





SCHEDULING A HIGH SCHOOL (CCAP) CLASS SECTION

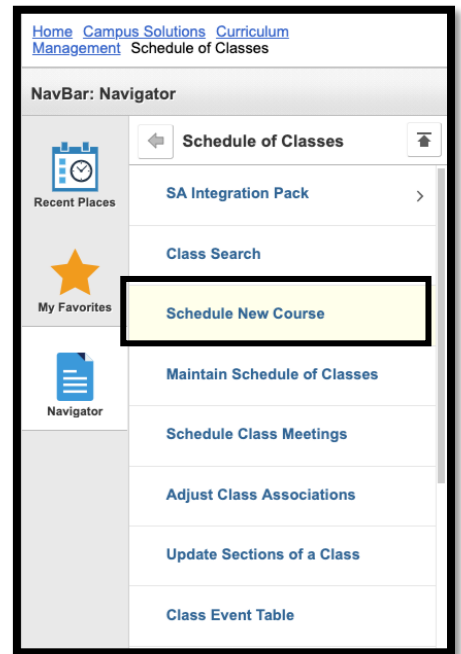
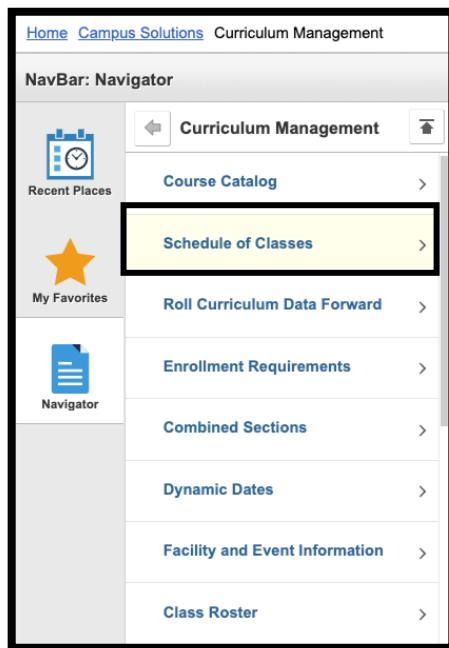
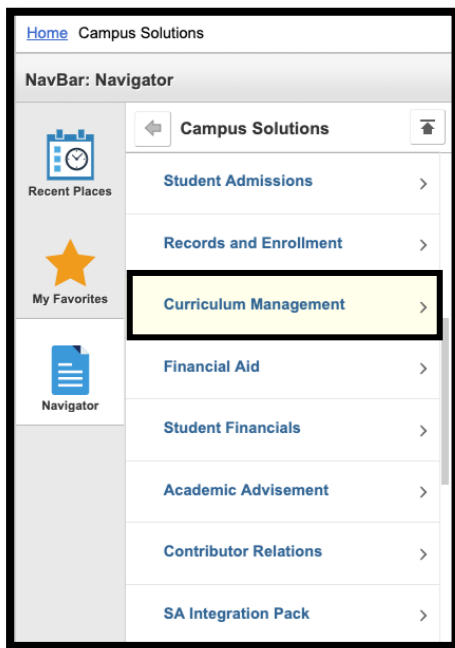
BUSINESS PROCESS: CREATE A HIGH SCHOOL CLASS SECTION

MODULE: CURRICULUM MANAGEMENT

INSTRUCTIONS

This Job Aid will go over the process necessary to create a high school (CCAP) class section.

STEP	Instructions
1)	Click on  and  navigate to: Curriculum Management → Schedule of Classes → Maintain Schedule of Classes





STEP	Instructions
2)	Search for your class by adding Term , Subject Area , Catalog Nbr , and Campus . Click 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 =

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
2)	<p>Set up the class as usual and refer to Creating a Course Section Job Aid. High School classes have a few extra steps:</p> <ol style="list-style-type: none"> Change the Session by clicking on  <ol style="list-style-type: none"> Note: Effective Spring 2020 (2203) ALL high school classes will require a session code of HSS – High School Session. If necessary, change Location to OFF by clicking on  Select appropriate Holiday Schedule by clicking on , select either SDUSDT or SDUSDY. <p>Note: CCAP classes on the high school campus can have the Schedule Print check box unchecked. High School class sections which are not CCAP must have the Schedule Print check box checked.</p>

The screenshot shows the 'Basic Data' tab of a course section setup form. The following fields are highlighted with red boxes:

