

# PeopleSoft

## Schedule of Classes (SOC)

My Homepage > [Curriculum Management](#)

The screenshot shows the 'My Homepage' navigation bar with the following tiles:

- My.FresnoState.edu Help**: Represented by an information icon (a lowercase 'i' in a circle).
- CFS Datawarehouse**: Represented by a database icon (a cylinder with a pie chart).
- CFS PeopleSoft Financials**: Represented by a laptop icon with a dollar sign and 'P\$' on the screen.
- Curriculum Management**: Represented by a stack of books with a magnifying glass over one of them. A red arrow points to this tile.

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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

<b>1) Class Section # / Primary Instructor Section #</b>	Sections must be in time order (by time). Section numbers 1-9 need to have leading zeroes. Ex: section 01, 02, 03
<b>2) Start and End dates</b>	The semester start and end dates.
<b>3) Component</b>	Verify the class component is correct. Ex: LEC, SEM, LAB, ACT, SUP etc.
<b>4) Associated Class</b>	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.
<b>5) Location</b>	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
<b>6) Schedule Print Box</b>	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.
<b>7) Academic Organization</b>	Verify this is correct (Acad Group#/Dept. Code spreadsheet).
<b>8) Academic Group</b>	Verify this is correct (Acad Group#/Dept. Code spreadsheet).
<b>9) Class Attributes – CLEV</b>	Verify this is correct. Must have the attribute of CLEV for Course Level ( <i>1=lower division; 2= upper division; 3=graduate level</i> ). <b>Only the scheduling office can add/delete/change class attributes.</b>
<b>10) Class Attributes – CSLI</b>	If the class section fulfills the Service Learning Component, it must have CSLI =YES as an attribute.
<b>11) Class Attributes – GEA</b>	Verify class has attribute of GEA if it is a lower- or upper-division GE course.
<b>12) Class Attributes – LCOM</b>	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:

Class Equivalent Course Group:

Override Equivalent Course

Class Attributes Personalize | Find | View All | First 1-2 of 2 Last

*Course Attribute	*Course Attribute Value
9 CLEV Course Level	2 Upper Division
11 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	<b>DO NOT CHECK THESE BOXES.</b> 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	<b>Should be same dates entered on the Basic Data tab.</b> 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. <b><i>You should be assigning spaces from your college/department list of allocated rooms.</i></b>
7) <u>Class</u> APDB Mapping Values	CS Number and Component Units default here, according to catalog-level data for the class. <b>DO NOT CHANGE THESE VALUES.</b> 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 <b>LEC</b> (lecture) or <b>SEM</b> (seminar), Space Type = <b>1</b> If class is <b>LAB</b> or <b>ACT</b> (activity), Space Type = <b>2</b> If class is <b>SUP</b> (supervision) or <b>online</b> , Space Type = <b>3</b>
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)	<b>F</b> =Face to Face; <b>A</b> =Asynchronous (online sections); <b>S</b> =Synchronous (class televised/broadcast) & <b>DGTSYNC</b> <b><i>if this field is left blank, WTUs will not print on the FAD report.</i></b>

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 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

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		Prim Ins	<input checked="" type="checkbox"/>			0	

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

### APDB Class Section Values

CS Number: 02  

Workload Factor: K 1.0 

Component Units: 3.00 

Component Students:

Group Code Control:

\*APDB Learning Mode: 09  

### Meeting APDB Mapping Values

Space Type: 1 Lecture 

TBA Hours:  

OLD Learning Md: F  Face to Face 

OK Cancel

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: DGTCAMP 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**

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. <b>DO NOT</b> delete the old Emplid and type over with the new Emplid. <b>You MUST minus out the old row first.</b>
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. <b>Approve</b> = can enter grades and approve the grade roster. "Grade" and "Post" are not allowed.
15) Empl Rcd#	<b>Verify this is the active job record for that instructor for that semester.</b> 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 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 | 1 Last

Assignment

Workload

Table with columns: ID, Name, \*Instructor Role, Print, Access, Contact, Empl Rcd#, Job Code. Row 1: Prim Ins, Approve, 0, 2358

Room Characteristics

Personalize | Find | 1 of 1 Last

Table with columns: \*Room Characteristic, \*Quantity. Row 1: 1

Academic Shift

Personalize | Find | 1 of 1 Last

Table with columns: Academic Shift. Row 1: (empty)

Basic Data

Meetings

Enrollment Chart

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 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  
 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 %
			IFF	197	<input checked="" type="checkbox"/>	100.0000	3.00	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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

