





SCHEDULING A CCAP OR LEGACY CLASS SECTION

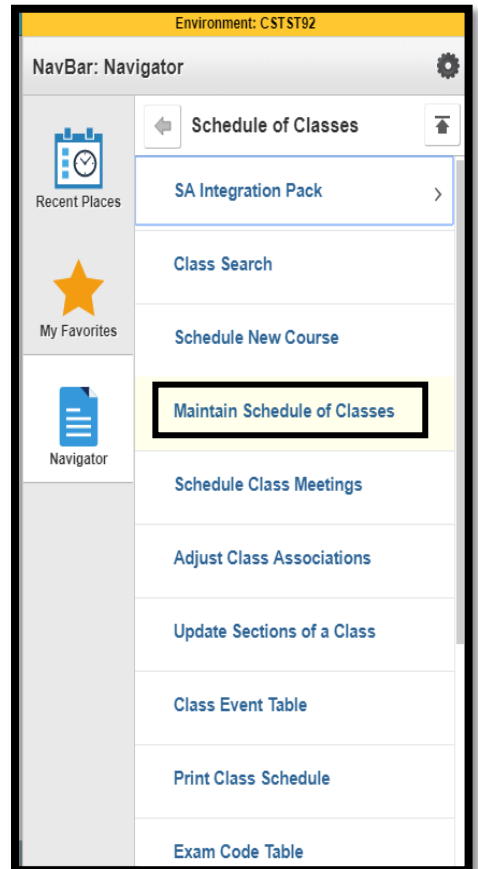
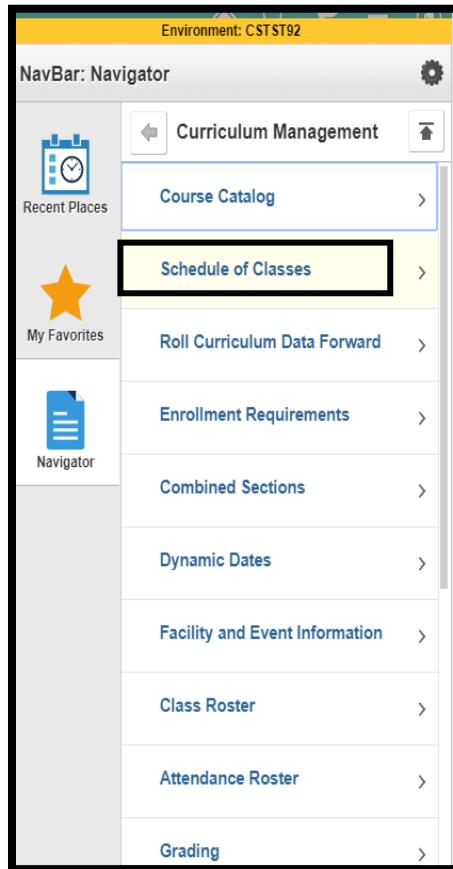
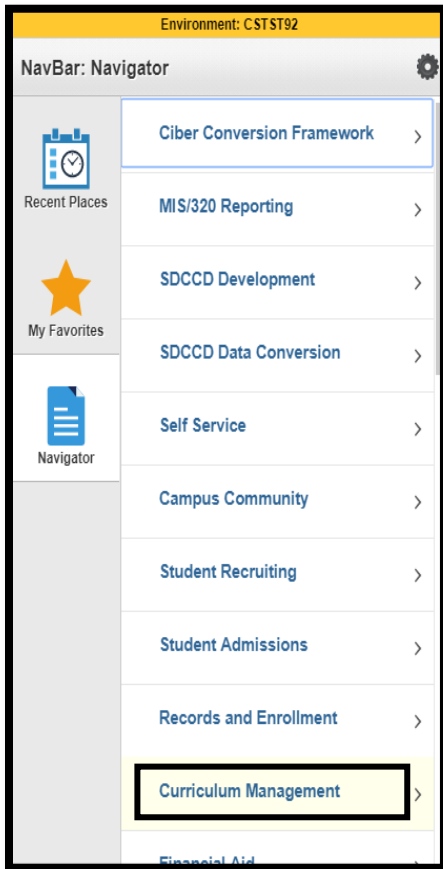
BUSINESS PROCESS: CREATE A CCAP OR LEGACY HIGH SCHOOL CLASS SECTION

MODULE: CURRICULUM MANAGEMENT

INSTRUCTIONS

This Job Aid will go over the process necessary to create a high school class that may have a special designator of CCAP or Legacy 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 Academic Institution, Term, Subject Area, and Catalog Nbr. Click Search.

