



PALOMAR COLLEGE

Class Scheduling Handbook

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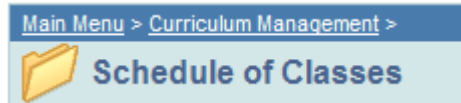
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INTRODUCTION

Every class section offered in any given semester has a large number of characteristics that together uniquely define one class from another. Many of these characteristics are copied directly from the course catalog information, or they are copied from the same class offering in a previous term. The Schedule Information Sheet (SIS) helps organize and track class specific information from term to term and academic year to academic year.

The scheduling features in the PeopleSoft application include the following components:

Navigation: [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#)



- **Maintain Schedule of Classes** component displays only those courses that have already been scheduled for a term.
- **Schedule New Course** component displays all courses available to schedule and should be used when adding a section for a course not yet scheduled in a term.
- **Schedule Class Meetings** component displays individual class sections that have been scheduled.
- **Update Sections of a Class** component displays a snapshot summary of section information for a class. Use this component to view individual class sections.

Other features of the class schedule function that we discuss in this section include:

Creating class associations:

[Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#)> [Adjust Class Associations](#)

Combining classes:

[Main Menu](#) > [Curriculum Management](#) > [Combined Sections](#)

Using the Class Event Table:

[Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#)> [Class Event Table](#)

This handbook discusses the pages and fields in the order in which they flow in PeopleSoft. This same order is maintained on the Schedule Information Sheet. To access the *Schedule of Classes* within PeopleSoft navigate using the following path:

Curriculum Management, Schedule of Classes, Maintain Schedule of Classes: then select a term, subject and catalog number

[Curriculum Management](#) > [Schedule of Classes](#)> [Maintain Schedule of Classes](#)

- Enter values for term, subject and catalog number, and
- Click the **Search** button to view the class schedule data.


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

Academic Institution:	=	▼	PALMR	🔍
Term:	=	▼	2077	🔍
Subject Area:	=	▼	AIS	🔍
Catalog Nbr:	begins with	▼	100	
Academic Career:	=	▼		▼
Campus:	begins with	▼		🔍
Description:	begins with	▼		
Course ID:	begins with	▼		🔍
Course Offering Nbr:	=	▼		🔍

Case Sensitive

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

HEADER SECTION OF SCHEDULE INFORMATION SHEET

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

The header section of the Schedule Information Sheet (highlighted below on both the SIS and the **Basic Data** tab in PeopleSoft) contains key high level information about a specific class.

Palomar College Schedule Information Sheet						Report ID: PALS001
Date: 04/20/2005 Term: 2005 Spring	Course ID: 001046 Session: PUL	Subject: AIS	Catalog: 100	INTRO AMERICAN INDIAN STUDIES	Class #: 31118	Units: 3.0 Component Contact Hours: 3.00
CLASS SECTION						
Section: 50		Start Date: 18-JAN-2005	End Date: 20-MAY-2005		Component: LEC	
Class Type: E	Assoc Class: 50	Campus: MAIN	Location: SAN MARCOS		Acad Org: AMINDIAN	
Instruc Mode: 02	Schedule Print: Yes	Dyn Date: N	Gen Class Meeting Attend: N		Grading Basis: ANC	
CLASS TOPICS						
Course Topic ID: 0		Course Topic Title:				
CLASS ATTRIBUTES						
Course Attribute: ACCT		Attribute Value: W				
MEETING PATTERN						
Meet Pat#: 1	Facility ID: SU-19B	Dattern: W	Start: 06:30 PM		End: 09:20 PM	
TBA page (in addition to scheduled hrs): No arranged hours			Free Format Topic:			
INSTRUCTOR INFORMATION (01)						
EmplID: 005907384	Name: Keller, Jean A	Role: PI	Print: Yes	Contact Hours: 51		
INSTRUCTOR DETAIL (01)						
Actual Hours: 51.00	Assign Type: H	Start: 18-JAN-2005	End: 20-MAY-2005	Job Code: 100000		
Assign %: 100	Inst Hrs/Assign: 51	% FTE: 20	Acct Code: A133100362200220200000000			
Comment:		Status: Active				
Actual Hours: 51.00	Assign Type: PD	Start: 20-MAY-2005	End: 20-MAY-2005	Job Code: 100000		
Assign %: 100	Inst Hrs/Assign: 3	% FTE: 0	Acct Code: A133100362200220200000000			
Comment: pd hrs		Status: Active				
ENROLLMENT CONTROL						
1st Auto Enroll: Class Status: Active	2nd Auto Enroll: Consent: N	Enrollment Capacity: 35	Wait Limit: 5	Combined ID: 0	Comb Enroll Cap: 0	Comb Wait Cap: 0

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

Course ID: 001046 Course Offering Nbr: 1
 Academic Institution: Palomar College
 Term: 2007 Fall Credit
 Subject Area: AIS American Indian Studies Auto Create Component
 Catalog Nbr: 100 INTRO AMERICAN INDIAN STUDIES

Class Sections Find | View All First 1 of 12 Last

*Session: FUL Full-Semester Class Nbr: 71702

*Class Section: 10 *Start/End Date: 08/20/2007 12/15/2007

*Component: LEC Lecture Event ID:

*Class Type: Enrollment

*Associated Class: 10 Add Fee

*Campus: MAIN Main

*Location: SAN MARCOS San Marcos Campus

Course Administrator:

*Academic Organization: AMINDIAN American Indian Studies Dept.

Academic Group: A Liberal Arts & Sciences

*Holiday Schedule: HLS Academic Holiday Schedule

*Instruction Mode: 72 72-Dist Ed-Delayed Interaction

Primary Instr Section: 10

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


Course ID

A Course ID is a unique computer-generated number assigned to each course in the PeopleSoft college catalog. Departments are not responsible for entering the Course ID number on a SIS.

Term

Term designates the year and semester in which the class is being offered (e.g. 2009 spring).

Term Code	Term and Year	Term Code	Term and Year	Term Code	Term and Year
2085	Summer 2008	2125	Summer 2012	2165	Summer 2016
2087	Fall 2008	2127	Fall 2012	2167	Fall 2016
2093	Spring 2009	2133	Spring 2013	2173	Spring 2017
2095	Summer 2009	2135	Summer 2013	2175	Summer 2017
2097	Fall 2009	2137	Fall 2013	2177	Fall 2017
2103	Spring 2010	2143	Spring 2014	2183	Spring 2018
2105	Summer 2010	2145	Summer 2014	2185	Summer 2018
2107	Fall 2010	2147	Fall 2014	2187	Fall 2018
2113	Spring 2011	2153	Spring 2015	2193	Spring 2019
2115	Summer 2011	2155	Summer 2015	2195	Summer 2019
2117	Fall 2011	2157	Fall 2015	2197	Fall 2019
2123	Spring 2012	2163	Spring 2016	2203	Spring 2020

When updating classes in PeopleSoft or accessing instructional reports through PeopleSoft, in most cases you will be prompted for a term. You may use the lookup feature  of PeopleSoft to select the appropriate term, or you may directly enter the four-digit number of the term. This four-digit number is derived as follows:

Semester Codes: Spring = 3 Summer = 5 Fall = 7

The first digit of the term is derived by adding the first two digits of the year.	+	The last two digits of the year make up the second and third	+	The fourth digit of the term is represented by the corresponding semester code.
Year = 2001 Term = 2xxx		Year = 2001 Term = x01x		Sem = Fall Term = xxx7
Year = 2015 Term = 2xxx		Year = 2015 Term = x15x		Sem = Spring Term = xxx3
2	+	01	+	7 (2017) = Fall 2001
2	+	15	+	3 (2153) = Spring 2015

Subject Area

Subject Area is a code used to identify the discipline (subject) under which the course is being offered. The subject area should not be confused with the Academic Organization code department. For example, a Psychology 100 class uses the subject code of PSYC. The subject Psychology falls under the Academic Organization of BEHAVSCI.

Catalog Nbr


The Catalog Number is used to identify the specific course being offered within the subject area as listed in the college catalog. On the PeopleSoft pages, this field is coded as **Catalog Nbr**. For example, an Introduction to Psychology class will be listed as PSYC 100 ['100' being the catalog number]. All courses will have a Subject Area and a Catalog Number. Refer to the college catalog for approved courses and catalog numbers for your discipline.

Title (SHORT DESCRIPTION)

This field contains a MAXIMUM 30 characters and reflects the short description of a course. The complete title can be found in the published college catalog or in the PeopleSoft course catalog.

Class Number

Class Numbers are a five-digit computer-generated number that identifies a specific class offering. Each class number is unique within a semester and **cannot be changed**. This number appears in the printed and on-line class schedules and is used by students to register for a class.

 When submitting a SIS requesting that a new class be added, write the word **NEW** in place of the Class Number to clearly indicate that this class is to be added.

For quick recognition, the first digit of the class number identifies the semester in which it is being offered as follows:

Term	Semester Code	Example
Summer	5	51157
Spring	3	30766
Fall	7	74305


CLASS SECTION OF SCHEDULE INFORMATION SHEET

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes
Class Sections				

CLASS SECTION				
Section: 50		Start Date: 18-JAN-2005	End Date: 20-MAY-2005	Component: LEC
Class Type: E	Assoc Class: 50	Campus: MAIN	Location: SAN MARCOS	Acad Org: AMINDIAN
Instruc Mode: 02	Schedule Print: Yes	Dyn Date: N	Gen Class Meeting Attend: N	Grading Basis: ANC

Session

Select the Session which best fits the beginning and end dates of each class. A chart is distributed with schedule building materials each semester to provide guidance in selecting the correct session.