FIELD

<b>1) Class Status</b>	Must be set to <b>Active</b> for students to enroll in the class; <b>Stop Enrollment</b> when needed; <b>Cancelled Section</b> when appropriate (see more on this below); <b>Tentative Section</b> (when not sure a section will be needed). <i>Stop Enrollment, Cancelled Section and Tentative Section do not show up on Class Search.</i>
<b>2) Cancel Class</b>	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 = <b>Cancelled Section</b> and SAVE.
<b>3) Enrollment Status</b>	Only <b>Active</b> sections are open for enrollment.
<b>4) Consent</b>	Set to <b>Department/Instructor Consent</b> to control enrollment. <i>If Dept/Inst Consent is set, enrollment into the class will require permission numbers.</i>
<b>5) 1<sup>st</sup> Auto Enroll</b>	Use this field for LECTURE LAB/ACT combinations In the Enrollment Control tab of the <b>LECTURE</b> section, enter the section number of the <b>LAB/ACT</b> in the 1 <sup>st</sup> Auto Enroll box, for which auto enrollment should happen.
<b>6) Requested Room Capacity</b>	Your <b>Requested Room Capacity</b> should <u>not be higher than the actual Room Capacity</u> (as shown on the Meetings tab under “Capacity”).
<b>7) Enrollment Capacity</b>	Set & control the <b>Enrollment Capacity</b> : this should <b>NOT BE</b> 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>
<b>8) Cancel if Student Enrolled</b>	Check box if cancelling section with students enrolled. This will drop students from the class.
<b>9) Wait List Capacity</b>	<u>A Wait List will automatically be placed on all GE courses.</u> <b>Set the Wait List capacity to no more than 5-10% of the set Enrollment Capacity.</b>
<b>10) Auto Enroll from Wait List</b>	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 \*\***

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 1 Cancel Class 2

Class Type: Enrollment Enrollment Status: Closed 3  
 \*Add Consent: No Consent 4 Requested Room Capacity: 50 Total 6  
 \*Drop Consent: No Consent 5 Enrollment Capacity: 50 0 7  
 1st Auto Enroll Section: 5 Wait List Capacity: 0 9  
 2nd Auto Enroll Section: 6 Minimum Enrollment Nbr: 8

Resection to Section: 10  
 Auto Enroll from Wait List 2  Cancel if Student Enrolled 8

# MAINTAIN SCHEDULE OF CLASSES - NOTES TAB

PeopleSoft Fields listed below must be updated or verified

<b>1) Sequence</b>	This represents the order in which the class notes will appear in the class search.
<b>2) Print Location</b>	Always choose "After" from the drop-down menu.
<b>3) Note Nbr</b>	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.
<b>4) Free Format Text</b>	<b><u>DO NOT USE.</u></b>

**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.**

***\* Please submit any changes/updates/deletions to existing class notes or requests for new notes along with your Schedule of Classes each semester.***

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](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.

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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.

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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.

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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

- 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

1 \*Sequence Number:  + -

2 \*Print Location:   Even if Class Not in Schedule

3 Note Nbr:  

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

4 Free Format Text:

- 5

# 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

Class Components

Class Requisites

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

FIELD

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** Personalize Find View Print First 3 of 3 Last

**Class Status** **Class Enrollment Limits**

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	<input checked="" type="checkbox"/>
Regular	02	36605	Activity	Open	N	A		1			N	N	<input checked="" type="checkbox"/>
Regular	03	36606	Activity	Open	N	A		1			N	N	<input checked="" type="checkbox"/>

## 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** Personalize View All Print First 1-3 of 3 Last

**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

# SCHEDULE NEW COURSE

PeopleSoft Fields listed below must be updated or verified

## 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

### **Permission Numbers:**

- 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 override enrollment caps. *The total enrollment for a class should NOT exceed the room capacity.*
- Permission numbers can only be used once

### **Generating Permission Numbers:**

- Curriculum Management > Generate Class Permissions
- Enter the Term, Subject & Catalog Nbr
- Select the correct class & course offering
- Assign More Permissions: Enter the number of permissions needed
- Check  Set All Permission to Issued
- Select Generate
- Save

# PERMISSION NUMBERS Continued

## Class Section Data

Find | View All First 1 of 10 Last

Session: REG Regular Academic Session Class Nbr: 70548 Class Status: Tentative Section  
 Class Section: 16 Class Type: Enrollment Section  
 Component: Lecture Instructor: Salvesson, Amber Rene

