





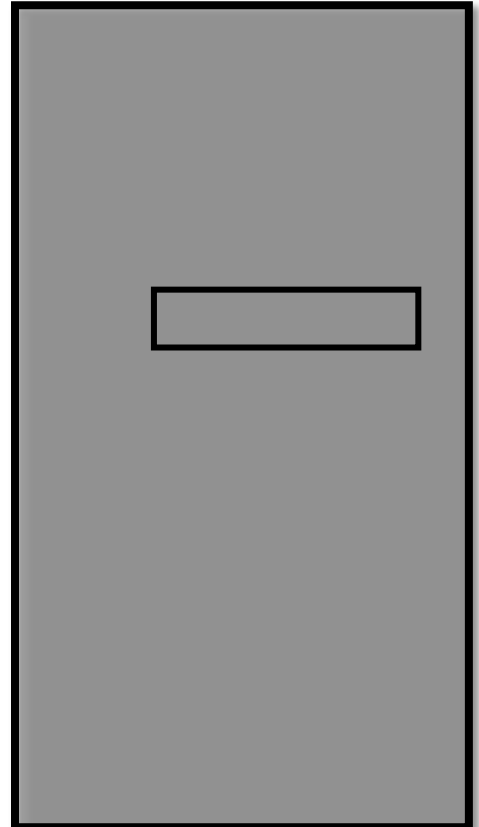
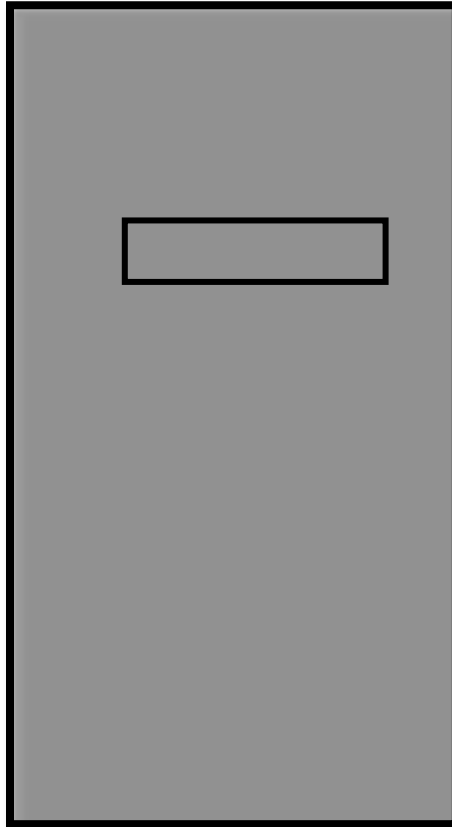
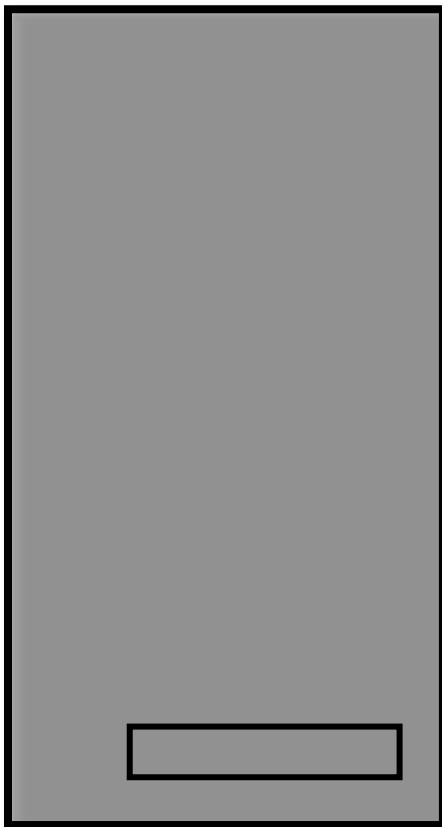
SCHEDULING LEARNING COMMUNITY SECTIONS

BUSINESS PROCESS: *SCHEDULING LEARNING COMMUNITY SECTIONS*
MODULE: *STUDENT RECORDS – CURRICULUM MANAGEMENT*

INSTRUCTIONS

This Job Aid will go over the process necessary to create Learning Community sections: LCOM shell and individual sections.

