



## SCHEDULING AN HONORS CLASS SECTION



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

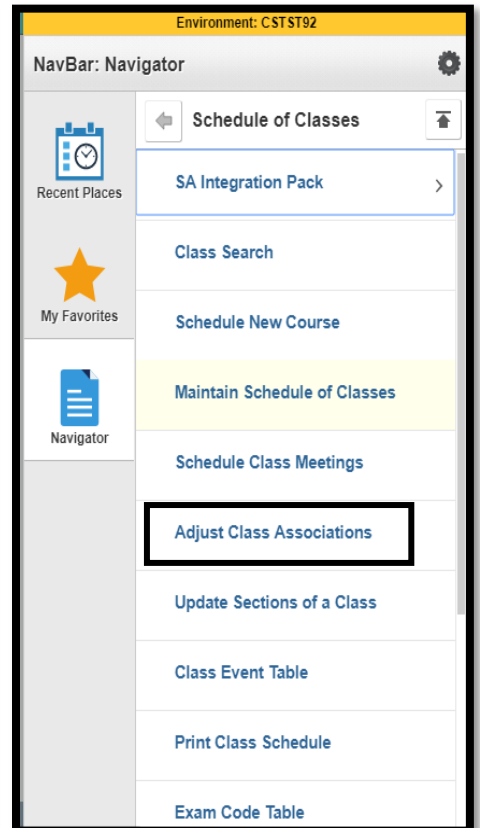
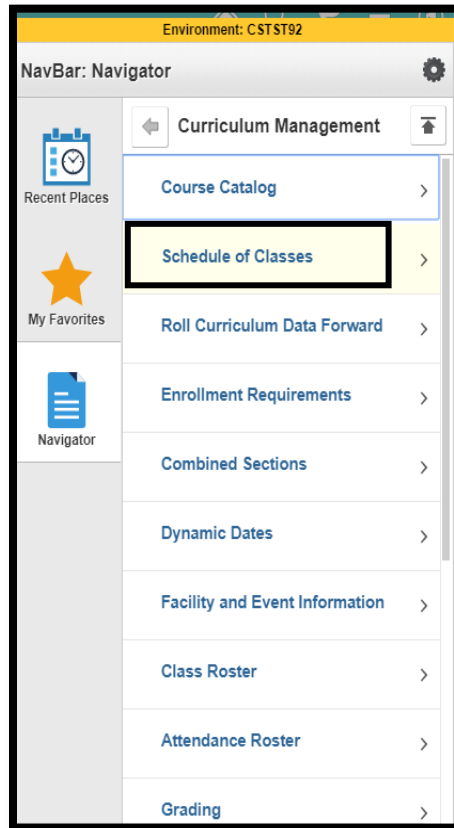
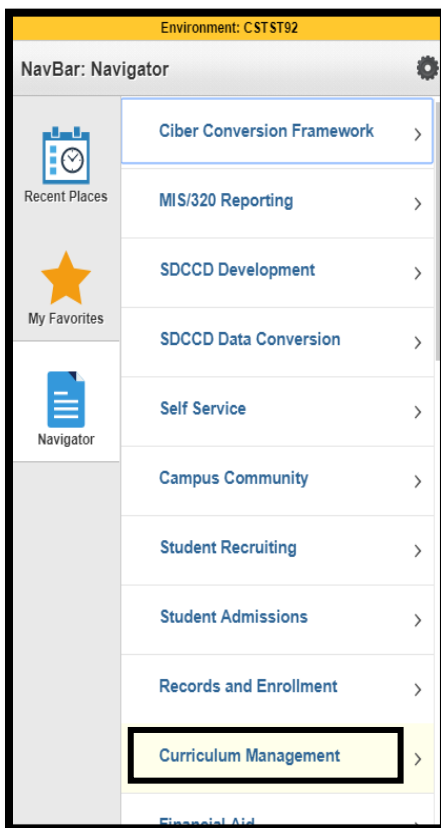
### PREREQUISITES

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  and  navigate to: <b>Campus Solutions → Curriculum Management → Schedule of Classes → Adjust Class Associations.</b>





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

Adjust Class Associations

**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 =    
 Term =    
 Subject Area =    
 Catalog Nbr begins with

 Academic Career =   
 Session =   
 Course ID begins with    
 Course Offering Nbr =    
 Description begins with   
 Case Sensitive

Search
Clear
Basic Search 
Save Search Criteria

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 <b>Class Components</b> tab.

