





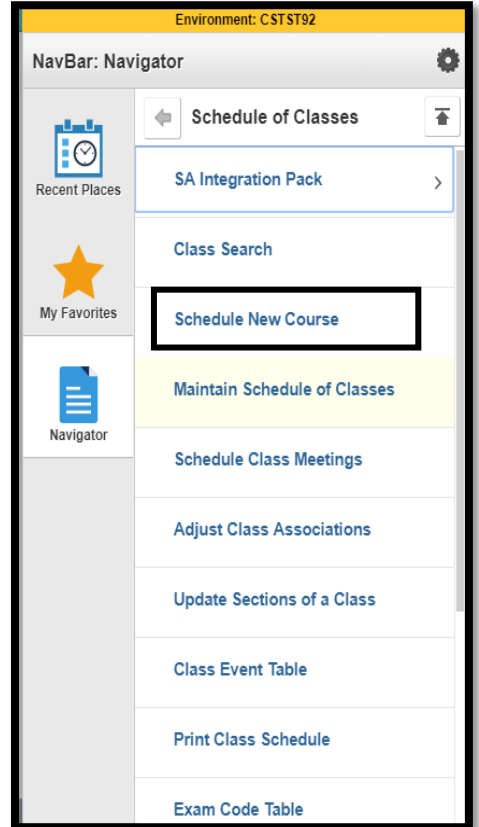
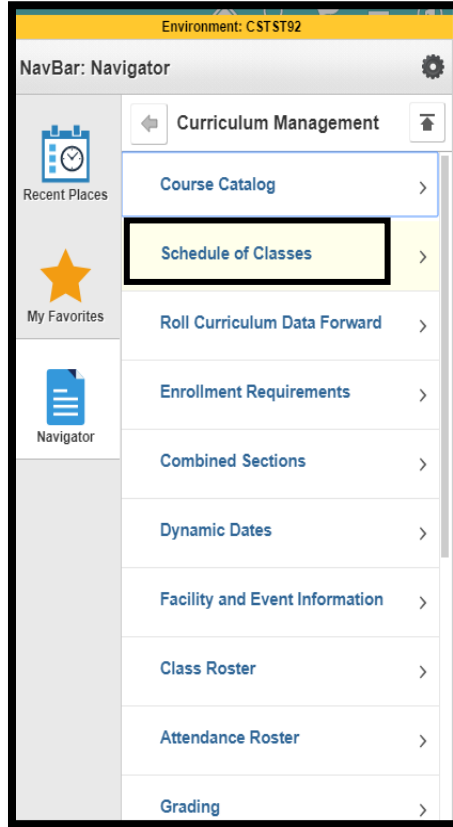
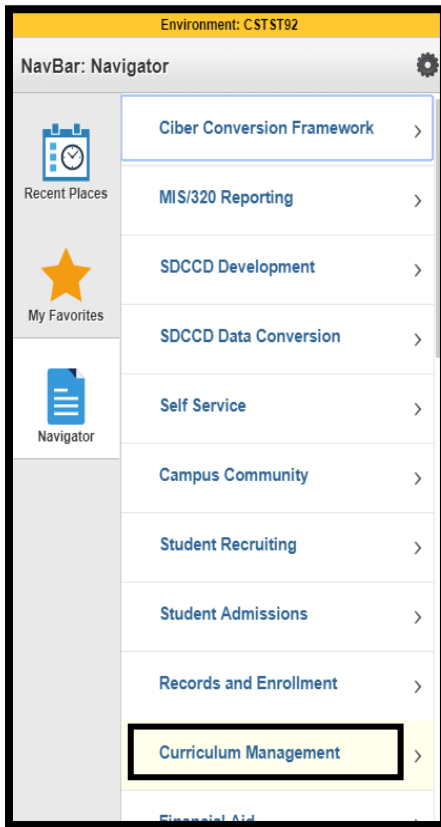
# SCHEDULING LEARNING COMMUNITY SECTIONS

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: <b>Curriculum Management → Schedule of Classes → Schedule New Course.</b>





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

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

[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 <b>Basic Data</b> tab ( <b>*Session, *Class Section, *Associated Class, *Instruction Mode</b> ). Add a Class Attribute by first clicking <b>+</b> . In the <b>Course Attribute</b> field, enter <b>SPDG</b> or click on the magnifying glass to select <b>Special Designator (SPDG)</b> and for the <b>Course Attribute Value</b> enter <b>CONCURNT</b> or click on the magnifying glass to select <b>Concurrent Class (CONCURNT)</b> .

**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
6)	On the <b>Enrollment Cntrl</b> tab, add <b>Enrollment Capacity</b> , <b>Wait List Capacity</b> and <b>Instructor Consent Required</b> 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

Requested Room Capacity      Total  
**Enrollment Capacity 25**      0  
Wait List Capacity 8      0

Minimum Enrollment Nbr

Resection to Section

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 <b>Notes</b> tab, add class note and <b>Save</b> . 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	<b>Class Nbr 13704</b>
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 <b>Return to Search</b> to create the individual class sections.
9)	Input the <b>Term, Subject</b> and <b>Catalog Number</b> . Click <b>Search</b> .

### 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								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 <b>Basic Data</b> tab, if there are other classes already scheduled click on  to add a new section under the <b>Class Sections</b> section.
12)	Setup <b>Basic Data</b> tab as usual except <b>Class Section</b> , <b>Associated Class</b> and <b>Primary Instr Section</b> 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

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	<a href="#">Associated Class Attributes</a>		
*Campus CITY	City	<a href="#">Add Fee</a>	
*Location ONCAMPUS	On Campus	<input checked="" type="checkbox"/> Schedule Print	
Course Administrator		<input type="checkbox"/> Student Specific Permissions	
*Academic Organization C-ENGLHUM	Dept-English and Humanities	<input type="checkbox"/> Dynamic Date Calc Required	
Academic Group CITY	City College	<input checked="" type="checkbox"/> Generate Class Mtg Attendance	
*Holiday Schedule CO1819	College Academic 2018-2019	<input type="checkbox"/> Sync Attendance with Class Mtg	
*Instruction Mode 02	In Person-Lecture/discussion	<input type="checkbox"/> GL Interface Required	
Primary Instr Section 1701			

**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 <b>Meetings</b> 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	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
CITYAH421	35		12:45PM	2:10PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/28/2019    05/25/2019
CITY-AH 421	Topic ID		Free Format Topic									
<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

Assignment	Workload	ID	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"/>		1

**Academic Shift** Personalize | Find    First 1 of 1 Last

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

| 
  | 
  | 
  |

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [Textbook](#) | [GL Interface](#)



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

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

Enrollment Control 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

\*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 1      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
15)	<p>On the <b>Notes</b> tab, add class note. Be sure <b>Class Nbrs</b> match for all linked <b>Class Notes</b>. Click <b>Save</b>. Repeat steps 8-15 to add the next linked section.</p> <p>This completes this job aid.</p>

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	<span style="border: 1px solid black; padding: 2px;">Class Nbr 13837</span>
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