



CREATING DCP CLASSES



BUSINESS PROCESS: *CREATING DIRECTED CLINICAL PRACTICE (DCP) CLASSES*
MODULE: *CURRICULUM MANAGEMENT*

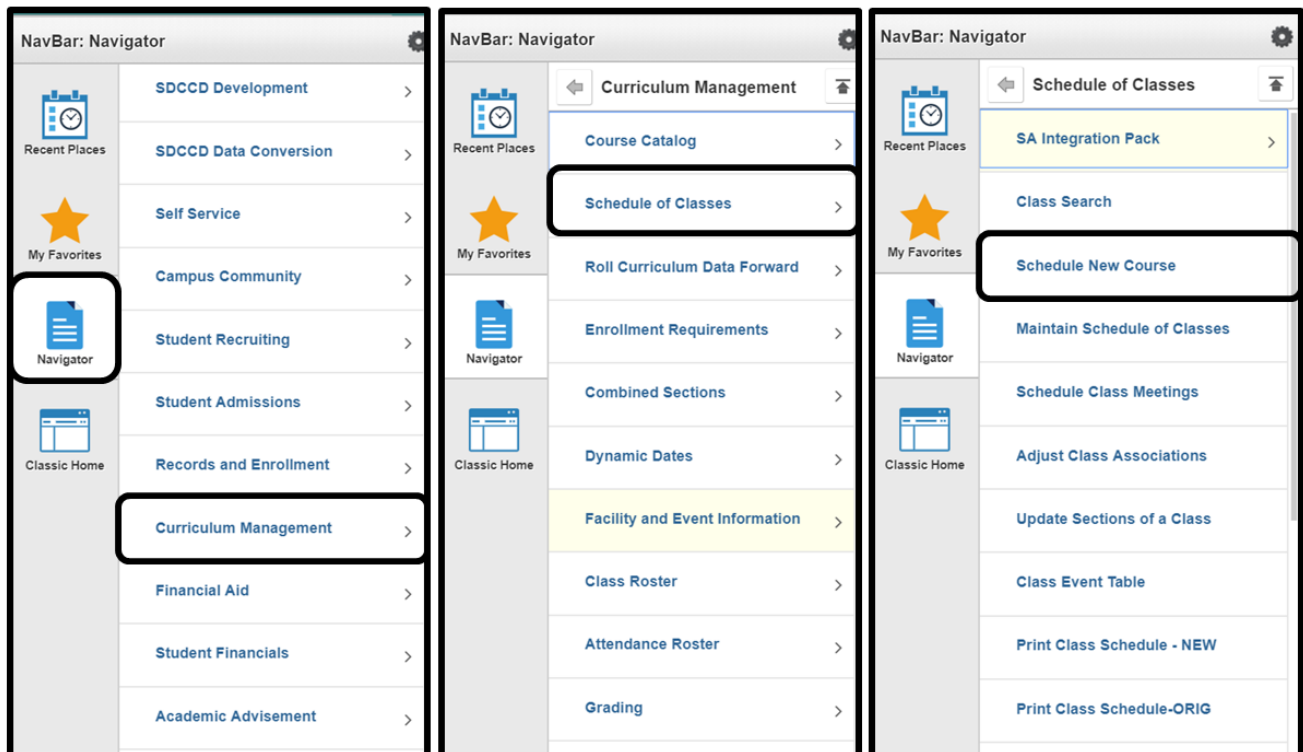
PREREQUISITES

Review *Create a New Class job aid*

INSTRUCTIONS

This Job Aid will go over the process necessary to create a DCP course

STEP	Instructions
1)	Click on  and  navigate to: Campus Solutions > Curriculum Management > Schedule of Classes > Schedule New Course





STEP	Instructions
2)	<p>Fill out the following fields under *Search Criteria:</p> <p>*Academic Institution, *Term, *Subject Area, *Catalog Nbr, *Academic Career, *Campus.</p> <p>Click *Search down below, then select the correct option listed under *Search Results</p>

Find an Existing Value

▼ **Search Criteria**

Academic Institution	=	SDCCD	
Term	=	2193	
Subject Area	=	MEDA	
Catalog Nbr	begins with	97	
Academic Career	=	Undergraduate	
Campus	begins with	MESA	
Description	begins with		
Course ID	begins with		
Course Offering Nbr	=		

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
SDCCD	2193	MEDA	97	Undergrad	MESA	Directed Clinical Practice	069919	2



STEP	Instructions
3)	<p>On the *Basic Data tab, under *Class Sections begin to fill out the following sections to build the DCP course:</p> <ul style="list-style-type: none"> a) *Session – Choose the session (if DYN date then ensure to put the correct *Start/End date) b) *Class Section – Numbered based off the campus and the amount of courses already created/offered for this section (Reference Create A New Course job aid) c) *Component = FLD – Field Experience (90) d) *Associated Class must match Class section e) *Location – Select the correct location for DCP f) *Instruction Mode = 90 Field Experience

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID 069919 Course Offering Nbr 2
 Academic Institution San Diego Community Coll Dist
 Term Spring 2019 Undergrad
 Subject Area MEDA Medical Assisting
 Catalog Nbr 97 Directed Clinical Practice

