



CANCELING CLASS SECTION (PARTIALLY TAUGHT)



BUSINESS PROCESS: *CANCEL CLASS*
MODULE: *CURRICULUM MANAGEMENT*

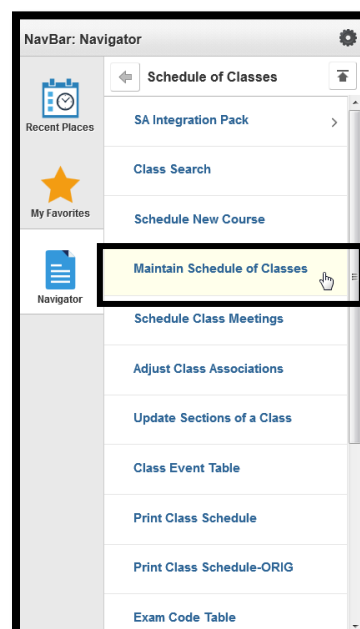
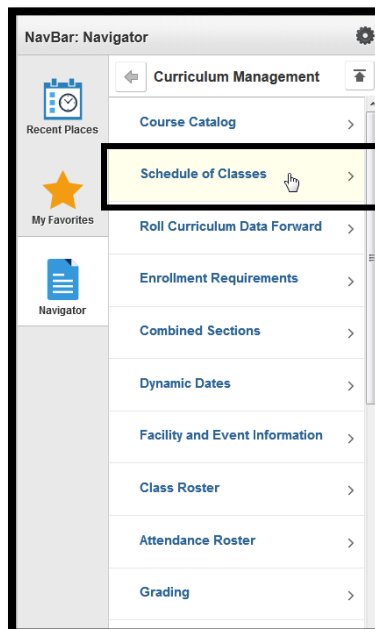
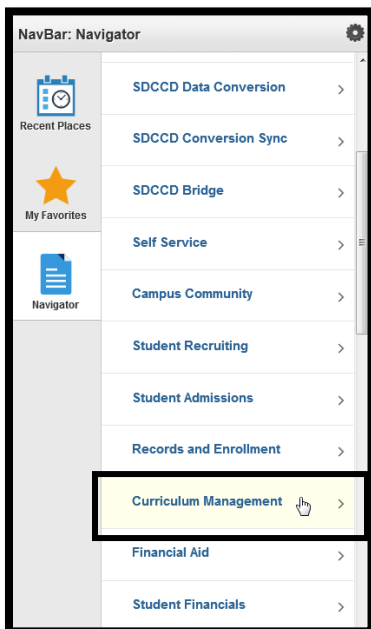
INSTRUCTIONS

This Job Aid will go over the process necessary to cancel classes including: 1) Emailing students, 2) Cancelling the Class, and 3) Re-entering the meeting pattern and adjusting instructor FTE (if a portion of class was taught).

*****IMPORTANT*****

You **MUST** notify the instructor(s) assigned to the course you want to cancel **BEFORE** you cancel the class section. This will provide the instructor(s) the necessary time to transfer and/or save their Canvas course shell content.

STEP	Instructions
1)	Click on  and then  to navigate to: Curriculum Management → Schedule of Classes → Maintain Schedule of Classes





STEP	Instructions
2)	Search for your class by entering the Term, Subject Area, Catalog Nbr and Campus . Click the Search button. Select the row for the appropriate course.

Maintain Schedule of Classes

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 = ▼ ▼

Campus begins with ▼ 🔍

Description begins with ▼

Course ID begins with ▼ 🔍

Course Offering Nbr = ▼ 🔍

Academic Organization begins with ▼

Case Sensitive

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

Search Results

[View All](#) First ⏪ 1-6 of 6 ⏩ Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
SDCCD	2197	ENGL	101	Undergrad	CITY	Reading and Composition	008501	1
SDCCD	2197	ENGL	101	Undergrad	CITY	Reading and Composition	008501	1
SDCCD	2197	ENGL	101	Undergrad	CITY	Reading and Composition	008501	1
SDCCD	2197	ENGL	101X	Undergrad	CITY	ENGL 31/ENGL 101	070130	1
SDCCD	2197	ENGL	101X	Undergrad	CITY	ENGL 31/ENGL 101	070130	1
SDCCD	2197	ENGL	101X	Undergrad	CITY	ENGL 31/ENGL 101	070130	1



STEP	Instructions
3)	<p>You will be directed to the first section of the course.</p> <p>Note: There are 83 sections of ENGL 101 scheduled for Fall 2019 at City College. You know this because it says 1 of 83.</p>

