



SCHEDULING A CREDIT BY EXAM (CBE) CLASS SECTION

BUSINESS PROCESS: *CREATING CREDIT BY EXAM CLASS SECTIONS*


MODULE: *STUDENT RECORDS – CURRICULUM MANAGEMENT*

PREREQUISITES

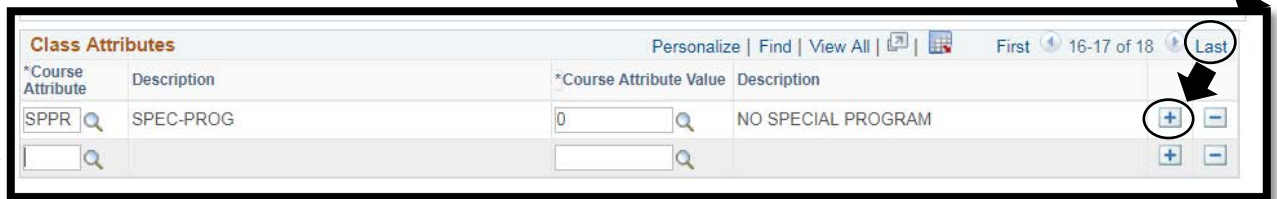
Review *Create a New Class Section Job Aid*.


INSTRUCTIONS

This Job Aid will go over the process to create a Credit by Exam (CBE) class section.


STEP	Instructions
1)	Reference Create a New Class Section Job Aid.
2)	Once the correct course is selected, in the Basic Data tab, navigate to the bottom to page under Class Attributes , and click Last hyperlink on the top right, then click on the  to add another row.

New Row shows after clicking "+" icon





STEP	Instructions
3)	In the new row, to see more Course Attribute click on  . In the Look Up Course Attribute click on CBE (Credit By Examination).



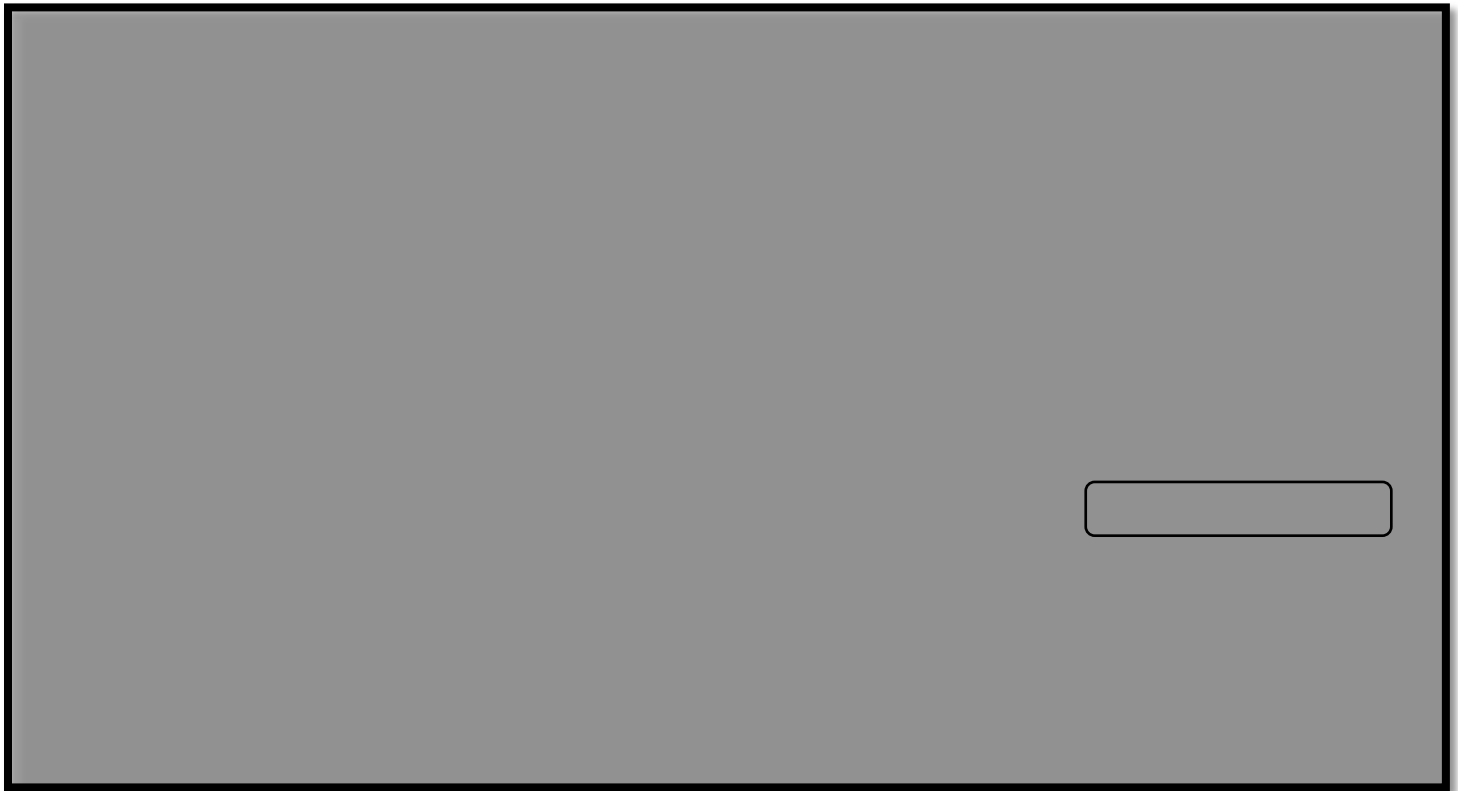
STEP	Instructions
4)	In the Course Attribute Value column to the right click on  to see more Course Attribute Values . In the Look Up Course Attribute Value click on CBE (Credit By Examination) then click Save .