 Once registration has begun, the Session *cannot* be changed. The Session can be changed prior to enrollment; however, additional steps are necessary to avoid orphans (detached hidden data) or to clean up orphans if created.


The session field has a direct connection to instructor payroll data, student enrollment, and tuition.

<u>Summer Term</u>		
Session code	Description	Dynamic Dating?
F6*	6-week summer session	No
FT1*	First 8-week session (<i>Course Attr: FLEX Course Attr.Value: FAST TRACK is <u>NOT</u> used during the summer session.</i>	No
4W1*	Classes meeting in the 4-week period beginning after the last day of spring semester but before the first day of F6 in summer.	Yes
GEN*	All classes not fitting any of the above descriptions. All Open-Entry/Open-Exit, ROP and AP are to use this session <u>only</u> .	Yes
OPN*	Non credit courses only. Use of this session allows registration to continue throughout the duration of the class.	Yes

***All sessions must reflect the exact dates of the class.**


Fall/Spring Terms:		
Session Code	Description	Dynamic Dating?
FUL	Full-semester length classes	No
FT1*	Any 8-week classes offered during the first 8 weeks of a semester. These classes are considered Fast Track .	No
FT2*	Any 8-week classes offered during the second 8 weeks of a semester. These classes are considered Fast Track .	No
OPN*	Non-credit courses only. Use of this session allows registration to continue throughout the duration of the class.	Yes
GEN*	Class start date before the first day of FUL session and end date any time between or after the last day of FUL session. All AP, Open-Entry/Open-Exit and ROP courses must use this session <u>only</u> .	Yes
TW1*	Used ONLY for classes that are the full <i>FIRST</i> 12 weeks <i>Refer to the Uniform Meeting Times Schedule</i>	No
TW2*	Used ONLY for classes that are the full <i>SECOND</i> 12 weeks <i>Refer to the Uniform Meeting Times Schedule</i>	No

***With the exception of the FUL session, all sessions must reflect the exact dates of the class. Those classes coded FUL session must always reflect the default “begin” and “end” dates of the FUL session.**

 When updating classes within PeopleSoft the session dates must be updated in both the Basic Data and Meetings pages.


Class Section

The Class Section field impacts instructor payroll data and student enrollment. The section cannot be changed after dynamic dates have been processed (*approx 2 weeks prior to registration*).

 Note: Section numbers are independent from class numbers and do not need to be manipulated for scheduling purposes and do not impact the sort order of classes in the printed class schedule.

A Section Number is a unique number manually assigned to every class. Section numbers **cannot be duplicated** within a subject and catalog number. Class Section can be changed once a class number has been assigned; *however, upon doing so, orphans will be created.*

Courses with multiple components should have section numbers assigned based upon the meeting start time of each section. Section numbers have two categories: Day and Evening. The numbers are assigned manually using the following guidelines:

 All single component TBA classes must have a day section number.

Section Numbers	Section Numbers	Section Numbers	Category	Notes
1-49	100-149	200-249	Day	Start time prior to 4:30pm
50-96	150-199	250-299	Evening	Start time at or after 4:30pm

While assigning section numbers, try to keep them sequential.

Classes with split day and evening meeting patterns (e.g. Friday evening, Saturday morning) should reflect an evening class section number (50+).

Instructional Services assigns the following section numbers:

Type of class	Section Number
Credit by Exam	EXM
Tech Prep	2+2
Place holder for a room (SU-19A)	PH
Learning Community	LC

Start/End Date

These dates are populated by default from the session start and end dates.

After selecting a Session for a class, the session dates default for the class on both the Basic Data as well as the Meetings page. Begin and end dates for classes attached to the **FUL** session must use the semester begin and end dates. All other sessions in fall, spring and summer terms **must** use the exact dates of the days the class meets.

Component

The component field identifies the class as a LEC (lecture), LC2 (lecture), LAB (laboratory), L/L (lecture-laboratory), or CLN (clinical) based on how it was approved through the curriculum process.

- LEC – Lecture
- LC2 – Lecture (Nursing only)
- LAB – Laboratory
- L/L – Lecture/Laboratory
- CLN – Clinical (Nursing only)

Always refer to the college catalog to determine what component to use on a class.

Catalog Description:	Required Component:
X hours laboratory	LAB
X hours lecture/laboratory	L/L
X hours lecture	LEC
N/A	LC2 (Nursing Education only)
N/A	CLN (Nursing Education only)
X hours lecture; Y hours laboratory ("specific lecture-lab")	Requires that two separate class numbers be built. LEC and LAB
X hours lecture; Z hours L/L ("specific lecture-non-specific L/L")	Requires that two separate class numbers be built. LEC and L/L


*Lab only courses will have one Class Number and are coded LAB.

*Non-specific lecture-laboratory combination courses (example: 6 hours lecture-laboratory) will have one Class Number and are coded L/L.

*Specific lecture-laboratory or lecture-lecture/laboratory courses (example: 2 hours lecture-3 hour laboratory or 2 hours lecture-3 hours lecture/laboratory) will have **TWO** Class Numbers; one Class Number is coded **LEC** component and the second Class Number is coded **LAB** or **L/L**.

*Clinical component is identified as **CLN** and applies to the Nursing Department only.

***LC2** is identified as **LEC** and applies to the Nursing Department only.

 When scheduling a variable unit/component course, such as a topics course, with only one component the additional component(s) must be deleted from the Class Associations-Class Components page. **Failure to do so will block students from registering in the class.** See pages 42- 46 for further instructions regarding Class Associations.

Class Type

The class type of *Enrollment* indicates which section is the primary section at enrollment time. The class type of *Non-Enrollment* is used to indicate that the section choice is the student's secondary enrollment option or that the section is used in auto-enrollment. Within a class, only **one** component can possess the class type of *Enrollment*.

 A class type of non-enroll **DOES NOT** prevent enrollment.

For example, Biology 100 has *Lecture and Laboratory* components. There are 5 lecture and 10 laboratory sections. We would set the Lecture sections as the *Enrollment* sections and the Laboratory sections as the *Non-Enrollment* section using auto-enrollment.

E = Enrollment
N = Non-Enrollment

Catalog Description:	Required Component:	Class Type:
X hours laboratory	LAB	Enrollment
X hours lecture-laboratory ("non-specific lecture-lab")	L/L	Enrollment
X hours lecture	LEC	Enrollment
N/A	CLN (Nursing Education only)	Enrollment
X hours lecture; Y hours laboratory ("specific lecture-lab")	Requires that two separate class numbers be built. LEC and LAB	Enrollment Non-Enrollment
X hours lecture; Z hours L/L ("specific lecture-non-specific L/L")	Requires that two separate class numbers be built. LEC and L/L	Enrollment Non-Enrollment

Associated Class

By using associated class numbers, you link class sections that constitute a single course offering. For instance, multiple component courses can be linked (associated) together using this field. You can also control elements of individual sections including units, components, and requisites. When you schedule a new section, the system populates the Associated Class field to 1 by default.

When you schedule the first section of a course offering and use the prompt box, the system only displays this default value. You can use a prompt value, or you can manually enter any new one to four digit numbers into the field. Upon saving the page, the system extracts the necessary course data from the course catalog, creates a row in the Class Associations component for this class association number, and populates the row with the appropriate course catalog data. When a student enrolls in a class, the system verifies that the student has enrolled in a section with all required components of the course from within the same associated class number.

The secondary (Non-Enroll) component (LAB or L/L) will be associated using the same Associated Class as the primary (Enrollment) component (LEC).
(e.g. CSCI 171...L/L Section 51 has Associated Class 50)

Course	Component	Type	Class #	Section #	Associated Class	1 st Auto Enroll
a) ASL 100	LEC	Enroll	39105	1	1	(blank)
b 1) BOT 100	LEC	Enroll	39356	1	1	2
b 2) BOT 100	LAB	Non-Enroll	39357	2	1	(blank)
b 1) CSCI 171	LEC	Enroll	32141	50	50	51
b 2) CSCI 171	L/L	Non-Enroll	32142	51	50	(blank)

Exceptions:

a) Classes with TWO components that have one LEC associated with multiple LABs are known as one-to-many.

1. The associated class number for the LEC component must be the same as its own class section number.

2. The associated class number for multiple LAB components must the same as the LEC associated class number.

3. There is no Auto Enroll capability in this instance; students will be required to select and register for both components. The 1st Auto Enroll field (on the Enrollment Control page) for the LEC and all LABs should be blank.

Following is an example:

Course	Component	Type	Class #	Section #	Associated Class	1 st Auto Enroll
CHEM 105	LEC	Enroll	70301	1	1	(blank)
CHEM 105	LAB	Non-Enroll	70302	2	1	(blank)
CHEM 105	LAB	Non-Enroll	70303	3	1	(blank)

Exceptions continued:

b) Classes with TWO components that have two or more LEC sections to one LAB section are known as many-to-one, PHYS 101:

1. The LAB component must be associated using its own class section number.
2. The LEC components must be associated using the LAB class section number.

