



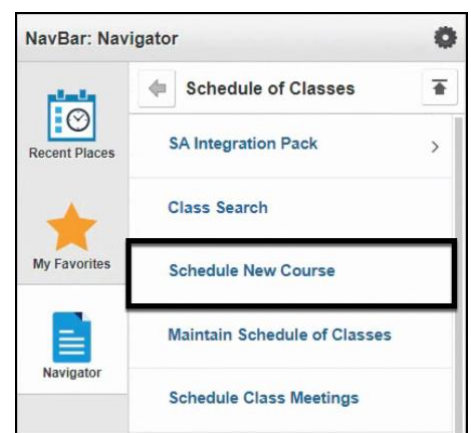
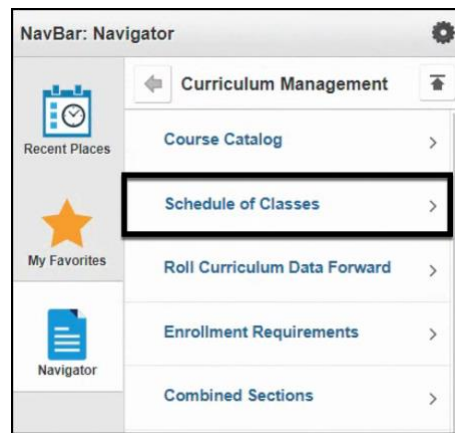


# SCHEDULING A TECH PREP (TPRP) CLASS SECTION

## 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: <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	Associated Class Attributes	
*Campus MIRA	Miramar	Add Fee	
*Location PT-ONLINE	Partially Online	<input checked="" type="checkbox"/> Schedule Print	
Course Administrator		<input type="checkbox"/> Student Specific Permissions	
*Academic Organization R-AUTODIES	Dept-Automotive Diesel Tech	<input type="checkbox"/> Dynamic Date Calc Required	
Academic Group MIRA	Miramar College	<input checked="" type="checkbox"/> Generate Class Mtg Attendance	
*Holiday Schedule CO2122	College Academic 2021-2022	<input type="checkbox"/> Sync Attendance with Class Mtg	
*Instruction Mode 02	In Person-Lecture/discussion	<input type="checkbox"/> GL Interface Required	
Primary Instr Section 3001			



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

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  
\*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

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  
\*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 = CBE</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 1-19 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		
<b>A</b> CPL	Credit for Prior Learning	CBE	Credit By Examination (MIS: B)		
<b>B</b> TPRP	Tech Prep Course Section	TPHS	TP High School		
<b>C</b> SFIN	Student Financials	AXXX	Accident Fee Exemption		
<b>D</b> SFIN	Student Financials	HXXX	Health Fee Exemption		
<b>E</b> SFIN	Student Financials	RXXX	Student Rep Fee Exemption		

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

**A** CPL

**B** TPRP

**C** SFIN

**D** SFIN

**E** SFIN



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>

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: 0 | Units: 4.00 | Number of Weeks: 0 | WAH: 0.00 | Calculations/Overrides  
 Session: 1 Regular Academic Session | Number of Days: 0 | DAH: 0.00 | Recalc  
 Class Section: 7001 | Minimum Hours: 128.00 | Maximum Hours: 144.00 | Scheduling Hours: 0.00 | FTEs Report ()  
 Associated Class: 7001 | Class Section FTE: 0.000 | TBA Hours: 0.00 | Last Section Change By  
 Component: Lecture Lab Combo | Event ID

**Meeting Pattern**

Facility ID: MIRACL SRM (A) | Capacity: 1 | Pat: TBA (B) | Mtg Start: | Mtg End: | M T W R F S U | \*Start/End Date: 01/31/2022 to 05/28/2022 | Copy to Instructors  
 MIRA CLSRM | Topic ID: | Free Format Topic: | Contact Hours: | TBA Hours: 144.00 (C)

**Instructors For Meeting Pattern** Personalize | Find | First 1 of 1 Last

ID	Term	Name	*Instructor Role	Print	Empl Rcd#	Job Code	Assign Type	Weekly Hours	SEC-FTE	ADJ-FTE	Assignment FTE %
			Primary Instructor	<input checked="" type="checkbox"/>	0		Lecture	0.0000	0.000	0.000	0.00

Save | Return to Search | Notify



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

The screenshot shows a web application interface for course management. At the top right, there are links for 'New Window' and 'Personalize Page'. A large black arrow points to the 'New Window' link. Below the navigation tabs, there is a header section with course details: 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), and Course Audit. Below this 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'. There are also buttons for 'Recalc' and 'FTEs Report ()'.

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

This screenshot shows the 'NavBar: Navigator' menu. The 'Curriculum Management' option is highlighted with a black box. Other visible options include Student Admissions, Records and Enrollment, Financial Aid, Student Financials, and Academic Advisement.

This screenshot shows the 'NavBar: Navigator' menu with 'Curriculum Management' selected. The 'Schedule of Classes' option is highlighted with a black box. Other visible options include Course Catalog, Roll Curriculum Data Forward, Enrollment Requirements, and Combined Sections.

This screenshot shows the 'NavBar: Navigator' menu with 'Schedule of Classes' selected. The 'Adjust Class Associations' option is highlighted with a black box. Other visible options include Schedule New Course, Maintain Schedule of Classes, Schedule Class Meetings, and 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.

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

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 downward arrow is positioned at the bottom left of the form.

STEP	Instructions
14)	End of Process.