



SCHEDULING A CONCURRENT CLASS SECTION

BUSINESS PROCESS: *CREATE A NEW CONCURRENT CLASS SECTION*


MODULE: *CURRICULUM MANAGEMENT*

PREREQUISITES

Review *Create a New Class Section Job Aid* and *Special Designator Job Aid*

INSTRUCTIONS

This Job Aid will go over the process of scheduling a class with special designator of concurrent class.

STEP	Instructions
1)	Navigate to Curriculum Management -> Schedule of Classes -> Schedule New Course . <i>Refer to Create a New Class Section Job Aid to build class and refer to Special Designator Job Aid to add Special Designator</i>
STEP	Instructions
2)	On the Basic Data tab, navigate to the bottom to page under Class Attributes , and click Last hyperlink on the right hand side. Then click the  icon to add another row.

*Course Attribute	Description	*Course Attribute Value	Description		
CB03	Course TOP Code	083520	Fitness Trainer	+	-
CB04	Course-Credit-Status	D	Credit - Degree Applicable	+	-

STEP	Instructions
3)	On the new row, under *Course Attributes , click the magnifying glass to select "SPDG" for Special Designator.
4)	Under *Course Attributes Value , click the magnifying glass and select "CONCURNT" for Concurrent Class. Click Save . End of Process.



Job Aid

Class Attributes

*Course Attribute	Description	*Course Attribute Value
XB10	Section CVU/CVC Status	Y
SPDG	Special Designator	CONCURNT

Save Return to Search Notify

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
SOCO	Social Work Students Only
SPDG	Special Designator
SPON	External Sponsors for Courses
SPPR	SPEC-PROG
SURP	Surplus
SV06	Student Cooperative Work Exper
TRKI	Attendance Tracking Used
VTEA	VATEA Funded Class

Course Attribute Value	Description
ACP	Accelerated College Program
APPR	Apprenticeship
ARRA_GRANT	ARRA 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_DSPTS	Continuing Education DSPTS
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

Personalize | Find | View All | [?]

Course Attribute Value	Description
Y	Not Applicable
CONCURNT	Concurrent Class