



SCHEDULING A WORK EXPERIENCE CLASS SECTION



BUSINESS PROCESS: *CREATE A WORK EXPERIENCE COURSE*
MODULE: *CURRICULUM*

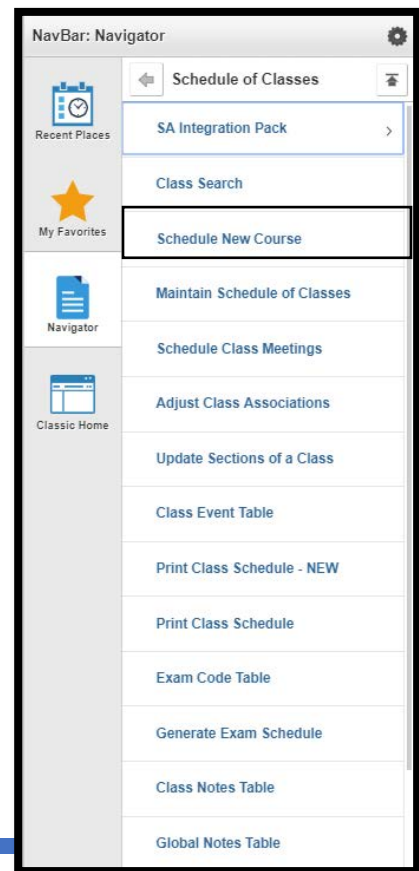
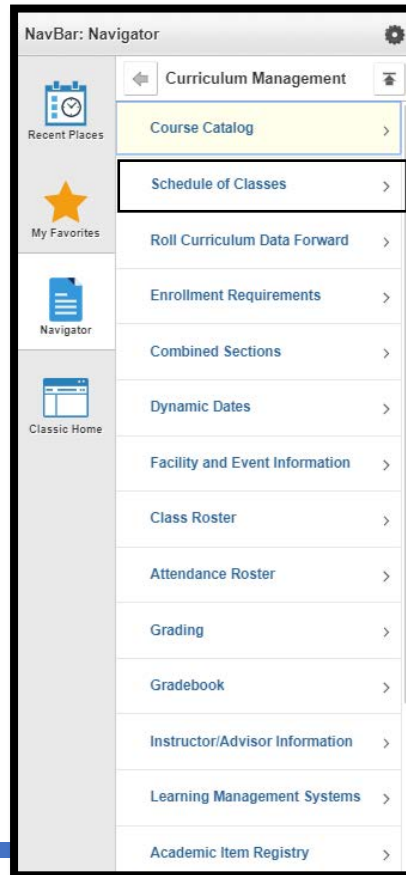
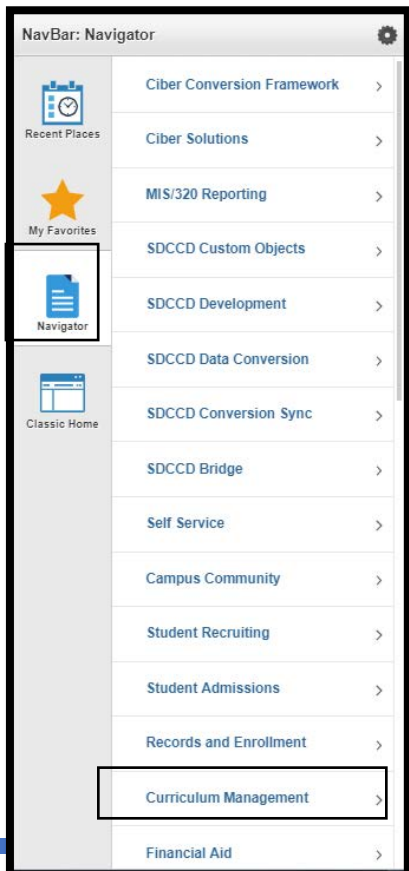
PREREQUISITES

Must have access and proper permissions in Campus Solutions.

INSTRUCTIONS

This Job Aid will go over the process necessary to create a work experience class section.