Course	Component	Type	Class #	Section #	Associated Class	1 st Auto Enroll
PHYS 101	LEC	Enroll	70300	1	3	3
PHYS 101	LEC	Enroll	70301	2	3	3
PHYS 101	LAB	Non-Enroll	70302	3	3	(blank)

In the above example, students will automatically be enrolled into the LAB after registering for the LEC.

c) Classes with TWO components that have two or more LAB sections **and** two or more LEC sections are known as many-to-many:

1. The LEC (Enrollment) and LAB (Non-Enroll) components must be grouped using the same class association. Using a like class association allows the student to register in any combination of LECTURE and LAB sections.
2. There is no data entered into the 1st Auto Enroll field on either the LEC or LAB component.

Following is an example:

Course	Component	Type	Class #	Section #	Associated Class	1 st Auto Enroll
CHEM 100	LEC	Enroll	70288	1	1	(blank)
CHEM 100	LEC	Enroll	70289	2	1	(blank)
CHEM 100	LEC	Enroll	70290	3	1	(blank)
CHEM 100	LAB	Non-Enroll	70284	4	1	(blank)
CHEM 100	LAB	Non-Enroll	70285	5	1	(blank)
CHEM 100	LAB	Non-Enroll	70286	6	1	(blank)

*In the above example, students will be prompted to register in a related LAB (Non-Enroll) section **after** entering the LEC (Enrollment) class number shown in the printed class schedule. Since there is no data in the 1st Auto Enroll field, class numbers for the LAB (Non-Enroll) sections will be printed in the schedule. However, registration will **not** be complete until the student enters both the LEC and LAB class numbers.*

Campus/Location

The Campus code refers to one of Palomar Community College District's eight staffed College locations. Every class must be assigned to one of the following campus codes:

Campus	Description
CPPEN	Palomar College at Camp Pendleton
ESC	Escondido College Center
FLBRK	Palomar College at Fallbrook
MAIN	San Marcos Campus
MTCRM	Palomar College at Mt. Carmel
PAUMA	Palomar College at Pauma
RAMON	Palomar College at Ramona

The location code is used to specify the location of the facility where the class is scheduled to meet. Location values are linked to campuses and the campus must be specified before you select a location. Classes held at a location other than the San Marcos campus or a staffed center is typically associated with the nearest campus. Refer to the Off-Site Locations listings at <http://www.palomar.edu/instruction/> Click on Class Scheduling Information for listing.



Locations for Video and INTERNET classes:

- Orientations/meetings held at the main campus use 'San Marcos' as the location code.
- Orientations/meetings **not** held at the main campus use the appropriate location code.



Note – a change in Fee Assessment Policy has resulted in the following: Effective Summer 2004, Non-Credit Locations formally associated with the Main or Escondido campuses have been reassigned to the Fallbrook campus All new non-credit locations approved for terms after Spring 2004 that are in the vicinity of San Marcos or Escondido must be assigned to the Fallbrook campus.

Obtaining Approval of Use of Off-Site Locations for Palomar College classes leading to certificates, degrees, transfer, and community education.

The following procedures outline the steps for approval:

1. Simultaneously with the preparation of documents for developing class schedules, the Department representative consults the list of off-site facilities with agreements developed by the Counsel's office. If the facility is not on the list, the Department representative completes the "Preliminary Information for Obtaining Use of Off-Site Facilities" form and e-mails it to the Assistant Director, Extended Education/Escondido Center or the Administrative Secretary/Escondido Center. Upon receipt of this form, Assistant Director, Extended Education/Escondido Center contacts potential vendor to negotiate use of facilities. During the process of negotiation, the Dean, Media, Business, and Community Services, the Department Chair, Risk Management Officer and/or Counsel are informed of progress and provide advice about strategies and parameters.

2a. If agreement is reached, Assistant Director, Extended Education/Escondido Center forwards agreement document to Counsel for approval. Counsel returns original to Assistant Director, Extended Education/ Escondido Center and notifies the Governing Board.

2b. If agreement is not reached, Assistant Director, Extended Education/Escondido Center informs Department Chair that the facility is not available. Department may seek an alternate site and proceed as indicated in item 1.

3. If Certificate of Insurance is required, Business Services is notified of the need. Business Services advises the insurance company. The insurance company sends the Certificate of Insurance directly to the vendor.

4. Simultaneously, the Assistant Director/Escondido Center notifies the following offices by e-mail that the off-site location administrative aspects of offering Palomar College classes leading to certificates, degrees, transfer, and community education at an off-site location have been completed. For questions, please contact Jody Hall, ext. 8101.

All locations are tied to a specific campus code. For a complete list of locations and their corresponding campus codes, please refer to the Off-Campus Locations list located on the Instructional Services web site. If submitting an SIS to add a class **after** the schedule submission deadline, the requesting department must first contact the designated Center staff member via email for confirmation of classroom availability.

When entering the location into PeopleSoft, please note that many location codes are no longer in use, but are still active in PeopleSoft for historical purposes. A complete list of current location codes can be found on the Instructional Services web site. Using outdated information may result in the omission of the class from the College Sites/Center sections of the printed class schedule.

Course Administrator

Palomar is not currently utilizing this functionality. *Informational only:* Select the course administrator ID of the person in charge of the course (usually the primary instructor).

Academic Organization

The system populates the academic organization by default from the Course Catalog and can be changed. This code is used to identify the department that has responsibility for the class and is used for reporting purposes. For those classes that are dually listed, the owning department's Academic Organization must be the same on both classes. The Academic Organization for ROP classes must always reflect the ROP subject.

Academic Group


Informational only: Courses belonging to specific categories have a specific Academic Group assigned to them by division deans. No data entry is required for this field because it is automatically populated from the Course Catalog. In addition, Academic Group controls the valid meeting pattern values and their corresponding normal class duration values.

Holiday Schedule

Informational only. The Holiday Schedule, HLS, reflects the board approved *Academic* Holidays for a semester. Other holiday schedules exist in PeopleSoft but the HLS Holiday Schedule is always included when scheduling classes.

Instruction Mode

The instruction mode indicates whether the class is taught using *TV, Internet*, and so on. For example, CHDV 100 may be taught as a TV class in which case the Instruction Mode would be set to 63. Or if the class is taught as a lecture class in the classroom, the Instruction mode would be set to 02.

CODE	INSTRUCTION MODE	CALIFORNIA STATE DEFINITION
P	In Person	 PeopleSoft default. Palomar College does not use this value.
02	Lecture and/or discussion	A session conducted under immediate supervision (line of sight) of the instructor of record using lecture, discussion, collaborative or experimental learning, that may also include incidental use of visual aids, various media, site visits, etc. at the instructor's discretion.
04	Laboratory/Studio/Activity	A session conducted under immediate supervision (line of sight) of the instructor of record in a laboratory, computer-laboratory, studio, shop, or other activity setting with students engaged in various scientific, technical, artistic, athletic, vocational, or other instructional activities.
11	Tutoring	Noncredit session where the course outline of record specifies that instruction is to be carried out by a tutor, as defined in Title 5, Section 58168 in accordance with the conditions specified in Section 58170. Example: N BASC 202
20	Work Experience	Session where students enroll for work experience credits as defined in Title 5, Section 55256.5 for learning that occurs at a job learning station as defined in Section 55257. Example: CE 100; CE 110; AP WE 110. Acct = D or W.

40	Directed Study (Independent Study)	Session conducted with a student or group of students working with an instructor on a special topic or project, with hours of instructor contact, student responsibilities, number of units, and evaluation methods specified in a contract. Courses numbered 295; example: CHEM 295; NURS 295. Acct = D or W.
50	Computer Assisted	Session under supervision of instructor not available by line of sight using medium where the content varies depending upon student response without the immediate involvement of the instructor. Example: various types of instructional software, Computer Assisted Instruction (CAI); digitized visual, audio or text selected in response to student input; specially structured audio tapes, Math Learning Center, foreign language labs, reading labs. Acct = D or W.
51	2-way interactive video and audio	Distance Education, Simultaneous Interaction. Session under supervision of instructor not available by line of sight using medium which provides an immediate opportunity for exchange between participants, (any technology that allows immediate two-way interaction e.g. satellite, video conferencing). Acct = D or W.
63	Video one-way (TV)	Distance Education, Passive Medium. Session under supervision of instructor not available by line of sight using one-way medium where the medium used precludes simultaneous interaction. Acct = D or W.
72	Delayed Interaction (Internet/On-line)	Distance Education, Internet Based. Session under supervision of instructor not available by line of sight using the Internet without the immediate involvement of the instructor. Acct = D or W.
90	Field Experience	Session consisting primarily of field trip, excursion, or field observation. Example: BIOL 195A; ZOO 195E, foreign language field trip classes. ACCT = D or W

Primary Instr Section
(Primary instructional section)

This number defaults to the same number as the Class Section; data entry is **not** required.

Add Fee

Informational only. PE 115 (Bowling) is the only class where bowling fees are charged at the point of enrollment and Student Financials sets up this charge. Otherwise, access is denied to this page.

Schedule Print

With few exceptions, all classes will have this field checked “on” (by default) which allows the class to be seen in eServices as well as print in the published class schedule. Examples of when the box should be unchecked would be classes offered through Workforce and Community Development. Indicating “No” by leaving the box unchecked will cause the class data to be omitted from the printed and on-line class schedule. Palomar College is a public institution and all existing classes, at the time of publication, must be reflected in the printed class schedule.