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 =

Academic Organization begins with

Case Sensitive

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

STEP	Instructions
3)	The Search Results will generate the courses based on the criteria input. Select the appropriate course and campus by clicking it.

Search Results

View All First 1-2 of 2 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
SDCCD	2193	LCOM	101M	Undergrad	CITY	ENGL 101/CHIC 141B	004679	1
SDCCD	2193	LCOM	101M	Undergrad	MESA	ENGL 101/CHIC 141B	004679	2



STEP	Instructions
4)	On Basic Data tab under the Class Sections section, there will be an existing class. You will need to click on to add a new class section.
5)	Set up class as usual refer to Creating a Course Section Job Aid with a few extra steps: change Session by clicking on if necessary, change Location to OFF by clicking on and select appropriate Holiday Schedule by clicking on either SDUSDT or SDUSDY .

Student Homepage **Maintain Schedule of Classes**

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

Course ID 006750 Course Offering Nbr 1
 Academic Institution San Diego Community Coll Dist
 Term Fall 2018 Undergrad
 Subject Area SOCO Sociology
 Catalog Nbr 101 Principles of Sociology

Auto Create Component

Class Sections Find | View All First 2 of 3 Last

*Session 8W1 8WK1 - Eight Weeks Class Nbr 0
 *Class Section 1303 *Start/End Date 08/20/2018 10/13/2018
 *Component LEC Lecture Event ID
 *Class Type Enrollment Section
 *Associated Class 1303 Associated Class Attributes
 *Campus CITY Add Fee
 *Location OFF Off Campus
 Course Administrator
 *Academic Organization C-BEHAVSCI Dept-Behavioral Sciences
 Academic Group CITY City College
 *Holiday Schedule CO1819 College Academic 2018-2019
 *Instruction Mode 02 Person-Lecture/discussion
 Primary Instr Section 1303

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

Equivalent Course Group
 Course Equivalent Course Group 00529 SOCO 101 / SOCO 1
 Class Equivalent Course Group

Class Attributes Personalize | Find | View All | First 1-2 of 17 Last

*Course Attribute	Description	*Course Attribute Value	Description
CB03	Course TOP Code	220800	Sociology



STEP	Instructions
6)	Still on Basic Data tab, click on to add the appropriate special designator under Class Attribute section. In the Course Attribute field, enter SPDG (Special Designator) or click on to select and for the Class Course Attribute Value enter CCAP (College Career Access Pathways) or LEGACY (High School Legacy) or click on to select.

Class Attributes Personalize | Find | View All | |

*Course Attribute	Description	*Course Attribute Value	Description
CB08	Course-Basic-Skills-Status	N	Course is not basic skills
SPDG 	Special Designator	CCAP 	College Career Access Pathways

Look Up Course Attribute

Course Attribute	Description
CEBU	Continuing Educ Credit Only
CEPR	Continuing Education Program
CERT	Certificate Seeking Only
CHPR	CHPR
CHRS	Course Hours
CHRT	Disclaimer
CONT	Contract Class
CRN	Course Reference Number
CRSF	Course Family
CSGE	CSU General Education
DE	Distance Education Approval
DEGR	Degree Seeking Only
DEPT	Department Approval Required
DGE	District General Education
FUND	Contract Education
GE	General Education
GE21	GE21
GE2I	GE2I
GEIN	GEIN
HON	Honors Course
HSPR	High School Diploma Program
IGET	IGETC Code
JUN	Open To Juniors Only
MAJ	Open To Majors Only
MAJR	Recommended for Major
MULT	Multicultural Studies
NDA	Non-Degree Applicable
NMAJ	Open to Non-majors Only
NONA	Non-Academic for Athlete
PLUP	Placement Level Upgrade
PRRS	PRRS
RE	Course Repeat
SEN	Open to Seniors Only
SFIN	Student Financials
SSSS	Social Work Students Only
SPDG	Special Designator
SPON	External Sponsors for Courses
SPPR	SPEC-PROG

