	Years of Service	Name	Emplid/Rcd	Fall Units	Spring Units	Catalog Nbr	10	20	50	100
Full-Time Lecturers	18			15	15			T		
Full-Time Lecturers	16			15	15	P	T	T		T
Full-Time Lecturers	10			15	15				T	
Full-Time Lecturers	7			15	15			T	T	T

Class Faculty Budget Report

The Class Faculty Budget Report shows several helpful columns that the Department Chair may find useful including the FTEF column.

Path: Reports Portfolio > Student Administration > Course Scheduling / Curriculum > Class Faculty Budget Report

Class Faculty Budget Report

[Report Manager](#)
[Process Monitor](#)
[Run](#)

Selection Criteria

*Term: Spring 2026

School (Acad Group) Code: Health and Human Services

Department (Acad Org) Code: Social Work Education

*Report Which Type of Classes? ☒ Classes with Enrollment Only: ☐ All Classes:

Process Type

☒ Class Faculty Budget Report

☐ Build Data Lake Staging Table

[Save](#)
[Return to Search](#)
[Add](#)
[Update/Display](#)



AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA
ProjFTE	S-Fx	S-Fx	Instr Wr	WTU	WTU	Full V	Instr A	FTEF	FacCosts	CmSrv	AsnType	Assign Descr
8.00	1.00	0.00	100.00	3.00	Compl	3.00	Yes	0.25	26157		IFF	Intro Social Wrk
5.00	1.00	0.00	100.00	2.13	Compl	3.00	Yes	0.14	9380		IFF	
8.00	1.00	0.00	100.00	3.00	Compl	3.00	Yes	0.20	13217		IFF	Child Welfare
6.20	1.00	0.00	100.00	3.00	Compl	3.00	Yes	0.20	13217		IFF	Cult Divrs+Opprsn
6.40	1.00	0.00	100.00	3.00	Compl	3.00	Yes	0.20	20011		IFF	Cult Divrs+Opprsn
6.40	1.00	0.00	100.00	3.00	Compl	3.00	Yes	0.20	21094		IFF	Cult Divrs+Opprsn
6.20	1.00	0.00	100.00	3.00	Compl	3.00	Yes	0.25	30663		IFF	Cult Divrs+Opprsn
6.00	1.00	0.00	100.00	3.00	Compl	3.00	Yes	0.20	20393		IFF	Cross Cul Hm Ser
6.20	1.00	0.00	100.00	3.00	Compl	3.00	Yes	0.20	20011		IFF	Sem S Wrk Proc