Student Specific Permissions

Palomar is not currently utilizing this functionality; leave this box “off” or blank.

Informational only. This field sets up student specific class permissions. Student specific permission numbers enable instructors or administrators to control section enrollment by granting advance permission to individual students.

Include in Dynamic Date Calc

This must be checked for any classes held in the GEN, OPN and 4W1 sessions.

Dynamic Date Calc Required

This field is maintained by PeopleSoft. Data entry is not required.

Generate Class Meeting Attendance (GCMA)

Turn off check box to indicate that you do not want the system to generate attendance rosters for this class. Leave “on” if GCMA Attribute = P or E.

Select “Yes” for the following situations:

- Scheduled classes meeting less than five days, or
 - Any class with irregular hours (scheduled or arranged)
- (See pages 23-26 attribute values for more information)

G/L Interface Required

Informational only. This field includes classes in the GL Interface process. If check box is selected, the system requires necessary data into the GL Interface page of this component to be entered.

COURSE TOPIC SECTION OF SCHEDULE INFORMATION SHEET


Course Topic ID

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes
Class Topic				
CLASS TOPICS				
Course Topic ID: 38		Course Topic Title: ADVANCED MICROSOFT PUBLISHER		

A topic course could be thought of as an umbrella course. Once a topic course is approved, through Curriculum, that course may be offered using various topics related to the subject. Every offering of a topics class requires that a signed copy of the Topic Workshop form be submitted along with the Schedule Information Sheet to the Instructional Services office. Topics classes are not rolled from semester to semester so the class along with the topic form must be completed.

Course Topic ID is the topic number being used for a Topics Course. Instructional Services staff will assign the topic ID number -- the department is not responsible for indicating the Course Topic ID Number on the SIS.

Example: MUS 197, Topics in Music, allows the department to offer classes related to Music such as Community Music or Accompanying. The class in the schedule of classes would be MUS 197 Topics in Music, but the topic would be, for example, Community Music or Accompanying.

When entering new topics classes into People Soft, the specific topic can be selected by clicking the search icon . If the topic ID does not exist, email Instructional Services the topics title (**no longer than 30 characters**). A signed topics form will need to be submitted to Instructional Services.

Course Topic Title

Course Topic Title is the name assigned to the Topics Course and is the same title that is reflected on the Course Outline for Selected Topics and Workshops form. The field contains a maximum of 30 characters. Long titles submitted by departments will be abbreviated by Instructional Services staff for the printed class schedule.

Print Topic in Schedule

When a topic ID has been entered, this check box becomes available for entry. The system selects this check box by default.

Override Equivalent Course

Palomar is not currently utilizing this functionality. *Informational only:* If the course is linked to an equivalent course group on the Catalog Data page, the system displays that information in this field and the Override Equivalent Course check box becomes available for entry.

CLASS ATTRIBUTES SECTION OF SCHEDULE INFORMATION SHEET

Class Attributes

Basic Data

Meetings

Enrollment Cntrl

Reserve Cap


Notes


Class Attributes

CLASS ATTRIBUTES	
Course Attribute: ACCT	Attribute Value: W


Every class must have the Attribute of ACCT and corresponding Attribute Value.


 Some classes may have more than one Attribute and Attribute Value. Departments are only responsible for those **Attributes** and **Values** listed in the table within this section.

 Any class being offered through Distance Learning must have an Attribute of **DIST** and the corresponding Value as listed in the table below. The attribute DIST results in the class being included in the Distance Learning section of the printed class schedule. Similarly, any class offered through the Learning Community program must have an Attribute of FLEX with a corresponding Attribute Value of LEARN COMM.

 All 8-week courses must follow the established 8-week session dates and have an attribute of **FLEX** with a corresponding Attribute Value of **FAST TRACK**, except for summer sessions. *Only by attaching this attribute to 8-week classes will the class be included in the Fast Track section of the printed class schedule.*

In addition to organizing data for the printed class schedule, an Attribute, when paired with its corresponding Attribute Value, is also used to characterize classes for State reporting requirements tied directly to Palomar College's funding.

When adding new classes to the database (that were not rolled into the current semester) many attributes will "pull down" from the catalog level. Please, use **Alt+8+Enter** or the  button to delete any attributes that do not apply to the class you are building. If the attributes that were "pulled down" are NOT listed above, please delete them from the class. They are attached at the catalog level for reporting purposes and do not need to be reflected on the individual class.

If you are offering a distance education course, fast-track, or weekend class, additional attributes and attribute values are required. Click  to add the appropriate row(s). Below are examples of some of the more commonly used attributes and their values.

Type of offering	Attribute	Value
Video	DIST	63
Internet	DIST	72
Fast Track	FLEX	FAST TRACK
Weekend	FLEX	WEEKEND

Valid Attributes and Attribute Values:

COURSE ATTRIBUTE	DESCRIPTION OF COURSE ATTRIBUTE	ATTRIBUTE VALUES	DESCRIPTION OF ATTRIBUTE VALUES
ACCT (This Attribute MUST appear on every class)	Section Accounting Method (Attendance Type)	W (For use with FUL session only)	Weekly Census Any full-semester length class. If class has arranged hours, must meet on a regular schedule and be expressed by note indicating weekly hours; distance learning Examples: distance learning, hybrid, HE 100 lab, Math Center, field trips/field studies
		D (Never assigned to a class coded as FUL session)	Daily Census Any class more than 5 days but less than full-semester in length with regularly scheduled meetings; hybrid classes; distance learning Examples: distance learning, hybrid, reading labs, foreign language labs, HE 100 lab, Math Center, field trip/field studies.
		E	Positive Attendance Only classes that are described as “open-entry/open-exit” in the printed college catalog should use this attribute value. This does not apply to all classes using the OPN session. When using the E Attribute Value, Generate Class Meeting Class Meeting Attendance should be clicked “on”
		P (Never assigned to a class with an Instruction Mode of 20-98. Always attached to In-Service classes)	Positive Attendance Scheduled classes meeting less than 5 days OR any short-term or full-term class with irregular hours (scheduled or arranged). When using the P Attribute Value, Generate Class Meeting Class Meeting Attendance should be clicked “on”
		O	Other (Credit by Exam, ROP, and some AVIA classes)
BILN	Bilingual classes	BILN	Class will include bilingual instruction in Spanish.

CONT	This element indicates the type of contract under which a contract section is offered.	A	A private, for-profit entity
			A private, nonprofit entity other than an educational or governmental institution
		C	A governmental agency other than the military
		D	A military service
		E	Another department of the college
		F	Another public, California postsecondary institution
		G	public California high school
		H	A private high school or postsecondary school
		I	A private postsecondary school
		J	Other private school
		O	Other type of contract
		X	Contract type unknown
Y	Not a contract section		
DIST (This attribute MUST appear on every class being offered as Distance Learning)	Distance Learning	51	Two-way Interactive (Interactive Videoconferencing)
		63	Video one-way (TV)
		72	Text one-way (Internet)
EXPL	Campus Explorations	EXPL	Class will be part of Campus Explorations theme
FLEX	Flexible Scheduling	FAST TRACK	Fast Track (assigned to every class with FT1 or FT2 session) Not used in summer.
		WEEKEND	Weekend College—class meets Friday evening, Saturday, or Sunday ONLY .
		LEARN COMM	Learning Community
		SELF-PACED	Self-Paced
INSC	In-Service Training Class	INSC	All classes in Administration of Justice, Fire Technology/Police Academy, or related courses designed for In-Service training must have this Attribute assigned. In addition, these courses must have their ACCT Attribute Value equal to P.
TBA	Class Meetings To Be Arranged	EXT DAY	Extended Day (evening) with all hours to be arranged.

SA01 ESL (noncredit) only	This element identifies the specific instrument used to assess the student.	5132	Written composition required. (exp. 07/01/05)
		Y	Not applicable.
SM08 ESL (noncredit) only	This element indicates whether the student received assessment services for placement as a part of the matriculation process of the college.	A	Student participated in placement testing.
		H	Student participated in other measures of assessment.
		B	Student received skills in assessment services based on both of the above
		N	Student was not provided assessment placement services.
		R	Student refused assessment placement services. This code should be used only when there is a documented decision by the student to not receive the service. "No shows" should be coded "N".
		Y	Not applicable.
SM09 COUN and ESL (noncredit) only	This element indicates whether the student received other supportive assessment services as a part of the matriculation process at the reporting college. The assessment below may be determined with an assessment instrument or through consultation with a counselor or academic advisor.	000	No service
		001	Career Planning/Interest assessment
		010	Study/Learning Skills assessment
		011	Career Planning and Study Skills assessment
		100	Aptitude assessment
		101	Aptitude and Career Planning assessment
		110	Aptitude and Study Skills assessment
		111	Aptitude, Study Skills, and Career assessment

