





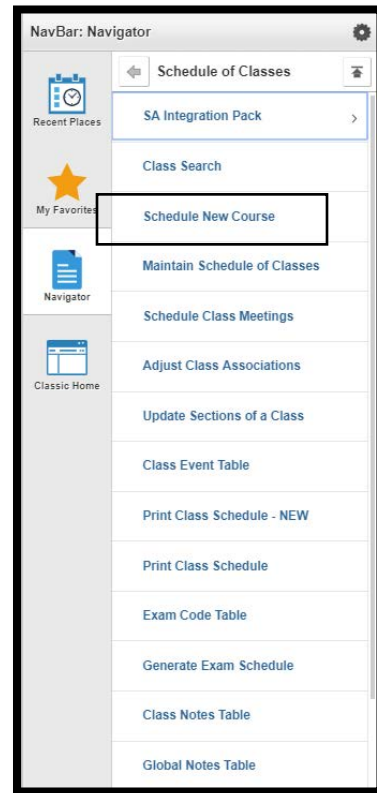
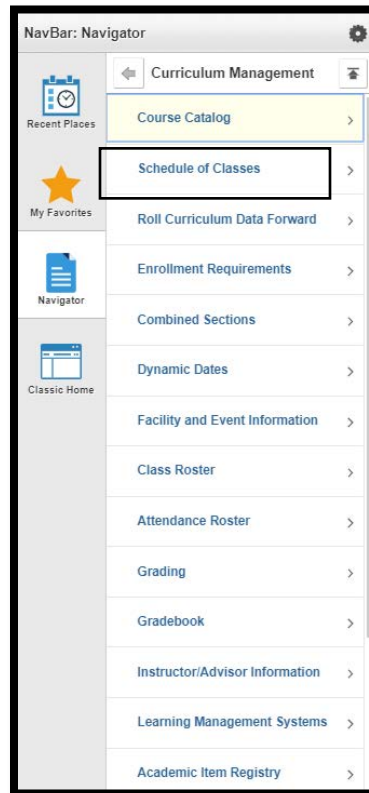
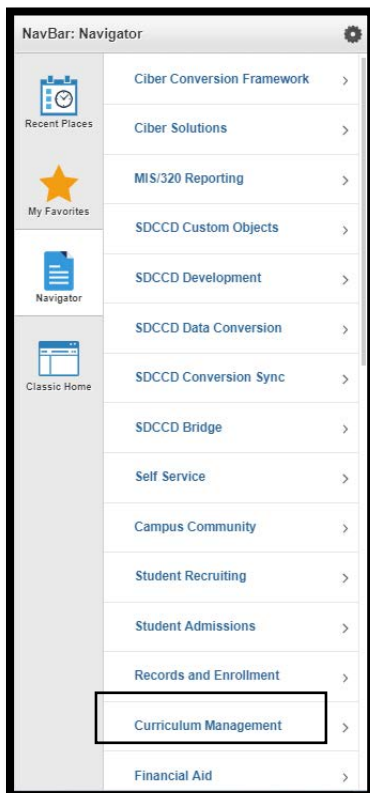
SCHEDULING A PARTIALLY ONLINE CLASS SECTION

BUSINESS PROCESS: *SCHEDULING A PARTIALLY ONLINE CLASS SECTION*
MODULE: *CURRICULUM MANAGEMENT*

INSTRUCTIONS

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

STEP	Instructions
1)	Click on the Compass Icon  and  to navigate to: Curriculum Management -> Schedule of Classes -> Schedule New Course. Type in the corresponding information in the Search Criteria section to create a hybrid course. Click Search and click to choose corresponding course.





Schedule New Course

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

[Find an Existing Value](#)

▼ **Search Criteria**

Academic Institution = ▼ SDCCD 🔍

Term = ▼ 2187 🔍

Subject Area = ▼ ENGL 🔍

Catalog Nbr begins with ▼ 101

Academic Career = ▼

Campus begins with ▼ 🔍

Description begins with ▼

Course ID begins with ▼ 🔍

Course Offering Nbr = ▼

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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

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	ENGL	101	Undergrad	CITY	Reading and Composition	008501	1
SDCCD	2187	ENGL	101	Undergrad	MESA	Reading and Composition	008501	2
SDCCD	2187	ENGL	101	Undergrad	MIRA	Reading and Composition	008501	3

STEP	Instructions
3)	On the Basic Data tab, under Class Section , select the Session . (Regular is a standard 16 week session.) If the Session you need is not listed, select DYN , and then enter in the Start/End Dates .



Look Up Session

Academic Institution: SDCCD
 Academic Career: UGRD
 Term: 2187
 Session: =

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

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

STEP	Instructions
4)	<p>Class Section 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"> • City College – 1001-1999 • Mesa College – 2001-2999 • Miramar – 3001-3999 • Continuing Education – 4001-4999

Class Sections

*Session: 1
 Regular Academic Session
 Class Nbr: 10409
 *Start/End Date: 08/20/2018 - 12/17/2018

*Class Section: 2001

STEP	Instructions
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- 5) Do not change the **Component**, or **Class Type**.
***Associated Class** must always match the Class Section Number.
***Location** defaults to ONCAMPUS. Click the magnifying glass to select **Partially Online**.
Do not change **Course Administrator**.
Verify the correct department under **Academic Organization**.
Instruction Mode. Click magnifying glass for options.

Class Sections

*Session Regular Academic Session

*Class Section *Sta

*Component Lecture

*Class Type

*Associated Class Units 3.00 Associated

*Campus Mesa

*Location Partially Online

Course Administrator

*Academic Organization Dept-English

Academic Group Mesa College

*Holiday Schedule College Academic 2018-2019

*Instruction Mode In Person-Lecture/discussion

Primary Instr Section



STEP	Instructions
6)	<p>Towards the bottom of the Basic Data page is the Class Attributes section.</p> <p>Click on Last hyperlink to bring up the last class attribute row.</p> <p>Click the plus sign to add another class attributes line.</p> <p>Under *Course Attribute column, click the magnifying glass and select SPDG Special Designator</p> <p><input type="text" value="SPDG"/> <input type="text" value="Special Designator"/></p> <p>Under *Course Attribute Value column, click the magnifying glass and select ONLINEMTG Online with meeting on campus</p> <p><input type="text" value="ONLINEMTG"/> <input type="text" value="Online with meeting on campus"/></p>

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



STEP	Instructions
8)	Under Enrollment Cntrl tab, enter Enrollment Capacity and Wait List Capacity . Click Save , and Class Nbr will be generated. Class creation completed. <u>End of Process.</u>

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

Course ID 008501 Course Offering Nbr 2

Academic Institution San Diego Community Coll Dist

Term Fall 2018 Undergrad

Subject Area ENGL English

Catalog Nbr 101 Reading and Composition

Enrollment Control Find | View All First 1 of 1 Last

Session 1 Regular Academic Session Class Nbr 10409

Class Section 2301 Component Lecture Event ID 000236650

Associated Class 2301 Units 3.00

*Class Status Active Cancel Class

Class Type Enrollment Enrollment Status Closed

*Add Consent No Special Consent Required Requested Room Capacity Total

*Drop Consent No Special Consent Required **→** Enrollment Capacity 0

1st Auto Enroll Section **→** Wait List Capacity 0

2nd Auto Enroll Section

Resection to Section

Auto Enroll from Wait List Cancel if Student Enrolled

Save
Return to Search
Previous in List
Next in List
Notify