



SCHEDULING AN INDEPENDENT STUDY CLASS SECTION

BUSINESS PROCESS: *SCHEDULING AN INDEPENDENT STUDY CLASS SECTION*
MODULE: *CURRICULUM*

PREREQUISITES

Review Create a New Class Section Job Aid

INSTRUCTIONS

This Job Aid will go over the process necessary to create an independent study class 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 Sections enter the correct Class Section and ensure Associated Class matches Class Section . Location defaults to ONCAMPUS. Keep it as ONCAMPUS. Instruction Mode defaults to P. Click magnifying glass and select 98 Other Independent Study .
3)	Remove the checkmark next to Schedule Print by clicking the box. This will make the class in NO PRINT status.



Class Sections Find | View All First 2 of 2 Last

*Session 1 Regular Academic Session Class Nbr 10910

→ *Class Section 3303 *Start/End Date 01/28/2019 05/25/2019

*Component IND Independent Study (98) Event ID 000247357

*Class Type Enrollment Section

→ *Associated Class 3303 Units 1.00 - 3.00 Associated Class Attributes

*Campus MIRA Miramar

→ *Location ONCAMPUS On Campus

Course Administrator

→ Add Fee

*Academic Organization R-CHEMISTR Dept-Chemistry

Schedule Print

Academic Group MIRA Miramar College

Student Specific Permissions

*Holiday Schedule CO1819 College Academic 2018-2019

Dynamic Date Calc Required

*Instruction Mode 98 Other Independent Study

Generate Class Mtg Attendance

→ Primary Instr Section 3303

Sync Attendance with Class Mtg

GL Interface Required



Class Sections

*Session

*Class Section

*Component

*Class Type

*Associated Class

*Campus

*Location

Course Administrator

*Academic Organization

Academic Group

*Holiday Schedule

*Instruction Mode

Primary Instr Section

Look Up Instruction Mode

Academic Institution

Instruction Mode

Description

[Basic Lookup](#)

Search Results

View 100 First 1-20 of 20 Last

Instruction Mode	Description
02	In Person-Lecture/discussion
04	In Person-Lab/Studio/Activity
11	Tutoring
20	Work Experience
40	Directed Independent Study
50	Dist Ed-Delayed Interaction
51	Dist Ed-IE, 2-way Audio Video
52	Dist Ed-1way video, 2way audio
53	Dist Ed-Two-way audio only
54	Dist Ed-Other Immediate Exchan
61	Dist Ed-Passive, text one-way
62	Dist Ed-Passive Audio one-way
63	Dist Ed-Passive video one-way
64	Dist Ed-Other Passive Medium
71	DE-Internet-Immediate Exchange
72	DE-Internet-Delayed Exchange
90	Field Experience
98	Other Independent Study
P	In Person Default
XX	Other Method of Instruction

STEP	Instructions
4)	<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>
5)	<p>Click Save at the bottom of the page to complete creation course. The system will generate a new Class Nbr to finalize completion.</p>
6)	<p>Refer to Variable Units Job Aid to modify the number of units for any variable unit courses. The Meetings pattern tab will show if variable units have not been completed. <u>PROCESS COMPLETED!</u></p>



Job Aid

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

Course ID 001881 Course Offering Nbr 3
Academic Institution San Diego Community Coll Dist
Term Spring 2019 Undergrad
Subject Area CHEM Chemistry
Catalog Nbr 290 Independent Study

Class Sections Find | View All First 2 of 2 Last

Session 1	Regular Academic Session	Class Nbr 10910
Class Section 3303	Component Independent Study (98)	Event ID 000247357
Associated Class 3303	Units 1.00 - 3.00	
Minimum Hours 0.00	Maximum Hours 0.00	Scheduled Hours 0.00
Number of Weeks 16	Number of Days	TBA Hours 54.00
DAH 0.00	WAH 3.38	FTES Report Term 2193
		Class Section FTE 0.000
		FTES Prior Summer <input type="checkbox"/>
		FTES Report Term Override <input type="checkbox"/>

Error Hours

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
MIRACL SRM	1	TBA			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/28/2019 05/25/2019

MIRA CLSRM Topic ID Free Format Topic

Print Topic On Transcript Contact Hours TBA Hours 54.00