



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.

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

Course ID 003230 Course Offering Nbr 2
Academic Institution San Diego Community Coll Dist
Term Fall 2018 Undergrad
Subject Area EXSC Exercise Science
Catalog Nbr 124A Aerobic/Core Conditioning I

Enrollment Control Find | View All First 2 of 2 Last

Session 1 Regular Academic Session **Class Nbr 10424**
Class Section 2002 Component Laboratory Event ID 000236679
Associated Class 2002 Units 0.50 - 1.00

*Class Status Active Cancel Class

Class Type Enrollment Enrollment Status Open

*Add Consent No Special Consent Required Requested Room Capacity 20 Total
*Drop Consent No Special Consent Required Enrollment Capacity 20 0
1st Auto Enroll Section Wait List Capacity 6 0
2nd Auto Enroll Section Minimum Enrollment Nbr
Resection to Section

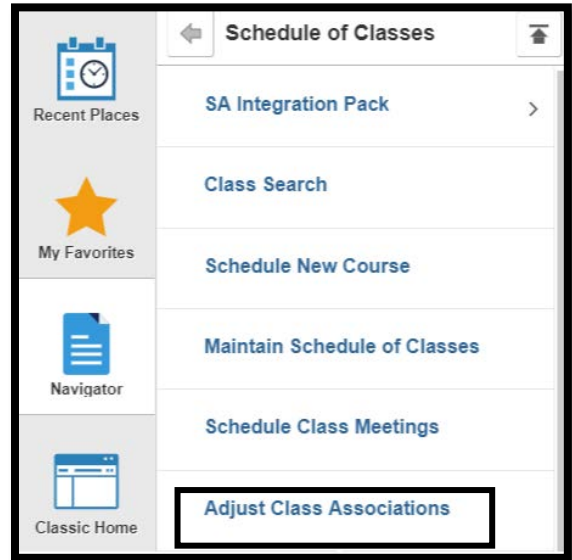
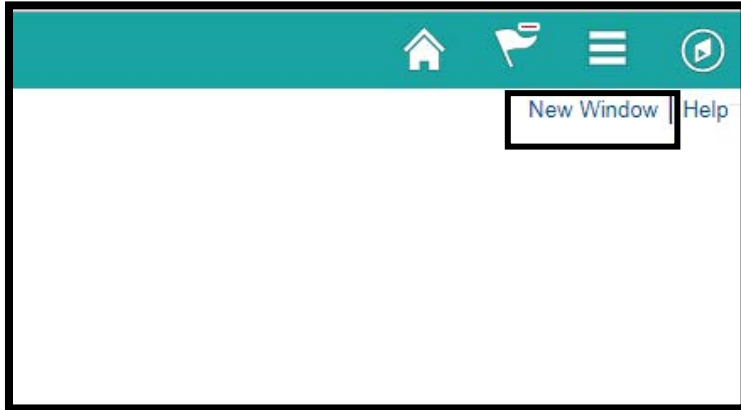
Auto Enroll from Wait List Cancel if Student Enrolled

Save Return to Search Previous in List Next in List Notify



Job Aid

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.

Adjust Class Associations

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

[Find an Existing Value](#)

Search Criteria

Academic Institution =

Term =

Subject Area =

Catalog Nbr begins with

Academic Career =

Session =

Course ID begins with

Course Offering Nbr =

Description begins with

Case Sensitive

Search [Basic Search](#)



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

Search Results

View All First 1-2 of 2 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Session	Course ID	Course Offering Nbr	Description
SDCCD	2187	EXSC	124A	Undergrad	Regular	003230	2	Aerobic/Core Conditioning I
SDCCD	2187	EXSC	124A	Undergrad	Regular	003230	3	Aerobic/Core Conditioning I

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 .

