

# SCHEDULING A TUTORING CLASS SECTION

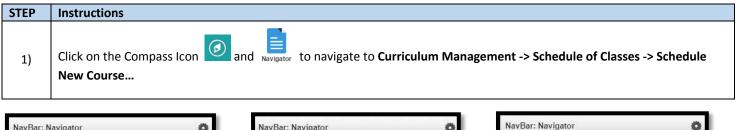
BUSINESS PROCESS: CREATE A NEW TUTORING COURSE MODULE: CURRICULUM MANAGEMENT

#### PREREQUISITES

Must have proper permissions in Campus Solutions.

#### INSTRUCTIONS

This Job Aid will go over the process necessary to create a new Tutoring class section.



lavBar: Naviç	gator	0	NavBar: Nav	vigator	0	NavBar: Navig	jator	
	Ciber Conversion Framework	>		Curriculum Management	쥼		Schedule of Classes	4
cent Places	Ciber Solutions	>	Recent Places	Course Catalog	>	Recent Places	SA Integration Pack	>
<b>*</b> 1	MIS/320 Reporting	>	+	Schedule of Classes	>	· 🔶 -	Class Search	
Favorites	SDCCD Custom Objects	>	My Favorites	Roll Curriculum Data Forward	>	My Favorites	Schedule New Course	
	SDCCD Development	>		Enrollment Requirements	>		Maintain Schedule of Classes	
avigator	SDCCD Data Conversion	>	Navigator	Combined Sections	>	Navigator	Schedule Class Meetings	
ssic Home	SDCCD Conversion Sync	>	Classic Home	Dynamic Dates	>	Classic Home	Adjust Class Associations	
	SDCCD Bridge	>		Facility and Event Information	>		Update Sections of a Class	
	Self Service	>		Class Roster	>		Class Event Table	
	Campus Community	>		Attendance Roster	>		Print Class Schedule - NEW	
	Student Recruiting	>		Grading	>		Print Class Schedule	
	Student Admissions	>		Gradebook	>		Exam Code Table	
	Records and Enrollment	>		Instructor/Advisor Information	>		Generate Exam Schedule	
	Curriculum Management	>		Learning Management Systems	>		Class Notes Table	
	Financial Aid	>		Academic Item Registry	>		Global Notes Table	



**Schedule New Course** 

STEP	Instructions
	Enter "SDCCD" for Academic Institution.
2)	Select your <b>Term</b> .
	Select magnifying glass for term options. Only the first 100 results drop down in the Search Results. You may need to click on
	the right arrow to search further.
	Or start typing the four digit <b>Term</b> number as follows:
	• "2" for the millennium or "1" for all years prior to 2000 (1901-1999).
	• The last two numbers of the year (ie: "09" for 2009, "17" for 2017)
3)	<ul> <li>Semester code: "3" for Spring, "5" for Summer, "7" for Fall</li> </ul>
-,	Fully typed out you would see:
	2183: Spring 2018 (includes Winter/Intersession)
	2185: Summer 2018
	2187: Fall 2018
	You can search Subject Area and Campus with the magnifying glass also.
4)	You can search all ENGL classes or narrow it down by catalog number (ie: ENGL 101).
	Then click <b>Search</b> .
4)	You can search all ENGL classes or narrow it down by catalog number (ie: ENGL 101).

#### Basic Data Basic Data Compare Note Compare No

#### Schedule New Course

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

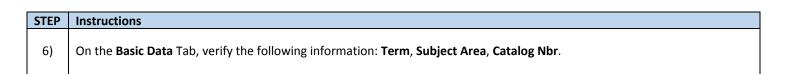
▼ Search Criteria
Academic Institution = 🔹 SDCCD
Term = 🔻 2187
Subject Area = 🔻 MATH
Catalog Nbr begins with 🔻 44
Academic Career = V Undergraduate V
Campus begins with 🔻
Description begins with 🔻
Course ID begins with 🔻
Course Offering Nbr = 🔹
Case Sensitive
Search Clear Basic Search 🖾 Save Search Criteria



#### STEP Instructions

5) Select course by Campus. Multiple options may be listed below.

