



# CREATE A FIELD EXPERIENCE CLASS WITH LECTURE COMPONENT SECTION



BUSINESS PROCESS: *CREATE A NEW COURSE*  
MODULE: *CURRICULUM MANAGEMENT*

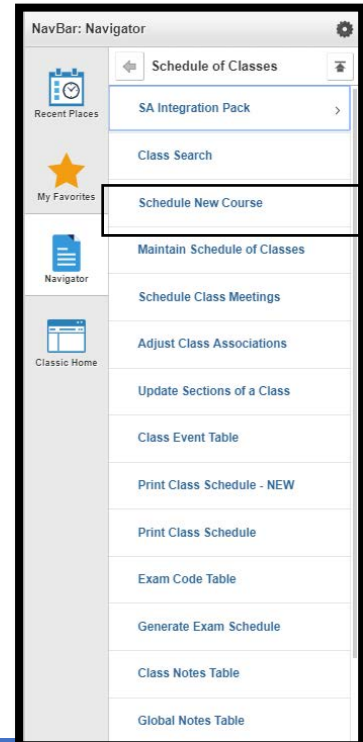
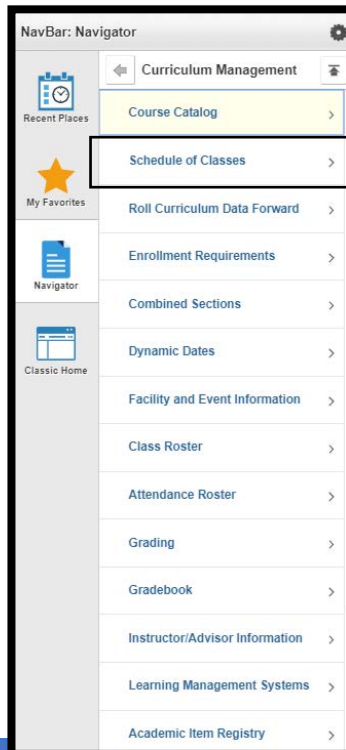
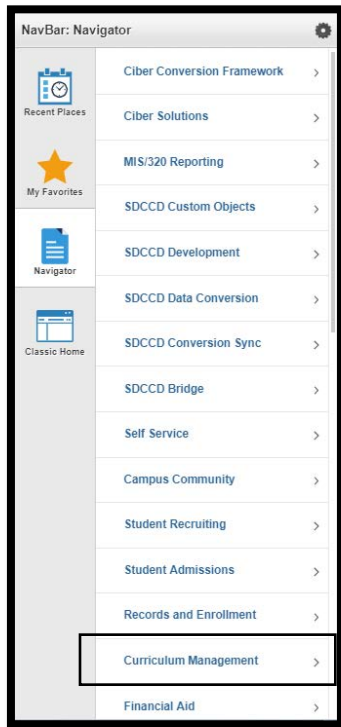
## BACKGROUND

Field Experience courses have 2 components per course; the Lecture Component and the Field Experience Component. In Campus Solutions, a field experience course will have 2 components (Lecture and Field Experience) and a separate Class Number for each component. Only 1 of the components, the Lecture Component) will be the enrollment component, students enroll into the Lecture Component's Class Number.

## INSTRUCTIONS

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

STEP	Instructions
1)	Click on the Compass Icon  and  to navigate to <b>Curriculum Management -&gt; Schedule of Classes -&gt; Schedule New Course...</b>





STEP	Instructions
2)	<p>Enter "SDCCD" for <b>Academic Institution</b>.</p> <p>Select your <b>Term</b>.</p> <p>Select magnifying glass for term options. Only the first 100 results drop down in the Search Results. You may need to click on the right arrow to search further.</p>
3)	<p>Or start typing the four digit <b>Term</b> number as follows:</p> <ul style="list-style-type: none"> <li>• "2" for the millennium or "1" for all years prior to 2000 (1901-1999).</li> <li>• The last two numbers of the year (ie: "09" for 2009, "17" for 2017)</li> <li>• Semester code: "3" for Spring, "5" for Summer, "7" for Fall</li> </ul> <p>Fully typed out you would see:</p> <p>2183: Spring 2018 (<i>includes Winter/Intersession</i>)</p> <p>2185: Summer 2018</p> <p>2187: Fall 2018</p>
4)	<p>You can search <b>Subject Area</b> and <b>Campus</b> with the magnifying glass also.</p> <p>You can search all PSYC classes or narrow it down by catalog number (ie: PSYC 276).</p> <p>Then click <b>Search</b>.</p>

**Meetings** **Schedule New Course**

**Schedule New Course**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

Academic Institution =

Term =

Subject Area =

Catalog Nbr begins with

Academic Career =

Campus begins with

Description begins with

Course ID begins with

Course Offering Nbr =

Case Sensitive



STEP	Instructions
5)	Select course by Campus. Multiple options may be listed below.

