SAN DIEGO
COMMUNITY COLLEGE
DISTRICT

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: **Curriculum Management → Schedule of Classes → Schedule New Course**
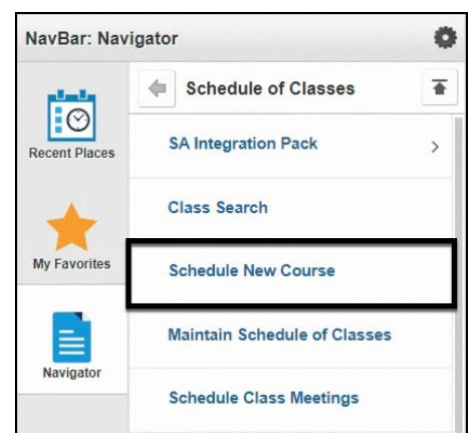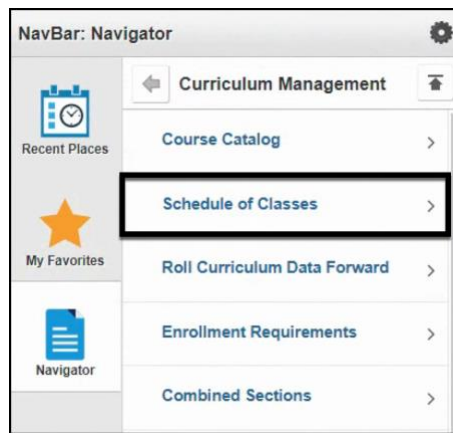
STEP	Instructions
2)	Search for your course by entering the **Academic Institution, Term, Subject Area, Catalog Nbr and** Campus. Click the **Search** button.

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.

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.

STEP	Instructions
6)	Uncheck the **Schedule Print** check box.

STEP	Instructions
7)	Change the **Academic Organization** to 'SDCCD'.

STEP	Instructions
8)	In the **Class Attributes** Section, click on the ⊞ icon of the last row to add a new Class Attribute. Add the following Class Attributes and Class Attribute Values: A. Class Attribute = CBE and Class Attribute Value = CBE B. Class Attribute = CPL and Class Attribute Value = B C. Class Attribute = TPRP and Class Attribute Value = TPCE or TPHS D. Class Attribute = SFIN and Class Attribute Value = AXXX E. Class Attribute = SFIN and Class Attribute Value = HXXX F. 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 🔍		+	−
CB09 🔍	Course-SAM-Priority-Code	C 🔍		+	−
CB10 🔍	Cooperative Work Experience	N 🔍		+	−
CB11 🔍	Course Classification Status	Y 🔍		+	−
CB13 🔍	Course Special Class Status	N 🔍		+	−
CB21 🔍	Course-Prior-To-College-Level	Y 🔍		+	−
CB22 🔍	Course-Noncredit-Category	Y 🔍		+	−
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	**+**	−
CBE 🔍	Credit By Examination	CBE 🔍	Credit By Examination (MIS: B)	+	−
CPL 🔍	Credit for Prior Learning	B 🔍	Credit by Exam	+	−
TPRP 🔍	Tech Prep Course Section	TPHS 🔍	Tech Prep High School	+	−
SFIN 🔍	Student Financials	AXXX 🔍	Accident Fee Exemption	+	−
SFIN 🔍	Student Financials	HXXX 🔍	Health Fee Exemption	+	−
SFIN 🔍	Student Financials	RXXX 🔍	Student Rep Fee Exemption	+	−

Callout: Click the [+] plus button six times to add 6 new rows.

Row labels (left margin): A, B, C, D, E, F

STEP	Instructions
9)	Click on the **Meetings Tab** to begin entering meeting pattern information. Enter the following: A. **Facility ID** = <Campus>CLSRM B. TBA Meeting **Pat**tern = TBA C. **TBA Hours** = Should equal the **Maximum Hours** value Click the **Save button**.

STEP	Instructions
10)	Click the **New Window** link.

STEP	Instructions
11)	Click on ⊙ and 📄 (Navigator) navigate to: **Curriculum Management → Schedule of Classes → Adjust Class Associations**

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**.

STEP	Instructions
13)	**Find** the **Associated Class** Number you just scheduled. Adjust the FA Units and Billing Factor.

STEP	Instructions
14)	End of Process.