						First 🤇	1-3 of 3 🕑 Last
Term	Subject Area	Catalog Nbr	Academic Care	r Campus	Description	Course ID	Course Offering Nbr
2187	MATH	44	Undergrad	CITY	Supervised Tutoring/Mat	h 007191	1
2187	MATH	44	Undergrad	MESA	Supervised Tutoring/Mat	h 007191	2
2187	MATH	44	Undergrad	MIRA	Supervised Tutoring/Mat	h 007191	3
	2187 2187	Term Subject Area 2187 MATH 2187 MATH 2187 MATH	2187 MATH 44 2187 MATH 44	2187 MATH44Undergrad2187 MATH44Undergrad	2187 MATH44UndergradCITY2187 MATH44UndergradMESA	2187 MATH 44 Undergrad MESA Supervised Tutoring/Mat	Subject Area         Catalog Nbr         Academic Career         Campus         Description         Course ID           2187         MATH         44         Undergrad         CITY         Supervised Tutoring/Math         007191           2187         MATH         44         Undergrad         MESA         Supervised Tutoring/Math         007191



Basic Data Meetings Enr	ollment Cntrl Reserve Ca	ap <u>N</u> otes <u>Exam</u> <u>L</u> MS Data <u>T</u> extbook <u>G</u> L Interface
Term	San Diego Community Col Fall 2018 Und	lergrad Auto Create Component
Subject Area Catalog Nbr		hematics pervised Tutoring/Math

STEP	Instructions
7)	Still on the <b>Basic Data</b> tab, Under <b>Class Section</b> , select the <b>TUT</b> for the <b>*Session</b> , by clicking on the magnifying glass icor



Basic Data         Meetings         Enrollment Cntrl         Reserve Cap         Notes	Exam Look Up Session	×
Course ID 007191 Course	e Offering Nb	Help
Academic Institution San Diego Community Coll Dist	Academic Institution SDCCD	
Term Fall 2018 Undergrad	Academic Career UGRD	
Subject Area MATH Mathematics	Term 2187	
Catalog Nbr 44 Supervised Tuto		
Class Sections		
	ring Classes	
*Class Section 3001	Search Results	
*Component TUT Q Tuto	ring (11) View 100 First 🕚 1-12 of 12 🕑 Last	
*Class Type mollment Section	• Session	
*Associated Clas 3001 Units 0.00	Regular	
	12WK	
i i i i i i i i i i i i i i i i i i i	101111	
*Locatic NCAMPUS Q On (	Campus 4WK1	
Course Administrate	5WK1 8WK1	
*Academic Organizatic	014/62	
	-Mathematics DY2	
Academic Group MIRA Mira	mar College DY3	
	ege Academic DYN	
*Inst Select TUT for Session code.	LNG Sault TUT	
Primary		

Instructions						
<b>Class Section</b> numbers must be created by campus followed sequentially by the number of courses already created. (Example: "1 of 1" at Mesa would be 2001.)						
<ul> <li>Mesa College – 2001-2999</li> </ul>						
<ul> <li>Miramar – 3001-3999</li> <li>Continuing Education – 4001-4999</li> </ul>						

Class Sections			Find   View A	II First 🕚 2 of 2 🕑 Last
	*Session TUT Q *Class Section 3302	Tutoring Classes	Class Nbr 0 *Start/End Date 08/20/2018	+ - 12/17/2018



# STEP Instructions Still on the BASIC DATA tab Do not change the Component, or Class Type. \*Associated Class must always match the \*Class Section Number. \*9) \*Location defaults to ONCAMPUS. Click the magnifying glass to select the correct option. Verify the correct department under Academic Organization. \*Must select correct Instruction Mode. Click magnifying glass for options. Uncheck the box for \*Schedule Print (Tutoring classes should NEVER show on the printed schedule)

Class Sections	-	Find   View All First ④ 2 of 2 🕑 Last
*Session TUT Q *Class Section 3302		s Nbr 0 + - Date 08/20/2018 3 12/17/2018 3
*Component TUT Q *Class Type Enrollment Section	Tutoring (11) Ev	ent ID
*Associated Class 3302 *Campus MIRA	Associated Class	Add Fee
*Location ONCAMPUS	Miramar On Campus	Schedule Print
Course Administrator	Dept-Mathematics	Student Specific Permissions
Academic Group MIRA *Holiday Schedule CO1819 *Instruction Mode 11 Q Primary Instr Section 3302	Miramar College College Academic 2018-2019 Tutoring	<ul> <li>Dynamic Date Calc Required</li> <li>Generate Class Mtg Attendance</li> <li>Sync Attendance with Class Mtg</li> <li>GL Interface Required</li> </ul>

STEP	Instructions
	Still on the <b>Basic Data</b> tab.
10)	Scroll down to the <b>*Class Attributes</b> section. Click on the <b>Last</b> hyperlink on the same header line to bring up the last class attribute.
	Click the 圭 icon on the last row to add a new row.
	On the new row, click the magnifying glass on the first column of *Course Attribute and select SPDG for Special Designator.



