

## Job Aid

# 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.					
	Once the course is selected and the information input on the <b>Basic Data</b> section, scroll to the bottom portion of the page.					
2)	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.					

Class Attri	butes	Personalize   Find   View All   🗷   🧱 🛛 First 🕚 1-2 of 14 🔮				
*Course Attribute	Description	*Course Attribute Value	Description			
CB03 🔍	Course TOP Code	083520 🔍	Fitness Trainer			

STEP	Instructions
3)	On the new row, under <b>Course Attributes</b> , Click on the <u></u> 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.



## Job Aid

Student Homepage	Schedule New Course						
Class Sections		Look Up C	Course Attribute	×			
		CB23	Funding Agency Category	<b>A</b>			
"Session I	Regular Academic Session	CB24	Course-Program-Status				
*Class Section 3301		CBE	Credit By Examination				
*Component IFC		CEDU	Continuing Educ Credit Only				
	Lecture	CEPR	Continuing Education Program				
*Class Type Enrollment Section	<b>v</b>	CERT	Certificate Seeking Only				
*Associated Class 3301		CHPR	CHPR				
	ASSUC	CHRS	Course Hours				
*Campus MIR Select C		CHRT	Disclaimer				
*Location ON(		CONT	Contract Class				
Course Administrator Contract	Contract Class		Course Reference Number				
		CRSF	Course Family	_			
*Academic Organization R-E	Health Nutri	CSGE	CSU General Education				
And dente Convertight		DE	Distance Education Approval				
Academic Group MIRA	Miramar College	DEGR	Degree Seeking Only				
*Holiday Schedule CO1819	College Academic 2018-2019	DEPT	Department Approval Required				
*Instruction Mode 72	DE Internet Delayed Evaluation	DGE	District General Education				
	FUND	Contract Education					
Primary Instr Section 3301	Primary Instr Section 3301						
Class Tania		GE21	GE2I				
class lopic		GE2I	GE2I				
Course Topic ID		GEIN	GEIN				
		HON	Honors Course				
Equivalent Course Group		HSPR	High School Diploma Program				
		IGET	IGETC Code				
Course Equivalent Course Group 00609 NUTR	150 / CONF 105 / 150 +	JUN	N Open To Juniors Only.				
Class Equivalent Course Group		MAJ	Open To Majors Only				
		MAJR	Recommended for Major				
Class Attributes	Personalize   Fi	MULT	Multicultural Studies				
*Course		NDA	Non-Degree Applicable				
Attribute	*Course Attribute Value Desc	NMAJ	Open to Non-majors Only.				
SPPR O SPEC-PROG	0 NO 9	NONA	Non-Academic for Athlete				
	Q NO C	PLUP	Pracement Level Upgrade				
CONT Q Contract Class	Q	PRKS	PKKS				
		RE	Course Repeat	-			
		SEN	Open to Seniors Only.				
Save 🔯 Return to Search 👘 Previous in List 🚛 N	lext in List 💽 Notify						
Basic Data   Meetings   Enrollment Cotrl   Reserve Cap   Notes   Evam	LLMS Data LTextbook LGL Inte	rface					
eace each modified Enforment entry Proserve each Protes   Exam							

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



### Job Aid

🔇 Studen	t Homepage						Sched	lule	New Cou	irse	
Class Sectio	ins					Look Up	o Course	Attrib	oute Value		×
*Session 1 Q			Regular Acad	Pagular Academic Session						He	alp
*Class Section 3301				Course At	tribute		CONT				
						Doec	rintion be	aine wi	th v I		i
	*Component LEC	2	Lecture	2		Desc	ubriou Dei	gins wi	<u>ui • [</u>		1
	*Class Type Enrolli	nent Section				Look H		loar	Canaal	Pasia Laslaus	
	*Associated Class 3301	🔍 Units	3.00	1	Associ	LUOK O		leal	Cancer	Basic Lookup	
	*Campus MIRA		Miramar			Search R	lesults				
	*Location ONCAI	APUS Q	On Compute			View 100	First @	1.18	of 18 D last		
	Course Administrator	0	On Campus			Course Att	ribute Value	e De	scription		
	Course Auministrator	<u> </u>		_		0	induce value	0	scription		
	*Academic Organization R-EX			Health Nu	ıtri	111		11	1		
	Academic Group MIR	Select the	correct			1111		11	11		
	*Holiday Schedule CO1	Contract/G	rant code	ic 1		2		2			
	*Instruction Mode 72			wood Evo		2222		22	22		
	Drimony Instr Section 3301	for the c	course	ayeu LAU	lange	3333		33	33		
	Primary insu Section 5501					4073		40	73		
Class Top	ic			-		4112		41	12		
	Course Topic ID					4120		41	20		
					_	4141		41	41		
Equivalent	t Course Group					5000		50	00		
C	Course Equivalent Course Group 000			05 / 150 +		8010		80	10		
C	ourse Equivalent Course Group out	MOTR	1007.COMP1	007100 +		901		90	)1		
	Class Equivalent Course Group					CONTRAC	т	Co	ontract Class		
Olara Arta	1			-		P		P			
Class Attr	IDUTES			Personaliz	e   Fi	R		R			
Attribute	Description		*Course Att	ribute Value	Desc						
SPPR Q	SPEC-PROG		0	Q	NO S						
CONT Q	Contract Class		2222	Q	2222						
Save Gasic Data   Me	Return to Search The Previous Previous   Enrollment Cntrl   Reserve Ca	n List 🛛 🚛 N	ext in List   LMS Data   1	📰 Notify Textbook   G	L Inte	rface	_				