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 008501 Course Offering Nbr 1

Academic Institution San Diego Community Coll Dist

Term Fall 2019 Undergrad

Subject Area ENGL English

Catalog Nbr 101 Reading and Composition

Auto Create Component

Class Sections Find | View All First 1 of 83 Last

*Session 1 Regular Academic Session Class Nbr 14567

*Class Section 1001 *Start/End Date 08/19/2019 12/16/2019

*Component LEC Lecture Event ID 000262243

*Class Type Enrollment Section

*Associated Class 1001 Units 3.00 Associated Class Attributes

*Campus CITY City Add Fee

*Location ONCAMPUS On Campus

Course Administrator

*Academic Organization C-ENGLHUM Dept-English and Humanities

Academic Group CITY City College

*Holiday Schedule CO1920 College Academic 2019-2020

*Instruction Mode 02 In Person-Lecture/discussion

Primary Instr Section 1001

- Schedule Print
- Student Specific Permissions
- Dynamic Date Calc Required
- Generate Class Mtg Attendance
- Sync Attendance with Class Mtg
- GL Interface Required

Class Topic

Course Topic ID Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group 00689 ENGL 101 / BLAS 1 / 101+ Override Equivalent Course

Class Equivalent Course Group

Class Attributes Personalize | Find | First 1-18 of 18 Last

*Course Attribute	Description	*Course Attribute Value	Description
CB03	Course TOP Code	150100	English (writing)



STEP	Instructions
4)	<p>Use the Find feature to go directly to the class section you need to cancel.</p> <p>When you click the Find link, a dialog box will appear.</p> <p>Enter the Class Number into the field. Click the OK button.</p>

The screenshot shows a web application interface for course management. At the top, there is a navigation bar with "My Homepage" and several icons. Below this is a menu with options like "Basic Data", "Meetings", "Enrollment Cntrl", "Reserve Cap", "Notes", and "Exam".

The main content area displays course information for Course ID 008501, Course Offering Nbr 14567, Academic Institution San Diego Community Coll Dist, Term Fall 2019, Undergrad, Subject Area ENGL, English, and Catalog Nbr 101, Reading and Composition.

A search dialog box is open, titled "Enter search string:", with the value "14568" entered. It has "OK" and "Cancel" buttons. Below the dialog is an "Auto Create Component" button.

The "Class Sections" section is highlighted, showing a "Find" button circled in red. The class details include:

- *Session: 1 (Regular Academic Session)
- *Class Section: 1001 (Class Nbr 14567)
- *Component: LEC (Lecture)
- *Class Type: Enrollment Section
- *Associated Class: 1001 (Units 3.00)
- *Campus: CITY (City)
- *Location: ONCAMPUS (On Campus)
- *Academic Organization: C-ENGLHUM (Dept-English and Humanities)
- *Academic Group: CITY (City College)
- *Holiday Schedule: CO1920 (College Academic 2019-2020)
- *Instruction Mode: 02 (In Person-Lecture/discussion)
- Primary Instr Section: 1001

There are also "Associated Class Attributes" with checkboxes for:

- Schedule Print
- Student Specific Permissions
- Dynamic Date Calc Required
- Generate Class Mtg Attendance
- Sync Attendance with Class Mtg
- GL Interface Required

At the bottom, there are sections for "Class Topic" (with a "Print Topic in Schedule" checkbox) and "Equivalent Course Group" (with an "Override Equivalent Course" checkbox).



STEP	Instructions
5)	Once you reach the class section you need to cancel, click on the Enrollment Cntrl Tab.

Basic Data
Meetings
Enrollment Cntrl
Reserve Cap
Notes
Exam
LMS Data
Textbook
GL Interface

Course ID 008501 Course Offering Nbr 1

Academic Institution San Diego Community Coll Dist

Term Fall 2019 Undergrad

Subject Area ENGL English

Catalog Nbr 101 Reading and Composition

Auto Create Component

Class Sections Find | View All First 2 of 83 Last

*Session	1	Regular Academic Session	Class Nbr 14568	+ -
*Class Section	1002		*Start/End Date	08/19/2019 12/16/2019
*Component	LEC	Lecture	Event ID	000262244
*Class Type	Enrollment Section			
*Associated Class	1002	Units 3.00	Associated Class Attributes	
*Campus	CITY	City	Add Fee	
*Location	ONCAMPUS	On Campus	<input checked="" type="checkbox"/> Schedule Print <input type="checkbox"/> Student Specific Permissions <input type="checkbox"/> Dynamic Date Calc Required <input checked="" type="checkbox"/> Generate Class Mtg Attendance <input type="checkbox"/> Sync Attendance with Class Mtg <input type="checkbox"/> GL Interface Required	
Course Administrator	<input type="text"/>			
*Academic Organization	C-ENGLHUM	Dept-English and Humanities		
Academic Group	CITY	City College		
*Holiday Schedule	CO1920	College Academic 2019-2020		
*Instruction Mode	02	In Person-Lecture/discussion		
Primary Instr Section	1002			