Catalog Nbr 44	Sup Look Up	Course Attribute	×
lass Sections	DEGR	Degree Seeking Only	▲ View All First ④ 2 of 2 ● Las
	DEPT	Department Approval Required	
*Session TUT	DGE	District General Education	÷ •
*Class Section 3302	FUND	Contract Education	8 31 12/17/2018 31
	GE	General Education	
*Component TUT 🔍	GE21	GE2I	
*Class Type Enrollment S		GE2I	
*Associated Class 3302	GEIN	GEIN	
	HON	Honors Course	
*Campus MIRA	HSPR	High School Diploma Program	Fee
*Location ONCAMPUS	IGET	IGETC Code	
	JUN	Open To Juniors Only.	Print
Course Administrator	MAJ	Open To Majors Only	pecific Permissions
*Academic Organization R-MATHEMA	MAJR	Recommended for Major	pecific r entrissions
Academic organization reasons	MULT	Multicultural Studies	
Academic Group MIRA	NDA	Non-Degree Applicable	Date Calc Required
*Holiday Schedule CO1819 Q	NMAJ	Open to Non-majors Only.	Class Mtg Attendance
	NONA	Non-Academic for Athlete	ndance with Class Mtg
*Instruction Mode 11	PLUP	Placement Level Upgrade	
Primary Instr Section 3302	PRRS	PRRS	ce Required
	RE	Course Repeat	
Class Topic	SEN	Open to Seniors Only.	
Course Topic ID	SFIN	Student Financials	
	<u>soco</u>	Social Work Students Only	dule
Environment Courses Conver	SPDG	Special Designator	
Equivalent Course Group	SPON	External Sponsors for Courses	
Course Equivalent Course Group	SPPR	SPEC-PROG	t Course
	SURP	Surplus	
Class Equivalent Course Group	SV06	Student Cooperative Work Exper	
	TRKI	Attendance Tracking Used	
Class Attributes	VTEA	VATEA Funded Class	First 🕚 14-15 of 15 🕐 Last
*Course Description	WEC	Web Enhanced Class	
	XB01	Section Accounting Method	
SPPR Q SPEC-PROG	XB04	Section Contract Code	
SPDG Q Special Designator	XB08	DSPS Special Status	+ -
or bold opecial besignator	XB09	Work Based Learning Activities	
	XB10	Section CVU/CVC Status	<b>T</b>
🖥 Save 🛛 🔯 Return to Search 👘 Previous in List			
sic Data   Meetings   Enrollment Cntrl   Reserve Cap   No			

STEP	Instructions
11)	Under the <b>Class Attributes</b> section, click the magnifying glass next to the blank box under <b>*Course Attribute Value</b> column and select <b>TUTOR – Tutoring.</b>