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





STEP	Instructions
2)	Enter "SDCCD" for Academic Institution .
3)	Select the Term . Select magnifying glass for term options. Enter the four digit Term number as follows: <ul style="list-style-type: none"> • "2" for the millennium for all years prior to 2000. • 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 2183 = Spring 2018 (Includes Winter/Intercession); 2185 = Summer 2018; 2187= Fall 2018:
4)	Enter Course Subject in the Subject Area Enter Course Catalog Number in the Catalog Nbr To search all Exercise classes, enter E or narrow it down by catalog number (ie: EXSC 270). Then click Search .

Find an Existing Value

▼ Search Criteria

Academic Institution	=	▼	SDCCD	🔍
Term	=	▼	2187	🔍
Subject Area	=	▼	exsc	🔍
Catalog Nbr	begins with	▼	270	

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	EXSC	270	Undergrad	CITY	Work Experience	003319	1
SDCCD	2187	EXSC	270	Undergrad	MESA	Work Experience	003319	2
SDCCD	2187	EXSC	270	Undergrad	MIRA	Work Experience	003319	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 Text

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

STEP	Instructions
7)	Under Class Section , select the Session . (Regular is a standard 16 week session). If the Session needed is not listed, select DYN , and then enter in the Start/End Dates. (Ensure dates match under Meeting Pattern in the Meetings Tab)

*Session 1 Regular Academic Session

*Start/End Date 08/20/2018 12/17/2018

STEP	Instructions
8)	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.) <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 1 of 1 Last

*Session 1 Regular Academic Session Class Nbr 0

*Class Section 2001 *Start/End Date 08/20/2018 12/17/2018



STEP	Instructions
9)	<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>*Instruction Mode defaults to P. Click magnifying glass and select 20 (Work Experience)</p>

Class Sections

*Session Regular Academic Session

→ *Class Section

*Component Work Experience (20)

*Class Type ▼

→ *Associated Class Assoc

*Campus Mesa

→ *Location Off Campus

Course Administrator

*Academic Organization Dept-Exercise Science

Academic Group Mesa College

*Holiday Schedule College Academic 2018-2019

→ *Instruction Mode Work Experience

Primary Instr Section



STEP	Instructions
10)	<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, MESACL SRM)</p> <p>Enter "TBA" under Pat box.</p> <p>Enter class hours in TBA Hours box.</p>

The screenshot shows the 'Meetings' tab selected in the system interface. The 'Facility ID' field is populated with 'MESACL SRM'. The 'Pat' field is populated with 'TBA'. The 'TBA Hours' field is populated with '75.00'. The 'Meeting Pattern' section also shows the 'Start/End Date' as 08/20/2018 to 12/17/2018.



STEP	Instructions
11)	Under Enrollment Cntrl tab, in Enrollment Control section, Click the drop down for *Add Consent and select Instructor Consent Required ; enter Enrollment Capacity and Wait List Capacity (number of CAP for course).

The screenshot shows the 'Enrollment Control' tab selected. Course details include Course ID 003319, Course Offering Nbr 2, San Diego Community Coll Dist, Fall 2018 term, Undergrad level, EXSC subject area, and 270 catalog number. The class section is 2001, Component Work Experience (20), and Units 1.00. The class status is set to 'Active'. The 'Add Consent' dropdown is set to 'Instructor Consent Required'. The 'Enrollment Status' is 'Open'. The 'Requested Room Capacity' is 2, 'Enrollment Capacity' is 2, and 'Wait List Capacity' is 1. A 'Cancel Class' button is visible.

STEP	Instructions
12)	Click Save at the bottom of the page to complete creation of Work Experience Course. The system will generate a new Class Nbr to finalize completion.
13)	Refer to Scheduling a Variable Unit job aid to modify the number of units the Work Experience Course needs to be. The Meetings tab will show if variable units have not been completed. <u>PROCESS COMPLETED!</u>

The screenshot shows the 'Meetings' tab selected. Course details are the same as in the previous screenshot. The 'Class Sections' section shows Session 1, Class Section 2001, Component Work Experience (20), and Units 1.00 - 4.00. Scheduling information includes Scheduled Hours 0.00, Total Hours 75.00, TBA Hours 75.00, and Class Section FTE 0.000. There are checkboxes for 'FTES Report Term' and 'FTES Report Term Override'.