Auto Create Component

Class Sections Find | View All First 1 of 1 Last

*Session DYN ← Dynamically Dated Session → Class Nbr 14058
 *Class Section 2001 ← *Start/End Date 02/25/2019 05/25/2019
 *Component FLD ← Field Experience (90)
 *Class Type Enrollment Section
 *Associated Class 2001 ← Event ID
 *Campus MESA ← Mesa
 *Location ONCAMPUS ← On Campus
 Course Administrator
 *Academic Organization M-ALLIEDHE ← Dept-Allied Health
 Academic Group MESA ← Mesa College
 *Holiday Schedule CO1819 ← College Academic 2018-2019
 *Instruction Mode 90 ← Field Experience
 Primary Instr Section 2001

Associated Class Attributes
 Add Fee
 Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required



STEP	Instructions
4)	Navigate to *Meetings Tab. Under *Meeting Pattern section fill out the following: *Facility ID , *Pat , *Start/End Date (ensure dates match the dates on *Basic Data tab, *TBA Hours

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID 069919 Course Offering Nbr 2
 Academic Institution San Diego Community Coll Dist
 Term Spring 2019 Undergrad
 Subject Area MEDA Medical Assisting
 Catalog Nbr 97 Directed Clinical Practice

Class Sections Find | View All First 1 of 1 Last

Session DYN Dynamically Dated Session Class Nbr 0
 Class Section 2001 Component Field Event ID
 Experience (90)
 Associated Class 2001
 Minimum Hours 216.00 Maximum Hours 243.00 Scheduled Hours 0.00 Total Hours 0.00
 Number of Weeks Number of Days TBA Hours 0.00 Class Section FTE 0.000
 DAH 0.00 WAH 0.00 FTES Report Term FTES Prior FTES Report Term
 Summer Override

Error Hours

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 MESACL SRM 30 TBA [] [] [] [] [] [] [] [] [] 02/25/2019 05/25/2019
 MESA CLSRM Topic ID Free Format Topic TBA Hours

Print Topic On Transcript Contact Hours



STEP	Instructions
5)	<p>Navigate to the *Enrollment Cntrl Tab. Under *Enrollment Control section enter the *Enrollment Capacity and *Wait List Capacity if necessary</p> <p>Note: If the DCP course is a restricted course, click the drop down next to *Add Consent and select *Instructor Consent Required</p>

Basic Data Meetings **Enrollment Cntrl** Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID 069919 Course Offering Nbr 2
Academic Institution San Diego Community Coll Dist
Term Spring 2019 Undergrad
Subject Area MEDA Medical Assisting
Catalog Nbr 97 Directed Clinical Practice

Enrollment Control Find | View All First 1 of 1 Last

Session DYN Dynamically Dated Session Class Nbr 0
Class Section 2001 Component Field Experience (90) Event ID
Associated Class 2001
*Class Status Active Cancel Class
Class Type Enrollment Enrollment Status Closed
*Add Consent Instructor Consent Required Requested Room Capacity 0 Total 0
*Drop Consent No Special Consent Required Enrollment Capacity 30
1st Auto Enroll Section Wait List Capacity 0
2nd Auto Enroll Section Minimum Enrollment Nbr
Resection to Section
 Auto Enroll from Wait List Cancel if Student Enrolled



STEP	Instructions
6)	Navigate the *Notes tab, and under the *Class Notes section, enter notes for course under *Free Format Text box.

The screenshot shows the 'Notes' tab selected in the system. The course information is as follows:

- Course ID: 069919
- Course Offering Nbr: 2
- Academic Institution: San Diego Community Coll Dist
- Term: Spring 2019
- Subject Area: MEDA
- Catalog Nbr: 97
- Undergrad: Medical Assisting
- Directed Clinical Practice: Directed Clinical Practice

The 'Class Sections' section shows:

- Session: DYN (Dynamically Dated Session)
- Class Section: 2001
- Component: Field Experience (90)
- Associated Class: 2001

The 'Class Notes' section is active, showing:

- *Sequence Number: 1
- *Print Location: After
- Note Nbr: [Search icon]
- Buttons: Copy Note, Clear Note
- Checkbox: Even if Class Not in Schedule
- Free Format Text: Class meets in S318. (highlighted with a black box and an arrow)



STEP	Instructions
7)	Click *Save at the bottom of the page to save the new DCP course. A *Class Nbr and *Event ID should be generated. End of Process.

Enrollment Control Find | View All First 1 of 1 Last

Session DYN Dynamically Dated Session
Class Section 2001 Component Field Experience (90)
Associated Class 2001 Units 4.50

*Class Status Active Class Nbr 14058
Event ID 000244981

Class Type Enrollment Enrollment Status Open
*Add Consent Instructor Consent Required
*Drop Consent No Special Consent Required

1st Auto Enroll Section
2nd Auto Enroll Section
Resection to Section

Requested Room Capacity 30 Total
Enrollment Capacity 30 0
Wait List Capacity 0
Minimum Enrollment Nbr

Auto Enroll from Wait List Cancel if Student Enrolled

Save Go to Search Notify