



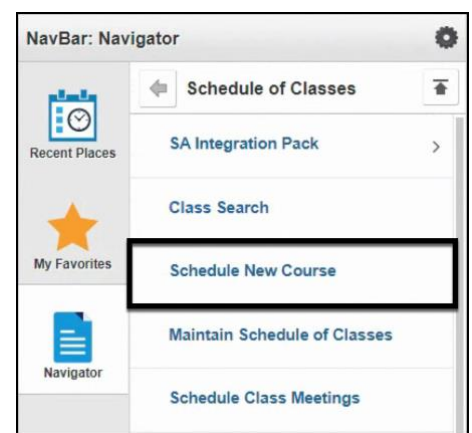
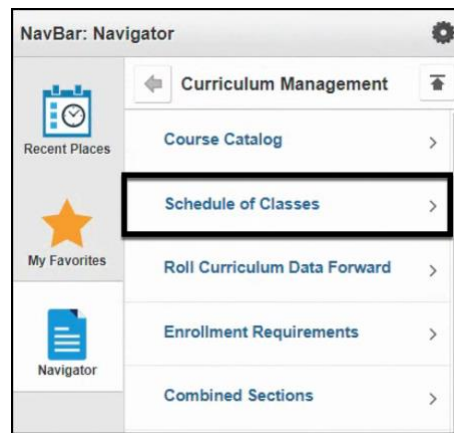


# SCHEDULING A TECH PREP (TPRP) CLASS SECTION

## INSTRUCTIONS

This Job Aid will go over the process necessary to create a Tech Prep (TPRP) class section. Tech Prep classes are a subset of classes under the greater umbrella of Credit for Prior Learning/Credit by Exam and are used to grant students with credit for completing a course typically at a different institution.

STEP	Instructions
1)	Click on  and  navigate to: <b>Curriculum Management → Schedule of Classes → Schedule New Course</b>





STEP	Instructions
2)	Search for your course by entering the <b>Academic Institution, Term, Subject Area, Catalog Nbr</b> and Campus. Click the <b>Search</b> button.

**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 = 2223

\*Subject Area = AUTO

Catalog Nbr begins with 156G

Academic Career =

Campus begins with MIRA

Description begins with

Course ID begins with

Course Offering Nbr =

Sensitive

Search Clear Basic Search Save Search Criteria

STEP	Instructions
3)	You will be directed to the <b>Basic Data Tab</b> where you can add a new section of the course. Click on the <b>+</b> (plus icon) to create a new section of the course.

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

Course ID 070437 Course Offering Nbr 3

Academic Institution San Diego Community Coll Dist

Term Spring 2022 Undergrad

Subject Area AUTO Automotive Technology

Catalog Nbr 156G Engine and Related Systems

Auto Create

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

\*Session 1 Regular Academic Session Class Nbr 85847

\*Class Section 3001 \*Start/End Date 01/31/2022 05/28/2022

\*Component LLB Lecture Lab Combo Event ID 000321479

\*Class Type Enrollment Section

\*Associated Class 3001 Units 4.00

\*Campus MIRA Miramar

\*Location PT-ONLINE Partially Online

Course Administrator

\*Academic Organization R-AUTODIES Dept-Automotive Diesel Tech

Academic Group MIRA Miramar College

\*Holiday Schedule CO2122 College Academic 2021-2022

\*Instruction Mode 02 In Person-Lecture/discussion

Primary Instr Section 3001

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
4)	Begin by entering the <b>Class Section Number</b> . <b>Tip:</b> All class sections scheduled by the District Office should begin with the number 7XXX.