SM12 COUN and ESL (noncredit) only	This element indicates whether the student received counseling/ advisement services as a part of the matriculation process of the college during the reporting term.	A	Student received counseling/advisement services
		P	Student received assistance in development of a Student Ed plan
		B	Student received services encompassing both of the above.
		N	Student not provided counseling/advisement services
		R	Student refused counseling/advisement services. This code should be used only when there is a documented decision by the students to not receive the service. "No shows" should be coded "N".
		Y	Not applicable
XB09	Work-Based Learning	W (Section includes Work-Based-Learning Activities.)	Examples would be: Pre-apprenticeships, job-shadowing, mentorship, internship, clinical experience, work-study programs, informational interviews, attendance at trade shows, field experience, or community service learning.
		N (Section does not include Work-Based-Learning Activities.)	
		X (Unknown)	
XB10	This element indicates whether the distance education session(s) of the section was developed by an instructor who has taken professional development courses/ workshops through the California Virtual University (CVU/ California Virtual Campus (CVC)	0	Distance education session(s) was not developed by a CVU trained instructor.
		1	Distance education session(s) was developed by a CVU/CVC instructor or one trained by the CVU/CVC instructor.
		X	Unknown whether distance education session(s) was developed by a CVU trained.
		Y	Not applicable

MEETING PATTERN SECTION OF SCHEDULE INFORMATION SHEET

Meetings

- [Basic Data](#) [Meetings](#) [Enrollment Cntrl](#) [Reserve Cap](#) [Notes](#)

Meeting Pattern				
MEETING PATTERN				
Meet Pat#: 1	Facility ID: SU-19B	Pattern: W	Start: 06:30 PM	End: 09:20 PM
TBA page (in addition to scheduled hrs): No arranged hours		Free Format Topic:		

Facility ID

Represents the room number or the location where the class meets. For San Marcos and Escondido campuses, enter the room number for the class. For other locations use the standardized Location abbreviations found on the Off-Campus Location list. Internet and Teleweb classes should be indicated as such in the Facility ID field.

Pat

(Pattern – Pat # displays in “Meetings” section)

Meeting Pattern
Pat Nbr 1

The day(s) of the week the class is scheduled to meet. All class must have a meeting pattern #1. Click to add a new meeting row to accommodate classes with multiple meeting times. The data will be reflected as follows on the **printed SIS**:

M = Monday	R = Thursday	U = Sunday
T = Tuesday	F = Friday	TBA = All class hours arranged
W = Wednesday	S = Saturday	

PeopleSoft uses different abbreviations. Click on the magnifying glass beside the meeting day in order to view the correct PeopleSoft abbreviations.

Enter the appropriate room in the Facility ID field for TBA classes and “TBA” in the Meetings Pattern field. The begin/end times should be left blank and no days of the week will be checked “on” for TBA classes.

Computing Video Courses – Consult the TV documentation included in your scheduling materials.

Note: Individual classes cannot be schedule for less than one hour (50 minutes) per meeting – they are not eligible for FTES funding.

Mtg Start (Meeting Start)

Time of day the class begins. Be sure to indicate whether the time is AM or PM. If the beginning meeting time for each meeting day is not the same, there must be an entry for each meeting day.

Mtg End (Meeting End)

Time of day the class ends. Be sure to indicate whether the time is AM or PM. If the ending meeting time for each day is not the same, there must be an entry for each meeting day.

Topic ID

Palomar College does not use this field. **Do not** enter a topic ID here; the Topic ID for topic classes is entered on the Basic Data page.

Free Format Topic

In most cases, this field will be blank. Please contact Instructional Services for exceptions.

Print Topic on Transcript

Class Scheduling does not use this field. This field is not checked “on” by default.
DO NOT TOUCH.

TBA

TBA

Only classes with *both* scheduled and arranged hours will require entry in the TBA field. This will allow for calculation of FTES data any time during registration.



Classes that require entry on the TBA Page:

- Classes with **BOTH** scheduled and arranged hours (e.g. PHOT 100)
 - The scheduled hours can be input as normal
 - The arranged hours portion is to be input using the TBA Page

For further information, refer to **Quick Tips:**

- Classes that Require Special Handling
- TBA: Data Entry
- TBA: Arranged Hours in Free Format Notes

Beginning with the Spring 2006 semester (Term 2063), three reports are available on the [Palomar Reports – Class Schedule](#) menu to help identify:

- **Classes with arranged hours in numbered notes.**
TBA Sched & Arranged Hrs
- **Classes with arranged hours in Free Form Notes.**
TBA Free Form Note Hrs
- **Variable unit classes that must have the component contact hours set to the proper value.**
Check Variable Unit Hrs


INSTRUCTOR INFORMATION SECTION OF SCHEDULE INFORMATION SHEET


Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes
Instructors For Meeting Pattern				
INSTRUCTOR INFORMATION(01)				
EmplID: 005907384	Name: Keller, Jean A	Role: PI	Print: Yes	Contact Hours: 51


ID (EMPLID)

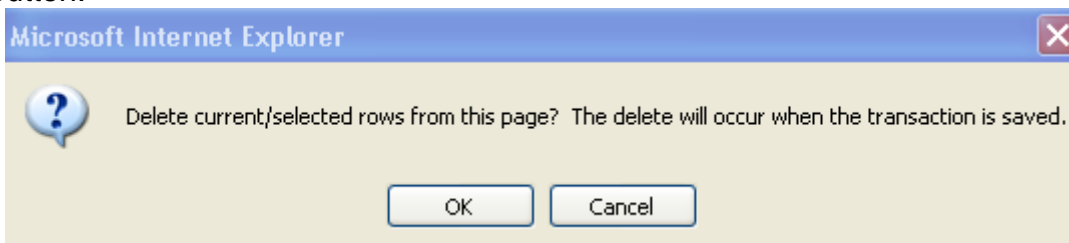
The faculty name will be displayed once the faculty EMPLID is entered into this field.



Leave the ID field and contact hours **blank** if the instructor is unknown or if an EMPLID number has not yet been assigned to a new hire.

Multiple instructors may be added by clicking the ADD  button in the Instructors For Meeting Pattern section of the Meetings page.

If an instructor has a split assignment (40% CRC & 60% OVL for example) click the Detail Detail button. A new window for the Class Instructor Detail page will open. In the Class Instructor Detail page insert a new row by clicking the ADD  button.

If the ID is incorrect, click the Detail Detail button to open the Detail page; in the detail page click the  button to remove the payroll. You will then be prompted with a new window asking if deleting the row is really what you want to do; if so, continue by clicking the OK button.



Save Save your changes; close this window by clicking on the  located in the top right hand corner of the window. Back on the Meetings page click the delete button  to remove the instructor's ID and name.


Instructor Role

Palomar College uses Primary Instr and Secondary Instr. If multiple instructors are assigned to a class, **only ONE** can be the primary instructor; mark the rest as Secondary. Having more than one primary instructor creates major difficulties for Admissions and Records. If there is

only one instructor listed, that instructor must be marked primary until another instructor is added. You may never have a secondary instructor without a primary listed.

Print

This field determines whether an instructor's name is reflected in eServices and the printed class schedule. When multiple instructors are assigned to a class only ONE instructor can be coded as the primary instructor, and must have Print turned "ON". If multiple instructors are listed, only one other secondary instructor may have the print on. For all other instructors this field must **not** be checked "ON".

 **Note:** Rosters can only be generated if there is one Primary Instructor AND the Print in Schedule is turned on.

Access

The access field is automatically set by the instructor role. Only the *Primary* instructor will have the ACCESS set to *GRADE*. The ACCESS field will automatically be set to *None* for Secondary Instructors. For non-credit courses this field is defaulted to *None*. **Do not change the default.**

Instructor Role	Print	Access
Prim In: <input type="button" value="v"/>	<input checked="" type="checkbox"/>	Grade <input type="button" value="v"/>
Sec Ins <input type="button" value="v"/>	<input type="checkbox"/>	None <input type="button" value="v"/>

Contact

This field will not accommodate any decimals. Please round the number of hours the instructor meets with the class.

Room Characteristic

Room Characteristics

Palomar is not currently utilizing this functionality

INSTRUCTOR DETAIL SECTION OF SCHEDULE INFORMATION SHEET

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

Instructors For Meeting Pattern				
INSTRUCTOR DETAIL (01)				
Actual Hours: 51.00	Assgn Type: H	Start: 18-JAN-2005	End: 20-MAY-2005	Job Code: 100000
Assgn %: 100	Inst Hrs/Assgn: 51	% PTE: 20	Acct Code: A133100362200220200000000	
Comment:		Status: Active		
Actual Hours: 51.00	Assgn Type: PD	Start: 20-MAY-2005	End: 20-MAY-2005	Job Code: 100000
Assgn %: 100	Inst Hrs/Assgn: 3	% PTE: 0	Acct Code: A133100362200220200000000	

[Home](#) >
 [Curriculum Management](#) >
 [Schedule of Classes](#) >
 [Class Instructor Detail](#)
 Or access by clicking on the Detail button as seen below.

Instructors For Meeting Pattern
Customize | Find |
First 1 of 1 Last

Assignment
Workload

ID	Name	*Instructor Role	Print	Access	Contact	Detail
004200260	Noble, Gilbert F.	Prim In	<input checked="" type="checkbox"/>	Grade	62	Detail

Pay Hours, Actual

Total number of hours a class meets.