Class Topic

Course Topic ID Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group 00689 ENGL 101 / BLAS 1 / 101+ Override Equivalent Course

Class Equivalent Course Group



STEP	Instructions
6)	Once on the Enrollment Cntrl tab, click on the drop-down menu for *Class Status . Change the *Class Status from Active to Stop Further Enrollment .

The screenshot shows the 'Enrollment Control' interface for Course ID 008501, Course Offering Nbr 1. The interface includes tabs for Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, Notes, Exam, LMS Data, Textbook, and GL Interface. The current view shows details for Session 1, Class Section 1002, and Component Lecture. The *Class Status dropdown menu is open, showing options: Active, Cancelled Section, Stop Further Enrollment (highlighted), and Tentative Section. Other fields include Class Nbr 14568, Event ID 000262244, Enrollment Status Closed, Requested Room Capacity 25, Enrollment Capacity 25, Wait List Capacity 8, and Minimum Enrollment Nbr. There are also checkboxes for 'Auto Enroll from Wait List' and 'Cancel if Student Enrolled'.



STEP	Instructions
7)	Once you select the Stop Further Enrollment status, a date field box will appear on the right side of the Cancel Class button. Ignore this field for now, we will enter the date later. Click the Save button.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 008501 Course Offering Nbr 1
 Academic Institution San Diego Community Coll Dist
 Term Fall 2019 Undergrad
 Subject Area ENGL English
 Catalog Nbr 101 Reading and Composition

Find | View All First 2 of 83 Last

Session 1 Regular Academic Session Class Nbr 14568
 Class Section 1002 Component Lecture Event ID 000262244
 Associated Class 1002 Units 3.00

*Class Status Stop Further Enrollment Cancel Class 09/10/2019

Class Type Enrollment Enrollment Status Closed

*Add Consent Instructor Consent Required Requested Room Capacity Total

*Drop Consent No Special Consent Required Enrollment Capacity 28

1st Auto Enroll Section Wait List Capacity 0

2nd Auto Enroll Section Minimum Enrollment Nbr

Resection to Section

Auto Enroll from Wait List Cancel if Student Enrolled



Save | Return to Search | Previous in List | Next in List | Notify

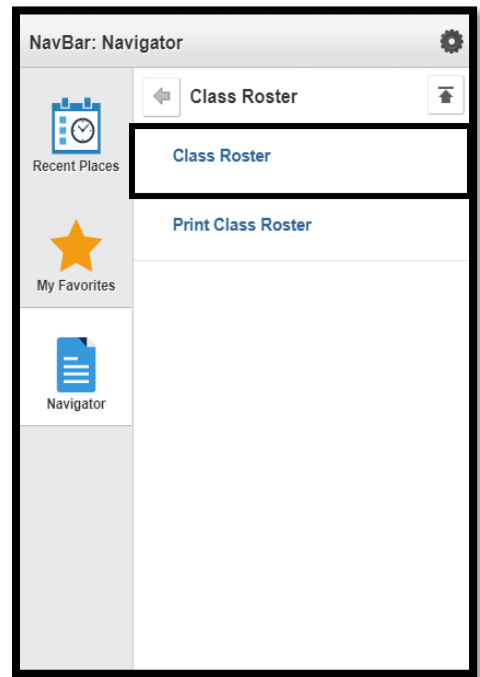
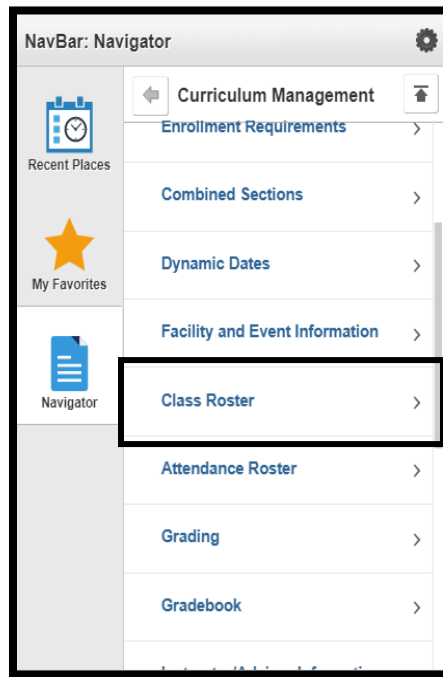
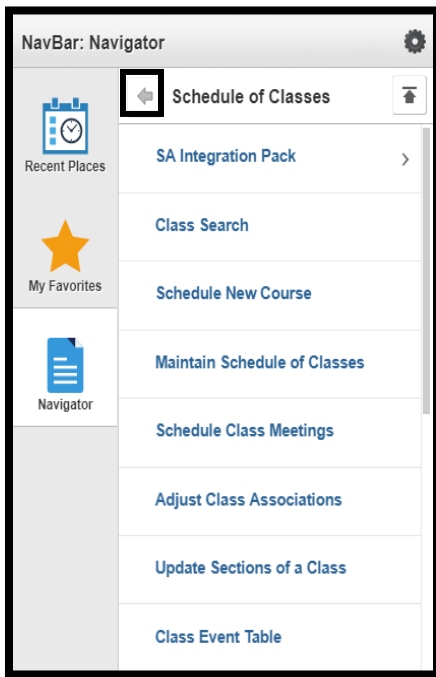