STEP	Instructions
1)	Click on  and  navigate to: Curriculum Management → Schedule of Classes → Schedule New Course.





STEP	Instructions
2)	On Schedule New Course page input the Term, Subject and Catalog Number . Click Search .

Schedule New Course

Schedule New Course

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution = ▼

Term = ▼

Subject Area = ▼

Catalog Nbr begins with ▼

Academic Career = ▼

Campus begins with ▼

Description begins with ▼

Course ID begins with ▼

Course Offering Nbr = ▼

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

STEP	Instructions
3)	The Search Results will generate the courses based on the criteria input. Select the appropriate course and campus by clicking it.



Job Aid

Search Results

View All								First	1-2 of 2	Last
Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr		
SDCCD	2193	LCOM	101M	Undergrad	CITY	ENGL 101/CHIC 141B	004679	1		
SDCCD	2193	LCOM	101M	Undergrad	MESA	ENGL 101/CHIC 141B	004679	2		

STEP	Instructions
4)	The page below displays after selecting the offering campus. Fill in class information on the Basic Data tab (*Session , *Class Section , *Associated Class , *Instruction Mode). Add a Class Attribute by first clicking . In the Course Attribute field, enter SPDG or click on the magnifying glass to select Special Designator (SPDG) and for the Course Attribute Value enter CONCURNT or click on the magnifying glass to select Concurrent Class (CONCURNT) .

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

Course ID 004679 Course Offering Nbr 1
 Academic Institution San Diego Community Coll Dist
 Term Spring 2019 Undergrad
 Subject Area LCOM Learning Community
 Catalog Nbr 101M ENGL 101/CHIC 141B

Auto Create Component

Class Sections Find | View All First 1 of 1 Last

Session 1 Regular Academic Session Class Nbr 0
 *Class Section 1001 *Start/End Date 01/28/2019 05/25/2019
 *Component LEC Lecture Event ID
 *Class Type Enrollment Section
 *Associated Class 1001 Associated Class Attributes
 *Campus CITY City Add Fee
 *Location ONCAMPUS On Campus
 Course Administrator
 *Academic Organization C-ARTHUMAN School-Arts Humanities Commun
 Academic Group CITY City College
 *Holiday Schedule CO1819 College Academic 2018-2019
 *Instruction Mode 02 In Person-Lecture/discussion
 Primary Instr Section 1001

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

Class Topic
 Course Topic ID Print Topic in Schedule

Equivalent Course Group
 Course Equivalent Course Group Override Equivalent Course
 Class Equivalent Course Group

Class Attributes Personalize | Find | View All | First 2-3 of 14 Last

*Course Attribute	Description	*Course Attribute Value	Description
CB04	Course-Credit-Status	ID	Credit - Degree Applicable
SPDG	Special Designator	CONCURNT	Concurrent Class



STEP	Instructions
5)	On the Meetings tab, enter Meeting Patterns and Instructors for Meeting Pattern

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

Course ID 004879 Course Offering Nbr 1
 Academic Institution San Diego Community Coll Dist
 Term Spring 2019 Undergrad
 Subject Area LCOM Learning Community
 Catalog Nbr 101M ENGL 101/CHIC 141B

Class Sections Find | View All First 1 of 1 Last

Session 1 Regular Academic Session Class Nbr 0
 Class Section 1001 Component Lecture Event ID
 Associated Class 1001
 Minimum Hours 98.00 Maximum Hours 108.00 Scheduled Hours 0.00 Total Hours 0.00
 Number of Weeks Number of Days TBA Hours 0.00 Class Section FTE 0.400
 DAH 0.00 WAH 0.00 FTES Report Term FTES Prior Summer FTES Report Term Override

Error Hours

Meeting Pattern Find | View 1 First 1-2 of 2 Last

Facility ID CITYAH421 Capacity 35 Pat Mtg Start 12:45PM Mtg End 2:10PM M T W T F S S *Start/End Date 01/28/2019 05/25/2019
 CITY-AH 421 Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours TBA Hours

Instructors For Meeting Pattern Personalize | Find | View All | 1 of 1 Last

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact
				Primary Instructor	<input checked="" type="checkbox"/>		

Facility ID CITYMS481 Capacity 41 Pat Mtg Start 11:10AM Mtg End 12:35PM M T W T F S S *Start/End Date 01/28/2019 05/25/2019
 CITY-MS 481 Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours TBA Hours

Instructors For Meeting Pattern Personalize | Find | View All | 1 of 1 Last

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact
				Primary Instructor	<input checked="" type="checkbox"/>		

Room Characteristics Personalize | Find | 1 of 1 Last

*Room Characteristic	Description	*Quantity
		1

Academic Shift Personalize | Find | 1 of 1 Last

Academic Shift	Description

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



STEP	Instructions
6)	On the Enrollment Cntrl tab, add Enrollment Capacity , Wait List Capacity and Instructor Consent Required if program requires restriction.

