



# CREATING A NEW CLASS SECTION



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

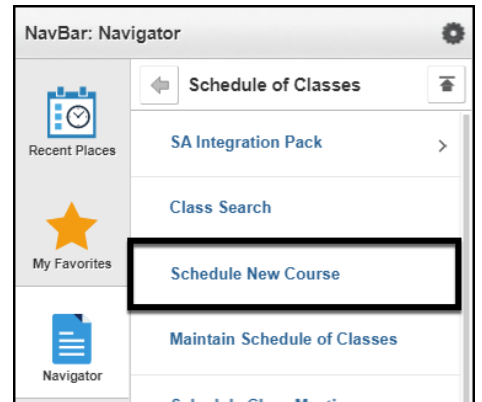
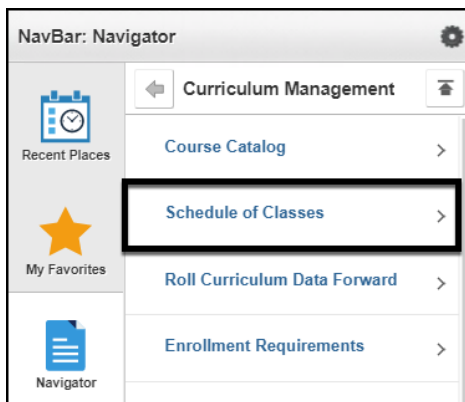
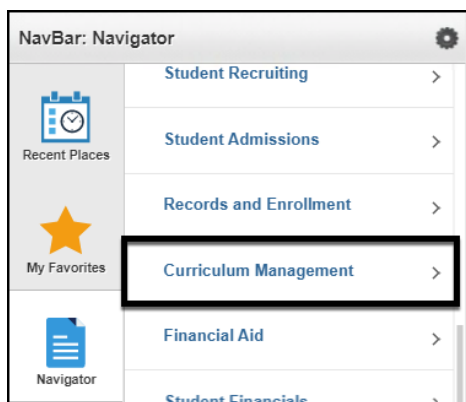
## PREREQUISITES

*Must have scheduling security in Campus Solutions.*

## INSTRUCTIONS

This Job Aid will go over the process necessary to create a new class section.

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</b> button.



**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.

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

Course ID 004006 Course Offering Nbr 1

Academic Institution San Diego Community Coll Dist

Term Fall 2020 Undergrad

Subject Area HIST History

Catalog Nbr 101 World History II

**Class Sections** Find | View All First 1 of 3 Last

\*Session   Regular Academic Session Class Nbr 40712

\*Class Section  \*Start/End Date

\*Component   Lecture Event ID 000282147

\*Class Type

\*Associated Class   Units 3.00 [Associated Class Attributes](#)

\*Campus  City

\*Location   On Campus

Course Administrator

\*Academic Organization   Dept-History Political Science

Academic Group  City College

\*Holiday Schedule   CE Academic 2020-2021

\*Instruction Mode   In Person-Lecture/discussion

Primary Instr Section

Schedule Print

Student Specific Permissions

Dynamic Date Calc Required

Generate Class Mtg Attendance


Sync Attendance with Class Mtg

GL Interface Required

**There are three sections of HIST 101 scheduled at City College in Fall 2020**

**Click the plus icon to add a new (fourth) section of HIST 101 at City College**



STEP	Instructions
4)	After clicking the <b>plus icon</b>  , you will see a new “blank” section that you can schedule.

STEP	Instructions
5)	Begin by selecting the <b>Session Code</b> and <b>Class Start and End Date</b> .



