



# CREATING A EDUC 44A-D (TUTORING) CLASS SECTION

BUSINESS PROCESS: *CREATE A NEW TUTORING COURSE*  
MODULE: *CURRICULUM MANAGEMENT*



## PREREQUISITES

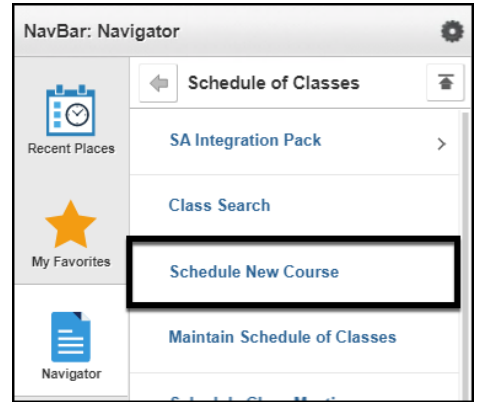
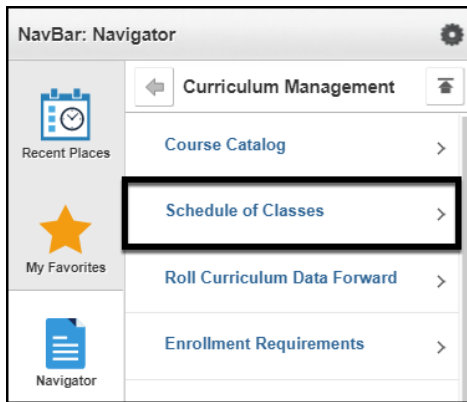
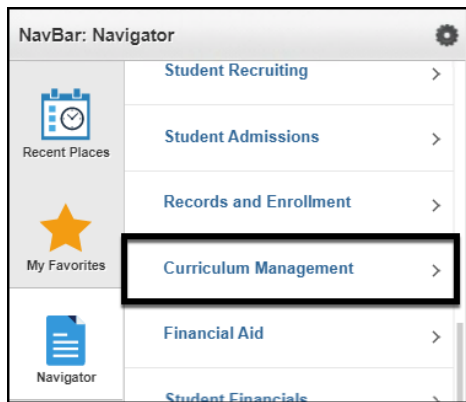
*Must have scheduling security in Campus Solutions.*

## INSTRUCTIONS

This Job Aid will go over the process necessary to create a new EDUC 44A-D (tutoring) class section.

Beginning Fall 2022, SDCCD will begin collecting apportionment for tutoring hours through EDUC 44A, EDUC 44B, EDUC 44C, and EDUC 44D courses. One section of each course will be scheduled at City, Mesa, and Miramar Colleges.

STEP	Instructions
1)	Click on the Compass icon  and then click on the Navigator icon  to navigate to: Campus Solutions > Curriculum Management > Schedule of Classes > Schedule New Course





STEP	Instructions
2)	Enter the <b>Term, Subject Area, Catalog Nbr</b> and <b>Campus</b> . Click the <b>Search button</b> .

**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 =

\*Term =

\*Subject Area =

Catalog Nbr begins with

Academic Career =

Campus begins with

Description begins with

Course ID begins with

Course Offering Nbr =

Case Sensitive

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

STEP	Instructions
3)	If there are existing sections for a course, click the <b>plus button</b> <input type="button" value="+"/> to add a new section of the course. If this is the first section scheduled, begin by entering the data into the fields.