Course ID 070437 Course Offering Nbr 3  
Academic Institution San Diego Community Coll Dist  
Term Spring 2022 Undergrad  
Subject Area AUTO Automotive Technology  
Catalog Nbr 156G Engine and Related Systems

Class Sections Find | View All First 2 of 2 Last

\*Session 1 Regular Academic Session Class Nbr 0  
\*Class Section 7001 \*Start/End Date 01/31/2022 05/28/2022  
\*Component LLB Lecture Lab Combo  
\*Class Type Enrollment Section  
\*Associated Class 7001 Units 4.00  
\*Campus MIRA Miramar  
\*Location ONCAMPUS On Campus  
Course Administrator  
\*Academic Organization R-AUTODIES Dept-Automotive Diesel Tech  
Academic Group MIRA Miramar College  
\*Holiday Schedule CO2122 College Academic 2021-2022  
\*Instruction Mode P In Person Default  
Primary Instr Section 7001

Dynamic Date Calc Required  
 Generate Class Mtg Attendance  
 Sync Attendance with Class Mtg  
 GL Interface Required

STEP	Instructions
5)	Select the 'OFF' <b>Location Code</b> from the Look Up Location list.

Course ID 070437 Course Offering Nbr 3  
Academic Institution San Diego Community Coll Dist  
Term Spring 2022 Undergrad  
Subject Area AUTO Automotive Technology  
Catalog Nbr 156G Engine and Related Systems

Class Sections Find | View All First 2 of 2 Last

\*Session 1 Regular Academic Session Class Nbr 0  
\*Class Section 7001 \*Start/End Date 01/31/2022 05/28/2022  
\*Component LLB Lecture Lab Combo  
\*Class Type Enrollment Section  
\*Associated Class 7001 Units 4.00  
\*Campus MIRA Miramar  
\*Location ONCAMPUS On Campus  
Course Administrator  
\*Academic Organization R-AUTODIES Dept-Automotive Diesel Tech  
Academic Group MIRA Miramar College  
\*Holiday Schedule CO2122 College Academic 2021-2022  
\*Instruction Mode P In Person Default  
Primary Instr Section 7001

Look Up Location  
Cancel  
Search Results  
View 100 First 1-5 of 5 Last

Academic Institution	Campus	Location Code	Description
SDCCD	MIRA	OFF	Off Campus
SDCCD	MIRA	ONCAMPUS	On Campus
SDCCD	MIRA	ONLINE	Online (No Set Meeting Times)
SDCCD	MIRA	ONLINESYNC	Online (Set Meeting Times)
SDCCD	MIRA	PT-ONLINE	Partially Online



STEP	Instructions
6)	Uncheck the <b>Schedule Print</b> check box.

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

Course ID 070437 Course Offering Nbr 3  
Academic Institution San Diego Community Coll Dist  
Term Spring 2022 Undergrad  
Subject Area AUTO Automotive Technology  
Catalog Nbr 156G Engine and Related Systems

Auto Create Component

Class Sections Find | View All First 2 of 2 Last

\*Session 1 Regular Academic Session Class Nbr 0  
\*Class Section 7001 \*Start/End Date 01/31/2022 05/28/2022  
\*Component LLB Lecture Lab Combo Event ID  
\*Class Type Enrollment Section  
\*Associated Class 7001 Units 4.00  
\*Campus MIRA Miramar  
\*Location OFF Off Campus  
Course Administrator  
\*Academic Organization R-AUTODIES Dept-Automotive Diesel Tech  
Academic Group MIRA Miramar College  
\*Holiday Schedule CO2122 College Academic 2021-2022  
\*Instruction Mode P In Person Default  
Primary Instr Section 7001

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
7)	Change the <b>Academic Organization</b> to 'SDCCD'.