- *Session:** HSS (High School Session)
- *Class Section:** 7001
- *Component:** LEC (Lecture)
- *Class Type:** Enrollment Section
- *Associated Class:** 7001
- *Campus:** MESA
- *Location:** OFF (Off Campus)
- *Academic Organization:** M-ENGLISH (Dept-English)
- *Academic Group:** MESA (Mesa College)
- *Holiday Schedule:** SDUSDT (SDUSD Traditional)
- *Instruction Mode:** 02 (In Person-Lecture/discussion)
- Primary Instr Section:** 7001
- Schedule Print:** Checked

Other visible fields include: Course ID 008503, Course Offering Nbr 2, Academic Institution San Diego Community Coll Dist, Term Spring 2020, Undergrad, Subject Area ENGL, English, Catalog Nbr 205, Critical Thinkg/Intrmd Compstn, Class Nbr 0, *Start/End Date 02/01/2020 to 06/30/2020, Event ID, Add Fee, *Student Specific Permissions, *Dynamic Date Calc Required, *Generate Class Mtg Attendance, *Sync Attendance with Class Mtg, *GL Interface Required, Course Topic ID, and Course Equivalent Course Group 00185 ENGL 205 / ENGL 27.



STEP	Instructions
5)	<p>In the Class Attributes section on the Basic Data Tab, click on to add the Class Attribute of CCAP. In the Course Attribute field, enter CCAP (College & Career Access Pathways) or click on to select the value. Add the Class Course Attribute Value of YES by entering it into the field, or click on to select the value.</p> <p>OPTIONAL: If any portion of the high school class is taught online, you will have also need to add a Class Attribute of Special Designator (SPDG) and the corresponding Course Attribute Value of either HYBRID, ONLINE, or ONLINEMTG.</p>

Class Attributes		Personalize Find		First	1-18 of 18	Last
*Course Attribute	Description	*Course Attribute Value	Description			
CB03	Course TOP Code	150100	English (writing)			
CB04	Course-Credit-Status	D	Credit - Degree Applicable			
CB05	Course Transfer Status	A	Transfer Credit: UC,CSU			
CB08	Course-Basic-Skills-Status	N	Course is not basic skills			
CB09	Course-SAM-Priority-Code	E	Non-Occupational			
CB10	Cooperative Work Experience	N	Not Part of Program			
CB11	Course Classification Status	Y	Credit Course			
CB13	Course Special Class Status	N	Course is not a Special Status			
CB14	California Articulation Number	YYYYYY	Course not selected for CAN			
CB15	Course Can Sequence Code	YYYYYYYY	Course not selected for CAN			
CB21	Course-Prior-To-College-Level	Y	Not Applicable			
CB22	Course-Noncredit-Category	Y	Not Applicable, Credit course			
CB23	Funding Agency Category	Y	Not Applicable			
CSGE	CSU General Education	A3	Critical Thinking			
DGE	District General Education	A1	English Composition			
IGET	IGETC Code	1B	Engl Comp - Critical Thinking			
SPPR	SPEC-PROG	0	NO SPECIAL PROGRAM			
CCAP	College & Career Access Pathwy	YES	Yes			



STEP	Instructions
6)	Click on + to add the three SFIN - Student Financials values under Class Attributes . You will need to add three rows for the three SFIN values of AXXX , HIGH , and HXXX .

Class Attributes

*Course Attribute	Description	*Course Attribute Value
CB03	Course TOP Code	150100
CB04	Course-Credit-Status	D
CB05	Course Transfer Status	A
CB08	Course-Basic-Skills-Status	N
CB09	Course-SAM-Priority-Code	E
CB10	Cooperative Work Experience	N
CB11	Course Classification Status	Y
CB13	Course Special Class Status	N
CB14	California Articulation Number	YYYYYY
CB15	Course Can Sequence Code	YYYYYYYY
CB21	Course-Prior-To-College-Level	Y
CB22	Course-Noncredit-Category	Y
CB23	Funding Agency Category	Y
CSGE	CSU General Education	A3
DGE	District General Education	A1
IGET	IGETC Code	1B
SPPR	SPEC-PROG	0
CCAP	College & Career Access Pathway	YES
SFIN	Student Financials	

