



CREATE A NEW CLASS SECTION



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

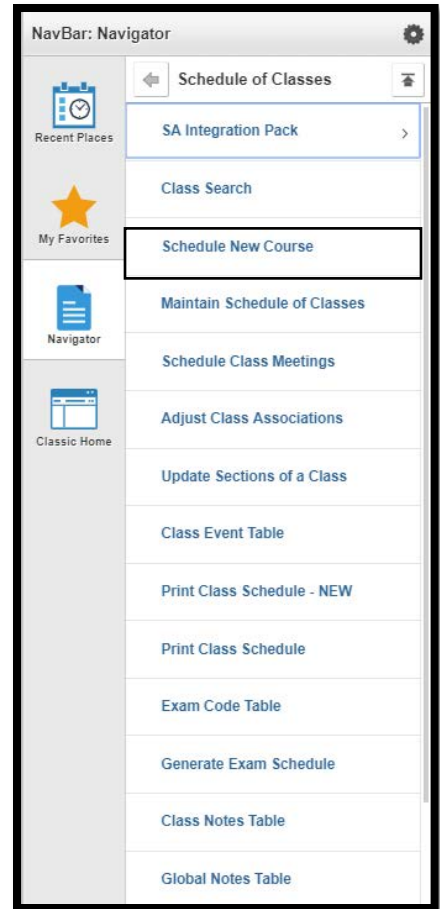
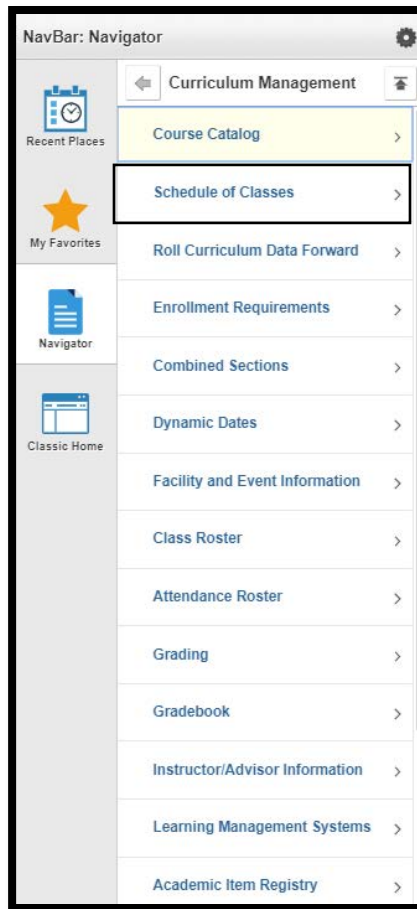
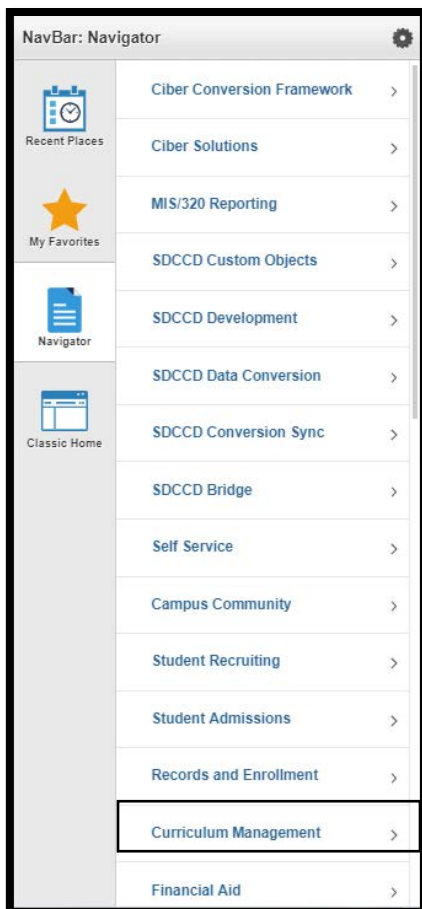
PREREQUISITES