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

Course ID 070437 Course Offering Nbr 3  
Academic Institution San Diego Community Coll Dist  
Term Spring 2022 Undergrad  
Subject Area AUTO Automotive Technology  
Catalog Nbr 156G Engine and Related Systems


Auto Create Component

Class Sections Find | View All First 2 of 2 Last

\*Session 1 Regular Academic Session Class Nbr 0  
\*Class Section 7001 \*Start/End Date 01/31/2022 05/28/2022  
\*Component LLB Lecture Lab Combo Event ID  
\*Class Type Enrollment Section  
\*Associated Class 7001 Units 4.00  
\*Campus MIRA Miramar  
\*Location OFF Off Campus  
Course Administrator  
\*Academic Organization SDCCD San Diego Community Coll Distr  
Academic Group MIRA Miramar College  
\*Holiday Schedule CO2122 College Academic 2021-2022  
\*Instruction Mode P In Person Default  
Primary Instr Section 7001

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
8)	<p>In the <b>Class Attributes</b> Section, click on the  icon of the last row to add a new Class Attribute.</p> <p>Add the following Class Attributes and Class Attribute Values:</p> <ul style="list-style-type: none"> <li>A. Class Attribute = CPL and Class Attribute Value = B</li> <li>B. Class Attribute = TPRP and Class Attribute Value = TPCE or TPHS</li> <li>C. Class Attribute = SFIN and Class Attribute Value = AXXX</li> <li>D. Class Attribute = SFIN and Class Attribute Value = HXXX</li> <li>E. Class Attribute = SFIN and Class Attribute Value = RXXX</li> </ul>

Class Attributes				Personalize	Find	First	1-18 of 18	Last
*Course Attribute	Description	*Course Attribute Value	Description					
CB03	Course TOP Code	094800	Automotive Technology					
CB04	Course-Credit-Status	D	Credit - Degree Applicable					
CB05	Course Transfer Status	B	Transfer Credit: CSU					
CB08	Course-Basic-Skills-Status	N	Course is not basic skills					
CB09	Course-SAM-Priority-Code	C	Clearly Occupational					
CB10	Cooperative Work Experience	N	Not					
CB11	Course Classification Status	Y	Cred					
CB13	Course Special Class Status	N	Cou					
CB21	Course-Prior-To-College-Level	Y	Not Applicable					
CB22	Course-Noncredit-Category	Y	Not Applicable, Credit course					
CB23	Funding Agency Category	Y	Not Applicable					
CB25	Course Gen Education Status	Y	Not Applicable					
CB26	Course Support Course Status	N	Course is not a support course					
<b>A</b>	CPL	B	Credit by Exam					
<b>B</b>	TPRP	TPHS	Tech Prep High School					
<b>C</b>	SFIN	AXXX	Accident Fee Exemption					
<b>D</b>	SFIN	HXXX	Health Fee Exemption					
<b>E</b>	SFIN	RXXX	Student Rep Fee Exemption					

Click the [ + ] plus button 5 times to add 5 new rows.

- A**
- B**
- C**
- D**
- E**



STEP	Instructions
9)	<p>Click on the <b>Meetings Tab</b> to begin entering meeting pattern information.</p> <p>Enter the following:</p> <ul style="list-style-type: none"> <li>A. <b>Facility ID</b> = &lt;Campus&gt;CLSRM</li> <li>B. TBA Meeting <b>Pattern</b> = TBA</li> <li>C. <b>TBA Hours</b> = Should equal the <b>Maximum Hours</b> value</li> </ul> <p>Click the <b>Save button</b>.</p>

The screenshot displays the 'Meetings' tab in a course management system. Key elements include:

- Course Information:** Academic Institution: SDCCD, Course ID: 070437, Undergrad, Term: Spring 2022, Subject Area: AUTO Automotive Technology, Course Offering Nbr: 3, Catalog Nbr: 156G Engine and Related Systems.
- Class Sections:** Class Nbr: 0, Units: 4.00, Number of Weeks: 0, WAH: 0.00, DAH: 0.00, Maximum Hours: 144.00, TBA Hours: 0.00, Total Hours: 0.00. A red box highlights the 'ERROR HOURS' section.
- Meeting Pattern:** Facility ID: MIRA CLSRM (labeled A), Capacity: 1, Pat: TBA (labeled B), Mtg Start: 01/31/2022, Mtg End: 05/28/2022, TBA Hours: 144.00 (labeled C).
- Instructors For Meeting Pattern:** A table with columns for ID, Term Workload, Name, \*Instructor Role, Print, Empl Rcd#, Job Code, Assign Type, Weekly Hours, SEC-FTE, ADJ-FTE, and Assignment FTE %.
- Annotations:** A callout box states 'The Maximum Hours and TBA Hours values should match'. A large arrow points to the 'Save' button at the bottom left.