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 fourth section scheduled, the Class Section Number is 1004.</p> <p><b>Reminder:</b> Check with your campus lead scheduler about using special Class Section Numbers.</p> <p><b>Warning:</b> Class Section Numbers should not be repeated within the same term, campus, and Course ID.</p>

The screenshot displays the 'Basic Data' tab for Course ID 004006, Course Offering Nbr 1. The course is offered in Fall 2020 at San Diego Community Coll Dist, under the Subject Area HIST (History) and Catalog Nbr 101 (World History II). The 'Class Sections' section shows a table with one entry: \*Session 1, \*Class Section 1004, \*Component LEC, \*Class Type Enrollment Section, \*Associated Class 1004, \*Campus CITY, \*Location ONCAMPUS, \*Academic Organization C-HISTPOLI, \*Academic Group CITY, \*Holiday Schedule CO2021, and \*Instruction Mode P. A callout box with the text 'Associated Class and Primary Instructor Section default from the value entered in Class Section' has arrows pointing to the 'Class Section', 'Associated Class', and 'Primary Instr Section' fields, all of which contain the value '1004'. Other fields like \*Start/End Date (08/17/2020 to 12/14/2020) and \*Class Nbr (0) are also visible.



STEP	Instructions
7)	Select the <b>Location</b> for the class section. <b>Tip:</b> Refer to the <b>Course Modality Definitions Handout</b> for guidance.

Course ID 004006 Course Offering Nbr 1  
Academic Institution San Diego Community Coll Dist  
Term Fall 2020 Undergrad  
Subject Area HIST History  
Catalog Nbr 101 World History II

Class Sections  
\*Session 1 Regular Academic Session Class Nbr 0  
\*Class Section 1004 \*Start/End Date 08/17/2020 12/14/2020  
\*Component LEC Lecture  
\*Class Type Enrollment Section  
\*Associated Class 1004 Units 3.00  
\*Campus CITY City  
\*Location ONCAMPUS On Campus  
Course Administrator  
\*Academic Organization C-HISTPOLI Dept-History Political Science  
Academic Group CITY City College  
\*Holiday Schedule CO2021 College Academic 2020-2021  
\*Instruction Mode P In Person Default  
Primary Instr Section 1004

Look Up Location  
Search Results  
View 100 First 1-5 of 5 Last

Academic Institution	Campus	Location Code	Description
SDCCD	CITY	OFF	Off Campus
SDCCD	CITY	ONCAMPUS	On Campus
SDCCD	CITY	ONLINE	Online (No Set Meeting Times)
SDCCD	CITY	ONLINESYNC	Online (Set Meeting Times)
SDCCD	CITY	PT-ONLINE	Online and On Campus

Select the appropriate Location for the section. Use the Look Up Location magnifying glass to see the different options.

STEP	Instructions
8)	Select the Instruction Mode for the class section. <b>Tip:</b> Refer to the <b>Course Modality Definitions Handout</b> for guidance.

Course ID 004006 Course Offering Nbr 1  
Academic Institution San Diego Community Coll Dist  
Term Fall 2020 Undergrad  
Subject Area HIST History  
Catalog Nbr 101 World History II

Class Sections  
\*Session 1 Regular Academic Session  
\*Class Section 1004  
\*Component LEC Lecture  
\*Class Type Enrollment Section  
\*Associated Class 1004 Units 3.00  
\*Campus CITY City  
\*Location ONCAMPUS On Campus  
Course Administrator  
\*Academic Organization C-HISTPOLI Dept-History Political Science  
Academic Group CITY City College  
\*Holiday Schedule CO2021 College Academic 2020-2021  
\*Instruction Mode 02 In Person-Lecture/discussion  
Primary Instr Section 1004

Look Up Instruction Mode  
Academic Institution SDCCD  
Instruction Mode begins with  
Description begins with  
Look Up Clear Cancel Basic Lookup

Search Results  
View 100 First 1-20 of 20 Last

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
71	DE-Internet-Immediate Exchange
72	DE-Internet-Delayed Exchange

Select the appropriate Instruction Mode for the section. Use the Look Up Instruction Mode magnifying glass to see options.



STEP	Instructions
9)	Click on the <b>Meetings Tab</b> .

STEP	Instructions
10)	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, enter the campus in the <b>Facility ID field</b> and the Building name in the <b>Building field</b> . Remember to change the criteria to <b>'Contains'</b> instead of <b>'Begins with'</b> .