Class Top	bic				View 100 First 🕚 1-33 of 33 🛞 La				
	Course Topic ID				Course Attribute Value Description				
	Course Topic ID			Print Topic in Schedule	ACP Accelerated College Program				
Equivalent	t Course Group				APPR	Apprenticeship			
and the second se				Override Equivalent Course	ARRA_GRANT	ARRA Grant			
C	Course Equivalent Course Group			Uverride Equivalent Course	CCAP	College Career Access Pathways CE ABE/ESL			
	Class Equivalent Course Group						CE_ABE_ESL CE_ADULT	CE ABE/ESL CE Older Adult	
					CE APPR	CE Apprenticeship			
Class Attr	ributes		Person	nalize   Find   View 2   💷   🔜 🛛 First 🕚 1-	CE CBET	Continuing Education CBET			
*Course			oute Valu	e Description	CE CMED	CE Community Education			
Attribute	and the second sec		_			CE_DSPS	Continuing Education DSPS		
CB03 Q	Course TOP Code	493009	Q	Supervised Tutoring		CE_ESL	CE ESL Class		
CB04 Q	Course-Credit-Status	N	Q	Q Noncredit 🛨 🖃		-	CE_NON	CE Non-State Supported	
							CE_ONLINE	CE Online	
CB05 Q	Course Transfer Status	C	Q	Not Transferable 🛨 🖃		CE_ON_FEE	Continuing Ed Online Fee		
CB08 Q	Course-Basic-Skills-Status	В	Q	Course is basic skills		-	CE_PREP COLL NONC	CE College Prep Engl & Math College Non Credit	
СВ09 Q	Company Call Device Control	r					CONCURNT	Concurrent Class	
CB03 Q	Course-SAM-Priority-Code	E	Q	Non-Occupational			CONT	Contract Education	
CB10 Q	Cooperative Work Experience	N	Q	Not Part of Program	+		CORRESPOND	Correspondence	
CB11 Q	Course Classification Status	I.	Q	Non-Enhanced Funding	+		COSM	Cosmetology	
		L		-			HNR_CLASS	Honors (Entire Class)	
CB13 Q	Course Special Class Status	N	Q	Course is not a Special Status	+	-	HS_HNR	High School Honors	
CB14 Q	California Articulation Number	YYYYYY	a	Course not selected for CAN	121		HYBRID	Hybrid	
							INTERN LEGACY	Internship High School Legacy	
CB15 Q	Course Can Sequence Code	YYYYYYYY	Q	Course not selected		2	NONS	Non-State Supported	
CB21 Q	Course-Prior-To-College-Level	Y	Q	Not Applicable Select TUTO	R from	-	OE OE	Open Entry/Open Exit	
CB22 Q	Course-Noncredit-Category	C		Elementary/Second the Court			ONLINE	Fully Online Course	
ODZZ Q	Course-Moncredit-Gategory		Q	Elementary/Second the Cour	se		ONLINEMTG	Online with meeting on campus	
СВ23 🔍	Funding Agency Category	Y	Q	Not Applicable Attribute V			ONLINEOEOE	Online OE/OE	
SPPR Q	SPEC-PROG	0	Q	NO SPECIAL PRO	alue		PUBLICSFTY	Public Safety 2015 FWD	
							TUTOR	Tutoring	
SPDG Q	Special Designator	TUTOR	Q	Tutoring		7	INTOR	ratoring	

# STEP Instructions 12) Tracking courses attribute need to be added. Under the Tutoring course attribute line, click the icon to add new row. A blank row will appear below.

SPDG Q	Special Designator	TUTOR	Q	Tutoring	-	-
			Q		+	-
						_

STEP	Instructions
13)	On the new row, under <b>Course Attribute</b> , enter " <b>TRKI</b> " for "Attendance Tracking Used" and tab out or click on the <i>Q</i> icon to select " <b>TRKI</b> ".
14)	Click on the Q icon next to the box under <b>*Course Attribute Value</b> to select the <b>"YES</b> " for the course attribute value. This will allow tracking for this course.

SPDG Q	Special Designator				Tutoring			Ι
TRKI Q	Attendance Tracking Used		YES	Q	Yes		+	-



Look Up C	Course Attribute	Look Up Co	urse Attribu	ite Value
DEGR	Degree Seeking Only			
DEPT	Department Approval Required			
DGE	District General Education	Course Attribut	te	TRKI
FUND	Contract Education	Descriptio	n begins wit	h 👻
GE	General Education			
GE21	GE2I	Lastitia	Olean	Oreard
GE2I	GE2I	Look Up	Clear	Cancel
GEIN	GEIN		14	
HON	Honors Course	Search Resu	ilts	
HSPR	High School Diploma Program	View 100 Firs	t 🕚 1-2 of	2 🕑 Last
IGET	IGETC Code	Course Attribu		escription
INSV	In-Service Course Offering			
JUN	Open To Juniors Only.	NO YES	N	
MAJ	Open To Majors Only	TES	Ye	es
MAJR	Recommended for Major			
MULT	Multicultural Studies			
NDA	Non-Degree Applicable			
NMAJ	Open to Non-majors Only.			
NONA	Non-Academic for Athlete			
PBSF	Public Safety Course Offering			
PLUP	Placement Level Upgrade			
PRRS	PRRS			
RE	Course Repeat			
SEN	Open to Seniors Only.			
SFIN	Student Financials			
SOCO	Social Work Students Only			
SPDG	Special Designator			
SPON	External Sponsors for Courses			
SPPR	SPEC-PROG			
SURP	Surplus			
SV06	Student Cooperative Work Exper			
TRKI	Attendance Tracking Used			
VTEA	VATEA Funded Class			
WEC	Web Enhanced Class			
XB01	Section Accounting Method			
XB04	Section Contract Code			
XB08	DSPS Special Status			
XB09	Work Based Learning Activities			
XB10	Section CVU/CVC Status			



