



SCHEDULING A TUTORING CLASS SECTION



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

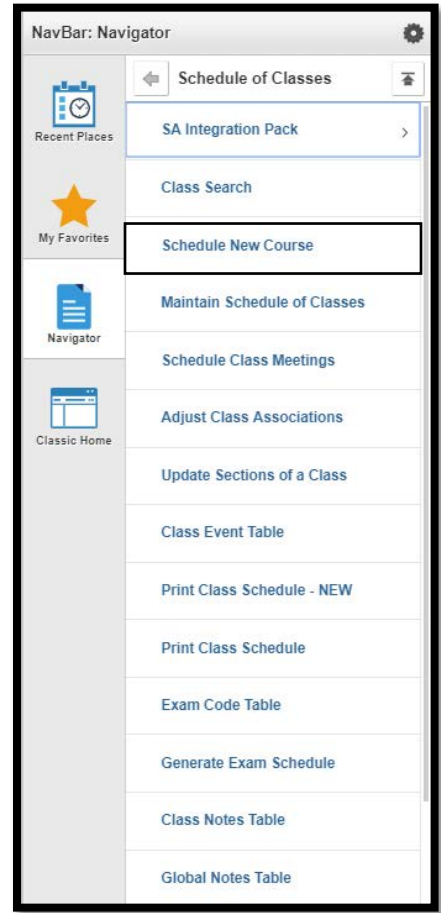
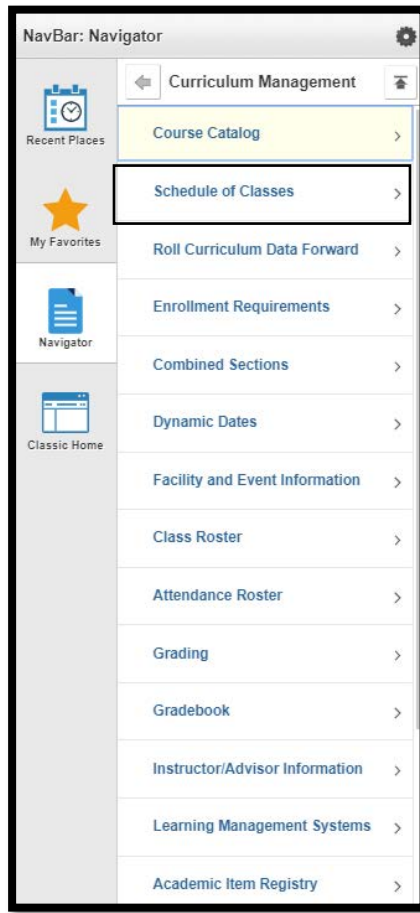
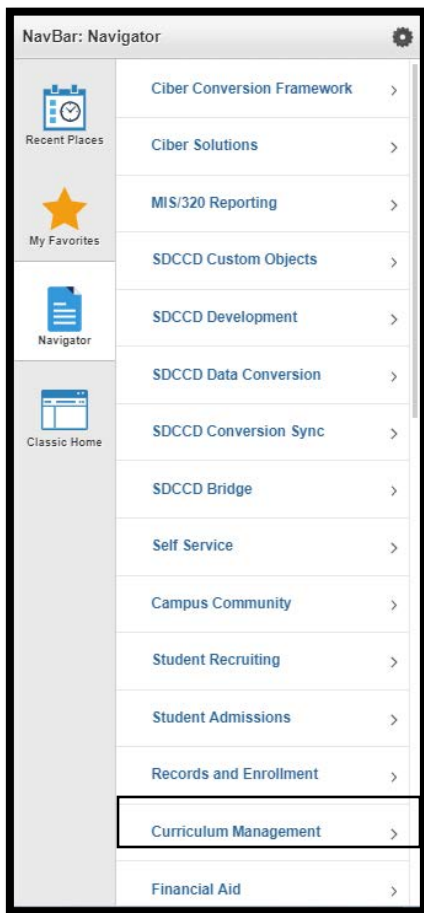
PREREQUISITES

Must have proper permissions in Campus Solutions.

INSTRUCTIONS

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

STEP	Instructions
1)	Click on the Compass Icon  and  to navigate to Curriculum Management -> Schedule of Classes -> Schedule New Course...