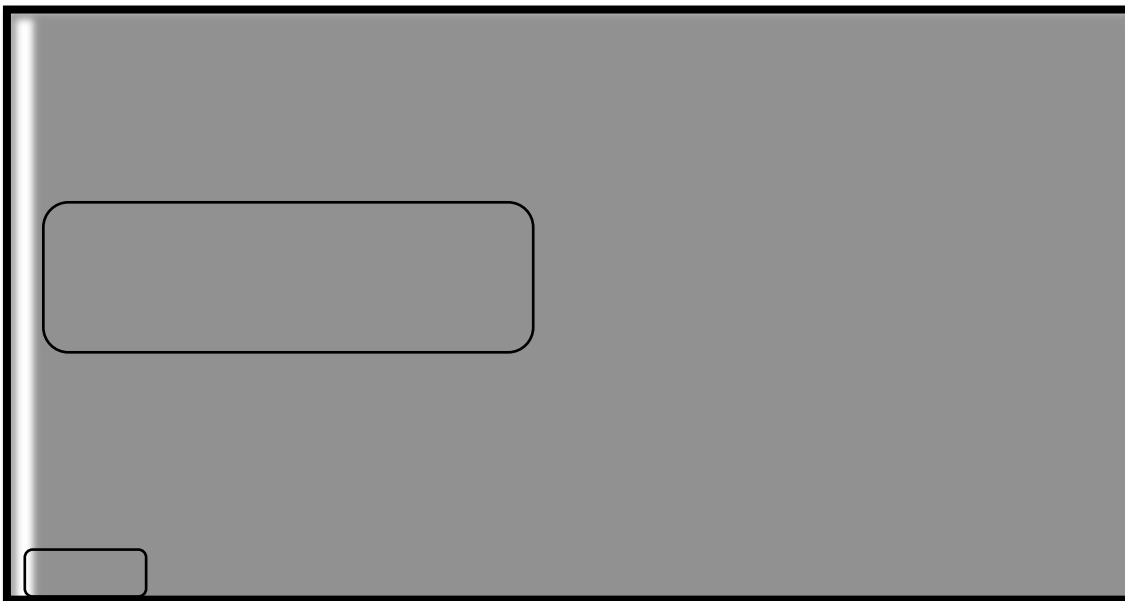
The screenshot shows the 'Class Sections' interface with a 'Look Up Course Attribute Value' dialog box. The dialog box has a search field with 'CBE' entered and a dropdown menu set to 'begins with'. The search results list 'CBE Credit By Examination', 'CEV Credit By Evaluation', and 'TPRP Tech Prep'. The 'CBE Credit By Examination' result is highlighted with a red box. The background interface shows various fields for class details, including 'Class Section 2301', 'Component LEC', 'Class Type Enrollment Section', 'Associated Class 3301', 'Campus MESA', 'Location ONLINE', 'Academic Organization M-CONSFAS', and 'Class Attributes' table.