Class Associations | Class Components | Class Requisites

Course ID 003230 Course Offering Nbr 2

Academic Institution San Diego Community Coll Dist

Term Fall 2018 Undergrad

Subject Area EXSC Exercise Science

Catalog Nbr 124A Aerobic/Core Conditioning I

Session 1 Regular Academic Session

[Class Roll](#)

Class Associations Find | View All First 1 of 2 Last

Associated Class 2002

→ **Minimum Units** 0.50 → **Maximum Units** 1.00

Academic Progress Units 0.50 FA Units 0.50

Course Count 1.00 Course Contact Hours 54.00

Billing Factor 1.000 *Instructor Edit No Enrollment Choice

Tuition Group

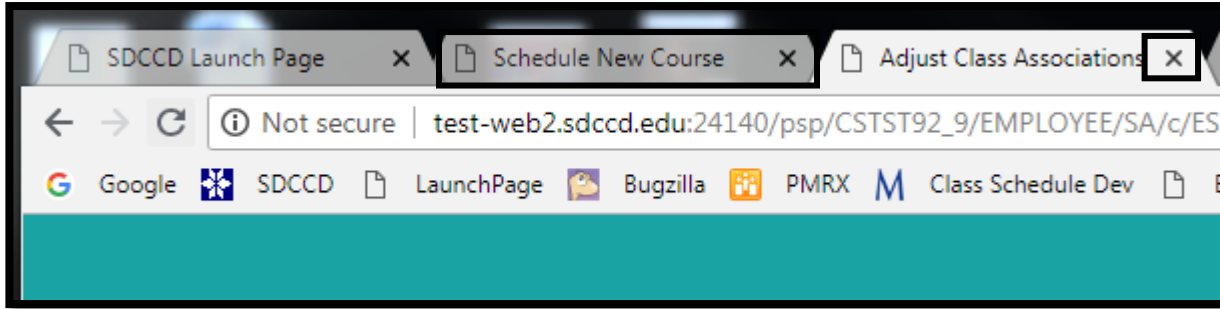
Use Blind Grading

↓

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)



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.

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

Course ID 003230 Course Offering Nbr 2
 Academic Institution San Diego Community Coll Dist
 Term Fall 2018 Undergrad
 Subject Area EXSC Exercise Science
 Catalog Nbr 124A Aerobic/Core Conditioning I

Enrollment Control Find | View All First 2 of 2 Last

Session 1 Regular Academic Session Class Nbr 10424
 Class Section 2002 Component Laboratory Event ID 000236679
 Associated Class 2002 Units 0.50 - 1.00

*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 fr Wait List Cancel if Student Enrolled



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

Academic Institution = SDCCD
 Term = 2187
 Subject Area = EXSC
 Catalog Nbr begins with 124A
 Academic Career = Undergraduate
 Campus begins with MESA
 Description begins with
 Course ID begins with
 Course Offering Nbr =
 Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-3 of 3 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
SDCCD	2187	EXSC	124A	Undergrad	CITY	Aerobic/Core Conditioning I	003230	1
SDCCD	2187	EXSC	124A	Undergrad	MESA	Aerobic/Core Conditioning I	003230	2
SDCCD	2187	EXSC	124A	Undergrad	MIRA	Aerobic/Core Conditioning I	003230	3

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.

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

Course ID 003230 Course C
 Academic Institution San Diego Community Coll Dist
 Term Fall 2018 Undergrad
 Subject Area EXSC Exercise Science
 Catalog Nbr 124A Aerobic/Core Cond

Class Sections

*Session 1 Regular
 *Class Section 2002
 *Component LAB Labora
 *Class Type Enrollment Section
 *Associated Class 2002 Units 1.00

Basic Data Meetings Enrollment Cntrl Reserve Cap Note

Course ID 003230 Cour
 Academic Institution San Diego Community Coll Dist
 Term Fall 2018 Undergrad
 Subject Area EXSC Exercise Scien
 Catalog Nbr 124A Aerobic/Core C

Class Sections

Session 1 Regular
 Class Section 2002 Component Labora
 Associated Class 2002 Units 1.00