



# SCHEDULING A CONTRACT OR GRANT FUNDED CLASS SECTION


BUSINESS PROCESS: *CREATE A CONTRACT OR GRANT FUNDED CLASS*  
MODULE: *CURRICULUM MANAGEMENT*

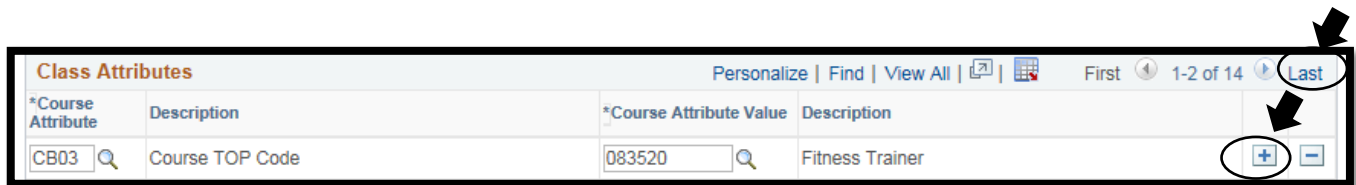
## PREREQUISITES


Review *Create a New Class Section Job Aid*.

## INSTRUCTIONS

This Job Aid will go over the process to create a Contract/Grant Funded Class section.

STEP	Instructions
1)	Reference <b>Create a New Class</b> Job Aid.
2)	Once the course is selected and the information input on the <b>Basic Data</b> section, scroll to the bottom portion of the page. Under <b>Class Attributes</b> section, click <b>Last</b> hyperlink located on the same title line as Class Attributes. (Last hyperlink will pull up the last. Class Attribute linked to the course. To add a new attribute, Click on the  icon on the last class attribute row.




STEP	Instructions
3)	On the new row, under <b>Course Attributes</b> , Click on the  magnifying glass next to the box under <b>*Course Attribute</b> to select the correct Course Attribute. Select <b>CONT – Contract Class</b> by double clicking it.



**Look Up Course Attribute**

CB23	Funding Agency Category
CB24	Course-Program-Status
CBE	Credit By Examination
CEDU	Continuing Educ Credit Only
CEPR	Continuing Education Program
CERT	Certificate Seeking Only
CHPR	CHPR
CHRS	Course Hours
CHRT	Disclaimer
<b>CONT</b>	<b>Contract Class</b>
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.

STEP	Instructions
4)	<p>On the same row, Click on the  magnifying glass next to the blank box under <b>*Course Attribute Value</b> to select the correct Course Attribute Value. Select correct course attribute Value from the list below.</p> <p>Complete building the course (refer to Create a New Class job aid). End of Process.</p>



# Job Aid

**Student Homepage** | **Schedule New Course**

**Class Sections**

\*Session 1 Regular Academic Session  
\*Class Section 3301  
\*Component LEC Lecture  
\*Class Type Enrollment Section  
\*Associated Class 3301 Units 3.00  
\*Campus MIRA Miramar  
\*Location ONCAMPUS On Campus  
Course Administrator  
\*Academic Organization R-EX Health Nutri  
Academic Group MIR  
\*Holiday Schedule CO1  
\*Instruction Mode 72  
Primary Instr Section 3301

**Class Topic**

Course Topic ID

**Equivalent Course Group**

Course Equivalent Course Group 00609 NUTR 150 / CONF 105 / 150 +  
Class Equivalent Course Group

**Class Attributes**

*Course Attribute	Description	*Course Attribute Value	Desc
SPPR	SPEC-PROG	0	NO S
CONT	Contract Class	2222	2222

**Look Up Course Attribute Value**

Course Attribute CONT  
Description begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-18 of 18 Last

Course Attribute Value	Description
0	0
111	111
1111	1111
2	2
2222	2222
31	31
3333	3333
4073	4073
4112	4112
4120	4120
4141	4141
5000	5000
5001	5001
8010	8010
901	901
CONTRACT	Contract Class
P	P
R	R

Select the correct Contract/Grant code for the course

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