STEP	Instructions
10)	Click the <b>New Window</b> link.

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

Academic Institution: SDCCD | Course ID: 070437 | Undergrad | Last Course Change By: Cheyanna Morence  
 Term: Spring 2022 | Subject Area: AUTO Automotive Technology | Date/Time: 10/05/2021 10:06:32AM  
 Course Offering Nbr: 3 | Catalog Nbr: 156G Engine and Related Systems | Course Audit

**Class Sections** Find | View All First 2 of 2 Last

Class Nbr: **86818** Units: 4.00 Number of Weeks: 16 WAH: 9.00 Calculations/Overrides  
 Session: 1 Regular Academic Session Number of Days: 0 DAH: 0.00 Recalc Section Audit  
 Class Section: 7001 Minimum Hours: 128.00  
 Associated Class: 7001 Maximum Hours: 144.00  
 Component: Lecture Lab Combo Class Section FTE: 0.533  
 Event ID: 000323843

Scheduled Hours: 0.00 TBA Hours: 144.00 Total Hours: 144.00  
 FTEs Report () Report Term: Prior Summer:

Last Section Change By: Last Update Date/Time:

STEP	Instructions
11)	Click on  and  navigate to: <b>Curriculum Management → Schedule of Classes → Adjust Class Associations</b>

NavBar: Navigator

- Student Admissions
- Records and Enrollment
- Curriculum Management**
- Financial Aid
- Student Financials
- Academic Advisement

NavBar: Navigator

- Curriculum Management
  - Course Catalog
  - Schedule of Classes**
  - Roll Curriculum Data Forward
  - Enrollment Requirements
  - Combined Sections

NavBar: Navigator

- Schedule of Classes
  - Schedule New Course
  - Maintain Schedule of Classes
  - Schedule Class Meetings
  - Adjust Class Associations**
  - Update Sections of a Class



STEP	Instructions
12)	On the <b>Adjust Class Associations</b> search page, enter the <b>Term</b> , <b>Subject Area</b> , <b>Catalog Nbr</b> , <b>Session</b> , and <b>Course Offering Nbr</b> . Click the <b>Search</b> button.





STEP	Instructions
13)	Find the <b>Associated Class</b> Number you just scheduled. Adjust the FA Units and Billing Factor.

The screenshot displays the 'Class Associations' interface for Course ID 070437, Course Offering Nbr 3. The interface is split into two panels. The top panel shows the original state where the Billing Factor is 1.000 and FA Units are 4.00. The bottom panel shows the updated state where the Billing Factor is 0.000 and FA Units are 0.00. Arrows point from text boxes to the respective input fields. A large downward arrow is positioned at the bottom left of the interface.

**Original State (Top Panel):**

- Associated Class: 7001
- Minimum Units: 4.00
- Academic Progress Units: 4.00
- Course Count: 1.00
- Billing Factor: 1.000
- Tuition Group: [Search]
- Maximum Units: 4.00
- FA Units: 4.00
- Course Contact Hours: 144.00
- \*Instructor Edit: No Enrollment Choice

**Updated State (Bottom Panel):**

- Associated Class: 7001
- Minimum Units: 4.00
- Academic Progress Units: 4.00
- Course Count: 1.00
- Billing Factor: 0.000
- Tuition Group: [Search]
- Maximum Units: 4.00
- FA Units: 0.00
- Course Contact Hours: 144.00
- \*Instructor Edit: No Enrollment Choice

Annotations:

- Change from original value to zero (points to Billing Factor 1.000)
- Change from original value to zero (points to FA Units 4.00)

Buttons: Save, Return to Search, Notify

STEP	Instructions
14)	End of Process.