Assignment Type

Code used to identify how the instructor(s) is to be paid for the class. The definitions are below:

Assgn Type	Description	Corresponding Job Code(s)	Corresponding Account Code(s)
CRC	Contract—Instructor is teaching the class as part of the required load under a regular contract.	020004 Non-Tenured 020005 Tenured 020008 Coach 020009 Counselor 020013 Professor	(account code not required)
H	Hourly—Adjunct instructor is teaching the class for pay.	100000 (spring & fall) 100001 (summer)	133100 (spring & Fall) 133300 (summer) or appropriate replacement account.
OVL	Overload—Instructor holds a regular contract but is teaching the class for extra pay in any semester.	020011	135300 (spring & fall) 135700 (summer) or appropriate replacement account.

LB	Load Bank— Instructor holds a regular contract but is load banking the total hours taught in the class.	020011	135300 (spring & fall) 135700 (summer) or appropriate replacement account.
FR	Flat Rate—Instructor is paid a flat fee for teaching the class.	020008 Coach 100000 Adjunct (spring & fall) 100001 Adjunct (summer)	(account code not required)
NOP	No Pay—Instructor (contract or adjunct) is teaching the class for no pay. This usually pertains to combined enrollment classes.	The job code for combined classes must match that of the paid class.	(FTE and account code not required)
PD	Professional Development	100000 Adjunct (spring & fall)	133100 (spring & fall) no PD assignments in summer
SUB	Substitute—The instructor (contract or adjunct) is substituting for the assigned instructor.	020011 (full-time faculty) 100000 (adjunct-spring & fall) 100001 (adjunct-summer)	135600 311100 49300 0000000 - Contract 133200 311100 49300 0000000 - Adjunct
XTA	Classified or administrative employee teaching the class for pay in addition to his or her regular salary.	100000 spring & fall 100001 summer <i>Classified employee should contact HR for further information</i>	133100 (spring & fall) 133300 (summer) or appropriate replacement account.
ISP	Individual Study— Performing Arts Department, MUS 220 classes only.		Use same codes as for Contract & Hourly

Start/End Dates

These fields should reflect the actual dates of the instructor's teaching assignment. In most cases, these will match the class dates. If the Session is FUL and there is only one instructor, the start and end dates will be the default dates of the FUL session.

Job Code

Use a Job code that corresponds with assignment type and account code. Use  for options.

Job Code	Description
020004	Assistant Professor —(non-tenured contract faculty employed less than four years). Instructor is teaching the class as part of the required load under a regular contract
020005	Associate Professor —(tenured contract faculty employed 4 years or more). Instructor is teaching the class as part of the required load under a regular contract.
020006	Department Chairperson Summer Stipend Not used on the SIS. It is for summer stipend NOHE and division use only.
020008	Coach(contract) – Adjunct coaches use Job Code 100000 or 100001
020009	Counselor(contract) – Adjunct counselors use Job Code 100000 or 100001
020011	Overload, Loadbank Contract instructor teaches a class in addition to the required contract load for extra pay or loadbank credit.
020011	Contract Faculty Substitutes Any semester
020013	Professor – (after 10 years of service if they have a doctorate; after 15 years of service if they <u>do not</u> have a doctorate) Instructor is teaching the class as part of the required load under a regular contract.
100000	Adjunct hourly, Adjunct Hourly Substitutes, and PD hours Spring and Fall semesters only.
100001	Adjunct hourly and Adjunct Hourly Substitutes Summer semester only.

Assignment %

The assignment % reflects the percentage of actual hours being taught by this instructor. Typically an instructor teaches 100% of the actual hours. However, if the class is team taught, for example, each may teach ½ the actual hours and each instructor would have 50% reflected for this field.

% FTE

(Full Time Equivalence)

(Percentage of Load)

% FTE reflects the percentage of an instructor's full-time load. Please refer to the *Calculation of Full Time Equivalence* document for more detailed information. **NOP assignment types do not require FTE %.**

Account Code

The account code is the budget account number from which the instructor is to be paid. Only the numbers reflected in the search box can be used.

It is not necessary to enter or write an account code on the SIS for Contract (CRC), Flat Rate (FR), and No-Pay (NOP) assignment types.

 **If none of the available numbers reflect what is needed, contact your division secretary to have the account validated and added to the menu.**

Following is a listing of the most commonly used account codes:

Account Code	Description	Corresponding Assign Type	Corresponding Job Code(s)
(account code is not required)	Contract—Instructor is teaching the class as part of the required load under a regular contract.	CRC	020004, 020005, 020013
133100 (spring & fall) 133300 (summer)	Hourly—Adjunct instructor is teaching the class section for pay.	H PD (spring & fall only)	100000 (spring & fall) 100001 (summer)
135300 (spring & fall) 135700 (summer)	Overload—Instructor holds a regular contract but is teaching the class for extra pay in any semester. Load Bank—Instructor holds a regular contract but is load banking the total hours taught in the class.	OVL LB	020011 020011
135600 311100 49300 000000 133200 311100 49300 000000	Substitute—Instructor is substituting for another who is absent. <i>Refer to Guideline for Substitute Instructors for further information.</i>	SUB	020011 (contract) 100000 (adjunct-spring & fall) 100001 (adjunct-summer)

Comments/Effective Date/Status

This field is for use by Instructional Services only.

ENROLLMENT CONTROL SECTION OF SCHEDULE INFORMATION SHEET

- [Basic Data](#)
[Meetings](#)
[Enrollment Cntrl](#)
[Reserve Cap](#)
[Notes](#)

Enrollment Control					
ENROLLMENT CONTROL					
1st Auto Enroll:	2nd Auto Enroll:	Enrollment Capacity:	35	Wait Limit:	5
Class Status: Active	Consent: N	Comb Enroll Cap:	0	Comb Wait Cap:	0

Class Status

The system populates this field to *Active* by default. Select *Cancelled Section* if deleting a class for a term when building the class schedule. Only Instructional Services staff can override the status to indicate *Stop Further Enrollment* or *Tentative Section*.

Class Status	Description
Active	Class is available for registration
Cancelled Section	Class section is canceled; this is not a valid registration section
Stop further Enrollment	No additional registration allowed
Tentative Section	Palomar does not use this value

Add Consent Drop Consent (NOT used by Palomar)

The system default for adding is set to **No Consent**. This correct for the majority of classes. **Dept Cnsnt** (*department consent*) is used in some departments where approval from an instructor to register in the class is required (e.g. Police Academy, Fire Academy, etc.). Palomar does not use the “Drop Consent” feature of PeopleSoft.

The consent codes are:

Code	Level	Description
No Consent	No Consent	No restrictions placed on enrollment.
Dept Cnsnt	Department Consent	Students must have department approval to enroll. Some examples of classes using this option are Directed Studies, ROP, and Police Academy. A permission code must be given to a student to allow registration.
Inst Cnsnt	Instructor Consent	Not currently in use. Students must receive instructor approval and a permission code to register. In this case, the classes would be set to “D” for department consent.

Dept or Inst Consent is **NOT** the same as enforcing a pre-requisite or a co-requisite for a class.

1st Auto Enroll Section

Enter a section within the same associated class number in which the system should automatically enroll students into the 1st Auto Enroll Section and the 2nd Auto Enroll Section. The auto enroll section must have a different component from the parent section. This field should be left blank unless the class consists of multiple components. In which case, a LEC component would have the corresponding LAB or L/L component's section number in the 1st Auto Enroll field.

Classes with one LEC component and one LAB component **or** one LEC component and one L/L component (one to one), the section number of the LAB or L/L should be entered in the 1st Auto Enroll field of the LEC.

Examples:

Course	Component	Type	Class #	Section #	Associated Class	1 st Auto Enroll
BOT 100	LEC	Enroll	39357	1	1	2
BOT 100	LAB	Non-Enroll	39356	2	1	(blank)
CSIS 120	LEC	Enroll	32141	50	50	51
CSIS 120	L/L	Non-Enroll	32142	51	50	(blank)

Classes with one LEC and two or more LAB components (one to many), use of the Auto Enroll feature can not be utilized. The 1st Auto Enroll field of each component should be left blank. Students will be required to manually enroll in both the LEC and LAB components of the class to complete registration.

Example:

Course	Component	Type	Class #	Section #	Associated Class	1 st Auto Enroll
CHEM 105	LEC	Enroll	70301	1	1	(blank)
CHEM 105	LAB	Non-Enroll	70302	2	1	(blank)
CHEM 105	LAB	Non-Enroll	70303	3	1	(blank)

2nd Auto Enroll Section

Currently, only the Nursing Department is using the 2nd Auto Enroll field. By utilizing this feature, Nursing students are automatically enrolled in the two Non-Enroll components (LAB & LEC) when they register in the Enroll component (CLN).

In the example below, students will register for the CLN component, and will then be automatically enrolled in the corresponding LAB and LEC components.

Course	Component	Type	Class #	Section #	Associated Class	1 st Auto Enroll	2 nd Auto Enroll
NURS 118	CLN	Enroll	70301	3	1	2	1
NURS 118	LAB	Non-Enroll	70302	2	1	(blank)	(blank)
NURS 118	LEC	Non-Enroll	70303	1	1	(blank)	(blank)

Auto Enroll from Wait List

Informational only. This check box is unavailable for open entry - open exit (OEE) classes (classes tied to an OEE session). Enables the COBOL/SQL Wait List process (SRCPWAIT) to move students from the wait list to enrolled status when a space opens up in the section. Spaces become available through enrollment drops or an enrollment capacity increase. Generally, when spaces become available in a section, the class status opens, allowing students to enroll.

