

Job Aid

SCHEDULING AN HONORS CLASS SECTION

BUSINESS PROCESS: SCHEDULING AN HONORS CLASS SECTION MODULE: CURRICULUM MANAGEMENT

PREREQUISITES

Review Create a New Class Section Job Aid. All Honors courses must be 16 week and face-to-face.

INSTRUCTIONS

This Job Aid will go over the process necessary to create an entire section as Honors. **All Honors courses must be 16 weeks and face-to-face.**

STEP	Instructions
1)	Click on \textcircled{O} and $\textcircled{I}_{Navigator}$ navigate to: Campus Solutions \rightarrow Curriculum Management \rightarrow Schedule of Classes \rightarrow Adjust Class Associations.

	Environment: CSTST92			Environment: CSTST92			Environment: CSTST92	
NavBar: Navigator			NavBar: Nav	NavBar: Navigator			NavBar: Navigator	
	Ciber Conversion Framework	>		Curriculum Management	•		Schedule of Classes	
Recent Places	MIS/320 Reporting	>	Recent Places	Course Catalog	>	Recent Places	SA Integration Pack	>
+	SDCCD Development	>	+	Schedule of Classes	>	+	Class Search	
My Favorites	SDCCD Data Conversion	>	My Favorites	Roll Curriculum Data Forward	>	My Favorites	Schedule New Course	
	Self Service	>		Enrollment Requirements	>		Maintain Schedule of Classes	
Navigator	Campus Community	>	Navigator	Combined Sections	>	Navigator	Schedule Class Meetings	
-	Student Recruiting	>		Dynamic Dates	>		Adjust Class Associations	
=	Student Admissions	>		Facility and Event Information	>		Update Sections of a Class	
-	Records and Enrollment	>		Class Roster	>		Class Event Table	
	Curriculum Management	>		Attendance Roster	>		Print Class Schedule	
	Einaneial Aid			Grading	>		Exam Code Table	



STEP	Instructions
2)	On Adjust Class Associations page, input the Term, Subject and Catalog Nbr. Click Search.

Image: Construction of the second state of the second s	
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 Q Term = • 2193 Q Subject Area = • SOCO Q	
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 = SUbject Area = SOCO	
Find an Existing Value Search Criteria Academic Institution = v SDCCD Term = v 2193 Subject Area = v SOCO	
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Academic Institution = SDCCD Term = Subject Area = SOCO	
Term = 2193 Q Subject Area = SOCO Q	
Subject Area = V SOCO	
Catalog Nbr begins with V 101	
Academic Career = 🔻	
Description begins with V	
Case Sensitive	

STEP	Instructions
3)	The Search Results will generate the courses based on the criteria input. Select the appropriate course by clicking it.

Search Results								
View All First 🕢 1-11 of 11 🕟 Last								
Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Session	Course ID	Course Offering Nbr	Description
SDCCD	2177	SOCO	101	Undergrad	Regular	006750	1	Principles of Sociology
SDCCD	2177	SOCO	101	Undergrad	Regular	006750	2	Principles of Sociology
SDCCD	2177	SOCO	101	Undergrad	Regular	006750	3	Principles of Sociology
SDCCD	2177	SOCO	101	Undergrad	16WK	006750	1	Principles of Sociology
SDCCD	2177	SOCO	101	Undergrad	8WK1	006750	1	Principles of Sociology
SDCCD	2177	SOCO	101	Undergrad	8WK1	006750	3	Principles of Sociology
SDCCD	2177	SOCO	101	Undergrad	8WK2	006750	1	Principles of Sociology
SDCCD	2177	SOCO	101	Undergrad	8WK2	006750	2	Principles of Sociology
SDCCD	2177	SOCO	101	Undergrad	DYN	006750	1	Principles of Sociology
SDCCD	2177	SOCO	101	Undergrad	DYN	006750	2	Principles of Sociology
SDCCD	2177	SOCO	101	Undergrad	DYN	006750	3	Principles of Sociology



STEP	Instructions
4)	The page below will be displayed after selecting your course. Click on Class Components tab.

		Adjust Class Associations
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Class Associations Class Components	Class <u>R</u> equisites	
Course ID 006750	Course Offering Nor 1	
Academic Institution San Diego Co	ommunity Coll Dist	
Term Fall 2017	Undergrad	
Subject Area SOCO	Sociology	
Catalog Nbr 101	Principles of Sociology	Class Roll
Session 1	Regular Academic Session	
Class Associations	Fin	d View All First 🕚 1 of 7 🕑 Last
Associated Class 10	003	
Minimum Units	3.00 Maximum Units	3.00
Academic Progress Units	3.00 FA Units	3.00
Course Count	1.00 Course Contact Hours	54.00
Billing Factor	1.000 *Instructor Edit	No Enrollment Choice
Tuition Group	Q	
	Use Blind Grading	
Save Return to Search T Previo	ous in List 📕 Next in List 💽 Notify	
Class Associations Class Components Class Re	equisites	



STEP Instructions 5) You will see the page displayed below once you click on the Class Components tab. Click through the arrows to find your Class Section.

			Adjust Class A	ssociation
Image: Class Associations Class Component	ents Class <u>R</u> equisites			
Course ID 006 Academic Institution San Term Fall Subject Area SOC Catalog Nbr 101	750 Co Diego Community Coll Dist 2017 Undergrad CO Sociology Principles of	urse Offering Nbr 1		
Session 1	Regula	ar Academic Session	_	
Class Association Components			Find View All First ④	2 of 7 🕑 Last
Associated *Grading Graded Compo Requirement Design	Class 1004 Basis OPT Q Student Optionent Lecture	on V	*Grade Roster Print Component	v
Associated Class Attributes				(P) Land
*Attribute	¥		Find First I of 1	Last
Attibuto				
Class Components		Personalize Find V	iew All 🖾 👪 🛛 First 🕚 1 of 1	🕑 Last
*Course Component	Contact Optional	Hours *Final Exam	Auto Create	
Lecture •	54.000	No	V V	+ -
Class Sections Section Class Nbr Comp	oonent Class Type	Personalize Find V	iew All 🔄 👪 First 🕚 1 of 1 Class Status	● Last
1004 (i) 15514 Lectu	re Enrollment Sect	tion	Active	
Class Association 9999	oonant Class Tuno	Personalize Find V	iew All 🔎 🔣 🛛 First 🕚 1 of 1	● Last
	сизэ туре		Guoo Sullio	
Save Return to Search	Previous in List Ve	xt in List 💽 Notify		



Job Aid

STEP	Instructions
6)	Select the Requirement Designation . Click on the magnifying glass below within the black rectangle.
7)	The last step with display Look Up Requirement Designation window. Select HNRS to designate your entire class as Honors.
8)	Click Save. You have completed scheduling an Honors section.

	Adjust Class Associations
2 🖬 😌 🌣 🖬	
Class Associations Class Components Class Requisites	
Course ID 006750 Course Offering Nbr 1 Academic Institution San Diego Community Coll Dist Image: Constraint of the second s	
Class Association Components	Look Lip Pequirement Designation
Associated Class 1003 *Grading Basis OPT & Student Option Graded Component Lecture Requirement Designation Associated Class Attributes *Attribute Class Components *Course Component Contact Optional Workload *Final Exam	
Lecture • 54.000	
Class Sections Personalize Find 1	vi
Section Class Nbr Component Class Type	
1003 (j) 15519 Lecture Enrollment Section	
Class Association 9999 Personalize Find 1	/1
Section Class Nbr Component Class Type	
U	
Return to Search Previous in List Next in List Notify Class Associations Class Components Class Requisites	