STEP	Instructions
8)	<p>To inform the students on the Class Roster about the class cancellation, click on the New Window link.</p> <p>Upon clicking on the New Window link, a new Campus Solutions tab will open in your web browser.</p> <p>Note: This notification to students is not mandatory; an automated cancellation email (3C Communication) will be sent to enrolled and waitlisted students the night the class section is canceled. <i>However, this manual notification is highly encouraged.</i></p>

The screenshot displays the 'Maintain Schedule of Classes' interface. At the top, there is a navigation bar with a 'New Window' link highlighted by a black box. Below this, a menu contains various options: Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, Notes, Exam, LMS Data, Textbook, and GL Interface. The main content area shows details for a course offering, including Course ID 008501, Course Offering Nbr 1, Academic Institution San Diego Community Coll Dist, Term Fall 2019, Undergrad, Subject Area ENGL, English, and Catalog Nbr 101, Reading and Composition. The 'Enrollment Control' section includes fields for Session 1, Class Section 1002, Component Lecture, Class Nbr 14568, Event ID 000262244, and a 'Cancel Class' button with a date of 09/10/2019. Other fields include *Class Status (Stop Further Enrollment), Class Type Enrollment, *Add Consent (Instructor Consent Required), *Drop Consent (No Special Consent Required), Enrolment Status Closed, Requested Room Capacity 25, and Enrollment Capacity 25. A 'Save' button is visible at the bottom left. An inset browser window shows a search page with the title 'Maintain Schedule of Classes' and a search criteria dropdown menu.



STEP	Instructions
9)	<p>To inform students on the Class Roster, click on  and click  to go back to Curriculum Management and select Class Roster from the menu.</p> <p>Note: Keep your Maintain Schedule of Classes Page/Tab open for reference!</p>





STEP	Instructions
10)	On the Class Roster Search Page, enter the Term and Class Number . Click the Search button.

Class Roster

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

Class Nbr

Class Section

Session

Course ID

Course Offering Nbr

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



STEP	Instructions
11)	<p>You will be directed to the Class Roster for the specific class number you entered on the Search Page.</p> <p>To notify all students, change the Enrollment Status from Enrolled to All.</p> <p>Note: If your Enrollment Status option is only 'Enrolled', that means no students are waitlisted.</p>

Class Roster

Fall 2019 | Regular Academic Session | San Diego Community Coll Dist | Undergraduate

ENGL 101 - 1002 (14568)
Reading and Composition (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 11:10AM-12:35PM	City AH-417	Manuel Lopez	08/19/2019 - 12/16/2019

*Enrollment Status

Enrollment Capacity 25 Enrolled 28

Enrolled Students Personalize | Find | | First 1-28 of 28 Last

Select	ID	Name	Grade Basis	Units	Program and Plan	Level	FED
1	<input type="checkbox"/>	Ahmat Sr., Achta Adam	Graded	3.00	Associate - Certificate - Biology - Allied Health	First Year	<input type="checkbox"/>
2	<input type="checkbox"/>	Associate - Certificate - Film	First	<input type="checkbox"/>
3	<input type="checkbox"/>						
4	<input type="checkbox"/>						
5	<input type="checkbox"/>						