Look Up Course Attribute Value

Course Attribute: SFIN
Description: begins with

Look Up Clear Cancel Basic Lookup


Search Results

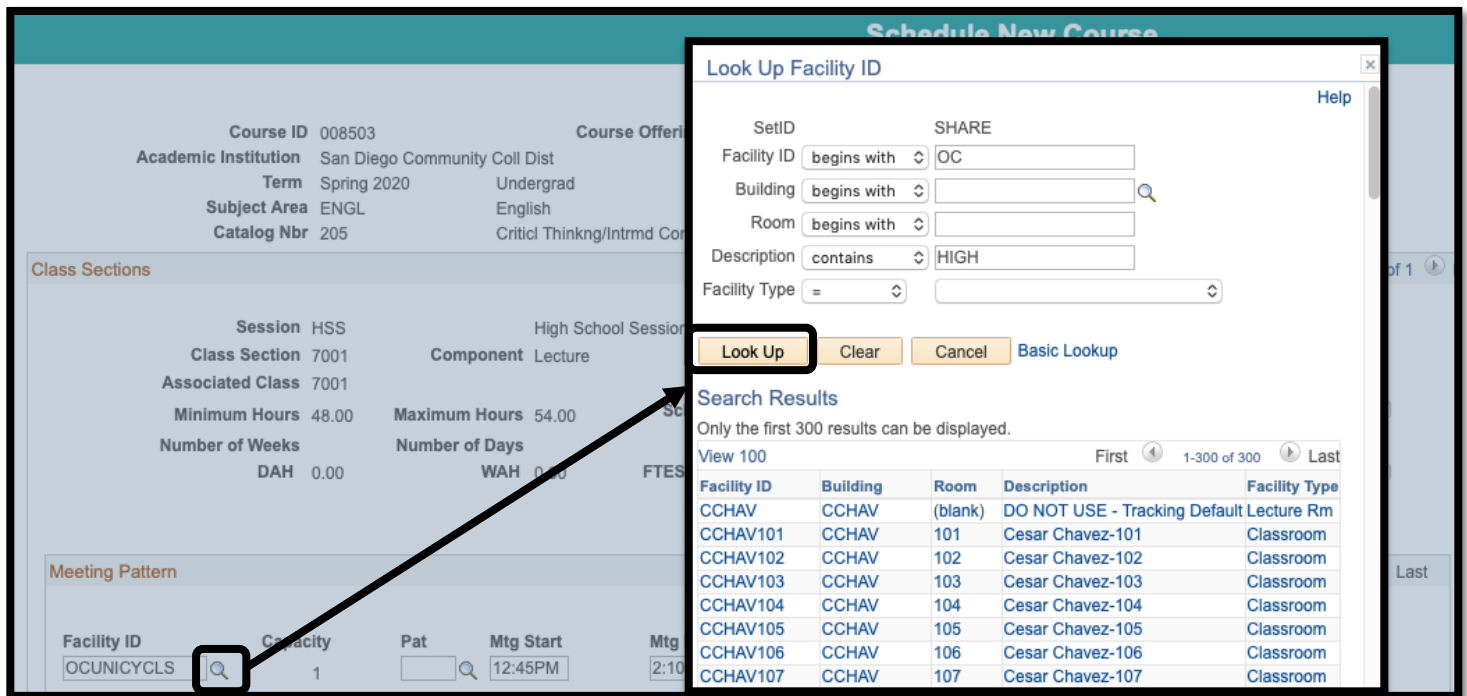
View 100 First 1-9 of 9 Last

Course Attribute Value	Description
APPR	Apprenticeship
AXXX	Accident Fee Exemption
CONT	Contract Education
HIGH	High School
HXXX	Health Fee Exemption
NONS	Nonstate Supported
RXXX	Student Rep Fee Exemption
SDSU	San Diego State University
UCSD	UC San Diego

CCAP	College & Career Access Pathway	YES	Yes	+	-
SFIN	Student Financials	AXXX	Accident Fee Exemption	+	-
SFIN	Student Financials	HIGH	High School	+	-
SFIN	Student Financials	HXXX	Health Fee Exemption	+	-



STEP	Instructions
7)	<p>Click on Meetings tab to add Facility ID, Meeting Pattern, and Instructor. You may click on expand your search for Facility ID and Instructors.</p> <p>Tip: Click on the  icon to search for the high school Facility IDs.</p> <ol style="list-style-type: none"> In the Facility ID field type in OC (all off-campus locations will begin with OC). In the Description field, change the drop-down option from 'begins with' to 'contains'. In the Description field, type in high (high schools usually have the word 'high' somewhere in their description. Click Look Up.



