



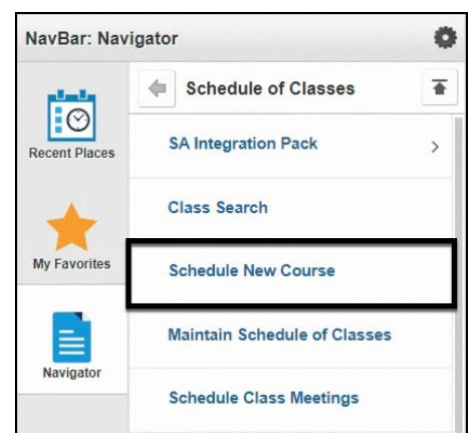
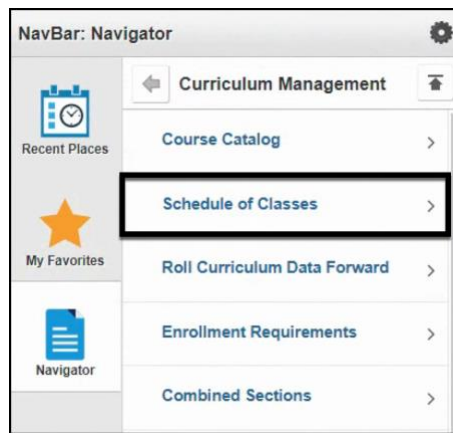


SCHEDULING A TECH PREP (TPRP) CLASS SECTION

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.

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.



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 = 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		
A CBE	Credit By Examination	CBE	Credit By Examination (MIS: B)		
B CPL	Credit for Prior Learning	B	Credit by Exam		
C TPRP	Tech Prep Course Section	TPHS	Tech Prep High School		
D SFIN	Student Financials	AXXX	Accident Fee Exemption		
E SFIN	Student Financials	HXXX	Health Fee Exemption		
F SFIN	Student Financials	RXXX	Student Rep Fee Exemption		

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

A

B

C

D

E

F



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>

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 | Total Hours: 0.00 | Section Audit
 Component: Lecture Lab Combo | Event ID

Meeting Pattern

Facility ID: MIRA CLSRM (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 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, there are fields for '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'. A 'Class Sections' section is visible with fields for 'Class Nbr' (86818), 'Units' (4.00), 'Number of Weeks' (16), 'WAH' (9.00), 'Number of Days' (0), 'DAH' (0.00), 'Minimum Hours' (128.00), 'Maximum Hours' (144.00), 'Class Section FTE' (0.533), 'Scheduled Hours' (0.00), 'TBA Hours' (144.00), and 'Total Hours' (144.00). In the top right corner, there is a link labeled 'New Window | Personalize Page' with a black arrow pointing to it.

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

The screenshot shows a sidebar menu titled 'NavBar: Navigator'. It has sections for 'Recent Places', 'My Favorites', and 'Navigator'. Under 'Recent Places', there are links for 'Student Admissions', 'Records and Enrollment', 'Curriculum Management' (highlighted with a black box), 'Financial Aid', 'Student Financials', and 'Academic Advisement'.

The screenshot shows the 'NavBar: Navigator' with 'Curriculum Management' selected in the top bar. The menu items are 'Course Catalog', 'Schedule of Classes' (highlighted with a black box), 'Roll Curriculum Data Forward', 'Enrollment Requirements', and 'Combined Sections'.

The screenshot shows the 'NavBar: Navigator' with 'Schedule of Classes' selected in the top bar. The menu items are 'Schedule New Course', 'Maintain Schedule of Classes', 'Schedule Class Meetings', 'Adjust Class Associations' (highlighted with a black box), and 'Update Sections of a Class'.



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 ▼		

Case Sensitive

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



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

The screenshot displays two instances of the 'Class Associations' form for Course ID 070437, Course Offering Nbr 3. The top instance shows the original values: Billing Factor 1.000 and FA Units 4.00. The bottom instance shows the updated values: Billing Factor 0.000 and FA Units (empty). Arrows point from callout boxes to these fields. A large downward arrow is positioned at the bottom left of the second form.

Callout 1 (top right): Change from original value to zero (points to FA Units 4.00)

Callout 2 (middle left): Change from original value to zero (points to Billing Factor 1.000)

Callout 3 (bottom right): Change from original value to zero (points to FA Units)

Callout 4 (bottom left): Change from original value to zero (points to Billing Factor 0.000)

STEP	Instructions
14)	End of Process.