Class Roster

Fall 2019 | Regular Academic Session | San Diego Community Coll Dist | Undergraduate

ENGL 101 - 1002 (14568)
Reading and Composition (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 11:10AM-12:35PM	City AH-417	Manuel Lopez	08/19/2019 - 12/16/2019

*Enrollment Status



STEP	Instructions
12)	<p>Click Select All.</p> <p>Make sure to uncheck the box for students who have self-dropped or were dropped by the instructor.</p>

36	<input type="checkbox"/>	Reyes, Tania	Graded	3.00	Associate - Certificate - UNDECLARED	Second Year	Enrolled		<input type="checkbox"/>
37	<input type="checkbox"/>	Rodriguez Toledo, Luz P			Associate - Certificate - UNDECLARED	First Year	Dropped	was Waitlisted	<input type="checkbox"/>
38	<input type="checkbox"/>	Rodriguez, Jonathan Jassiel	Graded	3.00	Associate - Certificate - Cosmetology	First Year	Enrolled		<input type="checkbox"/>
39	<input type="checkbox"/>	Taw, Ku Ler Pauy			Associate - Certificate - English	First Year	Dropped		<input checked="" type="checkbox"/>

[Notify Selected Students](#)

Class Roster

Fall 2019 | Regular Academic Session | San Diego Community Coll Dist | Undergraduate

ENGL 101 - 1002 (14568)
Reading and Composition (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 11:10AM-12:35PM	City AH-417	Manuel Lopez	08/19/2019 - 12/16/2019

*Enrollment Status

Enrollment Capacity 25 Enrolled 28 Dropped 11

All Students Personalize | Find | | First 1-39 of 39 Last

Select	ID	Name	Grade Basis	Units	Program and Plan	Level	Status	Status Note	FED
<input checked="" type="checkbox"/>		Ahmat Sr., Achta Adam	Graded	3.00	Associate - Certificate - Biology - Allied Health	First Year	Enrolled		<input type="checkbox"/>
<input type="checkbox"/>		Black, Jamie Lynn			Associate - Certificate - Psychology for Transfer	Second Year	Dropped		<input type="checkbox"/>
<input checked="" type="checkbox"/>		Cadena-Perales, Sara Rosalba	Graded	3.00	Associate - Certificate - Film Production	First Year	Enrolled		<input type="checkbox"/>
<input checked="" type="checkbox"/>		Campos, Jocelyn	Graded	3.00	Associate - Certificate - UNDECLARED	First Year	Enrolled		<input type="checkbox"/>
<input checked="" type="checkbox"/>		Carrillo, Edgar	Graded	3.00	Associate - Certificate - UNDECLARED	First Year	Enrolled		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Carter, Nashom Ray	Graded	3.00	Associate - Certificate - Business Admin for Transfer	Second Year	Enrolled		<input type="checkbox"/>
<input checked="" type="checkbox"/>		Castro, Adrianah Isabella	Graded	3.00	Associate - Certificate - English	First Year	Enrolled		<input type="checkbox"/>
<input type="checkbox"/>		Chhorm, Arnold Versana			Associate - Certificate - UNDECLARED	First Year	Dropped	was Waitlisted	<input checked="" type="checkbox"/>



STEP	Instructions
13)	Click the Notify Selected Students link.

36	<input checked="" type="checkbox"/>	Reyes, Tania	Graded	3.00	Associate - Certificate - UNDECLARED	Second Year	Enrolled		<input type="checkbox"/>
37	<input type="checkbox"/>	Rodriguez Toledo, Luz P			Associate - Certificate - UNDECLARED	First Year	Dropped	was Waitlisted	<input type="checkbox"/>
38	<input checked="" type="checkbox"/>	Rodriguez, Jonathan Jassiel	Graded	3.00	Associate - Certificate - Cosmetology	First Year	Enrolled		<input type="checkbox"/>
39	<input type="checkbox"/>	Taw, Ku Ler Pauy			Associate - Certificate - English	First Year	Dropped		<input checked="" type="checkbox"/>

Select All Clear All

Notify Selected Students

[Return to Search](#)



STEP	Instructions
14)	<p>Fill in emails for Department Chairs (if necessary) and Instructors in the CC field, change the Subject field and add your message in the Message Text box. You may also copy all of the email addresses from this page, and paste them into the BCC line in your Outlook email if you prefer to send the email from Outlook (remember to change the commas [,] to semi-colons [;]). When you are done, click the Return to Class Roster link.</p> <p>Note: You MUST send notification to students BEFORE cancelling the class; otherwise the student roster will be gone.</p> <p>Tip: If you lose your Class Roster because you cancelled too early or you cancelled a class by accident, you can still locate the students through the various Class Cancellation Reports.</p>