Look Up Course Attribute Value

Course Attribute: SPDG

Description: ▼


Basic Lookup

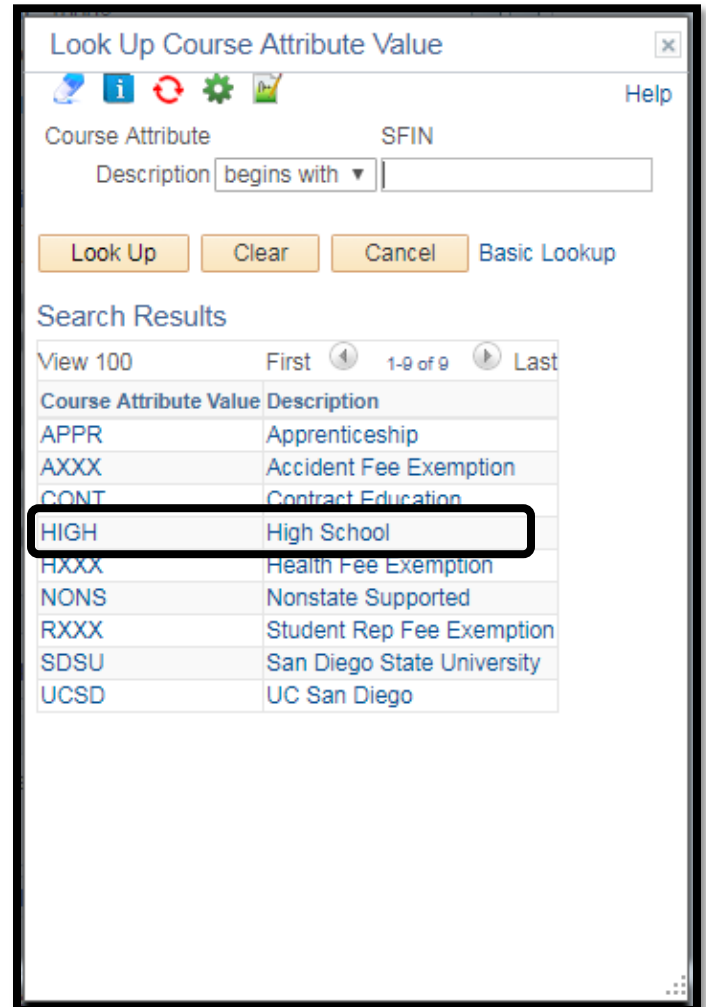
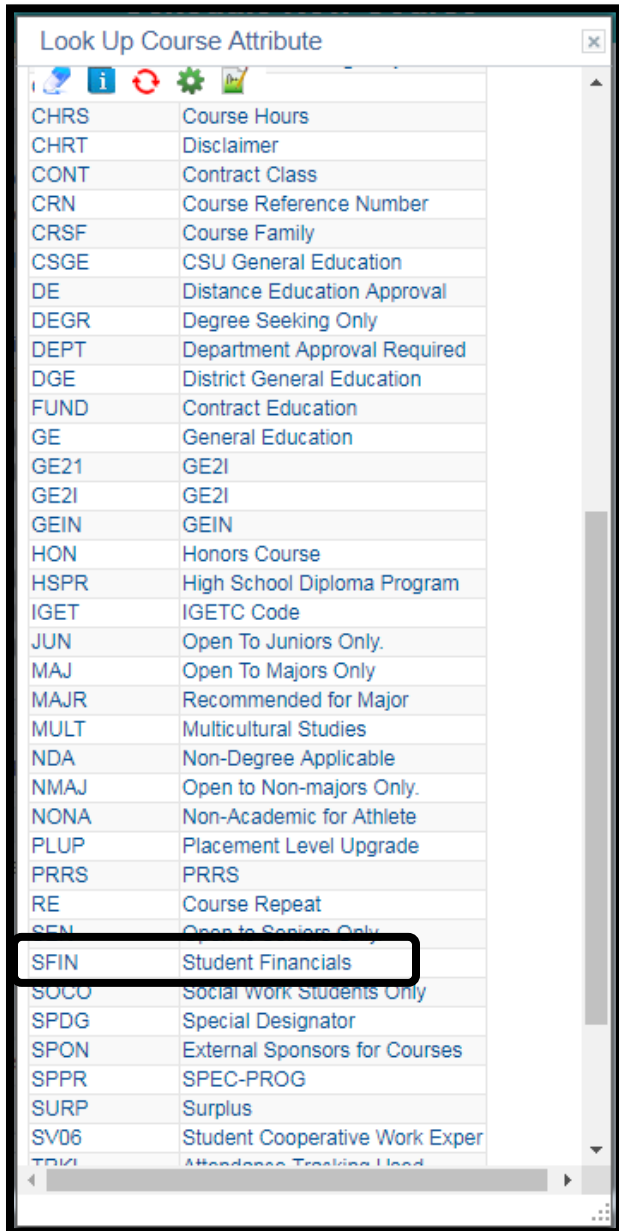
Search Results