STEP	Instructions

15) On the **Meetings** tab, under the **Meeting Pattern** section, input the correct Facility ID. For Pat enter 'TBA'. Input the correct TBA hours in the box below.

<u>B</u> asic Data	Meetings Enro	ollment Cntr	I <u>R</u> eserve Cap	Notes	E <u>x</u> am	LMS Data	Textbook	<u>G</u> L Interf	ace			
	Course IE	007191		Course C	)ffering Nb	3						
A	cademic Institution	San Diego	Community Coll Di	st	-							
	Term	Fall 2018	Underg	rad								
	Subject Area	MATH	Mathen	natics								
	Catalog Nb	44	Superv	sed Tutorin	g/Math							
Class Section	าร								Find	View All	First 🕙 2 of 2	🕑 Last
	Session	TUT		Tutoring CI	asses			Class	sNbr 0			
	Class Section	3302	Component	Tutoring (11)				Eve	ent ID			
	Associated Class	3302										
	Minimum Hours	0.00	Maximum Hours	0.00	Sched	uled Hours	0.00	То	tal Hours 0.00			
	Number of Weeks	;	Number of Days			TBA Hours	0.00	Class Sec	ction FTE 0.00	0		
	DAH	0.00	WAH	0.00	FTES R	eport Term		FTES Prio	r Summer 🗌	FTES Re Override	eport Term	
Meeting Pat	tern							l	Find   View All	First 🤇	) 1 of 1 🕑 Last	
Facility ID MIRACLSR	Cana RM Q	1	Pat Mtg St	art	Mtg End	M	т w т	F S	S *Start/E	and Date	+ -	
MIRA CLS	SRM .		Topic ID	Q		Free Form	nat Topic					
			int Topic On Trans			ontact Hours				TBA Hours	54.00	

 STEP
 Instructions

 16)
 Be sure that when assigning instructor, select the correct Empl Rcd #, the Assign Type needs to be set to Tutoring.

 There should be NO SEC-FTE and NO ADJ-FTE values.

1622																
D	Name	*Instructor Role	Print	Access		Contact	Empl Rcd#	Job Code	Assign Type	App Load	Load Factor	Auto Calc	Weekly Hours	SEC-FTE	ADJ-FTE	Assignment FTE %
0000906183 🔍	Tran,Donnie	Primary Instructor	r 🕑	Post	٣		2 🔍	A5248	Tutoring <b>*</b>	<b>A</b>	0.0000		40.0000	0.000	0.000	0.00 🛨 [
														_		
TEP In	structions															



	Schedule New Course
Basic Data Meetings Enrollment Cntrl	Reserve Cap Notes Exam LMS Data Textbook GL Interface
Course ID 007191 Academic Institution San Diego C Term Fall 2018 Subject Area MATH	Course Offering Nbr 3 mmunity Coll Dist Undergrad Mathematics
Catalog Nbr 44 Enrollment Control	Supervised Tutoring/Math Find   View All First @ 2 of 2   Last
Session TUT Class Section 3302 Associated Class 3302 *Class Status Active	Tutoring Classes Class Nbr 12504 Component Tutoring (11) Units 0.00 Cancel Class Cancel Class
Class Type Enrollment	Enrollment Status Open
	No Special Consent Required     Total       No Special Consent Required     Image: Consent Required       Image: Consent Required     Image: Consent Required
Auto Enroll from Wait List	Cancel if Student Enrolled
Return to Search F Notify Basic Data   Neetings   Enrollment Cntrl   Reserve	Cap   Notes   Exam   LMS Data   Textbook   GL Interface