**Adjust Class Associations**

Class Associations | **Class Components** | Class Requisites

Course ID 006750      Course Offering Nbr 1  
Academic Institution San Diego Community Coll Dist  
Term Fall 2017      Undergrad  
Subject Area SOCO      Sociology  
Catalog Nbr 101      Principles of Sociology  
Session 1      Regular Academic Session      [Class Roll](#)

**Class Associations**      Find | View All      First 1 of 7 Last

Associated Class 1003



Minimum Units	<input type="text" value="3.00"/>	Maximum Units	<input type="text" value="3.00"/>
Academic Progress Units	<input type="text" value="3.00"/>	FA Units	<input type="text" value="3.00"/>
Course Count	<input type="text" value="1.00"/>	Course Contact Hours	<input type="text" value="54.00"/>
Billing Factor	<input type="text" value="1.000"/>	*Instructor Edit	<input type="text" value="No Enrollment Choice"/>
Tuition Group	<input type="text"/>		

Use Blind Grading

[Save](#)   [Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)

[Class Associations](#) | [Class Components](#) | [Class Requisites](#)



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

Adjust Class Associations

Class Associations
**Class Components**
Class Requisites

Course ID 006750      Course Offering Nbr 1  
 Academic Institution San Diego Community Coll Dist  
 Term Fall 2017      Undergrad  
 Subject Area SOCO      Sociology  
 Catalog Nbr 101      Principles of Sociology  
 Session 1      Regular Academic Session

**Class Association Components** Find | View All First 2 of 7 Last

Associated Class 1004  
 \*Grading Basis OPT Student Option  
 Graded Component Lecture \*Grade Roster Print Component  
 Requirement Designation Primary Component LEC

**Associated Class Attributes** Find First 1 of 1 Last

\*Attribute

**Class Components** Personalize | Find | View All First 1 of 1 Last

*Course Component	Contact	Optional	Workload Hours	*Final Exam	Auto Create
Lecture	54.000	<input type="checkbox"/>		No	<input checked="" type="checkbox"/>

**Class Sections** Personalize | Find | View All First 1 of 1 Last

Section	Class Nbr	Component	Class Type	Class Status
1004	15514	Lecture	Enrollment Section	Active


**Class Association 9999** Personalize | Find | View All First 1 of 1 Last

Section	Class Nbr	Component	Class Type	Class Status

Save Return to Search Previous in List Next in List Notify

[Class Associations](#) | [Class Components](#) | [Class Requisites](#)



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

**Adjust Class Associations**

Course ID 006750 Course Offering Nbr 1  
 Academic Institution San Diego Community Coll Dist  
 Term Fall 2017 Undergrad  
 Subject Area SOCO Sociology  
 Catalog Nbr 101 Principles of Sociology  
 Session 1 Regular Academic Session

Class Association Components

Associated Class 1003  
 \*Grading Basis OPT Student Option  
 Graded Component Lecture  
 Requirement Designation

Associated Class Attributes  
 \*Attribute

**Class Components**

*Course Component	Contact	Optional	Workload Hours	*Final Exam
Lecture	54.000	<input type="checkbox"/>		No

**Class Sections**

Section	Class Nbr	Component	Class Type
1003	15519	Lecture	Enrollment Section

**Class Association 9999**

Section	Class Nbr	Component	Class Type

**Look Up Requirement Designation**

Requirement Designation begins with   
 Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

Requirement Designation	Description	At Student's Option
HNRS	Honors	N

Save Return to Search Previous in List Next in List Notify