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [Textbook](#) | [GL Interface](#)

Course ID 070606 Course Offering Nbr 1

Academic Institution San Diego Community Coll Dist

Term Fall 2022 Undergrad

Subject Area EDUC Education

Catalog Nbr 44A Supervised Tutoring: Comm

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

\*Session   Regular Academic Session Class Nbr 0

\*Class Section

\*Component   Tutoring (11) \*Start/End Date

\*Class Type

\*Associated Class   Units 0.00 Event ID

\*Campus  City

\*Location   On Campus

Course Administrator

\*Academic Organization   Dept-Consumer Family Studies

Academic Group  City College

\*Holiday Schedule   College Academic 2022-2023

\*Instruction Mode   In Person Default

Primary Instr Section

Schedule Print

Student Specific Permissions

Dynamic Date Calc Required

Generate Class Mtg Attendance

Sync Attendance with Class Mtg

GL Interface Required

**Annotations:**

- This will be the first section of EDUC 44A scheduled at City College in Fall 2022
- Click the plus icon to add a new (second) section of EDUC 44A at City College



STEP	Instructions
4)	Begin by unchecking the <b>Schedule Print</b> check box.

The screenshot shows the 'Class Sections' form with various fields. The 'Schedule Print' checkbox is highlighted with a black box. Other visible fields include: \*Session (1), Regular Academic Session, Class Nbr (0), \*Start/End Date (08/22/2022 to 12/17/2022), \*Component (TUT), Tutoring (11), \*Class Type (Enrollment Section), \*Associated Class (1), Units (0.00), \*Campus (CITY), City, \*Location (ONCAMPUS), On Campus, Add Fee button, \*Academic Organization (C-CONSFAM), Dept-Consumer Family Studies, Academic Group (CITY), City College, \*Holiday Schedule (CO2223), College Academic 2022-2023, \*Instruction Mode (P), In Person Default, and checkboxes for Schedule Print, Student Specific Permissions, Dynamic Date Calc Required, Generate Class Mtg Attendance (checked), Sync Attendance with Class Mtg, and GL Interface Required.

STEP	Instructions
5)	Select the TUT Session Code and Class Start and End Date. <b>Tip:</b> Consult the Session Codes Handout for the term you are working in.

The screenshot shows the 'Class Sections' form with a 'Look Up Session' dialog box open. The dialog box displays search results for session codes: TUT, OEO, LNG, and HSS. The 'TUT' session code is highlighted in yellow. Callouts provide instructions: 'The default Session Code is 1 (Regular 16 week session). Click on the magnifying glass to open the Look Up Session menu to see all available Session Codes for the term.' and 'The Class Start and End Dates will populate from the selected Session Code.' The \*Session field in the form is set to 1, and the \*Start/End Date field shows 08/22/2022 to 12/17/2022.



STEP	Instructions
6)	<p>Add the <b>Class Section Number</b>. The <b>Associated Class Number</b> and <b>Primary Instr Section</b> will default from the <b>Class Section Number</b>.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• City Class Section Numbers begin with a 1</li> <li>• Mesa Class Section Numbers begin with a 2</li> <li>• Miramar Class Section Numbers begin with a 3</li> <li>• Continuing Education Class Section Numbers begin with a 4</li> </ul> <p><b>Example:</b> The class below is scheduled at City College, and it is the first section scheduled, the Class Section Number is 1001.</p> <p><b>Reminder:</b> Check with your campus lead scheduler about using special Class Section Numbers.</p>

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 070606 Course Offering Nbr 1  
 Academic Institution San Diego Community Coll Dist  
 Term Fall 2022 Undergrad  
 Subject Area EDUC Education  
 Catalog Nbr 44A Supervised Tutoring: Comm

Auto Create Component

Class Sections Find | View All First 1 of 1 Last

\*Session TUT Tutoring Class Nbr 0  
 \*Class Section 1001 \*Start/End Date 08/22/2022 12/17/2022  
 \*Component TUT Tutoring (11) Event ID  
 \*Class Type Enrollment Section  
 \*Associated Class 1001 Units 0.00  
 \*Campus CITY City  
 \*Location ONCAMPUS On Campus  
 Course Administrator  
 \*Academic Organization C-CONSFAM Dept-Consumer Family Studies  
 Academic Group CITY City College  
 \*Holiday Schedule CO2223 College Academic 2022-2023  
 \*Instruction Mode P In Person Default

Primary Instr Section 1001

The Associated Class and Primary Instr Section default from the value entered into the Class Section field

Associated Class Attributes  
 Add Fee  
 Print  
 Specific Permissions  
 Dynamic Date Calc Required  
 Generate Class Mtg Attendance  
 Sync Attendance with Class Mtg  
 GL Interface Required



STEP	Instructions
7)	Select the <b>Location</b> for the class section.