Must have proper permissions 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  to navigate to Curriculum Management -> Schedule of Classes -> Schedule New Course |





| STEP | Instructions |
|------|---|
| 2) | <p>Enter "SDCCD" for Academic Institution.</p> <p>Select your Term.</p> <p>Select magnifying glass for term options. Only the first 100 results drop down in the Search Results. You may need to click on the right arrow to search further.</p> |
| 3) | <p>Or start typing the four digit Term number as follows:</p> <ul style="list-style-type: none"> • "2" for the millennium or "1" for all years prior to 2000 (1901-1999). • The last two numbers of the year (ie: "09" for 2009, "17" for 2017) • Semester code: "3" for Spring, "5" for Summer, "7" for Fall <p>Fully typed out you would see: 2183: Spring 2018 (<i>includes Intersession</i>) 2185: Summer 2018 2187: Fall 2018</p> |
| 4) | <p>You can search Subject Area and Campus with the magnifying glass also.</p> <p>You can search all ENGL classes or narrow it down by catalog number (ie: ENGL 101). If unsure of catalog number, leave field blank, click Search and options will be listed below.</p> <p>Then click Search.</p> |

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 | = ▼ | 2187 | | ← |
| Subject Area | = ▼ | ENGL | | |
| Catalog Nbr | begins with ▼ | 101 | | |

Academic Career = ▼

| | | | | |
|---------------------|---------------|--|--|---|
| Campus | begins with ▼ | | | ← |
| Description | begins with ▼ | | | |
| Course ID | begins with ▼ | | | |
| Course Offering Nbr | = ▼ | | | |

Case Sensitive



| STEP | Instructions |
|------|--|
| 5) | Select course by Campus. Multiple options may be listed below. |

Search Results

View All First 1-3 of 3 Last

| Academic Institution | Term | Subject Area | Catalog Nbr | Academic Career | Campus | Description | Course ID | Course Offering Nbr |
|----------------------|------|--------------|-------------|-----------------|--------|-------------------------|-----------|---------------------|
| SDCCD | 2187 | ENGL | 101 | Undergrad | CITY | Reading and Composition | 008501 | 1 |
| SDCCD | 2187 | ENGL | 101 | Undergrad | MESA | Reading and Composition | 008501 | 2 |
| SDCCD | 2187 | ENGL | 101 | Undergrad | MIRA | Reading and Composition | 008501 | 3 |

| STEP | Instructions |
|------|---|
| 6) | The Schedule New Course page will pop-up. On the Basic Data Tab, verify the following information is correct: Term, Subject Area, Catalog Nbr. |


Student Homepage

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Text


Course ID 008501 Course Offering Nbr 2

Academic Institution San Diego Community Coll Dist

| | | |
|--------------|-----------|-------------------------|
| Term | Fall 2018 | Undergrad |
| Subject Area | ENGL | English |
| Catalog Nbr | 101 | Reading and Composition |

| STEP | Instructions |
|------|--|
| 7) | Under Class Section , select the Session by clicking on the magnifying glass icon  next to *Session box. (Regular is a standard 16 week session.) |

Class Sections Find | View All

*Session  10WK - Ten Weeks Class Nbr 0



Search Results

View 100 First 1-17 of 17 Last

Session

Regular

12WK

18WK

4WE2

5WK1

8WK1

8WK2

9WK2

DY2

DY3

DYN

IN2

IN3

IN4

IN6

INT

LNG

| STEP | Instructions |
|------|--|
| 8) | If the Session you need is not listed, select DYN, and then enter in the Start/End Dates. |

*Session

Regular Academic Session

*Start/End Date

| STEP | Instructions |
|------|--|
| 9) | <p>Class Section numbers must be created by campus followed sequentially by the number of courses already created. (Example: "1 of 1" at Mesa would be 2001.)</p> <ul style="list-style-type: none"> • City College – 1001-1999 • Mesa College – 2001-2999 • Miramar – 3001-3999 |



Job Aid

Find | View All First 1 of 1 Last

*Session Regular Academic Session Class Nbr 10409

*Class Section *Start/End Date

| STEP | Instructions |
|------|---|
| 10) | <p>Do <i>NOT</i> change the Component, or Class Type.</p> <p>*Associated Class must always match the Class Section Number.</p> <p>*Location defaults to ONCAMPUS. Click the magnifying glass to select the correct option.</p> <p>Do not change Course Administrator.</p> <p>Verify the correct department under Academic Organization.</p> <p>*Must select correct Instruction Mode. Click magnifying glass for options.</p> |