View 100 First ◀ 1-33 of 33 ▶ Last

Course Attribute Value	Description
ACP	Accelerated College Program
APPR	Apprenticeship
APPA_GRANT	APPA Grant
CCAP	College Career Access Pathways
CE_ABE_ESL	CE ABE/ESL
CE_ADULT	CE Older Adult
CE_APPR	CE Apprenticeship
CE_CBET	Continuing Education CBET
CE_CMED	CE Community Education
CE_DSPS	Continuing Education DSPS
CE_ESL	CE ESL Class
CE_NON	CE Non-State Supported
CE_ONLINE	CE Online
CE_ON_FEE	Continuing Ed Online Fee
CE_PREP	CE College Prep Engl & Math
COLL_NONC	College Non Credit
CONCURNT	Concurrent Class
CONT	Contract Education
CORRESPOND	Correspondence
COSM	Cosmetology
HNR_CLASS	Honors (Entire Class)
HS_HNR	High School Honors
HYBRID	Hybrid
INTERN	Internship
LEGACY	High School Legacy
NONS	Non-State Supported



STEP	Instructions
7)	Click on  to add SFIN - Student Financials values under Class Attribute . Select HIGH- High School if class is not offered on campus.





STEP	Instructions
8)	<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>NOTE: You may use any field to search for your Facility.</p>

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

Course ID 008501 Course Offering Nbr 1
 Academic Institution San Diego Community Coll Dist
 Term Spring 2019 Undergrad
 Subject Area ENGL English
 Catalog Nbr 101 Reading and Composition

Class Sections Find | View All First 2 of 2 Last

Session 1 Regular Academic Session Class Nbr 0
 Class Section 1701 Component Lecture Event ID
 Associated Class 1701
 Minimum Hours 48.00 Maximum Hours 54.00 Scheduled Hours 0.00 Total Hours 0.00
 Number of Weeks Number of Days TBA Hours 0.00 Class Section FTE 0.200
 DAH 0.00 WAH 0.00 FTES Report Term FTES Prior Summer FTES Report Term Override

Error Hours

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID CITYAH421 Capacity 35 Pat Mtg Start 12:45PM Mtg End 2:10PM M T W T F S S *Start/End Date 01/28/2019 05/25/2019

CITY-AH 421 Topic ID Free Format Topic

Print Topic On Transcript Contact Hours TBA Hours

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact
		Primary Instructor	<input checked="" type="checkbox"/>		