Facility ID	Building	Room	Description	Facility Type
CITYMS123	CITY-MS	123	City MS-123	Lecture Rm
CITYMS221	CITY-MS	221	City MS-221	Lecture Rm
CITYMS222	CITY-MS	222	City MS-222	Lecture Rm
CITYMS223	CITY-MS	223	City MS-223	Lecture Rm
CITYMS321	CITY-MS	321	City MS-321	Lecture Rm
CITYMS322	CITY-MS	322	City MS-322	Lecture Rm
CITYMS323	CITY-MS	323	City MS-323	Lecture Rm
CITYMS351	CITY-MS	351	City MS-351	Lecture Rm
CITYMS352	CITY-MS	352	City MS-352	Lecture Rm
CITYMS353	CITY-MS	353	City MS-353	Lecture Rm



STEP	Instructions
11)	<p>Enter the Class <b>Mtg Start</b> and <b>Mtd End</b> times, and the days the class meets.</p> <p><b>Tip:</b> You can click the <b>Recalc</b> button to verify that the class <b>Total Hours</b> are within the Min/Max Hours range before saving the class. You can adjust the class Mtg Start and Mtg End times and recalc as needed. Refer to the <b>Apportionment Hours Chart (CCCCO 2001)</b> for guidance.</p>

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

Academic Institution: SDCCD Course ID: 004006 Undergrad  
 Term: Fall 2020 Subject Area: HIST History  
 Course Offering Nbr: 1 Catalog Nbr: 101 World History II

Class Sections: Class Nbr 0 Units 3.00 Number of Weeks 0 WAH 0.00  
 Session 1 Regular Academic Session Number of Days 0 DAH 0.00

Class Section 1004 Minimum Hours 48.00  
 Associated Class 1004 Maximum Hours 54.00  
 Component Lecture Class Section FTE 0.200

Meeting Pattern: Facility ID CITYMS221 Capacity 41 Pat [ ]  
 Mtg Start 8:00AM Mtg End 9:20AM M [x] T [ ] W [ ] R [ ] F [ ] S [ ] U [ ]  
 \*Start/End Date 08/17/2020 12/14/2020

Scheduled Hours 0.00  
 TBA Hours 0.00  
 Total Hours 0.00  
**ERROR HOURS**

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

Academic Institution: SDCCD Course ID: 004006 Undergrad  
 Term: Fall 2020 Subject Area: HIST History  
 Course Offering Nbr: 1 Catalog Nbr: 101 World History II

Class Sections: Class Nbr 0 Units 3.00 Number of Weeks 16 WAH 3.20  
 Session 1 Regular Academic Session Number of Days 31 DAH 1.60

Class Section 1004 Minimum Hours 48.00  
 Associated Class 1004 Maximum Hours 54.00  
 Component Lecture Class Section FTE 0.200

Meeting Pattern: Facility ID CITYMS221 Capacity 41 Pat [ ]  
 Mtg Start 8:00AM Mtg End 9:20AM M [x] T [ ] W [x] R [ ] F [ ] S [ ] U [ ]  
 \*Start/End Date 08/17/2020 12/14/2020

Scheduled Hours 49.60  
 TBA Hours 0.00  
 Total Hours 49.60

The class Total Hours (49.60) are within the range of 48.00 (Min) and 54.00 (Max) hours



STEP	Instructions
12)	Click on the <b>Enrollment Cntrl Tab</b> .

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

Academic Institution SDCCD Course ID 004006 Undergrad Last Course Change By  
 Term Fall 2020 Subject Area HIST History Date/Time 06/08/2020 10:50:46PM  
 Course Offering Nbr 1 Catalog Nbr 101 World History II Course Audit

**Class Sections** Find | View All First 4 of 4 Last

Class Nbr 0 Units 3.00 Number of Weeks 16 WAH 3.20 Calculations/Overrides  
 Session 1 Regular Academic Session Number of Days 31 DAH 1.60 Recalc  
 Class Section 1004 Minimum Hours 48.00  
 Associated Class 1004 Maximum Hours 54.00  
 Component Lecture Class Section FTE 0.200  
 Event ID Scheduled Hours 49.60 TBA Hours 0.00 Total Hours 49.60  
 FTEs Report () Report Term Prior Summer: Section Audit Last Section Change By Last Update Date/Time

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

Facility ID CITYMS221 Capacity 41 Pat Mtg Start 8:00AM Mtg End 9:20AM M T W R F S U \*Start/End Date 08/17/2020 By 12/14/2020 By Copy to Instructors  
 CITY-MS 221 Topic ID Free Format Topic  
 Print Topic On Transcript Contact Hours TBA Hours 0.00

STEP	Instructions
13)	Enter the <b>Enrollment Capacity (Class Cap)</b> and the <b>Wait List Capacity (Wait Cap)</b> .

