# SAN DIEGO COMMUNITY COLLEGE DISTRICT

Job Aid

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 📄 Navigator navigate to: **Curriculum Management → Schedule of Classes → Schedule New Course.**
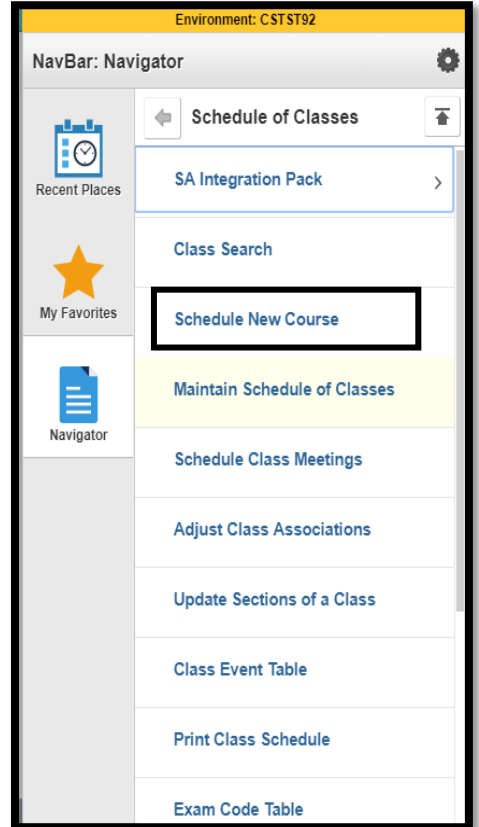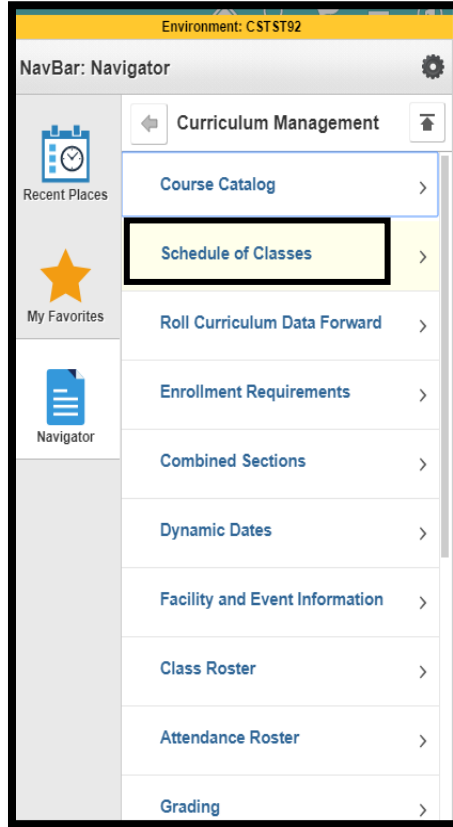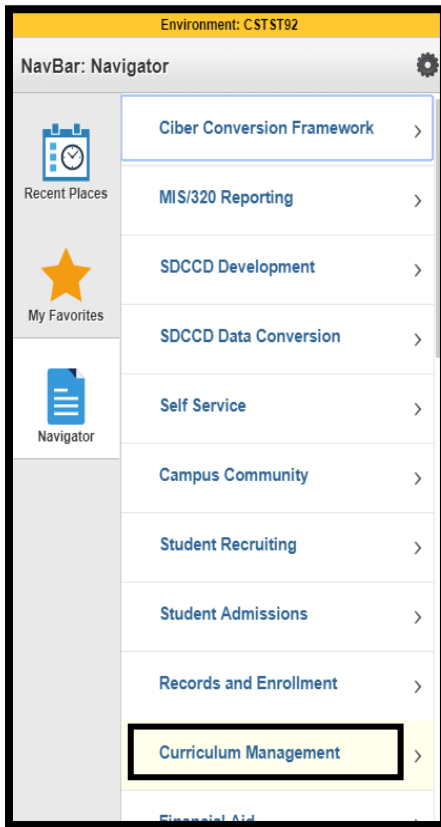
STEP	Instructions
2)	On **Schedule New Course** page input the **Term, Subject** and **Catalog Number**. Click **Search**.

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	= ▼	SDCCD 🔍
Term	= ▼	2193 🔍
Subject Area	= ▼	LCOM 🔍
Catalog Nbr	begins with ▼	101M
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.

Search Results

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

View All — First ◄ 1-2 of 2 ► Last

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).**

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

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

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   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 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   1
*Print Location   After   ☐ Even if Class Not in Schedule
Note Nbr   🔍
          Copy Note

Free Format Text: 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
          Clear Note   perspective.

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

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

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.

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

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.