



SCHEDULING AN OFF-CAMPUS CLASS SECTION



BUSINESS PROCESS: *SCHEDULING AN OFF-CAMPUS CLASS SECTION*
MODULE: *CURRICULUM MANAGEMENT*

PREREQUISITES


Review *Create a New Class Section Job Aid*.

INSTRUCTIONS

This Job Aid will go over the process of scheduling an off-campus class section

STEP	Instructions
1)	Reference Create a New Class Job Aid .
2)	Once the correct course is selected, in the Basic Data tab, Set up class as usual refer to Creating a Course Section Job Aid with a few extra steps: If necessary change Session by clicking on  Change Location to OFF by clicking on 



STEP	Instructions
3)	<p>Click on Meetings tab to add Facility ID and Meeting Pattern. You may click on  to expand your search for Facility ID.</p> <p>Complete creating the course by entering necessary information on Enrollment Cntrl Tab and Notes. Click Save to generate Class Number. End of Process.</p>

The screenshot displays the 'Meetings' tab in a course management system. The interface includes several sections:

- Course Information:** Course ID 006564, Course Offering Nbr 3, Academic Institution San Diego Community Coll Dist, Term Spring 2019, Undergrad, Subject Area NUTR, Nutrition, Catalog Nbr 150, Nutrition.
- Class Sections:** Session 1, Regular Academic Session, Class Nbr 10460, Event ID 000246759. Details include Class Section 3301, Component Lecture, Units 3.00, Associated Class 3301, Minimum Hours 48.00, Maximum Hours 54.00, Scheduled Hours 0.00, Total Hours 54.00, Number of Weeks 16, Number of Days, TBA Hours 54.00, Class Section FTE 0.200, DAH 0.00, WAH 3.38, FTES Report Term 2193, FTES Prior Summer, and FTES Report Term Override.
- Meeting Pattern:** Facility ID (OCCCHSCCLS), Capacity 30, Pat, Mtg Start (9:00AM), Mtg End (10:25AM), M (checked), T, W (checked), T, F, S, S, *Start/End Date (01/28/2019 to 05/25/2019), Topic ID, Free Format Topic, Print Topic On Transcript, Contact Hours, and TBA Hours.