



SCHEDULING AN OPEN ENTRY/EXIT CLASS

BUSINESS PROCESS: *SCHEDULING AN OPEN ENTRY/EXIT CLASS*


MODULE: *CURRICULUM*



PREREQUISITES



Reference *Create a New Class Section Job Aid* and *Special Designator Job Aid*



INSTRUCTIONS

This Job Aid will go over the process of scheduling a class with special designator of open entry/exit class.

STEP	Instructions
1)	Navigate to Curriculum Management -> Schedule of Classes -> Schedule New Course .
2)	On the Basic Data tab, navigate to the bottom to page under Class Attributes , and click Last hyperlink on the right hand side. Then click the  icon to add another row.

Class Attributes		Personalize Find View All   First 1-2 of 14 Last	
*Course Attribute	Description	*Course Attribute Value	Description
CB03	Course TOP Code	083520	Fitness Trainer
CB04	Course-Credit-Status	D	Credit - Degree Applicable

STEP	Instructions
3)	On the new row, under Course Attribute , enter "SPDG" for Special Designator and tab out or click on the  icon to select "SPDG" .
4)	Click on the  icon next to the box under *Course Attribute Value to select the "OE_OE" Open Entry/Open Exit course attribute value.

Class Attributes		Personalize Find View All   First 17-18 of 19 Last	
*Course Attribute	Description	*Course Attribute Value	Description
SPPR	SPEC-PROG	0	NO SPECIAL PROGRAM
SPDG	Special Designator	OE_OE	Open Entry/Open Exit



Look Up Course Attribute


CHRT	Disclaimer
CONT	Contract Class
CRN	Course Reference Number
CRSF	Course Family
CSGE	CSU General Education
DE	Distance Education Approval
DEGR	Degree Seeking Only
DEPT	Department Approval Required
DGE	District General Education
FUND	Contract Education
GE	General Education
GE21	GE21
GE21	GE21
GEIN	GEIN
HON	Honors Course
HSPR	High School Diploma Program
IGET	IGETC Code
JUN	Open To Juniors Only
MAJ	Open To Majors Only
MAJR	Recommended for Major
MULT	Multicultural Studies
NDA	Non-Degree Applicable
NMAJ	Open to Non-majors Only
NONA	Non-Academic for Athlete
PLUP	Placement Level Upgrade
PRRS	PRRS
RE	Course Repeat
SEN	Open to Seniors Only
SFIN	Student Financials
SQCO	Social Work Students Only
SPDG	Special Designator
SPON	External Sponsors for Courses
SPPR	SPEC-PROG
SURP	Surplus
SV06	Student Cooperative Work Exper
TRKI	Attendance Tracking Used
VTEA	VATEA Funded Class
WEC	Web Enhanced Class





Look Up Course Attribute Value

Search Results

View 100 First 1-33 of 33 Last

Course Attribute Value	Description
ACP	Accelerated College Program
APPR	Apprenticeship
ARRA_GRANT	ARRA Grant
CCAP	College Career Access Pathways
CE_ABE_ESL	CE ABE/ESL
CE_ADULT	CE Older Adult
CE_APPR	CE Apprenticeship
CE_CBET	Continuing Education CBET
CE_CMED	CE Community Education
CE_DSPS	Continuing Education DSPS
CE_ESL	CE ESL Class
CE_NON	CE Non-State Supported
CE_ONLINE	CE Online
CE_ON_FEE	Continuing Ed Online Fee
CE_PREP	CE College Prep Engl & Math
COLL_NONC	College Non Credit
CONCURNT	Concurrent Class
CONT	Contract Education
CORRESPOND	Correspondence
COSM	Cosmetology
HNR_CLASS	Honors (Entire Class)
HS_HNR	High School Honors
HYBRID	Hybrid
INTERN	Internship
LEGACY	High School Legacy
NONS	Non-State Supported
OE_OE	Open Entry/Open Exit
ONLINE	Fully Online Course
ONLINEMTG	Online with meeting on campus
ONLINEOEOE	Online OE/OE
PUBLICCSFTY	Public Safety 2015 FWD
ROP	ROP
TUTOR	Tutoring

STEP	Instructions
5)	If course requires tracking, tracking courses attribute need to be added. Under the Special Designator course attribute line, click the  icon to add new row. A blank row will appear below.

SPDG	Special Designator	OE_OE	Open Entry/Open Exit		
					



STEP	Instructions
6)	On the new row, under Course Attribute , enter "TRKI" for "Attendance Tracking Used" and tab out or click on the icon to select "TRKI".
7)	Click on the icon next to the box under *Course Attribute Value to select the "YES" for the course attribute value. This will allow tracking for this course.

SPDG	Special Designator	OE_OE	Open Entry/Open Exit		
TRKI	Attendance Tracking Used	YES	Yes		

Look Up Course Attribute

DEGR	Degree Seeking Only
DEPT	Department Approval Required
DGE	District General Education
FUND	Contract Education
GE	General Education
GE21	GE2I
GE2I	GE2I
GEIN	GEIN
HON	Honors Course
HSPR	High School Diploma Program
IGET	IGETC Code
INSV	In-Service Course Offering
JUN	Open To Juniors Only.
MAJ	Open To Majors Only
MAJR	Recommended for Major
MULT	Multicultural Studies
NDA	Non-Degree Applicable
NMAJ	Open to Non-majors Only.
NONA	Non-Academic for Athlete
PBSF	Public Safety Course Offering
PLUP	Placement Level Upgrade
PRRS	PRRS
RE	Course Repeat
SEN	Open to Seniors Only.
SFIN	Student Financials
SOCO	Social Work Students Only
SPDG	Special Designator
SPON	External Sponsors for Courses
SPPR	SPEC-PROG
SURP	Surplus
SV06	Student Cooperative Work Exper
TRKI	Attendance Tracking Used
VTEA	VATEA Funded Class
WEC	Web Enhanced Class
XB01	Section Accounting Method
XB04	Section Contract Code
XB08	DSPS Special Status
XB09	Work Based Learning Activities
XB10	Section CVU/CVC Status

Look Up Course Attribute Value

Course Attribute: TRKI
Description: begins with

Search Results

View 100 First 1-2 of 2 Last

Course Attribute Value	Description
NO	No
YES	Yes



STEP	Instructions
8)	On the Meetings Tab , scheduler must double the Maximum Hours in the TBA Hours section. Click Save below. Notice there will be an Error Hours that shows; that is okay. End of process.

Class Cancellation Reports Schedule New Course

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

Course ID 003230 Course Offering Nbr 3
Academic Institution San Diego Community Coll Dist
Term Spring 2019 Undergrad
Subject Area EXSC Exercise Science
Catalog Nbr 124A Aerobic/Core Conditioning I

Class Sections Find | View All First 1 of 3 Last

Session 1	Regular Academic Session	Class Nbr 10136
Class Section 3301	Component Laboratory	Event ID 000245978
Associated Class 3301	Units 0.50	
Minimum Hours 32.00	Maximum Hours 36.00	Scheduled Hours 0.00
Number of Weeks 16	Number of Days	TBA Hours 72.00
DAH 0.00	WAH 4.50	Total Hours 72.00
		Class Section FTE 0.125
		FTES Report Term 2193
		FTES Prior Summer <input type="checkbox"/>
		FTES Report Term Override <input type="checkbox"/>
		Error Hours

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	*Start/End Date
MIRACL SRM	1	TBA		01/28/2019 05/25/2019
MIRA CLSRM			Topic ID	
		<input type="checkbox"/>	Print Topic On Transcript	

Double the hours in the TBA Hours section

TBA Hours **72.00**