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

Course ID 004006 Course Offering Nbr 1  
 Academic Institution San Diego Community Coll Dist  
 Term Fall 2020 Undergrad  
 Subject Area HIST History  
 Catalog Nbr 101 World History II

**Enrollment Control** Find | View All First 4 of 4 Last

Session 1 Regular Academic Session Class Nbr 0  
 Class Section 1004 Component Lecture Event ID  
 Associated Class 1004 Units 3.00  
 \*Class Status Active Cancel Class  
 Class Type Enrollment Enrollment Status Closed  
 \*Add Consent No Special Consent Required  
 1st Auto Enroll Section  
 2nd Auto Enroll Section  
 Resection to Section  
 Auto Enroll from Wait List  Cancel if Student Enrolled

Enrollment Capacity 35 Total 0  
 Wait List Capacity 15 Total 0  
 Enrollment at Census





STEP	Instructions
14)	Click on the <b>Notes Tab</b> .

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

Course ID 004006 Course Offering Nbr 1  
 Academic Institution San Diego Community Coll Dist  
 Term Fall 2020 Undergrad  
 Subject Area HIST History  
 Catalog Nbr 101 World History II

Enrollment Control Find | View All First 4 of 4 Last

Session 1 Regular Academic Session Class Nbr 0  
 Class Section 1004 Component Lecture Event ID  
 Associated Class 1004 Units 3.00  
 \*Class Status Active Cancel Class  
 Class Type Enrollment Enrollment Status Closed  
 \*Add Consent No Special Consent Required Total  
 Enrollment Capacity 35 0  
 Wait List Capacity 15 0  
 1st Auto Enroll Section  
 2nd Auto Enroll Section  
 Resection to Section Enrollment at Census  
 Auto Enroll from Wait List  Cancel if Student Enrolled

STEP	Instructions
15)	Enter any necessary <b>Class Notes</b> in proper case. Click the <b>Save button</b> to save the newly scheduled class section.

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

Course ID 004006 Course Offering Nbr 1  
 Academic Institution San Diego Community Coll Dist  
 Term Fall 2020 Undergrad  
 Subject Area HIST History  
 Catalog Nbr 101

Class Sections Find | View All First 4 of 4 Last  
 Session 1 Class Nbr 0  
 Class Section 1004 Event ID  
 Associated Class 1004

Class Notes Find | View All First 1 of 1 Last  
 \*Sequence Number 1  
 \*Print Location After Even if Class Not in Schedule  
 Note Nbr Copy Note  
 Free Format Text: Clear Note Sample Class Note  
 Save  Return to Search  Notify

The class **Notes** are visible to the public on the online class search (schedule). Review your class notes carefully. To delete a class note, use the minus button [ - ].



STEP	Instructions
16)	Once the class section is saved, the system will populate the <b>Class Nbr</b> and the <b>Event ID</b> for the section.

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

Course ID 004006      Course Offering Nbr 1

Academic Institution San Diego Community Coll Dist

Term Fall 2020      Undergrad

Subject Area HIST      History

Catalog Nbr 101      World History II

**Class Sections** Find | View All    First 4 of 4 Last

Session 1	Regular Academic Session		
Class Section 1004	Component Lecture		
Associated Class 1004	Units 3.00		

Class Nbr 45938

Event ID 000287430

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

\*Sequence Number  + -

\*Print Location   Even if Class Not in Schedule

Note Nbr

Free Format Text:

STEP	Instructions
17)	End of Job Aid.