Resection to Section

Palomar is not currently utilizing this functionality. *Informational only:* The alternative section in which the system automatically enrolls a student if the primary section is full. The component of the primary section and the resection to section class must be the same. For instance, when Section 1 Lecture is filled, the system enrolls students in Section 3 Lecture.

Requested Room Capacity

Palomar is not currently utilizing this functionality. *Informational only:* This field holds the requested room capacity for the class. The room capacity can be different than the enrollment capacity. Because the system stores two separate capacity values, this field enables you to manipulate the enrollment capacity without affecting room scheduling. The system populates the Requested Room Capacity field by default from the Course Catalog.

Enrollment Capacity

The system populates the enrollment capacity by default from the Course Catalog. Enrollment Capacity indicates the maximum number of students allowed to enroll in a class before the wait list begins. In most cases, this number should not exceed the room capacity. To verify the capacity of a specific room, please refer to the [Classroom contents and specifications](#) link located under the *Class Schedule Forms* section of the Instructional Services web site: <http://www.palomar.edu/instruction/> Click on Class Scheduling Information for listing. Schedule classes in rooms that most closely meet their enrollment maximums. When possible, avoid assigning classes to rooms with a seating capacity smaller than the enrollment maximum of that class. Also, please assign classes that typically do not reach enrollment capacity in smaller rooms.

Wait List Capacity

Enter the wait list capacity for the section to indicate the maximum number of students you want to allow to wait list for the class.


Minimum Enrollment Nbr


Palomar is not currently utilizing this functionality. *Informational only:* This field holds the minimum enrollment number in order for the section to be offered. If the minimum enrollment number is not realized you might decide to cancel the section.

Cancel if Student Enrolled

Instructional Services staff use only. The system processes a request for a canceled class section regardless of whether students have already enrolled in the section.

Section Combined ID

 **Departments must indicate which classes are to be combined during the initial submission of the Schedule Information Sheets. Combined classes must be within the same session, and have the same method of instruction.**

 **Note.** Once classes are combined, changes and/or updates to meeting pattern and instructor information must be done by navigating to the Schedule Class Meetings - Meetings page. The facility/meeting pattern and instructor information is unavailable for entry for combined sections within the Schedule of Classes and Schedule New Course components

Classes are combined when two or more separate classes are scheduled in the same room with the same instructor on the same days, dates and times. For example, you may have a course that is offered by the Economics Department (ECON 101) that is identical to a course that is offered by the Business Department (BUS 100). To offer both courses in the schedule of classes each semester, yet have the courses be taught as a single class (with one professor, one location, one meeting pattern, and so on), you can combine sections. Students who enroll in the Economics department version can use one class number to enroll, and students who enroll in the Business Department's version can use a different class number to enroll.

Yet, all of the students will participate in a single class environment, with one attendance roster, one grade roster, one instructor (or more, if you prefer) and so on. When classes are linked to a combined section, they are all given the same Event ID. The enrollment and wait list capacities are controlled both at the section level and at the combined level with the lower of the values controlling enrollment. Here's how to create combined sections:

1. Define a Combined Sections ID on the Combined Sections Table page.
2. Link classes to the Combined Sections ID in the Combined Sections page.

Refer to Quick Tips on Combining Classes for more information.

Reserve Capacity



Palomar is not currently utilizing this functionality; data entry is not required for this page.

Notes

The Notes section is used for comments pertaining to a class which are to be printed in the Class Schedule.

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	GL Interface			
Course ID:	002348	Course Offering Nbr:	1							
Academic Institution:	Palomar College		Credit							
Term:	2007 Fall	Subject Area:	Photography							
Subject Area:	PHOT	Catalog Nbr:	ELEMENTARY PHOTOGRAPHY							
Catalog Nbr:	100									
Class Sections					Find View All			First	1 of 7	Last
Session:	FUL	Full-Semester	Class Nbr:	72788						
Class Section:	1	Component:	Lecture/Laboratory	Event ID:	000095124					
Class Notes					Find View All			First	1 of 2	Last
*Sequence Number:	<input type="text" value="1"/>									
*Print Location:	<input type="text" value="After"/>	<input type="checkbox"/>	Even if Class Not in Schedule							
Note Nbr:	<input type="text" value="0002"/> <input type="button" value="Q"/>	<input type="text" value="Arrange 1 hour per week."/>								
		<input type="button" value="Copy Note"/>								
Free Format Text:	<input type="text"/>									
		<input type="button" value="Clear Note"/>								

Class Notes Sequence Nbr

The system creates a class notes sequence number and each note will have a sequence number. The sequence number determines the display order of the class notes of a class when there are multiple notes. This number can be over-ridden. If additional notes are required, click . If an existing note needs to be deleted, click .

Class Notes	
*Sequence Number:	<input type="text" value="1"/>

Print Location

System default is set to *After* to which all class notes should be set.

Note Nbr

Select a note number to reference a preexisting note. Standard notes are set-up, so a note number may be selected instead of typing the whole note each time. The note most commonly used indicates the number of hours to be arranged - use to see the listing of notes.

Free Format Text

If a note number is not preferred, a free format note may be typed into this field.

You cannot have both a “canned” note number and free format note on the same sequence number. Click [+](#) to insert a new sequence number and enter the second note. To keep the cost down on the printing of the class schedule, please keep your notes to a minimum.

Copy Note

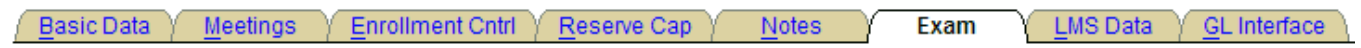
Click the *Copy Note* button to move the note number text to the free format text. The note can then be modified to accommodate the class section. This eliminates the note number and note text.

Note Nbr:	<input type="text"/>	<input type="button" value="Q"/>
		<input type="button" value="Copy Note"/>

Clear Note

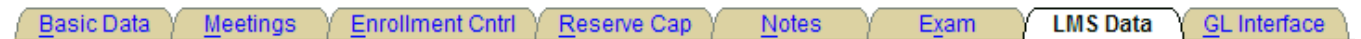
Click to clear the free format text

EXAM



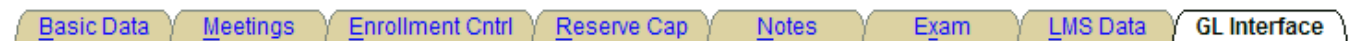
Palomar is not currently utilizing this functionality; data entry is not required for this page.

LMS



Palomar is not currently utilizing this functionality; data entry is not required for this page.

G/L INTERFACE



Palomar is not currently utilizing this functionality; data entry is not required for this page.

Class Associations

When adding a new class association value to a scheduled class, and you want to make changes to the class association data that the system extracts from the course catalog, changes must be made on the Class Associations component.

[Home](#) > [Curriculum Management](#) > [Schedule of Classes](#)> [Adjust Class Associations](#)

Before navigating to the Adjust Class Associations page, you will need to know the Session and the Class Association Number of the class for which you need to check/correct the unit value. This information can be found on the Basic Data page of Maintain Schedule of Classes.

To search for a particular Class Association type in the Term, Subject, and Catalog number on the page shown below and click on Search button. A list of the classes by session will be listed; select the session you wish to look at by clicking on it.

Adjust Class Associations

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: = PALMR

Term: = 2077

Subject Area: = ENG

Catalog Nbr: begins with 100

Academic Career: = ▼

Session: = ▼

Course ID: begins with ▼

Course Offering Nbr: = ▼

Description: begins with ▼

Case Sensitive

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

Search Results

View All First 1-4 of 4 Last


Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Session	Course ID	Course Offering Nbr	Description
PALMR	2077	ENG	100	Credit	FT-1st 8wk	001757	1	ENGLISH COMPOSITION
PALMR	2077	ENG	100	Credit	FT-2nd 8wk	001757	1	ENGLISH COMPOSITION
PALMR	2077	ENG	100	Credit	Full-Semst	001757	1	ENGLISH COMPOSITION
PALMR	2077	ENG	100	Credit	GEN	001757	1	ENGLISH COMPOSITION

Unit Value

Unit values are not viewable in the class schedule pages but are maintained in Adjust Class Associations and are printed on the Schedule Information Sheet. This field impacts student registration, student fees, and transcripts. Should this field contain incorrect data, students may be charged inappropriate fees for and/or receive credit for the wrong number of units for completing the course. Correcting this field after registration begins has tremendous impact on the Admissions and Records Office as well as Instructional Services staff.

Unit Value is the number of credit units for which the class is offered. A class can only be offered for the specific unit value approved by the Curriculum Committee. Refer to the college catalog to verify unit values for your courses.

- When building topics classes, please refer to the “hours required per unit” chart. The chart can be found under the Hours Required per Unit link on Instructional Services web site.


 Please note: When building classes in PeopleSoft, verify the unit value on the Adjust Class Associations page for **ALL variable** unit classes or non-credit classes with variable hours. The minimum and maximum units fields must contain the same number. Failure to do so will impact student registration, fees & tuition calculation, student transcripts, and state reporting.

Minimum/Maximum Units


[Home](#) > [Curriculum Management](#) > [Schedule of Classes](#)> [Adjust Class Associations](#)

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

The minimum/maximum units are set on the first tab or page of the Adjust Class Associations component. If the class is to be offered for 1.0 unit, make sure that the Minimum and the Maximum units are both set to 1.0 unit. The minimum/maximum unit field **must** be verified for any course in the catalog that is offered for variable units. The unit value of each class is directly related to these fields.