Schedule New Course

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

Course ID 004679 Course Offering Nbr 1
Academic Institution San Diego Community Coll Dist
Term Spring 2019 Undergrad
Subject Area LCOM Learning Community
Catalog Nbr 101M ENGL 101/CHIC 141B

Enrollment Control Find | View All First 1 of 1 Last

Session 1 Regular Academic Session Class Nbr 0
Class Section 1001 Component Lecture Event ID
Associated Class 1001

*Class Status Active Cancel Class

Class Type Enrollment Enrollment Status Closed

*Add Consent: No Special Consent Required
Department Consent Required
Instructor Consent Required
No Special Consent Required

*Drop Consent

1st Auto Enroll Section
2nd Auto Enroll Section

Resection to Section

Requested Room Capacity Total
Enrollment Capacity 25 0
Wait List Capacity 8 0
Minimum Enrollment Nbr

Auto Enroll from Wait List Cancel if Student Enrolled

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



STEP	Instructions
7)	On the Notes tab, add class note and Save . Make note of your Class Nbr to add into the Class Notes section of the individual classes.

Schedule New Course

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

Course ID 004679

Academic Institution San Diego Community Coll Dist

Term Spring 2019

Subject Area LCOM

Catalog Nbr 101M

Course Offering Nbr 1

Undergrad

Learning Community

ENGL 101/CHIC 141B

Class Sections Find | View All First 1 of 1 Last

Session 1	Regular Academic Session	Class Nbr 13704
Class Section 1001	Component Lecture	Event ID 000244630
Associated Class 1001	Units 6.00	

Class Notes Find | View All First 1 of 1 Last

*Sequence Number

*Print Location

Note Nbr

Free Format Text:

Even if Class Not in Schedule

Enrollment in this learning community section will enroll students in linked sections of ENGL 101, Class Nbr xxxxx, and CHIC 141B Class Nbr xxxxx. Taught from a Chicano perspective.

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



STEP	Instructions
8)	Click Return to Search to create the individual class sections.
9)	Input the Term, Subject and Catalog Number . Click Search .

Schedule New Course

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Academic Institution = ▼ SDCCD 🔍

Term = ▼ 2193 🔍

Subject Area = ▼ ENGL 🔍

Catalog Nbr begins with ▼ 101

Academic Career = ▼ Undergraduate ▼

Campus begins with ▼ 🔍

Description begins with ▼ 🔍

Course ID begins with ▼ 🔍

Course Offering Nbr = ▼ 🔍

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)


STEP	Instructions
10)	Search Results will generate the courses based on the criteria input. Select the appropriate campus.

Search Results

View All First ◀ 1-3 of 3 ▶ Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
SDCCD	2193	ENGL	101	Undergrad	CITY	Reading and Composition	008501	1
SDCCD	2193	ENGL	101	Undergrad	MESA	Reading and Composition	008501	2
SDCCD	2193	ENGL	101	Undergrad	MIRA	Reading and Composition	008501	3



STEP	Instructions
11)	On the Basic Data tab, if there are other classes already scheduled click on  to add a new section under the Class Sections section.
12)	Setup Basic Data tab as usual except Class Section , Associated Class and Primary Instr Section numbering will be 1701+ for City, 2701+ for Mesa, and 3701+ for Miramar. This numbering is to help identify Learning Community classes easily among non-Learning Community classes. NOTE: This Job Aid displays an example for a City College Class.