Search Results

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
SDCCD	2193	PSYC	276	Undergrad	CITY	Field Work/Psychological Svs	005599	1
SDCCD	2193	PSYC	276	Undergrad	MESA	Field Work/Psychological Svs	005599	2

STEP	Instructions
6)	On the Basic Data Tab, verify the following information: <b>Term, Subject Area, Catalog Nbr.</b>

**Schedule New Course**

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

Course ID 004295      Course Offering Nbr 1

Academic Institution San Diego Community Coll Dist

Term **Spring 2019**      Undergrad

Subject Area **HUMS**      Human Services

Catalog Nbr **276**      Field Work Gerontology

Auto Create Component

STEP	Instructions
7)	Under <b>Class Section</b> , select the <b>Session</b> . (Regular is a standard 16 week session.)

Class Sections

\*Session 1

\*Class Section

\*Component LEC

\*Class Type Enrollment

\*Associated Class 1

\*Campus MESA

\*Location ONCAMPUS

Course Administrator

\*Academic Organization M-ENGLISH

Academic Group MESA

\*Holiday Schedule CO1819

\*Instruction Mode P

Primary Instr Section

Class Topic

Course Topic ID

Equivalent Course Group

Course Equivalent Course Group 00689

Class Equivalent Course Group

Class Attributes

\*Course Description

**Look Up Session**

Academic Institution SDCCD

Academic Career UGRD

Term 2187

Session =

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-8 of 8 Last

Session
Regular
12WK
18WK
4WK1
5WK1
8WK1
8WK2
DYN



STEP	Instructions
8)	If the <b>Session</b> you need is not listed, select DYN, and then enter in the Start/End Dates.

Class Sections Find | View All First 5 of 5 Last

\*Session   Dynamically Dated Session Class Nbr 0

\*Class Section  \*Start/End Date



STEP	Instructions
9)	<p><b>Class Section</b> numbers must be created by campus followed sequentially by the number of courses already created. (Example: "1 of 1" at Mesa would be 2001.)</p> <ul style="list-style-type: none"> <li>• City College – 1001-1999</li> <li>• Mesa College – 2001-2999</li> <li>• Miramar – 3001-3999</li> <li>• Continuing Education – 4001-4999</li> </ul>

Class Sections Find | View All First 5 of 5 Last

\*Session   Regular Academic Session Class Nbr 0

\*Class Section  \*Start/End Date

STEP	Instructions
10)	<p>Still on the <b>Basic Data</b> tab</p> <p>Do not change the <b>Component</b>, or <b>Class Type</b>.</p> <p>*<b>Associated Class</b> can be one unit number: 1,2, 3, etc. (Associated Class <u>DOES NOT</u> need to match Class Section, as this will be needed to combine the Field Experience component later)</p> <p>*<b>Location</b> defaults to ONCAMPUS. Click the magnifying glass to select the correct option.</p> <p>Do not change <b>Course Administrator</b>.</p> <p>Verify the correct department under <b>Academic Organization</b>.</p> <p>*Must select correct <b>Instruction Mode</b>. Click magnifying glass for options.</p>



**Class Sections** Find | View All First 5 of 5 Last

\*Session 1 Regular Academic Session Class Nbr 0

\*Class Section 1307 \*Start/End Date 01/28/2019 05/25/2019

\*Component LEC Lecture Event ID

\*Class Type Enrollment Section

\*Associated Class 2

\*Campus CITY City

\*Location ONCAMPUS On Campus

Course Administrator

\*Academic Organization C-BEHAVSCI Dept-Behavioral Sciences

Academic Group CITY City College

\*Holiday Schedule CO1819 College Academic 2018-2019

\*Instruction Mode 02 In Person Default

Primary Instr Section 1307

**Associated Class Attributes**

Add Fee

Schedule Print

Student Specific Permissions

Dynamic Date Calc Required

Generate Class Mtg Attendance

Sync Attendance with Class Mtg

GL Interface Required

STEP	Instructions
11)	Click on the <b>Meetings</b> Tab to enter the Meeting Pattern for the Lecture Component. Select <b>Facility ID</b> (room number). Enter <b>Mtg Start</b> and <b>Mtg End</b> times. Select days of the week.

**Meeting Pattern** Find | View All First 1 of 1 Last

Facility ID CITYMS523 Capacity 42 Pat

Mtg Start 6:00PM Mtg End 9:10PM

M T W T F S S

\*Start/End Date 01/28/2019 05/25/2019

CITY-MS 523

Topic ID

Free Format Topic

Print Topic On Transcript

Contact Hours

TBA Hours

STEP	Instructions
12)	Under <b>Enrollment Cntrl</b> tab, enter <b>Enrollment Capacity</b> and <b>Wait List Capacity</b> . Click <b>Save</b> , and <b>Class Nbr</b> will be generated. Lecture Component creation completed.