Select the appropriate Location code for the section. Click on the magnifying glass to open the *Look Up Location* menu to see all options

Academic Institution	Campus	Location Code	Description
SDCCD	CITY	OFF	Off Campus
SDCCD	CITY	ONCAMPUS	On Campus
SDCCD	CITY	ONLINE	Fully Online
SDCCD	CITY	ONLINESYNC	Online Live
SDCCD	CITY	PT-ONLINE	Partially Online

STEP	Instructions
8)	Select <b>Instruction Mode 11 (Tutoring)</b> for the class section. <b>Tip:</b> Always select Instruction Mode = 11 (Tutoring) for tutoring classes.

Click on the magnifying glass to open the *Look Up Instruction Mode* menu and see all options

Instruction Mode	Description
02	In Person-Lecture/discussion
04	In Person-Lab/Studio/Activity
11	Tutoring
20	Work Experience
40	Directed Independent Study
50	Dist Ed-Delayed Interaction
51	Dist Ed-IE, 2-way Audio Video
52	Dist Ed-1way video, 2way audio
53	Dist Ed-Two-way audio only
54	Dist Ed-Other Immediate Exchan
61	Dist Ed-Passive, text one-way
62	Dist Ed-Passive Audio one-way
63	Dist Ed-Passive video one-way
64	Dist Ed-Other Passive Medium



STEP	Instructions
9)	In the <b>Class Attributes</b> section, confirm the <b>Special Designator (SPDG)</b> is TUTOR for the class section. Add the <b>Tracking Indicator (TRKI)</b> Class Attribute.

*Course Attribute	Description	*Course Attribute Value	Description
CB03	Course TOP Code	493009	Supervised Tutoring
CB04	Course-Credit-Status	N	Noncredit
CB05	Course Transfer Status	C	Not Transferable
CB08	Course-Basic-Skills-Status	B	Course is basic skills
CB09	Course-SAM-Priority-Code	E	Non-Occupational
CB10	Cooperative Work Experience	N	Not Part of Program
CB11	Course Classification Status	L	Non-Enhanced Funding
CB13	Course Special Class Status	N	Course is not a Special Status
CB21	Course-Prior-To-College-Level	Y	Not Applicable
CB22	Course-Noncredit-Category	C	Elementary/Secondary Bas Skill
CB23	Funding Agency Category	Y	Not Applicable
CB25	Course Gen Education Status	Y	Not Applicable
CB26	Course Support Course Status	N	Course is not a support course
SPDG	Special Designator	TUTOR	Tutoring
TRKI	Attendance Tracking Used	YES	Yes

STEP	Instructions
10)	On the <b>Meetings Tab</b> , enter the <b>Facility ID</b> (if known), or use the <b>Look Up Facility ID Menu</b> to find a room for the class. <b>Tip:</b> To narrow down your list, use the criteria to look for the room.