The image shows a screenshot of a 'Send Notification' web form. The form title is 'Send Notification'. Below the title, it says 'Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.' The form fields are: 'From' (pre-filled with 'CSPUM@sdccd.edu'), 'To' (pre-filled with 'masanche@sdccd.edu'), 'CC' (pre-filled with 'instructor@sdccd.edu'), and 'BCC' (pre-filled with a list of 15 'CSPUM@sdccd.edu' addresses). A black rounded rectangle highlights the 'Subject' field, which contains '<From the desk of Margarita Murray>', and the 'Message Text' box below it. Another black rounded rectangle highlights the 'Return to Class Roster' link at the bottom left of the form. At the bottom right, there is a 'Send Notification' button. At the very bottom, there are 'OK' and 'Cancel' buttons. The interface also includes a toolbar with options like 'Personalize', 'Find', 'View All', and a table with columns 'Attached File', 'Created', and 'Add', and a row with the number '1'.



STEP	Instructions
15)	<p>Return to Maintain Schedule of Classes to cancel the class section.</p> <p>a) Go to Enrollment Cntrl tab for your class section</p> <p>b) Make sure Cancel if Student Enrolled check box is checked</p> <p>c) Change Class Status from Stop Further Enrollment to Cancelled Section</p>

Basic Data | Meeting **a)** | **Enrollment Cntrl** | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 008501 Course Offering Nbr 1
 Academic Institution San Diego Community Coll Dist
 Term Fall 2019 Undergrad
 Subject Area ENGL English
 Catalog Nbr 101 Reading and Composition

Enrollment Control Find | View All First 2 of 83 Last

Session 1 Regular Academic Session Class Nbr 14568
 Class Section 1002 Component Lecture Event ID 000262244
 Associated Class 1002 Units 3.00

c) *Class Status Cancelled Section Cancel Class 09/10/2019

Class Type Enrollment Enrollment Status Closed

*Add Consent Instructor Consent Required Requested Room Capacity Total

*Drop Consent No Special Consent Required Enrollment Capacity 28

1st Auto Enroll Section Wait List Capacity 0

2nd Auto Enroll Section Minimum Enrollment Nbr

Resection to Section

Auto Enroll from Wait List **b)** Cancel if Student Enrolled



STEP	Instructions
16)	<p>d) Enter correct class cancellation date into field box (enter, or use calendar)</p> <ul style="list-style-type: none"> • If the class start date is not today, and has not passed, use today’s date (the “system” date). • If the class start date is today, but the class did not meet, use today’s date (the “system” date). • If the class start date has passed, and the class did not meet, backdate to the class start date. • If the class start date has passed, and the class met, use the date of the last class meeting. <p>Note: It is VERY important to follow the directions for the last two bullet points, since they have implications for student account refunds!</p>

Basic Data
Meetings
Enrollment Cntrl
Reserve Cap
Notes
Exam
LMS Data
Textbook
GL Interface

Course ID 008501 Course Offering Nbr 1

Academic Institution San Diego Community Coll Dist

Term Fall 2019 Undergrad

Subject Area ENGL English

Catalog Nbr 101 Reading and Composition

Enrollment Control
Find | View All First 2 of 83 Last

Session 1 Regular Academic Session Class Nbr 14568

Class Section 1002 Component Lecture Event ID

Associated Class 1002 Units 3.00 **d)**

*Class Status Cancelled Section Cancel Class 08/21/2019 31

Class Type Enrollment Enrollment Status Closed

*Add Consent Instructor Consent Required Requested Room Capacity Total

*Drop Consent No Special Consent Required Enrollment Capacity 28

1st Auto Enroll Section Wait List Capacity 0

2nd Auto Enroll Section Minimum Enrollment Nbr

Resection to Section

Auto Enroll from Wait List Cancel if Student Enrolled



STEP	Instructions
17)	<p>e) Click Cancel Class button, then click Save. Note: Check the Enrollment Totals after saving the cancellation. If a few students remain enrolled <u>after</u> you cancel the class, contact your campus Admissions Office immediately. If all students remain enrolled after you cancel the class, submit a mySDCCD Staff Help Ticket here. This is considered an enrollment security issue.</p>