STEP	Instructions
5)	<p>Click on New Window top right hand corner.</p> <p>Click NavBar  → Navigator  → Curriculum Management → Schedule of Classes → Adjust Class Associations</p>





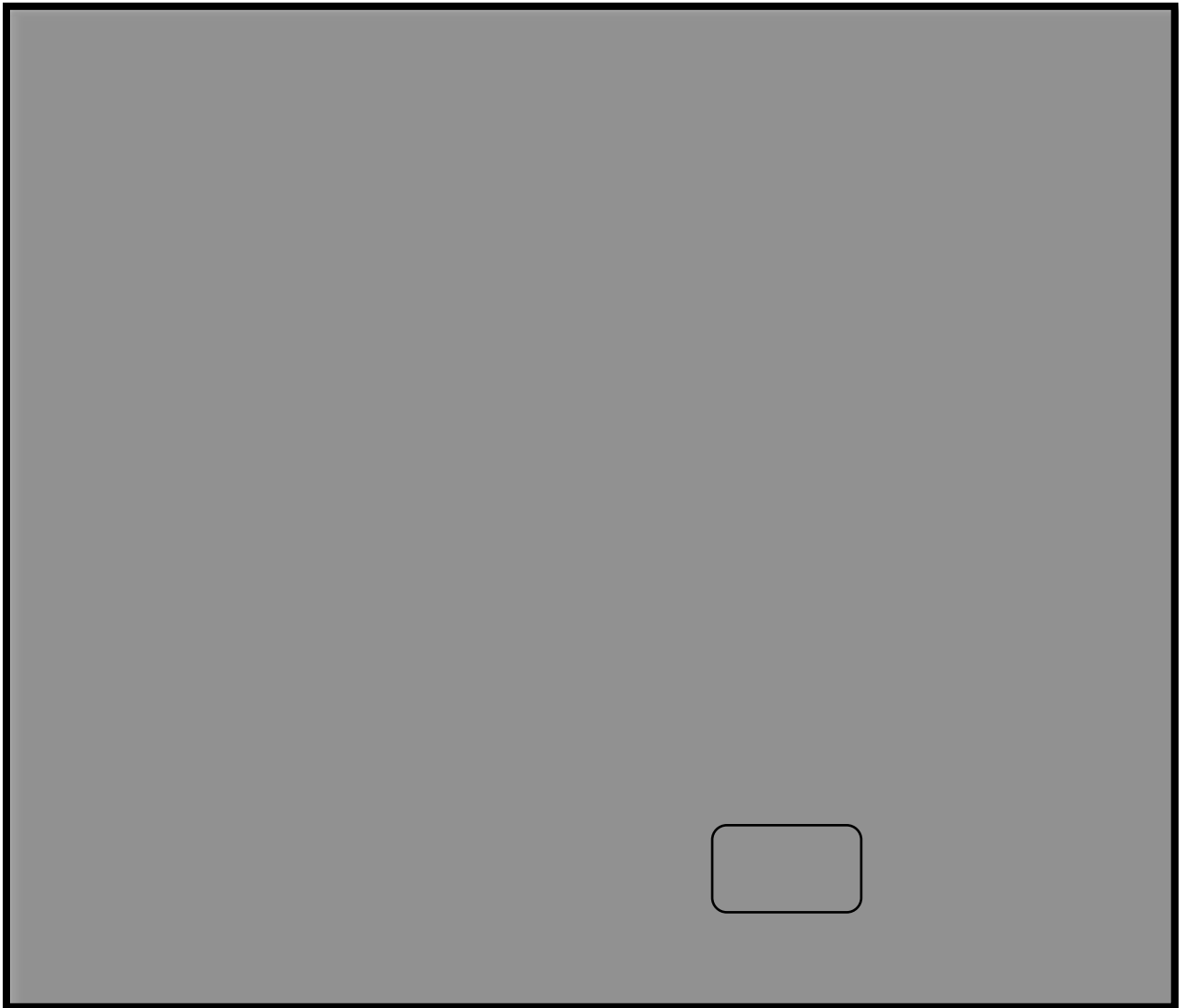
STEP	Instructions
6)	Search for your course by filling in Academic Institution , Term , Subject Area , and Catalog Nbr then click Search