ADDING AN INSTRUCTOR TO WORK EXPERIENCE COURSE



BUSINESS PROCESS: *ADDING AN INSTRUCTOR TO WORK EXPERIENCE COURSE*
MODULE: *CURRICULUM*

PREREQUISITES

Must have Work Experience course created and instructor must be added to the correct Work Experience academic org

INSTRUCTIONS

This portion of the job aid will go over how to add the instructor to the work experience course.

STEP	Instructions
1)	<p>Click on the Compass Icon  Click on the Navigator Icon.  <small>Navigator</small></p> <p>Navigate to Campus Solutions -> Curriculum Management -> Schedule of Classes -> Maintain Schedule of Classes. Locate the correct Work Experience Course. Click on the Meetings Tab, under Instructors For Meeting Pattern click on the magnifying glass to select the correct Faculty Member.</p>



Schedule New Course

Course ID 007513 Course Offering Nbr 2
 Academic Institution San Diego Community Coll Dist
 Term Summer 2019 Undergrad
 Subject Area CACM Culinary Arts/Culinary Mngmt
 Catalog Nbr 270 Work Experience

Class Sections

Session	10WK - Ten Weeks
10W	10WK - Ten Weeks
Class Section 2001	Component Work
	Experience (20)
	1.00
	0.00
	7.50
	FTES Report

Look Up ID

Empl ID begins with []
 Last Name begins with []
 First Name begins with []

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-11 of 11 Last

Empl ID	Name	Last Name	First Name
0002047171	Adams, Thomas	ADAMS	THOMAS
0000677145	Atkins, Mark	ATKINS	MARK
0001024290	Fitzgerald, Michael	FITZGERALD	MICHAEL
0000752834	Gambrell, Jack	GAMBRELL	JACK
3330002779	Lopez, Carmine Eve	LOPEZ	CARMINE
3330002721	McCormack, Brendan Emmett	MCCORMACK	BRENDAN
0000653484	Reid, Robert	REID	ROBERT
3330001435	Renda, Domini Hesson	REDA	DOMINI
0001460070	Robson, Peter	ROBSON	PETER
0005708653	Templeton, Kevin Matthew	TEMPLETON	KEVIN
0001623745	Whitfield, Tonya	WHITFIELD	TONYA

Instructors for Meeting Pattern

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
0001623745	Whitfield, Tonya	Primary Instructor	<input checked="" type="checkbox"/>	Post		2	A6330

STEP	Instructions
2)	Expand the Instructor For Meeting Pattern columns by clicking on the chart icon next to the 'Workload' tab. Hovering over icon will say Show All Columns.
3)	Under the Empl Rcd# select the correct employee record that matches the A6 Work Experience Job Code. (If there is no A6 Job Code for Work Experience, an Adjunct Pass must be submitted to the Business Services office to create the Work Experience non-classroom assignment job code for that adjunct/faculty).

Instructors For Meeting Pattern

Assignment Workload

Click on the chart icon to expand and show all columns



Schedule New Course

Session 10W 10WK - Ten Weeks Class Nbr 11042

Look Up Empl Rcd#

Empl ID 0001623745

Empl Rcd Nbr =

Department ID begins with

Job Code begins with

Basic Lookup

Search Results

View 100 First 1-8 of 8 Last

Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status
0	24271	Culinary Arts	A1157	Culinary Arts Contract	Emp	Active
1	24271	Culinary Arts	A5157	Culinary Arts Adjunct	Emp	Active
1	24271	Culinary Arts	A5157	Culinary Arts Adjunct	Emp	Active
1	24271	Culinary Arts	A5157	Culinary Arts Adjunct	Emp	Active
2	24250	Work Experience	A6330	Work Exp Non Class Adjunct	Emp	Active
3	24210	Dean, Hlth Sci & Public Serv	A6901	Department Chair N/C Adjunct	Emp	Active
4	25020	IEPI Innovation Grant	A6902	Department Outcome Coord N/C	Emp	Active
5	24012	Faculty Evaluation	A6850	Academic Admin N/C Adjunct	Emp	Active

Click on magnifying glass under Empl Rcd# and select the Work Experience A6 Job Code

↓

Empl Rcd# Job Code

STEP	Instructions
4)	Under Assign Type click the dropdown and select Work Exper (for Work Experience). SEC-FTE and ADJ-FTE remain 0.00. Click Save at the bottom.