 All ROP and AP (Apprenticeship) courses must have the Billing Factor changed to .001

Class Associations		Class Components		Class Requisites	
Course ID:	001757	Course Offering Nbr:	1		
Academic Institution:	Palomar College		Credit		
Term:	2007 Fall	Subject Area:	ENG	English	
Catalog Nbr:	100	Session:	FT1	ENGLISH COMPOSITION	
				Fast Track - First 8 Weeks	Class Roll

Class Associations		Find View All	First 1 of 2 Last
Associated Class:	4		
Minimum Units:	<input type="text" value="4.00"/>	Maximum Units:	<input type="text" value="4.00"/>
Academic Progress Units:	<input type="text" value="4.00"/>	FA Units:	<input type="text" value="4.00"/>
Course Count:	<input type="text" value="1.00"/>	Course Contact Hours:	<input type="text" value="4.00"/>
Billing Factor:	<input type="text" value="1.000"/>	*Instructor Edit:	<input type="text" value="No Choice"/>
Tuition Group:	<input type="text" value=""/> 		
<input type="checkbox"/> Use Blind Grading			

If a component which exists in Adjust Class Associations has not been scheduled in Maintain Schedule of Classes, the following warning message will be displayed. It must then be determined whether that particular class is scheduled correctly or if Adjust Class Associations needs to be updated by deleting the extra component.

Palomar College
<p>Home > Manage Student Records > Establish Courses > Use > Class Associations</p> <p>Warning -- Required Component: LAB has not been scheduled for Associated Class: 65. (14620,36)</p> <p>Schedule at least one Class Section for every Required Component for this Course.</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p>

The Graded, Primary, and Course component fields should all reflect the component being offered at the class schedule level. If both components are being offered (you have two class numbers) the LEC is the enroll component on the Basic Data page, both Graded and Primary

should reflect LEC at the Class Association level, and both LEC and LAB should appear under Course Components. See the following CSIS 120 example.

The following screen shot is an example of a **single component** course:
PLS 197 (LEC, topics course)

Class Associations		Class Components		Class Requisites	
Course ID:	002403	Course Offering Nbr:	1		
Academic Institution:	Palomar College				
Term:	2006 Fall	Credit			
Subject Area:	PLS	Paralegal Studies			
Catalog Nbr:	197	PARALEGAL STUDIES TOPICS			
Session:	FUL	Full-Semester			

Class Association Components						Find View All	First	1 of 1	Last
Associated Class:	50								
*Grading Basis:	ANC	ABC/NC Grading							
Graded Component:	Lecture					*Grade Roster Print:	Component		
Requirement Designation:						Primary Component:	LEC		

Class Components						Customize Find View All	First	1 of 1	Last
*Course Component	Contact	Optional	*Final Exam	Auto Create					
Lecture	2.000	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>					

The following screen shot is an example of a **multiple component** course:
CSCI 171 (2 hr Lecture - 2 hrs Lecture/Laboratory)

Class Associations		Class Components		Class Requisites	
Course ID:	029738	Course Offering Nbr:	1		
Academic Institution:	Palomar College				
Term:	2008 Fall	Credit			
Subject Area:	CSCI	CSIS - Computer Science			
Catalog Nbr:	171	MAC OS APPLESCRIPTING			
Session:	FUL	Full-Semester			

Class Association Components						Find View All	First	1 of 1	Last
Associated Class:	1								
*Grading Basis:	ANC	ABC/NC Grading							
Graded Component:	Lecture					*Grade Roster Print:	Component		
Requirement Designation:						Primary Component:	LEC		

Class Components						Customize Find View All	First	1-2 of 2	Last
*Course Component	Contact	Optional	*Final Exam	Auto Create					
L/L	2.000	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>					
Lecture	2.000	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>					

Grading Basis

[Home](#) > [Curriculum Management](#) > [Schedule of Classes](#)> [Adjust Class Associations](#)

[Class Associations](#)

[Class Components](#)

[Class Requisites](#)

The grading basis is used to identify the type of grading to be used for a class. Grading Basis comes from the curriculum. Do not change. The codes and their definitions are as follows:

Grading Basis Code	Description	Definition
ANC	ABC/NC	Credit course taken for either a letter grade or credit/no credit. This grading code is used in the majority of classes. In order for students to receive the credit/no credit grading, they need to apply for it by a deadline determined by the Admissions Office.
PNP	Pass/No Pass	Credit course taken for Pass/No Pass credit only. This designation is printed in the course description of the college catalog. Effective Fall 2009, PNP replaces CNC – Credit/No Credit.
GRD	Graded	Credit course taken for a letter grade only and can not be taken for credit/no credit. This is printed in the course description of the college catalog.
NON	Non-Graded	Non-graded component; attached to the non-enroll component of multiple component classes.
NOG	Not Graded	No grade associated; attached to zero unit classes such as noncredit.

Building the Class Schedule

To build a new semester's class schedule, Instructional Services electronically rolls (copies) the class schedule from the previous equivalent term into the new term (Fall to Fall; Spring to Spring; Summer to Summer). You will be notified once the new semester's information has been rolled. Departments may then print their respective Schedule Information Sheets to serve as templates on which changes to offerings or assignments are recorded and submitted.

Pages Used to Schedule a Class

Page Name	Navigation	Usage
Basic Data	<ul style="list-style-type: none"> • Curriculum Management, Schedule of Classes, Schedule New Course, Basic Data • Curriculum Management, Schedule of Classes, Maintain Schedule of Classes, Basic Data 	Define sections, add specific class fees, topics, attributes, and designate a course administrator.
Meetings	<ul style="list-style-type: none"> • Curriculum Management, Schedule of Classes, Schedule New Course, Meetings • Curriculum Management, Schedule of Classes, Maintain Schedule of Classes, Meetings • Curriculum Management, Schedule of Classes, Schedule Class Meetings 	Define class meeting patterns and facilities, link instructors to classes, assign instructor workload values, and specify room characteristics.
Instructor Contact Hours	Click the Contact Hours link on the Meetings page.	Review total course contact hours, weeks of instruction, and other contact hours information.
Combined Section Detail	If available, click the Combined Sections link on the Meetings page.	Review all of the classes in the combined section
Enrollment Cntrl (enrollment control)	<ul style="list-style-type: none"> • Curriculum Management, Schedule of Classes, Schedule New Course, Reserve Cap • Curriculum Management, Schedule of Classes, Maintain Schedule of Classes, Reserve Cap 	Set enrollment limits and capacity requirements, and to identify sections for which you want the system to auto enroll students.
Reserve Cap (reserve capacity)	<ul style="list-style-type: none"> • Curriculum Management, Schedule of Classes, Schedule New Course, Reserve Cap • Curriculum Management, Schedule of Classes, Maintain Schedule of Classes, Reserve Cap 	Assign reserve capacities for class sections. You can define any number of reserve capacity groups for a class. Reserve capacities are defined through the Enrollment Requirement Group component. When a student enrollment request is processed, the system automatically searches through the reserve capacities in sequential order and places the student in the first group with an available spot for which the student qualifies based on the reserve capacity group rules.
Notes	<ul style="list-style-type: none"> • Curriculum Management, Schedule of Classes, Schedule New Course , 	Link existing class notes or free-

Page Name	Navigation	Usage
	<ul style="list-style-type: none"> Notes Curriculum Management, Schedule of Classes, Maintain Schedule of Classes , Notes 	form text notes to class sections.
Exam	<ul style="list-style-type: none"> Curriculum Management, Schedule of Classes, Schedule New Course , Exam Curriculum Management, Schedule of Classes, Maintain Schedule of Classes , Exam 	Manually schedule final exams for class sections.
GL Interface	<ul style="list-style-type: none"> Curriculum Management, Schedule of Classes, Schedule New Course , GL Interface Curriculum Management, Schedule of Classes, Maintain Schedule of Classes , GL Interface 	Map class section fees as item types to their proper General Ledger Accounts. The system generates charges to the student's account based on the class and course code you define in this component and offsets these charges based on the General Ledger you define in this page. Your office needs to coordinate the information on this page with your controller's office.

Schedule Information Sheets

The Schedule Information Sheets (SIS) serve two purposes:

1. To submit information about each class section offered in the Class Schedule.
2. To submit the information that generates instructor pay.

Use a Blank Schedule Information Sheet to create a new class section. The form can be found on the Instructional Services web site. Because the form is in .PDF format it can be copied to your desktop for direct data input and printing.

Open the Palomar College web page:

www.palomar.edu \Staff\Instruction Office\Class Scheduling Information

or, go direct to:

<http://www.palomar.edu/instruction/Class%20Schedule/1schedule.htm>

A SIS can be printed for an existing class from PeopleSoft using the following navigation:

The screenshot shows a navigation menu with the following items: "Main Menu > Palomar Reports > Instruction Services > Setup Data" (highlighted in blue) and "PAL SIS Sched Info Sheet" (highlighted in green).

⚠ Please use red ink on the SIS to identify changes. If a class exists in a semester but the department does not intend to offer that class, a SIS must still be submitted indicating that the class is to be canceled

The date printed in the upper left-hand corner of the SIS reflects the date the SIS was generated. This field has NO effect on actual schedule data.

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