SAN DIEGO
COMMUNITY COLLEGE
DISTRICT

# 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 📄 Navigator navigate to: **Curriculum Management → Schedule of Classes → Maintain Schedule of Classes**
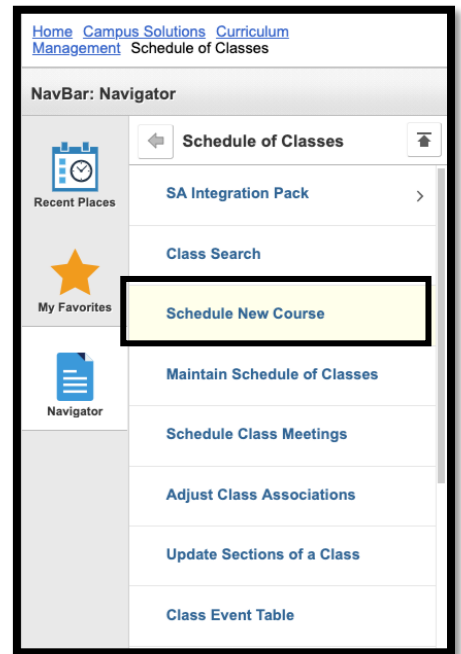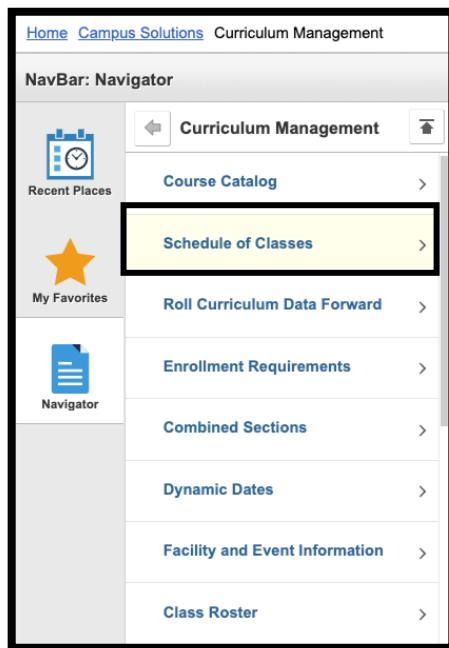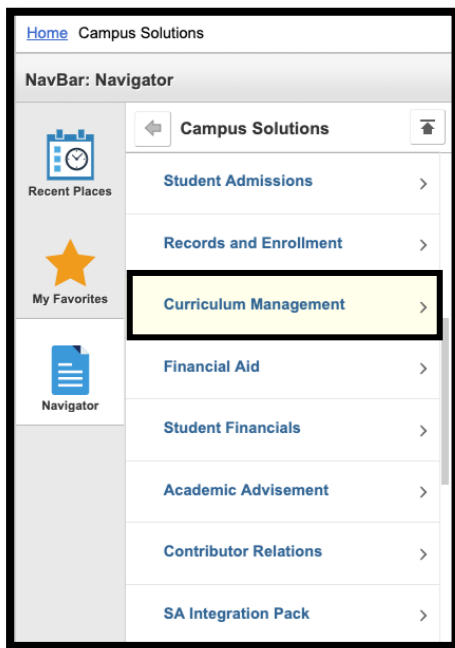
STEP	Instructions
2)	Search for your class by adding **Term**, **Subject Area**, **Catalog Nbr**, and **Campus**. Click **Search**.

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 = SDCCD

Term = 2203

Subject Area = ENGL

Catalog Nbr begins with 205

Academic Career =

Campus begins with MESA

Description begins with

Course ID begins with

Course Offering Nbr =

☐ Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

STEP	Instructions
2)	Set up the class as usual and refer to **Creating a Course Section** Job Aid. High School classes have a few extra steps: 1. Change the **Session** by clicking on 🔍 a. **Note: Effective Spring 2020 (2203) ALL high school classes will require a session code of <mark>HSS – High School Session</mark>.** 2. If necessary, change **Location** to **OFF** by clicking on 🔍 3. Select appropriate **Holiday Schedule** by clicking on 🔍, select either **SDUSDT** or **SDUSDY**. **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.

STEP	Instructions
5)	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. **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**.

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**.

STEP	Instructions
7)	Click on **Meetings** tab to add **Facility ID, Meeting Pattern,** and **Instructor.** You may click on expand your search for **Facility ID** and **Instructors**. **Tip:** Click on the 🔍 icon to search for the high school Facility IDs. 1. In the **Facility ID** field type in **OC** (all off-campus locations will begin with OC). 2. In the **Description** field, change the drop-down option from '**begins with**' to '**contains**'. 3. In the **Description** field, type in **high** (high schools usually have the word 'high' somewhere in their description. Click **Look Up**.

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

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

STEP	Instructions
10)	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. **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. After selecting the correct **Empl Rcd#**, select the appropriate **Assignment Type** and enter the appropriate **Adjusted FTE** for the instructor.

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	

Look Up Empl Rcd#

Help

Empl ID   0001920560

Empl Rcd Nbr [=] [ ]

Department ID [begins with] [ ]

Job Code [begins with] [ ]

[Look Up] [Clear] [Cancel] 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

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
	Bacchia,Ryan	Primary Instructor	☑

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 %		
	Bacchia,Ryan	Primary Instructor	☑	2	A5183	Lectur	0.0000	0.200	0.200	20.00	+	−

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

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

| 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   Criticl Thinkng/Intrmd Compstn

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

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

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

*Sequence Number 1   ☐ Even if Class Not in Schedule
*Print Location After
Note Nbr 🔍
Copy Note

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

STEP	Instructions
13)	End of Process.