



SCHEDULING AN APPRENTICESHIP CLASS SECTION


BUSINESS PROCESS: *SCHEDULING AN APPRENTICESHIP CLASS*
MODULE: *CURRICULUM MANAGEMENT*

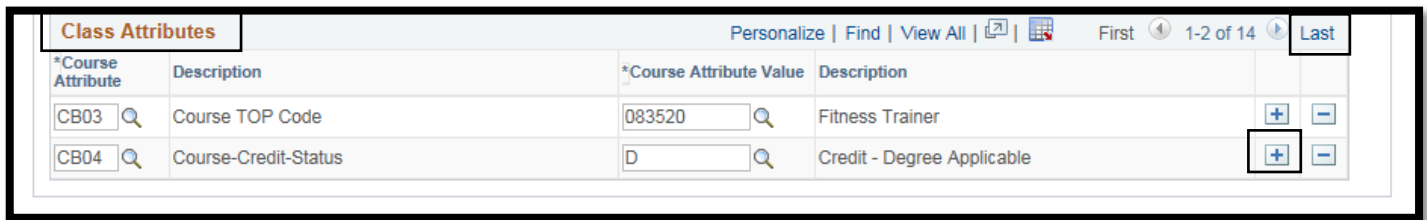
PREREQUISITES



Review *Create a New Class Job Section Aid* and *Special Designator Job Aid*

INSTRUCTIONS

This Job Aid will go over the process of scheduling a class with special designator of open entry/exit class.

STEP	Instructions
1)	Navigate to Curriculum Management -> Schedule of Classes -> Schedule New Course . <i>Refer to Create a New Class Job Aid to build class and refer to Special Designator Job Aid to add Special Designator</i>
2)	On the Basic Data tab, navigate to the bottom to page under Class Attributes , and click Last hyperlink on the right hand side. Then click the  icon to add another row.



STEP	Instructions
3)	On the new row, under Course Attribute , enter “ SFIN ” for Student Financials and tab out or click on the  icon to select. Click on the  icon next to the box under *Course Attribute Value to select the “ APPR ” Apprenticeship course attribute value. Complete the next steps to build the class section (See <i>Create a New Class Section Job Aid</i>). END OF PROCESS.



Look Up Course Attribute

CRNT	Disclaimer
CONT	Contract Class
CRN	Course Reference Number
CRSF	Course Family
CSGE	CSU General Education
DE	Distance Education Approval
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

Look Up Course Attribute Value

Course Attribute SFIN

Description

 [Basic Look](#)

Search Results

View 100 First 1-9 of 9 Last

Course Attribute Value	Description
APPR	Apprenticeship
AXXX	Accident Fee Exemption
CONT	Contract Education
HIGH	High School
HXXX	Health Fee Exemption
NONS	Nonstate Supported
RXXX	Student Rep Fee Exemption
SDSU	San Diego State University
UCSD	UC San Diego

Class Attributes		Personalize Find View 2 <input type="button" value="🔍"/> <input type="button" value="📄"/>		First <input type="button" value="⏪"/>	1-15 of 15	Last <input type="button" value="⏩"/>
*Course Attribute	Description	*Course Attribute Value	Description			
CB03	Course TOP Code	093440	Electrical Systems and Power T	<input type="button" value="⊕"/>		<input type="button" value="⊖"/>
CB04	Course-Credit-Status	D	Credit - Degree Applicable	<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	N	Course is not basic skills	<input type="button" value="⊕"/>		<input type="button" value="⊖"/>
CB09	Course-SAM-Priority-Code	A	Apprenticeship	<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	Y	Credit Course	<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 CAN	<input type="button" value="⊕"/>		<input type="button" value="⊖"/>
CB15	Course Can Sequence Code	YYYYYYY	Course not selected for CAN	<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	Y	Not Applicable, Credit course	<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	4	APPRENTICESHIP	<input type="button" value="⊕"/>		<input type="button" value="⊖"/>
SFIN	Student Financials	APPR	Apprenticeship	<input type="button" value="⊕"/>		<input type="button" value="⊖"/>