The screenshot shows the 'Enrollment Control' interface for Course ID 008501, Course Offering Nbr 1. The 'Class Status' is set to 'Cancelled Section'. A red box highlights the 'Cancel Class' button, with the label 'e1' next to it. The 'Enrollment Status' is 'Closed'. The 'Enrollment Capacity' is 25, and the 'Wait List Capacity' is 8. The 'Total' enrollment is 0. The 'Requested Room Capacity' is 25. The 'Class Nbr' is 14568. The 'Event ID' is blank. The 'Component' is 'Lecture'. The 'Units' are 3.00. The 'Class Section' is 1002. The 'Associated Class' is 1002. The 'Term' is 'Fall 2019'. The 'Subject Area' is 'ENGL'. The 'Catalog Nbr' is 101. The 'Academic Institution' is 'San Diego Community Coll Dist'. The 'Enrollment Status' is 'Closed'. The 'Class Type' is 'Enrollment'. The 'Add Consent' is 'Instructor Consent Required'. The 'Drop Consent' is 'No Special Consent Required'. The '1st Auto Enroll Section' is blank. The '2nd Auto Enroll Section' is blank. The 'Resection to Section' is blank. The 'Auto Enroll from Wait List' checkbox is unchecked. The 'Cancel if Student Enrolled' checkbox is checked. The 'Requested Room Capacity' is 25. The 'Enrollment Capacity' is 25. The 'Wait List Capacity' is 8. The 'Total' enrollment is 0. The 'Minimum Enrollment Nbr' is blank.

The screenshot shows the 'Enrollment Control' interface for Course ID 008501, Course Offering Nbr 1. The 'Class Status' is set to 'Cancelled Section'. The 'Cancel Class' button is now greyed out. A red box highlights the 'Save' button, with the label 'e2' next to it. The 'Enrollment Status' is 'Closed'. The 'Enrollment Capacity' is 25, and the 'Wait List Capacity' is 8. The 'Total' enrollment is 0. The 'Requested Room Capacity' is 25. The 'Class Nbr' is 14568. The 'Event ID' is blank. The 'Component' is 'Lecture'. The 'Units' are 3.00. The 'Class Section' is 1002. The 'Associated Class' is 1002. The 'Term' is 'Fall 2019'. The 'Subject Area' is 'ENGL'. The 'Catalog Nbr' is 101. The 'Academic Institution' is 'San Diego Community Coll Dist'. The 'Enrollment Status' is 'Closed'. The 'Class Type' is 'Enrollment'. The 'Add Consent' is 'Instructor Consent Required'. The 'Drop Consent' is 'No Special Consent Required'. The '1st Auto Enroll Section' is blank. The '2nd Auto Enroll Section' is blank. The 'Resection to Section' is blank. The 'Auto Enroll from Wait List' checkbox is unchecked. The 'Cancel if Student Enrolled' checkbox is checked. The 'Requested Room Capacity' is 25. The 'Enrollment Capacity' is 25. The 'Wait List Capacity' is 8. The 'Total' enrollment is 0. The 'Minimum Enrollment Nbr' is blank. The 'Save' button is highlighted with a red box. The 'Return to Search', 'Previous in List', 'Next in List', and 'Notify' buttons are also visible.



STEP	Instructions
18)	Cancellation removes all data from Meetings tab. Note: If the instructor taught any portion of the class, you will have to re-enter the instructor(s) with a prorated Adjusted FTE for the assignment. See the Prorated Adjusted FTE Handout for reference.

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [Textbook](#) | [GL Interface](#)

Course ID 008501 Course Offering Nbr 1
 Academic Institution San Diego Community Coll Dist
 Term Fall 2019 Undergrad
 Subject Area ENGL English
 Catalog Nbr 101 Reading and Composition

Class Sections Find | View All First 2 of 83

Session 1 Regular Academic Session Class Nbr 14568
 Class Section 1002 Component Lecture Event ID
 Associated Class 1002 Units 3.00
 Minimum Hours 48.00 Maximum Hours 54.00 Scheduled Hours Total Hours Override FTE:
 Number of Weeks 16 Number of Days TBA Hours Class Section FTE 0.200
 DAH 0.00 WAH 0.00 FTES Report Term 2197 FTES Prior Summer FTES Report Term Override

