![San Diego Community College District logo]

Job Aid

SCHEDULING A VARIABLE UNIT CLASS SECTION

BUSINESS PROCESS: *SCHEDULING A VARIABLE UNIT CLASS SECTION*
MODULE: *CURRICULUM MANAGEMENT*

PREREQUISITES

Class must be created with a class number generated. Reference Create a New Class Section Job Aid.

INSTRUCTIONS

This Job Aid will go over the process necessary to create a new variable class section.

STEP	Instructions
1)	Reference Create a New Class Section job aid.
2)	Record the **Class Nbr** and Class **Section Nbr** for the next steps.

STEP	Instructions
3)	Open a New Window (top right). Navigate to **Navigator -> Curriculum Management -> Schedule of Classes -> Adjust Class Associations.**
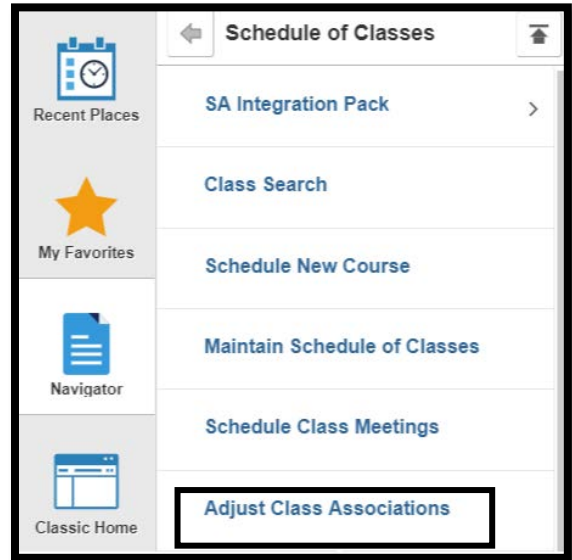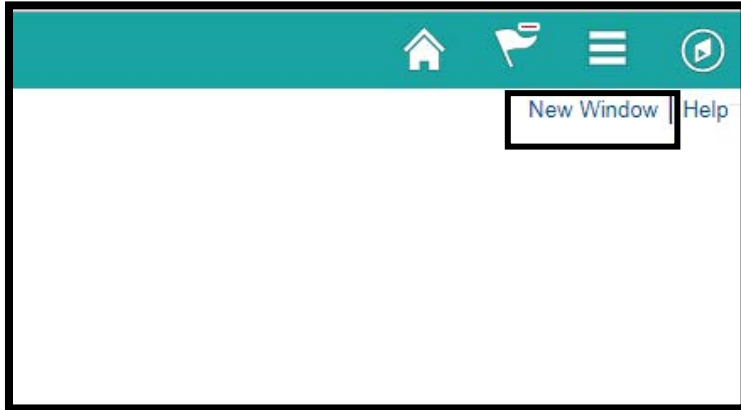
STEP	Instructions
4)	Enter **Academic Institution** (SDCCD), **Term**, **Subject Area**, and **Catalog Nbr.** Click **Search**.

STEP	Instructions
5)	Select the campus under Course Offering Nbr (1 City, 2 Mesa, 3 Mira, 4 Continuing Ed).

STEP	Instructions
6)	Scroll with the arrows until you find the **Associated Class** number to adjust the variable units. **Minimum Units** and **Maximum Units** are listed. Enter the same number of units into both fields. Click **Save**.

STEP	Instructions
7)	Close the **Adjust Class Associations** tab. Return to the **Schedule New Course** tab.
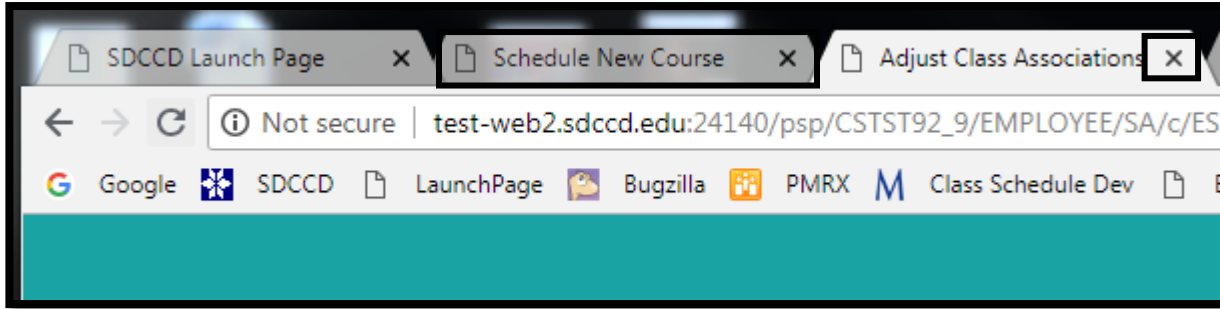
STEP	Instructions
8)	Click Return to Search to refresh page.

STEP	Instructions
9)	Navigate back to the class and Class Section number.

STEP	Instructions
10)	Verify Units have been adjusted on any of the tabs **Basic Data** tab, **Meetings** tab, or **Enrollment Cntrl** tab. End of procedure.