Instructors For Meeting Pattern

ID	Name	*Instructor Role	Job Code	Assign Type
0001623745	Whitfield, Tonya	Primary Instructor	A6330	Work Ex

Click the drop-down and select Work Exper

Academic Shift

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

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



STEP	Instructions
5)	<p>Scroll to the top and click 'New Window' to open a new tab. Navigate to Instructor Term Workload.</p> <p>Campus Solutions -> Curriculum Management -> Instructor/Advisor Information -> Instructor Term Workload</p> <p>Input the Instructor ID or search by Name. Click Search. (Make sure</p> <p>Click the '+' (plus icon) at the end of the first row to add a new Work Experience Non-Classroom Assignment</p>

The screenshot shows the 'Term Workload' page for user 'Whitfield, Tonya' (ID: 0001623745). It includes a 'Workload Definition' section with fields for Academic Institution (SDCCD), Term (2195), and Instructor Assignment Class (A5). Below this is a table of 'Workload Assignment' with columns: Campus, Description, Subject, Catalog Nbr, Section, Class Nbr, Comb Sects ID, *Assign Type, Weekly Assignment Hours, Start Date, End Date, App Load, Assignment FTE %, Paid Hours, and Comments. The first row shows 'Work Experience' at 'MESA' with a 'Work Exper' assign type. A blue callout box with an arrow points to a plus icon at the end of this row, with the text: 'Click plus icon to add a new row for non-clstrm'.

STEP	Instructions
6)	<p>On the new blank row, under *Assign Type click the drop down and select Work Exper. Input the Start Date and End Date and under *Campus click the magnifying glass to select the correct Campus.</p>

This close-up shows the 'Workload Assignment' table. The first row is 'Work Experience' at 'MESA' with 'Work Exper' as the assign type. A second row is being added, also for 'Work Experience' at 'MESA'. The 'Work Ex' dropdown is highlighted, and the 'Start Date' (06/30/2019) and 'End Date' (08/10/2019) are entered in the respective columns.



Job Aid

STEP	Instructions
7)	On the same row, under Assignment FTE %, enter the Assignment FTE % amount. FTE is 0.008 per student.

Workload Assignment		Job Code												
Campus	*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	*Assign Type	Weekly Assignment Hours	Hours	Start Date	End Date	App Load	Assignment FTE %	Paid Hours
MESA	Work Experience	CACM	270	2301	10113		Work Exper	40.0000	0.00	06/03/2019	08/10/2019	<input checked="" type="checkbox"/>		0.00
MESA	Work Experience						Work Ex	40.0000	0.00	06/30/2019	08/10/2019	<input checked="" type="checkbox"/>	1.6	0.00

STEP	Instructions
8)	Enter comments pertaining to the Work Experience Course (i.e. CACM 270 Work Experience).

App Load	Assignment FTE %	Paid Hours	Comments
<input checked="" type="checkbox"/>		0.00	
<input checked="" type="checkbox"/>	1.6	0.00	CACM 270 Work Experience

STEP	Instructions
9)	Click on the Job Code tab. Under Empl Rcd# click the magnifying glass and select the Empl Rcd# that is tied to the A6 Work Experience Non-Classroom assignment Job Code. Click Save . <u>End of Process.</u>

Workload Assignment		Job Code						
Campus	*Description	Subject	Catalog Nbr	Section	Class Nbr	Session	Empl Rcd#	Job Code
MESA	Work Experience	CACM	270	2301	10113	10WK - Ten Weeks	2	A6330
MESA	Work Experience						2	A6330