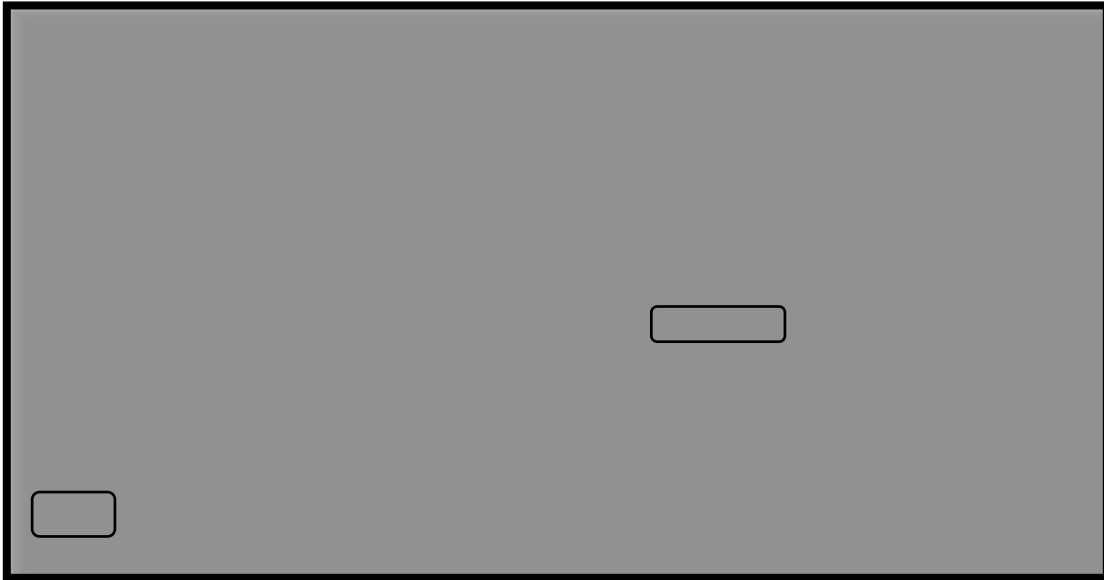
Job Aid

STEP	Instructions
7)	Select the course for your campus by looking at the Course Offering Nbr (1= City, 2 = Mesa, 3 = Miramar, 4 = Continuing Ed.)





STEP	Instructions
8)	FA Units field should be blank or have a zero value. If not, delete units to leave field blank and then click Save .



STEP	Instructions
9)	Click on Class Components to find your Class Nbr . You can click through classes (1 of 2) if there are multiple classes under the same subject and course number by clicking on the arrow.

Class Associations | **Class Components** | Class Requisites

Course ID 006788 Course Offering Nbr 3
 Academic Institution San Diego Community Coll Dist
 Term Fall 2017 Undergrad
 Subject Area BIOL Biological Sciences
 Catalog Nbr 131 Introduction to Biotechnology
 Session 1 Regular Academic Session

Class Association Components Find | View All First 1 of 2 Last

Associated Class 3002
 *Grading Basis GRD Graded
 Graded Component Lecture Lab Combo *Grade Roster Print Component
 Requirement Designation Primary Component LLB

Associated Class Attributes Find First 1 of 1 Last
 *Attribute

Class Components Personalize | Find | View All | First 1 of 1 Last

*Course Component	Contact	Optional	Workload Hours	*Final Exam	Auto Create
Lecture Lab Combo	108,000	<input type="checkbox"/>		No	<input checked="" type="checkbox"/>

Class Sections Personalize | Find | View All | First 1 of 1 Last

Section	Class Nbr	Component	Class Type	Class Status
3002	11547	Lecture Lab Combo	Enrollment Section	Active

Class Association 9999 Personalize | Find | View All | First 1 of 1 Last

Section	Class Nbr	Component	Class Type	Class Status



STEP	Instructions
10)	After selecting the correct class number, return to Class Associations to update Billing Factor/FA Units fields and Save . This completes the job aid to create a Credit by Exam (CBE) class section.

Adjust Class Associations

Class Associations Class Components Class Requisites

Course ID 006788 Course Offering Nbr 3

Academic Institution San Diego Community Coll Dist

Term Fall 2017 Undergrad

Subject Area BIOL Biological Sciences

Catalog Nbr 131 Introduction to Biotechnology

Session 1 Regular Academic Session

Class Roll

Class Associations Find | View All First 1 of 2 Last

Associated Class 3002	Maximum Units 4.00
Minimum Units 4.00	FA Units
Academic Progress Units 4.00	Course Contact Hours 108.00
Course Count 1.00	*Instructor Edit No Enrollment Choice
Billing Factor 0.000	
Tuition Group	

Use Blind Grading

Save Return to Search Notify

[Class Associations](#) | [Class Components](#) | [Class Requisites](#)