



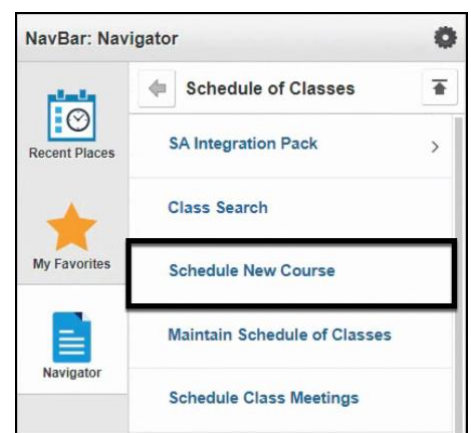
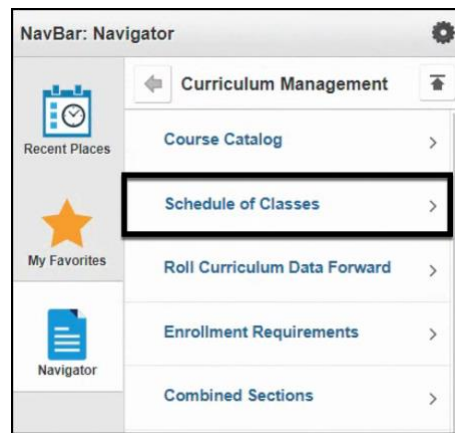


SCHEDULING A TECH PREP (TPRP) CLASS SECTION

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 at a different institution.

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





STEP	Instructions
2)	Search for your course by entering the Academic Institution, Term, Subject Area, Catalog Nbr and Campus. Click the Search 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 Basic Data Tab where you can add a new section of the course. Click on the + (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 Class Section Number . Tip: All class sections scheduled by the District Office should begin with the number 7XXX.

STEP	Instructions
5)	Select the 'OFF' Location Code from the Look Up Location list.

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 Schedule Print 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 Academic Organization 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 Class Attributes 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"> A. Class Attribute = CPL and Class Attribute Value = CBE B. Class Attribute = TPRP and Class Attribute Value = TPCE or TPHS C. Class Attribute = SFIN and Class Attribute Value = AXXX D. Class Attribute = SFIN and Class Attribute Value = HXXX E. Class Attribute = SFIN and Class Attribute Value = RXXX

Class Attributes Personalize | Find |  |  First 1-19 of 19 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 Part of Program		
CB11	Course Classification Status	Y	Credit Course		
CB13	Course Special Class Status	N			
CB21	Course-Prior-To-College-Level	Y			
CB22	Course-Noncredit-Category	Y			
CB23	Funding Agency Category	Y			
CB25	Course Gen Education Status	Y	Not Applicable		
CB26	Course Support Course Status	N	Course is not a support course		
A	CPL	CBE	Credit By Examination (MIS: B)		
B	TPRP	TPHS	TP High School		
C	SFIN	AXXX	Accident Fee Exemption		
D	SFIN	HXXX	Health Fee Exemption		
E	SFIN	RXXX	Student Rep Fee Exemption		

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



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

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

- Course Information:** Academic Institution: SDCCD, Course ID: 070437, Undergrad, Last Course Change By: Cheyanna Morence, Date/Time: 10/05/2021 10:06:32AM.
- Class Sections:** Class Nbr: 0, Units: 4.00, Number of Weeks: 0, WAH: 0.00, DAH: 0.00. Maximum Hours: 144.00 (highlighted with a box and callout).
- Meeting Pattern:** Facility ID: MIRACL SRM (highlighted with box A), Capacity: 1, Pat: TBA (highlighted with box B), TBA Hours: 144.00 (highlighted with box C).
- Instructors:** 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 %.
- Callouts:** A callout box states "The Maximum Hours and TBA Hours values should match". A large arrow points to the "Save" button.



STEP	Instructions
10)	Click the New Window link.

The screenshot shows a web application interface with a top navigation bar containing tabs like 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', 'Exam', 'LMS Data', 'Textbook', and 'GL Interface'. Below this, course information is displayed, including 'Academic Institution: SDCCD', 'Course ID: 070437', 'Undergrad', and 'Last Course Change By: Cheyanna Morence'. A 'New Window | Personalize Page' link is located in the top right corner, with a large black arrow pointing to it. Below the course info, there is a 'Class Sections' section with various input fields for 'Number of Weeks', 'Wah', 'Number of Days', 'DAH', 'Scheduled Hours', 'TBA Hours', and 'Total Hours'. A 'Recalc' button is also visible.

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

This screenshot shows the 'NavBar: Navigator' with a list of menu items: 'Student Admissions', 'Records and Enrollment', 'Curriculum Management', 'Financial Aid', 'Student Financials', and 'Academic Advisement'. The 'Curriculum Management' item is highlighted with a black rectangular box.

This screenshot shows the 'NavBar: Navigator' with the 'Curriculum Management' menu item selected. A sub-menu is displayed with the following items: 'Course Catalog', 'Schedule of Classes', 'Roll Curriculum Data Forward', 'Enrollment Requirements', and 'Combined Sections'. The 'Schedule of Classes' item is highlighted with a black rectangular box.

This screenshot shows the 'NavBar: Navigator' with the 'Schedule of Classes' menu item selected. A sub-menu is displayed with the following items: 'Schedule New Course', 'Maintain Schedule of Classes', 'Schedule Class Meetings', 'Adjust Class Associations', and 'Update Sections of a Class'. The 'Adjust Class Associations' item is highlighted with a black rectangular box.



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

Adjust Class Associations

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 =	▼		▼
Session =	▼	Regular Academic Session	▼
Course ID	begins with ▼		
Course Offering Nbr =	▼		3
Description	begins with ▼		

Sensitive

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



STEP	Instructions
12)	Find the Associated Class Number you just scheduled.

The screenshot displays the 'Class Associations' form for Course ID 070437, Course Offering Nbr 3. The form includes fields for Minimum Units (4.00), Maximum Units (4.00), Academic Progress Units (4.00), Course Count (1.00), Billing Factor (1.000), Tuition Group, and FA Units (4.00). A callout box on the left points to the Billing Factor field with the text 'Change from original value to zero'. A callout box on the right points to the FA Units field with the text 'Change from original value to zero'. A large black arrow points downwards from the bottom of the form, indicating the next step in the process.

STEP	Instructions
13)	End of Process.