**Look Up Facility ID**

SetID: SHARE

Facility ID (begins with): CITYL

Building (begins with):

Room (begins with):

Description (begins with):

Facility Type: =

**Look Up** **Clear** **Cancel** **Basic Lookup**

**Search Results**

View 100 First 1-13 of 13 Last

Facility ID	Building	Room	Description	Facility Type
CITYL107	CITY-L	107	City L-107	Classroom
CITYL108	CITY-L	108	City L-108	Classroom
CITYL109	CITY-L	109	City L-109	Classroom
CITYL110	CITY-L	110	City L-110	Classroom
CITYL111	CITY-L	111	City L-111	Classroom
CITYL112	CITY-L	112	City L-112	Classroom
CITYL113	CITY-L	113	City L-113	Classroom
CITYL117	CITY-L	117	City L-117	Classroom
CITYL205	CITY-L	205	City L-205	Spec Clsm
CITYL207	CITY-L	207	City L-207	Spec Clsm
CITYL208	CITY-L	208	City L-208	Spec Clsm
CITYL209	CITY-L	209	City L-209	Spec Clsm
CITYL213A	CITY-L	213A	City L-213A	Lecture Rm



STEP	Instructions
11)	Enter the class meeting pattern. All tutoring classes should have a <b>TBA meeting pattern with TBA Hours</b> .

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Academic Institution: SDCCD | Course ID: 070606 | Undergrad | Last Course Change By: [Name] | Term: Fall 2022 | Subject Area: EDUC Education | Date/Time: 08/20/2022 9:54:31PM | Course Offering Nbr: 1 | Catalog Nbr: 44A | Supervised Tutoring: Comm | Course Audit

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

Class Nbr: 0 | Units: 0.00 | Number of Weeks: 0 | WAH: 0.00 | Calculations/Overrides | Section Audit

Session: TUT Tutoring | Minimum Hours: 1.00 | Number of Days: 0 | DAH: 0.00 | Recalc

Class Section: 1001 | Maximum Hours: 162.00

Associated Class: 1001 | Class Section FTE: 0.000

Component: Tutoring (11) | Scheduled Hours: 0.00 | FTEs Report () | Last Section Change By: [Name] | Last Update Date/Time: [Date]

Event ID: [ID] | TBA Hours: 0.00 | Report Term: [Term] | Total Hours: 0.00 | Prior Summer:  | ERROR HOURS

**Meeting Pattern** Find | View All | First 1 of 1 Last

Facility ID: CITYL209 | Capacity: 24 | Pat: TBA | Mtg Start: [Date] | Mtg End: [Date] | M T W R F S U | \*Start/End Date: 08/22/2022 | 12/17/2022 | Copy to Instructors

CITY-L 209 | Topic ID: [ID] | Free Format Topic: [Text] | TBA Hours: 162.00

Print Topic On Transcript | Contact Hours

**Instructors For Meeting Pattern** Personalize | Find | First 1 of 1 Last

ID	Term Workload	Name	*Instructor Role	Print	Empl Rcd#	Job Code	Assign Type	Weekly Hours	SEC-FTE	ADJ-FTE	Assignment FTE %
[ID]	[Workload]	[Name]	Primary Instructor	<input checked="" type="checkbox"/>	[Rcd#]	[Job Code]	Lecture	0.0000	0.000	0.000	0.00

STEP	Instructions
12)	Enter the <b>Enrollment Capacity</b> (Class Cap) and click the <b>Save</b> button to finish scheduling the class section.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID: 070606 | Course Offering Nbr: 1 | Academic Institution: San Diego Community Coll Dist | Term: Fall 2022 | Undergrad | Subject Area: EDUC Education | Catalog Nbr: 44A | Supervised Tutoring: Comm

**Enrollment Control** Find | View All | First 1 of 1 Last

Session: TUT | Tutoring | Class Nbr: 0 | Event ID: [ID]

Class Section: 1001 | Component: Tutoring (11) | Units: 0.00

Associated Class: 1001

\*Class Status: Active | Cancel Class

Class Type: Enrollment | Enrollment Status: Closed

\*Add Consent: No Special Consent Required

1st Auto Enroll Section: [Field] | Total: 0

2nd Auto Enroll Section: [Field] | Wait List Capacity: [Field] | Total: 0

Resection to Section: [Field]

Enrollment at Census

Allow Enrollment from Wait List |  Cancel if Student Enrolled

Save | Return to Search | Notify