Enrollment Control Find | View All First 5 of 5 Last

Session 1 Regular Academic Session Class Nbr 10769  
 Class Section 1307 Component Lecture Event ID 000247135  
 Associated Class 2 Units 2.00 - 4.00

\*Class Status  Cancel Class

Class Type Enrollment Enrollment Status Open

\*Add Consent  Requested Room Capacity  Total  
 \*Drop Consent  Enrollment Capacity  0  
 1st Auto Enroll Section  Wait List Capacity  0  
 2nd Auto Enroll Section  Minimum Enrollment Nbr   
 Resection to Section

Auto Enroll from Wait List  Cancel if Student Enrolled

Save Return to Search Notify

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [Textbook](#) | [GL Interface](#)

STEP	Instructions
13)	Navigate back to the <b>Basic Data</b> Tab Click on the <b>Autocreate Component</b> button to create the Field Experience Component

Basic Data Schedule New Course

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface Click Button Below

Course ID 004295 Course Offering Nbr 1  
 Academic Institution San Diego Community Coll Dist  
 Term Spring 2019 Undergrad  
 Subject Area HUMS Human Services  
 Catalog Nbr 276 Field Work Gerontology

Auto Create Component

STEP	Instructions
14)	Notice a brand new Field Component has been created. On the <b>Basic Data</b> tab, Under <b>Class Sections</b> fill in <b>*Class Section</b> , <b>*Associated Class</b> (Associated Class must match the same one digit value in the lecture component), <b>*Location</b> and <b>*Instructor Mode</b>



**Class Sections** Find | View All First 6 of 7 Last

\*Session 1 Regular Academic Session Class Nbr 0  
 Class Section 1308 \*Start/End Date 01/28/2019 05/25/2019  
 \*Component FLD Field Experience (90) Event ID  
 \*Class Type Non-Enrollment Section  
 \*Associated Class 2 Units 2.00 - 4.00 Associated Class Attributes  
 \*Campus CITY City Add Fee  
 \*Location OFF Off Campus  
 Course Administrator  
 \*Academic Organization C-BEHAVSCI Dept-Behavioral Sciences  
 Academic Group CITY City College  
 \*Holiday Schedule CO1819 College Academic 2018-2019  
 \*Instruction Mode 02 In Person-Lecture/discussion  
 Primary Instr Section 1301

**Match Associated Class to Lecture component**

- Match Associated Class to Lecture component

Schedule Print  
 Student Specific Permissions  
 Include in Dynamic Date Calc  
 Dynamic Date Calc Required  
 Generate Class Mtg Attendance  
 Sync Attendance with Class Mtg  
 GL Interface Required

STEP	Instructions
15)	Click on the <b>Meetings</b> Tab to enter the Meeting Pattern for the Lecture Component. Select <b>Facility ID</b> (room number). Enter <b>Mtg Start</b> and <b>Mtg End</b> times. Select days of the week. If TBA, input TBA 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  
 CITYCLSRM TBA  
 CITY CLSRM Topic ID Free Format Topic  
 Print Topic On Transcript Contact Hours TBA Hours 71.60

STEP	Instructions
16)	Under <b>Enrollment Cntrl</b> tab, enter <b>Enrollment Capacity</b> and <b>Wait List Capacity</b> . Notice <b>Class Type</b> will say 'Non-Enroll'.

**Enrollment Control** Find | View All First 6 of 7 Last

Session 1 Regular Academic Session Class Nbr 0  
 Class Section 1308 Component Field Experience (90) Event ID  
 Associated Class 2 Units 2.00 - 4.00  
 \*Class Status Active Cancel Class  
 Class Type Non-Enroll Enrollment Status Open  
 \*Add Consent No Special Consent Required  
 \*Drop Consent No Special Consent Required  
 1st Auto Enroll Section  
 2nd Auto Enroll Section  
 Resection to Section  
 Auto Enroll from Wait List  Cancel if Student Enrolled

Requested Room Capacity 25 Total  
 Enrollment Capacity 25 0  
 Wait List Capacity 0  
 Minimum Enrollment Nbr



STEP	Instructions
17)	Under <b>Notes</b> tab, enter notes on the <b>Free Format Text</b> portion to notify students that enrollment into the Field Experience component is only through the Lecture portion. Click <b>Save</b> below. The course will generate a new class number.

**Class Sections** Find | View All First 6 of 6 Last

Session 1 Regular Academic Session **Class Nbr 10775**  
 Class Section 1308 Component Field Experience (90) Event ID 000247141  
 Associated Class 2 Units 2.00 - 4.00

**Class Notes** Find | View All First 1 of 1 Last

\*Sequence Number 1  
 \*Print Location After  Even if Class Not in Schedule  
 Note Nbr  Copy Note  
 Free Format Text: Clear Note  
 To enroll into this course, students must enroll into HUMS 276 Class Nbr 10769.

Save Return to Search Notify

STEP	Instructions
17)	Under <b>Notes</b> tab, enter notes on the <b>Free Format Text</b> portion to notify students that enrollment into the Field Experience component is only through the Lecture portion. Click <b>Save</b> below. The course will generate a new class number.