Class Sections

*Session Regular Academic Session

*Class Section Lecture

~~*Component~~ ~~Lecture~~

*Class Type

*Associated Class Assoc

~~*Campus~~ Mesa

*Location On Campus

Course Administrator

*Academic Organization Dept-English

Academic Group Mesa College

*Holiday Schedule College Academic 2018-2019

*Instruction Mode In Person-Lecture/discussion

Primary Instr Section

NEVER Modify
Component,
Class Type,
Campus or
Course
Administrator

Verify
Academic
Organization
is correct



| STEP | Instructions |
|------|---|
| 11) | Click on the Meetings Tab to enter the Meeting Pattern. Select Facility ID (room number). If unknown, click the magnifying glass icon to search Facility ID. Most Room classroom numbers will begin with the first four letters of the campus followed by the building and room number. (i.e. MESAS201) |
| 12) | Enter Mtg Start and Mtg End times. If class is TBA, enter "TBA" in the Pat box- then enter hours in the TBA Hours below the *Start/End Date . Select days of the week. Confirm that dates on *Start/End Date match dates *Start/End Date on the Basic Data tab. |

The screenshot shows the 'Meetings' tab in a system interface. At the top, there are navigation tabs: Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, Notes, Exam, LMS Data, Textbook, and GL Interface. Below these, course information is displayed: Course ID 008501, Course Offering Nbr 2, Academic Institution San Diego Community Coll Dist, Term Fall 2018, Undergrad, Subject Area ENGL, English, and Catalog Nbr 101, Reading and Composition.

The 'Class Sections' section shows details for Session 1, Regular Academic Session, Class Section 2301, Component Lecture, Units 3.00, Scheduled Hours 54.40, TBA Hours 0.00, and Number of Weeks 16. A blue callout box with white text says 'Dates must match *Start/End Date on Basic Data tab'. Below this, the 'Meeting Pattern' section is visible, containing fields for Facility ID (MESAG107), Capacity, Pat (circled), Mtg Start (8:00AM), Mtg End (9:25AM), days of the week (M, T, W, T, F, S, S), *Start/End Date (08/20/2018 to 12/17/2018), and TBA Hours (circled). Red text 'Error Hours' is positioned near the TBA Hours field. Arrows point from the callout box to the 'Pat' and 'TBA Hours' fields.

| STEP | Instructions |
|------|--|
| 13) | Under Enrollment Cntrl tab, enter Enrollment Capacity and Wait List Capacity . If class is restricted, click the drop down menu for *Add Consent and select Instructor Consent Required . |
| | |



Student Homepage **Maintain Schedule of Class**

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

Course ID 008501 Course Offering Nbr 2
Academic Institution San Diego Community Coll Dist
Term Fall 2018 Undergrad
Subject Area ENGL English
Catalog Nbr 101 Reading and Composition

Enrollment Control Find | View All First 1 of 3 Last

Session 1 Regular Academic Session Class Nbr 10409
Class Section 2001 Component Lecture Event ID 000245558
Associated Class 2001 Units 3.00

*Class Status Active

Class Type Enrollment Enrollment Status Closed

| | | | | |
|-------------------------|-----------------------------|-------------------------|----------------------|-------|
| *Add Consent | Instructor Consent Required | Requested Room Capacity | 25 | Total |
| *Drop Consent | No Special Consent Required | Enrollment Capacity | 14 | 11 |
| 1st Auto Enroll Section | <input type="text"/> | Wait List Capacity | 5 | 3 |
| 2nd Auto Enroll Section | <input type="text"/> | Minimum Enrollment Nbr | <input type="text"/> | |
| Resection to Section | <input type="text"/> | | | |

Auto Enroll from Wait List Cancel if Student Enrolled

Select Instructor Consent Required ONLY if class is Restricted.

*Add Consent **Instructor Consent Required**

*Drop Consent Department Consent Required

1st Auto Enroll Section **Instructor Consent Required**

2nd Auto Enroll Section No Special Consent Required

Resection to Section

Auto Enroll from Wait List Cancel if Student Enrolled



| STEP | Instructions |
|------|---|
| 14) | If Notes are required, click on the Notes tab and enter notes in the in the Class Notes section, in the Free Format Text box. Click SAVE and a Class number will generate. |

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

Course ID 008501 Course Offering Nbr 2
 Academic Institution San Diego Community Coll Dist
 Term Fall 2018 Undergrad
 Subject Area ENGL English
 Catalog Nbr 101 Reading and Composition

Class generated number

Class Sections Find | View All First 1 of 3 Last

Session 1 Regular Academic Session
 Class Section 2001 Component Lecture **Class Nbr 10409**
 Associated Class 2001 Units 3.00 Event ID 000245558

Class Notes Find | View All First 1 of 1 Last

*Sequence Number 1
 *Print Location After
 Note Nbr []
 Copy Note
 Even if Class Not in Schedule
 Free Format Text:
 Clear Note
 Write your notes in this area. Do NOT write your notes in the box above as it will display in ALL classes with the same Subject, Catalog Number and Campus.

Save | Return to Search | Notify

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