Maintain Schedule of Classes Home

New Window

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

Course ID 008501 Course Offering Nbr 1

Academic Institution San Diego Community Coll Dist


Term Spring 2019 Undergrad

Subject Area ENGL English

Catalog Nbr 101 Reading and Composition

[Auto Create Component](#)

Class Sections Find | View All First 2 of 2 Last

*Session 1 Regular Academic Session Class Nbr 0 

*Class Section 1701 *Start/End Date 01/28/2019 05/25/2019

*Component LEC Lecture Event ID

*Class Type Enrollment Section

*Associated Class 1701

*Campus CITY City

*Location ONCAMPUS On Campus

Course Administrator

*Academic Organization C-ENGLHUM Dept-English and Humanities

Academic Group CITY City College

*Holiday Schedule CO1819 College Academic 2018-2019

*Instruction Mode 02 In Person-Lecture/discussion

Primary Instr Section 1701

[Add Fee](#)

- Schedule Print
- Student Specific Permissions
- Dynamic Date Calc Required
- Generate Class Mtg Attendance
- Sync Attendance with Class Mtg
- GL Interface Required

Class Topic





Course Topic ID Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group 00689 ENGL 101 / BLAS 1 / 101+ Override Equivalent Course

Class Equivalent Course Group

Class Attributes Personalize | Find | View All First 1-2 of 19 Last

*Course Attribute	Description	*Course Attribute Value	Description		
CB03	Course TOP Code	150100	English (writing)		
CB04	Course-Credit-Status	D	Credit - Degree Applicable		

[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



STEP	Instructions
13)	On the Meetings tab, input data as usual.

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

Course ID 008501 Course Offering Nbr 1
 Academic Institution San Diego Community Coll Dist
 Term Spring 2019 Undergrad
 Subject Area ENGL English
 Catalog Nbr 101 Reading and Composition

Class Sections Find | View All First 2 of 2 Last

Session 1	Regular Academic Session		Class Nbr 0
Class Section 1701	Component Lecture	Event ID	
Associated Class 1701			
Minimum Hours 48.00	Maximum Hours 54.00	Scheduled Hours <input type="text" value="0.00"/>	Total Hours <input type="text" value="0.00"/>
Number of Weeks	Number of Days	TBA Hours <input type="text" value="0.00"/>	Class Section FTE 0.200
DAH 0.00	WAH 0.00	FTES Report Term	FTES Prior Summer <input type="checkbox"/> FTES Report Term Override <input type="checkbox"/>

Error Hours

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID <input type="text" value="CITYAH421"/>	Capacity <input type="text" value="35"/>	Pat <input type="text"/>	Mtg Start <input type="text" value="12:45PM"/>	Mtg End <input type="text" value="2:10PM"/>	M <input type="checkbox"/>	T <input checked="" type="checkbox"/>	W <input type="checkbox"/>	T <input checked="" type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	S <input type="checkbox"/>	*Start/End Date <input type="text" value="01/28/2019"/> <input type="text" value="05/25/2019"/>
CITY-AH 421		Topic ID <input type="text"/>	Free Format Topic <input type="text"/>									
		<input type="checkbox"/> Print Topic On Transcript	Contact Hours								TBA Hours <input type="text"/>	

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

<input type="text"/>	Name	*Instructor Role	Print	Access	Contact
<input type="text"/>		Primary Instructor	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Room Characteristics Personalize | Find | First 1 of 1 Last

*Room Characteristic	Description	*Quantity
<input type="text"/>		<input type="text" value="1"/>