STEP	Instructions
2)	<p>Enter "SDCCD" for Academic Institution.</p> <p>Select your Term.</p> <p>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.</p>
3)	<p>Or start typing the four digit Term number as follows:</p> <ul style="list-style-type: none"> • "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) • Semester code: "3" for Spring, "5" for Summer, "7" for Fall <p>Fully typed out you would see:</p> <p>2183: Spring 2018 (<i>includes Winter/Intersession</i>)</p> <p>2185: Summer 2018</p> <p>2187: Fall 2018</p>
4)	<p>You can search Subject Area and Campus with the magnifying glass also.</p> <p>You can search all ENGL classes or narrow it down by catalog number (ie: ENGL 101).</p> <p>Then click Search.</p>

← Basic Data
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	= ▼	<input type="text" value="SDCCD"/>	🔍
Term	= ▼	<input type="text" value="2187"/>	🔍
Subject Area	= ▼	<input type="text" value="MATH"/>	🔍
Catalog Nbr	begins with ▼	<input type="text" value="44"/>	
Academic Career	= ▼	<input type="text" value="Undergraduate"/>	▼
Campus	begins with ▼	<input type="text"/>	🔍
Description	begins with ▼	<input type="text"/>	
Course ID	begins with ▼	<input type="text"/>	🔍
Course Offering Nbr	= ▼	<input type="text"/>	🔍

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria



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

Search Results

View All First 1-3 of 3 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
SDCCD	2187	MATH	44	Undergrad	CITY	Supervised Tutoring/Math	007191	1
SDCCD	2187	MATH	44	Undergrad	MESA	Supervised Tutoring/Math	007191	2
SDCCD	2187	MATH	44	Undergrad	MIRA	Supervised Tutoring/Math	007191	3

STEP	Instructions
6)	On the Basic Data Tab, verify the following information: Term, Subject Area, Catalog Nbr.

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

Course ID	007191	Course Offering Nbr	3
Academic Institution	San Diego Community Coll Dist		
Term	Fall 2018	Undergrad	
Subject Area	MATH	Mathematics	
Catalog Nbr	44	Supervised Tutoring/Math	

Auto Create Component

STEP	Instructions
7)	Still on the Basic Data tab, Under Class Section , select the TUT for the *Session , by clicking on the magnifying glass icon



Look Up Session

Academic Institution: SDCCD
 Academic Career: UGRD
 Term: 2187
 Session: =

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

View 100 First 1-12 of 12 Last

Session
Regular
12WK
18WK
4WK1
5WK1
8WK1
8WK2
DY2
DY3
DYN
LNG
TUT

Class Sections

*Session: TUT
 *Class Section: 3001
 *Component: TUT
 *Class Type: Enrollment Section
 *Associated Class: 3001 Units: 0.00
 *Campus: MIRA
 *Location: ONCAMPUS
 *Academic Organization: MATHEMAT
 *Academic Group: MIRA
 *Inst: ...

Callout: Select TUT for Session code.

STEP	Instructions
8)	<p>Class Section numbers must be created by campus followed sequentially by the number of courses already created. (Example: "1 of 1" at Mesa would be 2001.)</p> <ul style="list-style-type: none"> • City College – 1001-1999 • Mesa College – 2001-2999 • Miramar – 3001-3999 • Continuing Education – 4001-4999

Class Sections Find | View All First 2 of 2 Last

*Session: TUT
 *Class Section: 3302
 Class Nbr: 0
 *Start/End Date: 08/20/2018 12/17/2018



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

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

- *Session: TUT
- *Class Section: 3302
- *Component: TUT
- *Class Type: Enrollment Section
- *Associated Class: 3302
- *Campus: MIRA
- *Location: ONCAMPUS
- Course Administrator: [Empty]
- *Academic Organization: R-MATHEMAT
- Academic Group: MIRA
- *Holiday Schedule: CO1819
- *Instruction Mode: 11
- Primary Instr Section: 3302

Associated Class Attributes:

- Schedule Print
- Student Specific Permissions
- Dynamic Date Calc Required
- Generate Class Mtg Attendance
- Sync Attendance with Class Mtg
- GL Interface Required

