



SCHEDULING A TBA CLASS SECTION

BUSINESS PROCESS: SCHEDULING CLASSES WITH TBA HOURS

MODULE: CURRICULUM

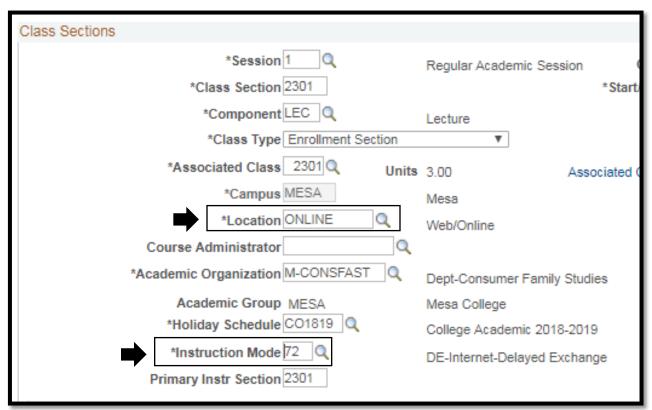
PREREQUISITES

Review Create a New Class Section Job Aid

INSTRUCTIONS

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

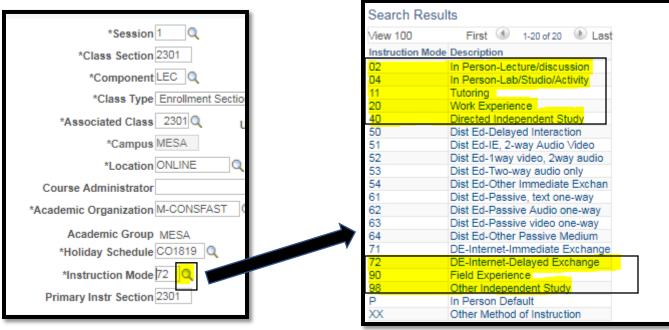
STEP	Instructions
1)	Reference Create a New Class Section Job aid to begin building course.
2)	On the Basic Data Tab, under Class Section the *Location defaults to ONCAMPUS. Click the magnifying glass to select Off Campus, Online, or Partially Online option. *Instruction Mode defaults to P. Click magnifying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



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Job Aid



STEP Instructions

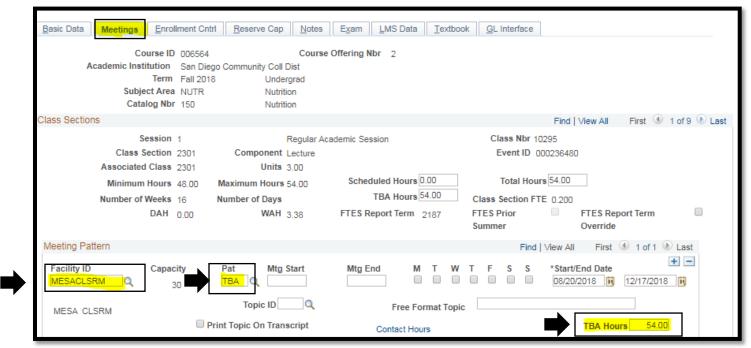
Click on the Meetings Tab to enter the Meeting Pattern.

Navigate to the Meeting Pattern section

Under Facility ID enter the first four letters of the campus and 'CLSRM' after. (i.e. MIRACLSRM, CITYCSLRM, MESACLSRM)

Enter "TBA" under Pat box.

Enter class hours in TBA Hours box.

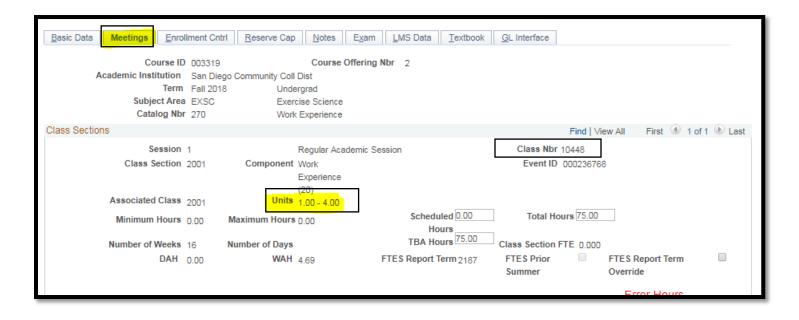


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Job Aid

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. PROCESS COMPLETED!



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