



SCHEDULING A TBA CLASS SECTION

BUSINESS PROCESS: *SCHEDULING CLASSES WITH TBA HOURS*
MODULE: *CURRICULUM*

PREREQUISITES

Review *Create a New Class Section Job Aid*

INSTRUCTIONS

This Job Aid will go over the process necessary to create classes with TBA hours.

STEP	Instructions
1)	Reference <i>Create a New Class Section Job aid</i> to begin building course.
2)	On the Basic Data Tab, under Class Section the *Location defaults to ONCAMPUS. Click the magnifying glass to select Off Campus, Online, or Partially Online option. *Instruction Mode defaults to P. Click magnifying glass and select the correct options.

The screenshot shows the 'Class Sections' form with the following fields and values:

- *Session: 1
- *Class Section: 2301
- *Component: LEC
- *Class Type: Enrollment Section
- *Associated Class: 2301
- Units: 3.00
- *Campus: MESA
- *Location: ONLINE (highlighted with an arrow)
- Course Administrator: [empty]
- *Academic Organization: M-CONSFAS
- Academic Group: MESA
- *Holiday Schedule: CO1819
- *Instruction Mode: 72 (highlighted with an arrow)
- Primary Instr Section: 2301



Job Aid

*Session

*Class Section

*Component

*Class Type

*Associated Class

*Campus

*Location

Course Administrator

*Academic Organization

Academic Group

*Holiday Schedule

*Instruction Mode

Primary Instr Section

Search Results

View 100 First 1-20 of 20 Last

Instruction Mode	Description
02	In Person-Lecture/discussion
04	In Person-Lab/Studio/Activity
11	Tutoring
20	Work Experience
40	Directed Independent Study
50	Dist Ed-Delayed Interaction
51	Dist Ed-IE, 2-way Audio Video
52	Dist Ed-1way video, 2way audio
53	Dist Ed-Two-way audio only
54	Dist Ed-Other Immediate Exchan
61	Dist Ed-Passive, text one-way
62	Dist Ed-Passive Audio one-way
63	Dist Ed-Passive video one-way
64	Dist Ed-Other Passive Medium
71	DE-Internet-Immediate Exchange
72	DE-Internet-Delayed Exchange
90	Field Experience
98	Other Independent Study
P	In Person Default
XX	Other Method of Instruction

STEP	Instructions
3)	<p>Click on the Meetings Tab to enter the Meeting Pattern.</p> <p>Navigate to the Meeting Pattern section</p> <p>Under Facility ID enter the first four letters of the campus and 'CLSRM' after. (i.e. MIRACL SRM, CITYCLSRM, MESA CLSRM)</p> <p>Enter "TBA" under Pat box.</p> <p>Enter class hours in TBA Hours box.</p>

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

Course ID 006564 Course Offering Nbr 2

Academic Institution San Diego Community Coll Dist

Term Fall 2018 Undergrad

Subject Area NUTR Nutrition

Catalog Nbr 150 Nutrition

Class Sections Find | View All First 1 of 9 Last

Session 1 Regular Academic Session Class Nbr 10295

Class Section 2301 Component Lecture Event ID 000236480

Associated Class 2301 Units 3.00

Minimum Hours 48.00 Maximum Hours 54.00 Scheduled Hours 0.00 Total Hours 54.00

Number of Weeks 16 Number of Days TBA Hours 54.00 Class Section FTE 0.200

DAH 0.00 WAH 3.38 FTES Report Term 2187 FTES Prior Summer FTES Report Term Override

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity 30 Pat Mtg Start Mtg End

M T W T F S S *Start/End Date 08/20/2018 12/17/2018

MESA CLSRM Topic ID Free Format Topic

Print Topic On Transcript Contact Hours



Job Aid

STEP	Instructions
5)	Click Save at the bottom of the page to complete creation course. The system will generate a new Class Nbr to finalize completion.
6)	Refer to Variable Units Job Aide to modify the number of units for any variable unit courses. The Meetings pattern tab will show if variable units have not been completed. <u>PROCESS COMPLETED!</u>

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

Course ID 003319 Course Offering Nbr 2
 Academic Institution San Diego Community Coll Dist
 Term Fall 2018 Undergrad
 Subject Area EXSC Exercise Science
 Catalog Nbr 270 Work Experience

Class Sections Find | View All First 1 of 1 Last

Session 1	Regular Academic Session	Class Nbr 10448
Class Section 2001	Component Work Experience	Event ID 000236768
Associated Class 2001	(20) Units 1.00 - 4.00	
Minimum Hours 0.00	Maximum Hours 0.00	Scheduled Hours 0.00 Total Hours 75.00
Number of Weeks 16	Number of Days	TBA Hours 75.00 Class Section FTE 0.000
DAH 0.00	WAH 4.69	FTES Report Term 2187 FTES Prior Summer <input type="checkbox"/> FTES Report Term Override <input type="checkbox"/>

Error Hours