Look Up Facility ID

SetID: SHARE

Facility ID: begins with

Building: begins with

Room: begins with

Description: contains

Facility Type: =

Look Up Clear Cancel Basic Lookup

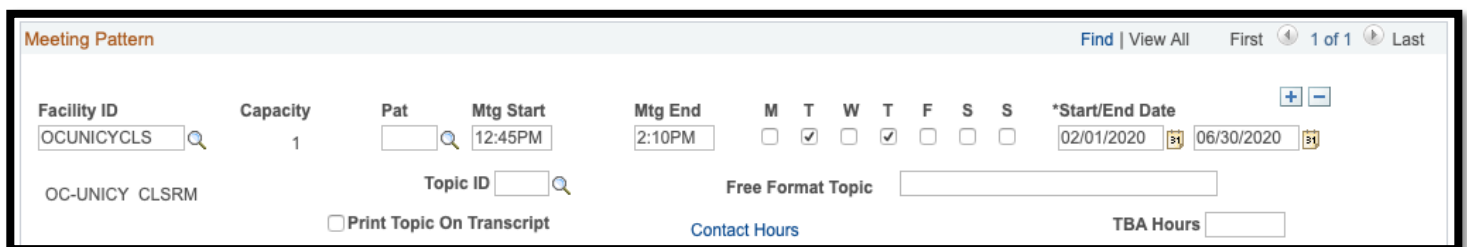
Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Facility ID	Building	Room	Description	Facility Type
CCHAV	CCHAV	(blank)	DO NOT USE - Tracking Default Lecture Rm	Lecture Rm
CCHAV101	CCHAV	101	Cesar Chavez-101	Classroom
CCHAV102	CCHAV	102	Cesar Chavez-102	Classroom
CCHAV103	CCHAV	103	Cesar Chavez-103	Classroom
CCHAV104	CCHAV	104	Cesar Chavez-104	Classroom
CCHAV105	CCHAV	105	Cesar Chavez-105	Classroom
CCHAV106	CCHAV	106	Cesar Chavez-106	Classroom
CCHAV107	CCHAV	107	Cesar Chavez-107	Classroom

STEP	Instructions
8)	Continue entering the remaining information for the meeting pattern.



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:

OC-UNICY CLSRM Topic ID: Free Format Topic:

Print Topic On Transcript Contact Hours TBA Hours




STEP	Instructions
9)	Enter the instructor assignment by selecting the Employee ID from the ID Look Up .

The screenshot shows the 'Schedule New Course' interface. On the left, the 'Meeting Pattern' section has a search icon next to the 'Facility ID' field. An arrow points from this icon to the 'Look Up ID' dialog box on the right. The dialog box contains search criteria for Employee ID, Last Name, and First Name, and a 'Look Up' button. Below the dialog is a 'Search Results' table with columns for Empl ID, Name, Last Name, and First Name.

Empl ID	Name	Last Name	First Name
	Alca, Melanie	ALCA	MELANIE
	Alfonsi, Marie	ALFONSI	MARIE
	Allari, Laurie A	ALLARI	LAURIE
	Allen, Kelly	ALLEN	KELLY
	Allred, Mandy	ALLRED	MANDY
	Arredondo, Josue	ARREDONDO	JOSUE
	Bacchia, Ryan	BACCHIA	RYAN
	Bailey, Kim	BAILEY	KIM
	Barhoum, Sim	BARHOUM	SIM
	Bonilla, Paula Sue	BONILLA	PAULA
	Brooks, Laura	BROOKS	LAURA
	Brown, Ajani Akida	BROWN	AJANI
	Brown, Dailyn	BROWN	DAILYN
	Brown, Jodie	BROWN	JODIE
	Burke, William	BURKE	WILLIAM
	Camerie, Antonio Johnny	CARNERIE	ANTONIOJOHNNY
	Carothers, Crystal	CAROTHERS	CRYSTAL
	Carr, Kitrina	CARR	KITRINA
	Carter, Kristin	CARTER	KRISTIN
	Centanni, Louis	CENTANNI	LOUIS
	Coddon, David	CODDON	DAVID
	Collier, Serena	COLLIER	SERENA
	Cooper, Darius	COOPER	DARIUS
	Cooper, Leah R	COOPER	LEAH
	Cost, Jennifer	COST	JENNIFER
	Cox, Kevin	COX	KEVIN
	Crane, Luke	CRANE	LUKE