Academic Shift Personalize | Find | First 1 of 1 Last

Academic Shift	Description
<input type="text"/>	

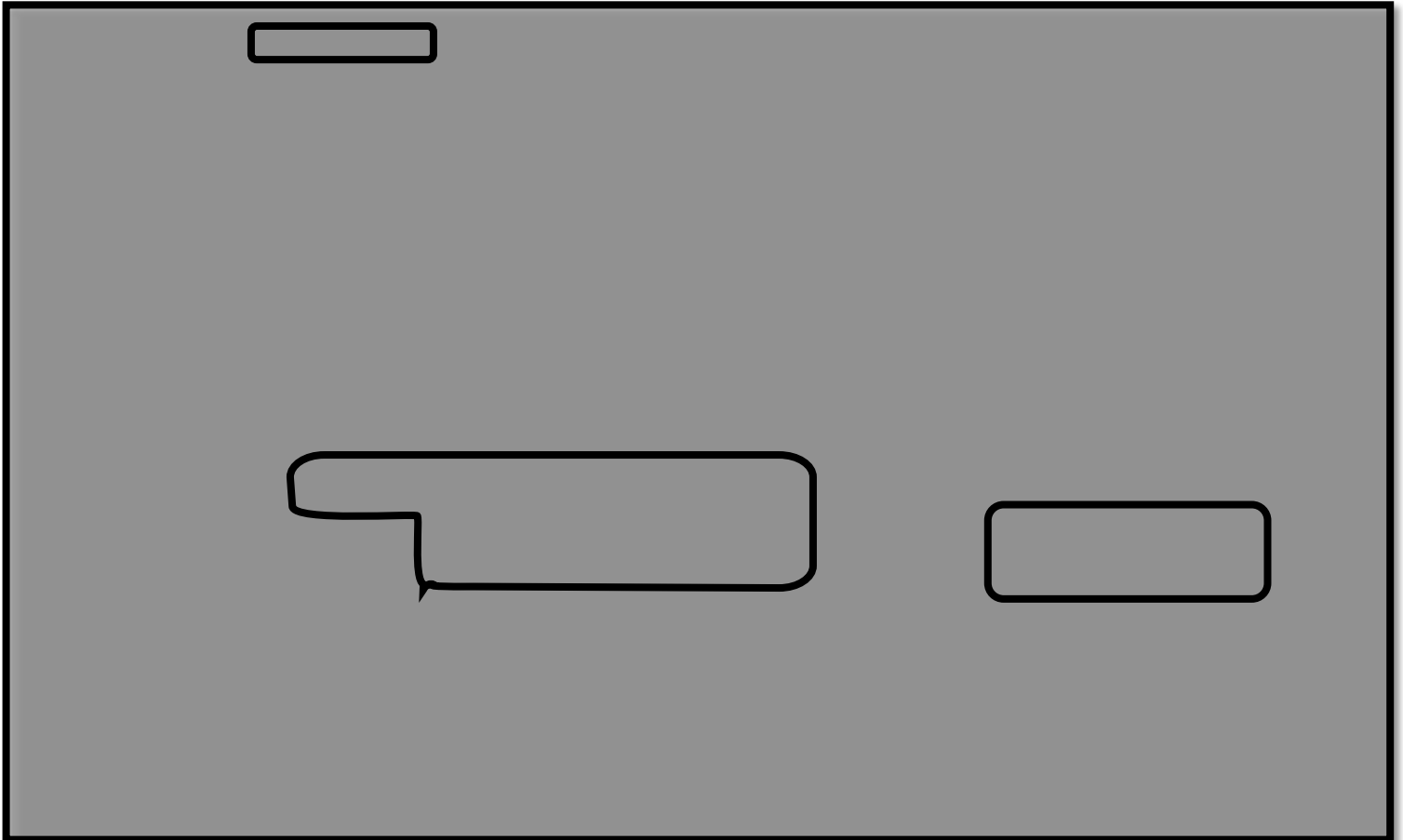
Save | Return to Search | Previous in List | Next in List | Notify

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



Job Aid

STEP	Instructions
14)	On the Enrollment Cntrl tab, add Instructor Consent Required , Enrollment Capacity , and Wait List Capacity .





STEP	Instructions
15)	On the Notes tab, add class note. Be sure Class Nbrs match for all linked Class Notes . Click Save . Repeat steps 8-15 to add the next linked section. This completes this job aid.

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

Course ID 008501 Course Offering Nbr 1

Academic Institution San Diego Community Coll Dist

Term Spring 2019 Undergrad

Subject Area ENGL English

Catalog Nbr 101 Reading and Composition

Class Sections Find | View All First ◀ 2 of 2 ▶ Last

Session 1	Regular Academic Session	Class Nbr 13837
Class Section 1701	Component Lecture	Event ID 000244760
Associated Class 1701	Units 3.00	

Class Notes Find | View All First ◀ 1 of 1 ▶ Last

*Sequence Number

*Print Location

Note Nbr

Free Format Text:

Even if Class Not in Schedule

To enroll in this learning community section, students must enroll in LCOM 101M, Class Nbr 13704, a combination of ENGL 101, Class Nbr 13837 and CHIC|141B, Class Nbr 10674. Taught from a Chicano perspective.

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