Student Specific Permissions

### Defaults

Expiration Date: 09/20/2018

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>				

Assign More Permissions: 10

Set All Permissions to Issued

Select to download to EXCEL

## Class Permission Data

Personalize | Find | 10 of 10 Last

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	409314			<input checked="" type="checkbox"/>		04/20/2018	Not Used		09/20/2018
2	790032			<input checked="" type="checkbox"/>		04/20/2018	Not Used		09/20/2018
3	27314			<input checked="" type="checkbox"/>		04/20/2018	Not Used		09/20/2018
4	431287			<input checked="" type="checkbox"/>		04/20/2018	Not Used		09/20/2018
5	64790			<input checked="" type="checkbox"/>		04/20/2018	Not Used		09/20/2018
6	806360			<input checked="" type="checkbox"/>		04/20/2018	Not Used		09/20/2018
7	824060			<input checked="" type="checkbox"/>		04/20/2018	Not Used		09/20/2018
8	878810			<input checked="" type="checkbox"/>		04/20/2018	Not Used		09/20/2018
9	7904			<input checked="" type="checkbox"/>		04/20/2018	Not Used		09/20/2018
10	580797			<input checked="" type="checkbox"/>		04/20/2018	Not Used		09/20/2018

# 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	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S
ED172	84	MWF	10:00AM	10:50AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Example 2:

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S
DGTCAMP	500	ARR			<input type="checkbox"/>						

Example 3:

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S
DGTSYNC	500	MWF	10:00AM	10:50AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Example 4:

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S
PHS102	67	MW	1:00PM	1:50PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S
ONLINE	300	ARR			<input type="checkbox"/>						

Example 5:

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S
S2320	33	M	12:00PM	12:50PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S
ONLINE	300	ARR			<input type="checkbox"/>						

**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:

SetID =

Facility ID begins with

Building begins with

Room begins with

Description begins with

Facility Type =

Case Sensitive

[Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

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.

Facility ID S2108 S2 108 Room Capacity 47

\*Term  Spring 2022 Facility Type Lecture Rm

Session  \*Day of the Week

**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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/20/2022	05/19/2022	REG	44
9:00AM	9:50AM	CHEM	128B	01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/20/2022	05/19/2022	REG	36
11:00AM	11:50AM	PSYCH	101	04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/20/2022	05/19/2022	REG	32
12:00PM	1:50PM	PSYCH	154	04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/20/2022	05/19/2022	REG	44
2:00PM	3:15PM	AGBS	109	07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/20/2022	05/19/2022	REG	42
3:30PM	4:45PM	PSYCH	66	09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/20/2022	05/19/2022	REG	38

### Search for a Facility

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

**Search Criteria**

Academic Institution

Description

Short Description

Case Sensitive

- 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

**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

## 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    									
							First	1-3 of 3	Last
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/	Enr	FTE	Act	Open	Wait	Adj										
Subj Nbr	Nbr	Sts	Cns	Pnt	Cls	Title	Nbr	Area	Comp	Times	Days	Room	Faculty	Lmt	Enr	Enr	Seats	List	Units	FTES					
ASAM	10	02	A	N	Y	C	As-Am Newspapers	31221	F	LEC	0800-0850AM	MWF	S 145	Lo,Isabella	D	25	25	25	2	3	5.000				
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	1	3	5.000				
MCJ	6	04	A	N	Y		As-Am Newspapers	37736								10	10		2						
																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

California State University, Fresno										Page		1					
Faculty Anticipated Workload										Report Date:		02/22/23					
Report ID: FRCU0175										Report Time:		18:58:29					
Institution: FRSNO										Department: 310 Earth & Environmental Sciences							
Acad Term: 2237 Fall 2023																	
School: 66 Science and Mathematics																	
Section ID	ENR	CS	ADJ CCU	Meet Days	Begn Time	End Time	TBA Hrs	Space Facility ID	Type	TTF	SCU	AWL	Drct WTU	Incr WTU	IAF	OSF	Total WTU
Job: 2358 Lecturer AY Grade: 3 Lecturer B																	
<u>1</u> NSCI 115	<u>0</u> 22	<u>A</u> 0	<u>B</u> 01	<u>y</u> 3.0	<u>1</u> 01			DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00	0.00	0.00	0.00
NSCI 115	23	0	01	3.0				DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00	0.00	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																	
<u>525</u> EES 112	<u>A</u> 23	<u>J</u> 0	<u>L</u> 02	<u>L</u> 3.0				DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00	0.00	0.00	0.00
EES 112	24	0	02	3.0				DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00	0.00	0.00	0.00
EES 135W	20	0	02	3.0				DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00	0.00	0.00	0.00
EES 135W	21	0	02	3.0				DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00	0.00	0.00	0.00
EES 135W	22	0	02	3.0				DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00	0.00	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																	
<u>1</u> EES 104W	<u>0</u> 05	<u>Du</u> 0	<u>R</u> 02	<u>G</u> 3.0	MW	10:00AM 11:15AM	0.0	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				DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00	0.00	0.00	0.00
EES 168	20	0	02	3.0				DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00	0.00	0.00	0.00
EES 168	21	0	02	3.0				DGTCAMP	Non-Cap	100.00	0.0	3.0	0.00	0.00	0.00	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