STEP	Instructions
10)	<p>After selecting the instructor, complete the rest of the assignment by selecting the Empl Rcd#. Click on the  icon. Select the appropriate combination of Employee Record Number, Department ID, and Job Code for the assignment.</p> <p>Example: This assignment is being offered to the instructor through Mesa College, the appropriate row to click on for this class section is the third row or Empl Rcd # 2 because the Department ID 24330 begins with a 2 for Mesa.</p> <p>After selecting the correct Empl Rcd#, select the appropriate Assignment Type and enter the appropriate Adjusted FTE for the instructor.</p>

Schedule New Course

Session HSS High School Session Class Nbr 0
 Class Section 7001 Component Lecture Event ID
 Associated Class 7001
 Minimum Hours 48.00 Maximum Hours 54.00 Scheduled Hours 0.00 Total Hours 0.00 Override FTE:
 Number of Weeks Number of Days
 DAH 0.00 WAH 0.00 FTES

Meeting Pattern

Facility ID Capacity Pat Mtg Start Mtg
 OCUNICYCLS 1 12:45PM 2:10
 OC-UNICY CLSRM Topic ID
 Print Topic On Transcript

Instructors For Meeting Pattern

ID	Name	*Instructor Role	Print
<input type="text"/>	Bacchia,Ryan	Primary Instructor	<input checked="" type="checkbox"/>

Look Up Empl Rcd#

Empl ID 0001920560
 Empl Rcd Nbr =
 Department ID begins with
 Job Code begins with

Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status
0	34121	English	A5183	English Adjunct Emp		Active
1	14373	English	A5183	English Adjunct Emp		Work Break
2	24330	English Department	A5183	English Adjunct Emp		Work Break

Instructors For Meeting Pattern

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

ID	Name	*Instructor Role	Print	Empl Rcd#	Job Code	Assign Type	Weekly Hours	SEC-FTE	ADJ-FTE	Assignment FTE %
<input type="text"/>	Bacchia,Ryan	Primary Instructor	<input checked="" type="checkbox"/>	2	A5183	Lectur	0.0000	0.200	0.200	20.00



STEP	Instructions
11)	Under Enrollment Cntrl tab, enter Enrollment and Wait List Capacities .

The screenshot shows the 'Enrollment Control' tab selected in a software interface. The 'Enrollment Control' section is active, displaying various class details. A blue callout box with the text 'Input Enrollment Capacity and Waitlist Capacity below' has an arrow pointing to the 'Enrollment Capacity' and 'Wait List Capacity' input fields. The 'Enrollment Capacity' field contains the value '25' and the 'Wait List Capacity' field contains the value '13'. Other visible fields include 'Requested Room Capacity' (25), 'Minimum Enrollment Nbr' (empty), and 'Enrollment Status' (Closed). The interface also shows 'Class Status' as 'Active' and 'Class Type' as 'Enrollment'.



STEP	Instructions
12)	<p>Under Notes tab, enter Class Notes (Comments) in the Free Format Text section.</p> <p>When you have finished scheduling the high school class section, click Save.</p> <p>You will see a Class Nbr and Event ID populate on your page.</p>

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

Course ID 008503 Course Offering Nbr 2
Academic Institution San Diego Community Coll Dist
Term Spring 2020 Undergrad
Subject Area ENGL English
Catalog Nbr 205 Critical Thinkng/Intrmd Compstr

Class Sections Find | View All First 1 of 1 Last

Session HSS High School Session Class Nbr 0
Class Section 7001 Component Lecture Event ID
Associated Class 7001

Class Notes Find | View All 1 of 1 Last

*Sequence Number 1
*Print Location After Even if Class Not in
Note Nbr [] Copy Note

Free Format Text: Clear Note This class section of English 205 will be offered offsite through University City High School.

Save Return to Search Notify



Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface
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Course ID 008503 **Course Offering Nbr** 2
Academic Institution San Diego Community Coll Dist
Term Spring 2020 Undergrad
Subject Area ENGL English
Catalog Nbr 205 Criticl Thinkng/Intrmd Compstr

Class Sections Find | View All First ◀ 1 of 1 ▶ Last

Session HSS	High School Session	Class Nbr 21641 Event ID 000269157
Class Section 7001	Component Lecture	
Associated Class 7001	Units 3.00	

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:

This class section of English 205 will be offered offsite through University City High School.

STEP	Instructions
13)	End of Process.