SAN DIEGO COMMUNITY COLLEGE DISTRICT

Job Aid

CREATE A NEW CLASS SECTION

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

PREREQUISITES

Must have proper permissions in Campus Solutions.

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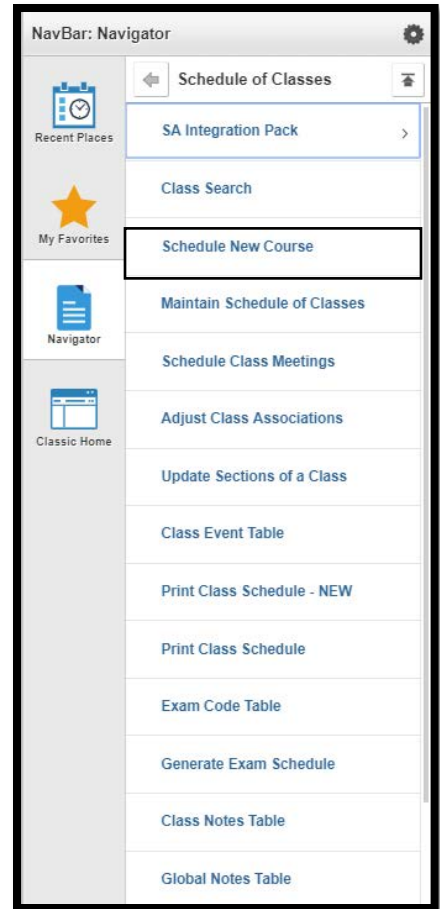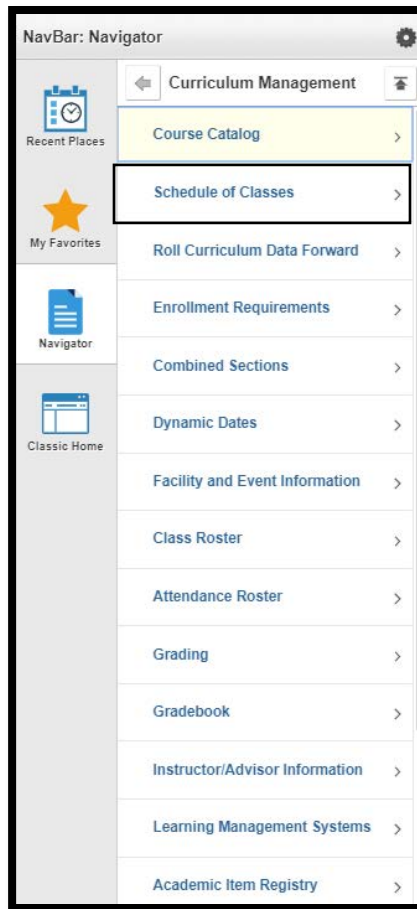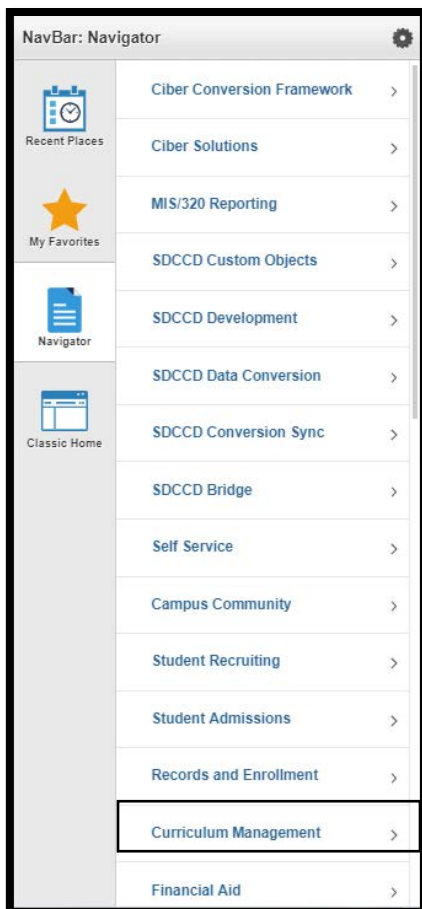
This Job Aid will go over the process necessary to create a new class section.

STEP	Instructions
1)	Click on the Compass Icon ⊘ and 📄 Navigator to navigate to **Curriculum Management -> Schedule of Classes -> Schedule New Course**

STEP	Instructions
2)	Enter "SDCCD" for **Academic Institution**. Select your **Term**. 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.
3)	Or start typing the four digit **Term** number as follows: • "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 Fully typed out you would see: 2183: Spring 2018 (*includes Intersession*) 2185: Summer 2018 2187: Fall 2018
4)	You can search **Subject Area** and **Campus** with the magnifying glass also. 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. Then 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	= ▼	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

Search   Basic Search 🔲 Save Search Criteria

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 | Tex |

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

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

STEP	Instructions
9)	**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.) • City College – 1001-1999 • Mesa College – 2001-2999 • Miramar – 3001-3999

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

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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.

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**.

Select **Instructor Consent Required** ONLY if class is Restricted.

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.