Error Hours

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours TBA Hours

Instructors For Meeting Pattern Personalize | Find | View All | 1 of 1 Last

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



STEP	Instructions
19)	<p>Example: The class section below met twice (Monday 8/19/2019 and Wednesday 8/21/2019) before it was cancelled. You will need to re-enter the instructor again in the Instructors For Meeting Pattern fields, add ADJ-FTE, and adjust paid hours on Instructor Term Workload.</p> <p>Note: The instructor's Assignment Type is Time Sheet Only (TSO); instructors must enter the actual hours they taught into their time sheet (based on a 60-minute hour).</p> <p>Proration of Adjusted FTE: Class Meeting Times = 11:10am to 12:35pm (1 hour and 25 minutes or 1.42 hours) The instructor taught 2 days: 2 x 1.42 hours = 2.84 Hours Adjusted FTE = 0.200 FTE × (2.84 Hours ÷ 54.00 Hours) Adjusted FTE = 0.200 × (0.05259259) Adjusted FTE = 0.01051852 Adjusted FTE = 0.011 (rounded)</p>

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 008501 Course Offering Nbr 1
 Academic Institution San Diego Community Coll Dist
 Term Fall 2019 Undergrad
 Subject Area ENGL English
 Catalog Nbr 101 Reading and Composition

Class Sections Find | View All First 2 of 83

Session 1 Regular Academic Session Class Nbr 14568
 Class Section 1002 Component Lecture Event ID
 Associated Class 1002 Units 3.00
 Minimum Hours 48.00 Maximum Hours 54.00 Scheduled Hours 0.00 Total Hours 0.00 Override FTE:
 Number of Weeks 16 Number of Days TBA Hours 0.00 Class Section FTE 0.200
 DAH 0.00 WAH 0.00 FTES Report Term 2197 FTES Prior Summer FTES Report Term Override

Error Hours

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 08/19/2019 12/16/2019

Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours TBA Hours

Instructors For Meeting Pattern Personalize | Find | View All | 1 of 1 | Last

ID	Name	*Instructor Role	Print	Empl Rcd#	Job Code	Assign Type	Weekly Hours	SEC-FTE	ADJ-FTE	Assignment FTE %
<input type="text"/>	Lopez, Manuel	Primary Instructor	<input checked="" type="checkbox"/>	<input type="text"/>	A5183	Time Sh	0.0000	0.200	0.011	1.10



STEP	Instructions
20)	<p>Navigate to Instructor Term Workload and adjust the Paid Hours. Click Save.</p> <p>Recall the value you should enter for Paid Hours, 2.84 Hours, because: Class Meeting Times = 11:10am to 12:35pm (1 hour and 25 minutes or 1.42 hours) The instructor taught 2 days: 2 x 1.42 hours = 2.84 Hours</p> <p>Note: Entering the Paid Hours into the Instructor Term Workload is used for reference ONLY. The instructor is still responsible for entering the appropriate and accurate amount of actual hours taught for each day that they taught the class section into their time sheet. If the instructor does not enter the hours into their time sheet, they will not be paid!</p>

Term Workload

Lopez, Manuel ID

Workload Definition Find | View All First 1 of 6 Last

Academic Institution SDCCD San Diego Community Coll Dist **Total Term FTE% 94.40**

Term 2197 Fall 2019

Instructor Assignment Class A1 Contract College Classroom

Academic Organization C-ENGLHUM

Calculate Workload: Assigned FTE % 140.00

Limit Workload: Instructor Multiplier % 100

Campus	Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Assign Type	Weekly Assignment Hours	Assignment Hours	Start Date	End Date	App Load	Assignment FTE %	Paid Hours	Comments
CITY	Adv Poetry	ENGL	247B	1001	14715		Lecture	0.0000	0.00	08/19/2019	12/16/2019	<input checked="" type="checkbox"/>		0.00	
CITY	Writing Seminar - Poetry	ENGL	247A	1001	14714		Lecture	0.0000	0.00	08/19/2019	12/16/2019	<input checked="" type="checkbox"/>	6.70	0.00	
CITY	Writing Seminar - Poetry	ENGL	247A	1001	14714		LectOverld	0.0000	0.00	08/19/2019	12/16/2019	<input checked="" type="checkbox"/>	13.30	35.91	
CITY	Reading and Composition	ENGL	101	1200	14505		Lecture	0.0000	0.00	08/26/2019	12/16/2019	<input checked="" type="checkbox"/>	20.00	0.00	
CITY	Reading and Composition	ENGL	101	1002	14568		Time Sheet	0.0000	0.00	08/19/2019	12/16/2019	<input checked="" type="checkbox"/>	1.10	2.84	Canceled; Taught 8/19/19 & 8/21/19

STEP	Instructions
21)	End of Job Aid.