California State University, Fresno																Page	
Faculty Activity Detail																Report Date: 04/18/18	
Department: 197 Criminology																Report Time: 09:34	
Report ID:	FRCU0006																
Institution:	FRSNO																
Acad Term:	2187 Fall 2018																
School:	32 Social Sciences																
Section ID	ENR	CS	ADJ	Meet	Begn	End	TBA	Space	Facility ID	TTF	SCU	FCH	Drct	Indr	IAF	OSF	Total
			CCU	Days	Time	Time	Hrs	Type					WTU	WTU			WTU
Job: 2358 Lecturer AY Grade: 2 Lecturer A																	
CRIM 101	05	3	02	3.0	M	06:00PM	08:50PM	0.0	S147	100.00	9.0	0.0	3.00	0.00	0.00	0.00	3.00
CRIM 101	07	4	02	3.0	TH	06:00PM	08:50PM	0.0	S145	100.00	12.0	0.0	3.00	0.00	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	100.00	12.0	0.0	3.00	0.00	0.00	0.00	3.00
CRIM 154	02	10	02	3.0	TTH	11:00AM	12:15PM	0.0	ED172	100.00	30.0	0.0	3.00	0.00	0.00	0.00	3.00
CRIM 157	01	5	02	3.0	TTH	12:30PM	01:45PM	0.0	LS134	100.00	15.0	0.0	3.00	0.00	0.00	0.00	3.00
CRIM 180	01	23	04	3.0	W	05:00PM	10:00PM	0.0	PED CTR	100.00	69.0	0.0	3.00	0.00	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	100.00	3.0	0.0	3.00	0.00	0.00	0.00	3.00
CRIM 155	02	48	02	3.0	M	06:00PM	08:50PM	0.0	S2208	100.00	144.0	0.0	3.00	0.00	0.00	0.00	3.00
CRIM 170	12	20	04	3.0	ARR			0.0	DGTCAMP	100.00	60.0	0.0	3.00	0.00	0.00	0.00	3.00
CRIM 180	02	5	04	3.0	W	05:00PM	10:00PM	0.0	PED CTR	100.00	15.0	0.0	3.00	0.00	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	100.00	3.0	0.0	3.00	0.00	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  
CRIM 2

\*Description Adm of Justice

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)

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 the same course with same Catalog Nbr that has different Course ID's. Be careful not to duplicate the same Class Section Nbr. Before scheduling check the other Class Sections already scheduled.

### 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

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

### 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

### LEC (03)/ACT(04), LEC (07)/ACT (08)

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

```
LEC 0600-0750PM T
ACT 0800-0950PM T
LEC 0600-0750PM TH
ACT 0800-0950PM TH
```

#### 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 start time

### MWF Order

MWF  
MW  
M  
W  
WF  
F

# SOC (SCHEDULE OF CLASSES) PRINT PROOF

Produces the list of Course Notes.

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

- Select the Term, Acad Org ID
- Select Run > Select SOC Print Proof > Format: PDF > Ok > Report Manager
- Select Refresh, ready when status "Posted"
- Select Details > Select the format

Report ID:	California State Univ Fresno										Page No.
FRSA0002	Schedule of Classes for Fall 2018										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	F	MCL 121	English P
								08:00A-05:00P	Sa	STRC P ED	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 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 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: 2022 Department: Criminology

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

FBS 159T. Topics in Forensic Behavioral Sciences

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

Violence Risk Assessment and Case Management

Subject	Catalog No	Short Title (16 characters or less, including spaces)	CS# Link Lect   Lab	Units Lect   Lab	Grading Basis	Course ID (if known)
<u>FBS</u>	<u>159T</u>	<u>Risk Assessment</u>	<u>02</u>	<u>03</u>	<u>Letter</u>	<u>021733</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)

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

Offering #	Semester	Year
1	<u>Spring</u>	<u>2020</u>
2	<u>Fall</u>	<u>2019</u>
3	_____	_____
4	_____	_____
5	_____	_____

\* A 6<sup>th</sup> 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 6<sup>th</sup>, what are plans for this course?

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

Subject: \_\_\_\_\_ Catalog No: \_\_\_\_\_ Course Title: \_\_\_\_\_  
(Example: SOC 125 Statistics for the Social Sciences)

Visit the Academic Scheduling website at

<https://academics.fresnostate.edu/scheduling/topics-courses.html>