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



Look Up Course Attribute

DEGR	Degree Seeking Only
DEPT	Department Approval Required
DGE	District General Education
FUND	Contract Education
GE	General Education
GE21	GE21
GE2I	GE2I
GEIN	GEIN
HON	Honors Course
HSPR	High School Diploma Program
IGET	IGETC Code
JUN	Open To Juniors Only.
MAJ	Open To Majors Only
MAJR	Recommended for Major
MULT	Multicultural Studies
NDA	Non-Degree Applicable
NMAJ	Open to Non-majors Only.
NONA	Non-Academic for Athlete
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
11)	Under the Class Attributes section, click the magnifying glass next to the blank box under *Course Attribute Value column and select TUTOR – Tutoring .



Student Homepage **Schedule New Course**

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 2 | First 1-15 of 15 Last

*Course Attribute	Description	*Course Attribute Value	Description		
CB03	Course TOP Code	493009	Supervised Tutoring	<input type="button" value="+"/>	<input type="button" value="-"/>
CB04	Course-Credit-Status	N	Noncredit	<input type="button" value="+"/>	<input type="button" value="-"/>
CB05	Course Transfer Status	C	Not Transferable	<input type="button" value="+"/>	<input type="button" value="-"/>
CB08	Course-Basic-Skills-Status	B	Course is basic skills	<input type="button" value="+"/>	<input type="button" value="-"/>
CB09	Course-SAM-Priority-Code	E	Non-Occupational	<input type="button" value="+"/>	<input type="button" value="-"/>
CB10	Cooperative Work Experience	N	Not Part of Program	<input type="button" value="+"/>	<input type="button" value="-"/>
CB11	Course Classification Status	L	Non-Enhanced Funding	<input type="button" value="+"/>	<input type="button" value="-"/>
CB13	Course Special Class Status	N	Course is not a Special Status	<input type="button" value="+"/>	<input type="button" value="-"/>
CB14	California Articulation Number	YYYYYY	Course not selected for C&I	<input type="button" value="+"/>	<input type="button" value="-"/>
CB15	Course Can Sequence Code	YYYYYYYY	Course not selected for C&I	<input type="button" value="+"/>	<input type="button" value="-"/>
CB21	Course-Prior-To-College-Level	Y	Not Applicable	<input type="button" value="+"/>	<input type="button" value="-"/>
CB22	Course-Noncredit-Category	C	Elementary/Secondary	<input type="button" value="+"/>	<input type="button" value="-"/>
CB23	Funding Agency Category	Y	Not Applicable	<input type="button" value="+"/>	<input type="button" value="-"/>
SPPR	SPEC-PROG	0	NO SPECIAL PROGRAM	<input type="button" value="+"/>	<input type="button" value="-"/>
SPDG	Special Designator	TUTOR	Tutoring	<input type="button" value="+"/>	<input type="button" value="-"/>

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

Look Up Course Attribute Value
Search Results
View 100 First 1-33 of 33 Last

Course Attribute Value	Description
ACP	Accelerated College Program
APPR	Apprenticeship
ARRA_GRANT	ARRA Grant
CCAP	College Career Access Pathways
CE_ABE_ESL	CE ABE/ESL
CE_ADULT	CE Older Adult
CE_APPR	CE Apprenticeship
CE_CBET	Continuing Education CBET
CE_CMED	CE Community Education
CE_DSPS	Continuing Education DSPS
CE_ESL	CE ESL Class
CE_NON	CE Non-State Supported
CE_ONLINE	CE Online
CE_ON_FEE	Continuing Ed Online Fee
CE_PREP	CE College Prep Engl & Math
COLL_NONC	College Non Credit
CONCURNT	Concurrent Class
CONT	Contract Education
CORRESPOND	Correspondence
COSM	Cosmetology
HNR_CLASS	Honors (Entire Class)
HS_HNR	High School Honors
HYBRID	Hybrid
INTERNSHIP	Internship
LEGACY	High School Legacy
NONS	Non-State Supported
OE_OE	Open Entry/Open Exit
ONLINE	Fully Online Course
ONLINEMTG	Online with meeting on campus
ONLINEOE/OE	Online OE/OE
PUBLICSAFE	Public Safety 2015 FWD
ROP	ROP
TUTOR	Tutoring

Select TUTOR from the Course Attribute Value

STEP	Instructions
12)	Tracking courses attribute need to be added. Under the Tutoring course attribute line, click the <input type="button" value="+"/> icon to add new row. A blank row will appear below.