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

*Room Characteristic	Description	*Quantity
		1

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

Academic Shift	Description

Save Return to Search Previous in List Next in List Notify

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



Job Aid

Meeting Pattern

Facility ID Capacity

MESA-G 107

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

View 100 First 1 of 1 Last

Facility ID	Building	Room	Description	Facility Type
OCLNHSCLS	OC-LNHS	CLSRM	Lincoln High School-Clstrm	Lecture Rm

Instructors For Meeting Pattern

Assignment Workload

ID Name

Look Up ID

Empl ID begins with

Last Name begins with

First Name begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-25 of 25 Last

Empl ID	Name	Last Name	First Name
0000598250	Beczak, Joseph	BECZAK	JOSEPH
0000981510	Gauss, David	GAUSS	DAVID
0001475082	Lawson, Gabriel	LAWSON	GABRIEL
0001562895	Penfield, Christine	PENFIELD	CHRISTINE
0001713379	Prado-Robledo, Samantha	PRADOROBLEDO	SAMANTHA
0001840342	Pitcher, Sarah	PITCHER	SARAH
0001871076	Anderson, Carol	ANDERSON	CAROL
0001954818	Espitia, Marilyn	ESPIZIA	MARILYN
0002046713	Craig, Joni	CRAIG	JONI
0002061383	Lopez, Alicia	LOPEZ	ALICIA
0002065174	Myers McFarlane, Jonelle	MYERSMCFARLANE	JONELLE
0002065470	Madrak, Sheila	MADRAK	SHEILA
0002065756	Soto, Julio	SOTO	JULIO
0002065785	Drue, Christopher	DRUE	CHRISTOPHER
0002067219	Roche, Mary	ROCHE	MARY
0005167889	Matthews, Charles	MATTHEWS	CHARLES
0005220159	Brenner, April	BRENNER	APRIL
0005345008	White Magellan, Jessica	WHITEMAGELLAN	JESSICA
0005416784	Kuntz, Kristopher	KUNTZ	KRISTOPHER
0005536124	Fishman, Darwin	FISHMAN	DARWIN
0005575285	Trinidad, Jonathan	TRINIDAD	JONATHAN
3330000708	Naranjo, Rita Esmeralda	NARANJO	RITA
3330000766	McGlaston, Rachael Renee	MCGLASTON	RACHAEL
3330001470	Holkenbrink-Monk, Charlene E	HOLKENBRINKMONK	CHARLENE
3330002483	Reed, Arthur Emmanuel	REED	ARTHUR



STEP	Instructions
9)	<p>Add in rest of the information: Under Enrollment Cntrl tab, enter Enrollment Capacity (Cap)</p> <p>Under Notes tab, enter Class Notes (Comments) in the Free Format Text section.</p> <p>Then click Save. End of Process</p>

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

Course ID 006750 Course Offering Nbr 1
 Academic Institution San Diego Community Coll Dist
 Term Fall 2018 Undergrad
 Subject Area SOCO Sociology
 Catalog Nbr 101 Principles of Sociology

Enrollment Control Find | View All

Session 8W1 8WK1 - Eight Weeks Class Nbr
 Class Section 1303 Component Lecture Event ID
 Associated Class 1303

*Class Status Active Cancel Class

Class Type Enrollment Enrollment Status Closed

*Add Consent No Special Consent Required Requested Room Capacity Total
 *Drop Consent No Special Consent Required Enrollment Capacity 0 0
 Wait List Capacity 0
 Minimum Enrollment Nbr

1st Auto Enroll Section
 2nd Auto Enroll Section
 Resection to Section

Auto Enroll from Wait List Cancel if Student Enrolled

Save Return to Search Notify

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

Course ID 006750 Course Offering Nbr 1
 Academic Institution San Diego Community Coll Dist
 Term Fall 2018 Undergrad
 Subject Area SOCO Sociology
 Catalog Nbr 101 Principles of Sociology

Class Sections Find | View All First 2 of 3 Last

Session 8W1 8WK1
 Class Section 1303 Component Lecture Class Nbr 0
 Associated Class 1303 Event ID

ence Number 1
 rint Location After
 Note Nbr Copy Note
 Even if Class Not in Schedule

Free Format Text:
 Clear Note

Save Return to Search Notify