

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

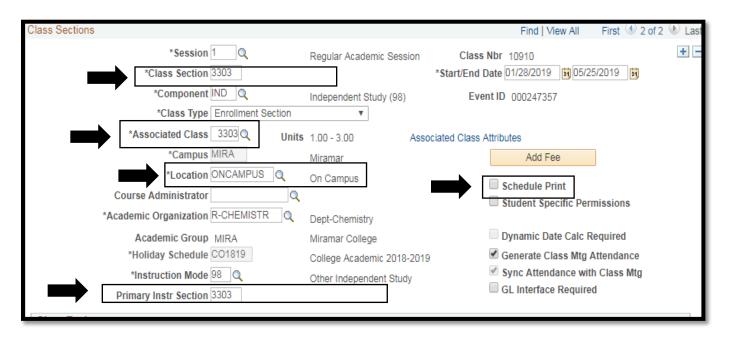
INSTRUCTIONS

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.

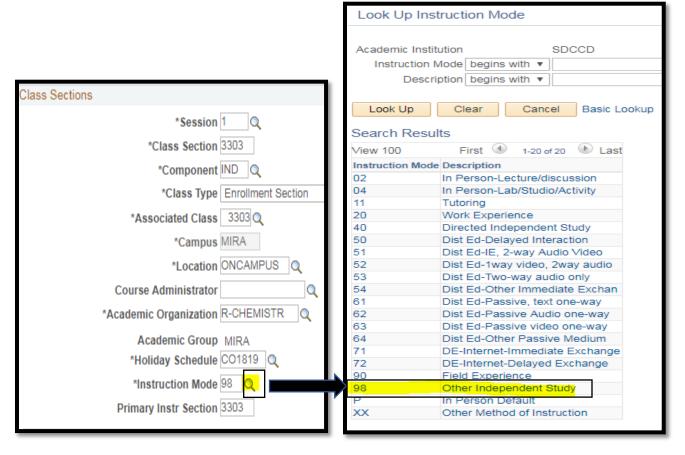
DATE CREATED: 4/1/19 PAGE 1 OF 4





DATE CREATED: 4/1/19 PAGE 2 OF 4

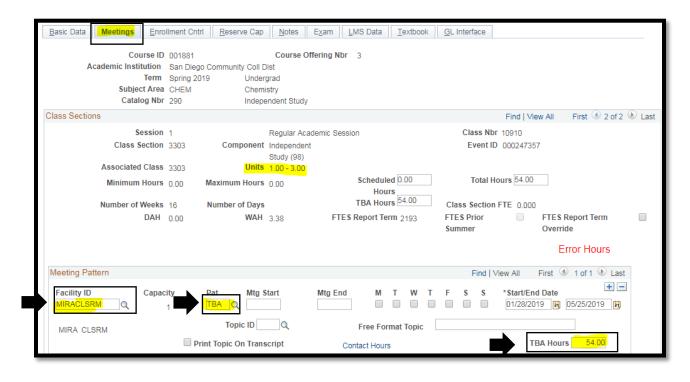




STEP	Instructions
	Click on the Meetings Tab to enter the Meeting Pattern.
	Navigate to the Meeting Pattern section
4)	Under Facility ID enter the first four letters of the campus and 'CLSRM' after. (i.e. MIRACLSRM, CITYCSLRM, MESACLSRM)
	Enter "TBA" under Pat box.
	Enter class hours in TBA Hours box.
5)	Click Save at the bottom of the page to complete creation course. The system will generate a new Class Nbr to finalize completion.
6)	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. PROCESS COMPLETED!

DATE CREATED: 4/1/19 PAGE 3 OF 4





DATE CREATED: 4/1/19 PAGE 4 OF 4