SPDG	Special Designator	TUTOR	Tutoring	<input type="button" value="+"/>	<input type="button" value="-"/>
				<input type="button" value="+"/>	<input type="button" value="-"/>

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

SPDG	Special Designator	TUTOR	Tutoring	<input type="button" value="+"/>	<input type="button" value="-"/>
TRKI	Attendance Tracking Used	YES	Yes	<input type="button" value="+"/>	<input type="button" value="-"/>



Look Up Course Attribute		Look Up Course Attribute Value	
DEGR	Degree Seeking Only	Course Attribute	TRKI
DEPT	Department Approval Required	Description	begins with <input type="text"/>
DGE	District General Education	<input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	
FUND	Contract Education	Search Results View 100 First 1-2 of 2 Last	
GE	General Education	Course Attribute Value	Description
GE21	GE2I	NO	No
GE2I	GE2I	YES	Yes
GEIN	GEIN		
HON	Honors Course		
HSPR	High School Diploma Program		
IGET	IGETC Code		
INSV	In-Service Course Offering		
JUN	Open To Juniors Only.		
MAJ	Open To Majors Only		
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		
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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		



Job Aid

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.

Course ID 007191 Course Offering Nbr 3
 Academic Institution San Diego Community Coll Dist
 Term Fall 2018 Undergrad
 Subject Area MATH Mathematics
 Catalog Nbr 44 Supervised Tutoring/Math

Class Sections Find | View All First 2 of 2 Last

Session TUT Tutoring Classes Class Nbr 0
 Class Section 3302 Component Tutoring Event ID
 (11)

Associated Class 3302
 Minimum Hours 0.00 Maximum Hours 0.00 Scheduled Hours 0.00 Total Hours 0.00
 Number of Weeks Number of Days TBA Hours 0.00 Class Section FTE 0.000
 DAH 0.00 WAH 0.00 FTES Report Term FTES Prior Summer FTES Report Term Override

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID MIRA CLSRM Capacity 1 Pat TBA Mtg Start Mtg End M T W T F S S *Start/End Date 08/20/2018 12/17/2018
 MIRA CLSRM Topic ID Free Format Topic 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.

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

ID	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	<input checked="" type="checkbox"/>	Post		2	A5248	Tutoring	<input checked="" type="checkbox"/>	0.0000	<input checked="" type="checkbox"/>	40.0000	0.000	0.000	0.00

STEP	Instructions
17)	On the Enrollment Cntrl tab under the Enrollment Control section, input the enrollment capacity amount. (Note: It is okay to see high numbers in enrollment). Click Save and the Class should generate a Class Nbr .



[Student Homepage](#) **Schedule New Course**

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

Course ID 007191 Course Offering Nbr 3
Academic Institution San Diego Community Coll Dist
Term Fall 2018 Undergrad
Subject Area MATH Mathematics
Catalog Nbr 44 Supervised Tutoring/Math

Enrollment Control Find | View All First 2 of 2 Last

Session TUT	Tutoring Classes	Class Nbr 12504
Class Section 3302	Component Tutoring (11)	Event ID 000247225
Associated Class 3302	Units 0.00	
*Class Status <input type="text" value="Active"/>	<input type="button" value="Cancel Class"/>	
Class Type Enrollment	Enrollment Status Open	
*Add Consent <input type="text" value="No Special Consent Required"/>	Requested Room Capacity <input type="text" value="500"/> Total	
*Drop Consent <input type="text" value="No Special Consent Required"/>	Enrollment Capacity <input type="text" value="500"/> 0	
1st Auto Enroll Section <input type="text"/>	Wait List Capacity <input type="text"/>	0
2nd Auto Enroll Section <input type="text"/>	Minimum Enrollment Nbr <input type="text"/>	
Resection to Section <input type="text"/>		
<input checked="" type="checkbox"/> Auto Enroll from Wait List	<input type="checkbox"/> Cancel if Student Enrolled	

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