

quick tips

ADDING A NEW CLASS

A) If you want to add a new class for a course in a particular term and classes for that course already exist in that term, navigate to **Maintain Schedule of Classes** to add the new class.

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

Enter Term and Subject Area to see all courses being offered in that term. Click on the course you want to add a new class to.

In the Basic Data panel click  to create a new class.

-- OR --

B) If you want to add a new class for a course in a particular term and no classes for that course exist in that term, navigate to **Schedule New Course**.

[Home](#) > [Curriculum Management](#) > [Schedule of Classes](#) > **Schedule New Course**

Enter Term and Subject Area to see all courses in that subject. Click on the course you want to add.

Fill in information as follows:

BASIC DATA

Session: Determines parameters for beginning and end dates of each class. Once registration has begun, the Session **cannot** be changed.

Class Section: Class Sections must be unique; there can be no duplication within a catalog number within a discipline; Class Sections can be changed once a Class Number has been assigned; *however, upon doing so, orphans will be created.*

Use:

1-49; 100-149 for DAY classes (start time prior to 4:30 p.m.)

50-96; 150-199 for NIGHT classes (start time 4:30 p.m. or later)

Start/End Dates: These dates are populated by default from the session start and end dates. When selecting a session for a class, the session dates default for the class. For all FUL session classes, the class dates will be the first date of the semester to the last date of the semester. For all *other* sessions and in summer, the start and end dates **must** exactly match the days the class meets.

Component: LEC, LAB, or CLN

Always refer to the college catalog.

Straight lecture classes will use the LEC component.

Straight lab classes will use the LAB component.

Specific lecture-laboratory classes (ex: 2 hours lecture-3 hours lab) will have a Class Number for the lecture hours using the LEC component and will also have a Class Number for the laboratory hours using the LAB component.

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

Class Type: Enroll or Non-Enroll. Only specific lecture-lab classes will have a non-enroll component.

Associated Class: Associated class numbers link the class sections that constitute a single course offering.

Campus/Location: Seven campuses and specific locations that correspond to each campus. For a complete list of locations and their corresponding campus codes, please refer to the Off-Campus Locations list located on the Instructional Services Class Scheduling Information web site.

Course Administrator: Palomar is not currently utilizing this functionality.

Academic Organization: Department name—**NOT** the discipline. (Ex: MATHDEPT)

Holiday Schedule: Palomar is not currently utilizing this functionality.

Instruction Mode: The instruction mode indicates how the class will be taught. For example, CHDV 100 may be taught as a Video class. The Instruction Mode selected would be 63. If the class is a lecture class and were being taught in the classroom, 02 would be selected.

Primary Instr 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.

Student Specific Permissions: Palomar is not currently utilizing this functionality


Include in Dynamic Date Calc: This must be checked for any classes held in the GEN, OPN and INT sessions.

Dynamic Date Calc Required: This field is maintained by PeopleSoft. Data entry is not required.

Generate Class Meeting Attendance: If GCMA is “**on**”, the Attribute of ACCT **must** = P or E. Turn off check box to indicate that you do not want the system to generate attendance rosters for this class.

Sync Attendance with Class Mtg: This field is maintained by PeopleSoft. Data entry is not required.

GL Interface Required: Palomar is not currently utilizing this functionality.

Course Topic ID: When entering new topics classes into PeopleSoft, the specific topic can be selected by clicking . If the topic ID does not exist, the SIS along with the signed topics form will need to be submitted to Instructional Services in order to have the new topic ID added to the course.

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.

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

Course Attribute Values for ACCT:


W = weekly hours

D = daily hours

P = positive attendance

E = positive attendance, open entry


O = other (Credit by Exam and some AVIA classes)

If you are offering a distance education course, fast-track, or weekend class, additional attributes and attribute values are required. Click  to add rows. They are as follows:

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

MEETINGS

Facility ID: Room number or the location where the class meets.

Pat: The day(s) of the week the class is scheduled to meet. Additional patterns may be added to accommodate classes with multiple meetings. Click  to add new meeting pattern.

Mtg Start: Time of day the class begins (be attentive to AM and PM).


Mtg End: Time of day the class ends (be attentive to AM and PM).

Topic ID: Palomar is not currently utilizing this functionality. Do **not** enter a topic ID here.

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

Print Topic on Transcript: Instructional Services is not currently utilizing this functionality. Do not touch this field!

TTL HRS/TBA: Must click on button to enter the Total Class Hours (total instructional hours). Only classes with **both** schedule *and* arranged hours require entry in the Weekly Census TBA or Daily Census/Positive Attendance TBA fields.

ID: Insert faculty EMPLID. Multiple instructors may be added by clicking . If you have an instructor with a split assignment (40% CRC & 60% OVL) you would enter both assignments on the Detail panel. If an instructor is unknown, leave the EMPLID blank.

Instructor Role: Palomar College will use Primary Instr or Sec Instr. If multiple instructors are assigned to a class, only **ONE** can be the primary instructor (PI). Mark the rest as secondary instructor (SI). Having more than one primary creates major difficulties for Admissions and Records.


Print: When a class has multiple instructors, only one instructor, the primary instructor, will have Print turned “**on**”. A secondary instructor may have the print turned on also; however, for other instructors assigned this field must be turned “**off**”.

Access: Palomar is not currently utilizing this functionality. Defaults to *Grade*.


Contact: Reflects the number of hours the instructor meets with the class. This field may only have a number in it, **if** there is an instructor listed.

Room Characteristic: Palomar is not currently utilizing this functionality.

CLASS INSTRUCTOR DETAIL

Assignment Type: H=Hourly, CRC=Contract, etc. Use  for options.

Start/End Dates: Actual dates of 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: Job code that corresponds with assignment type and account code. Use  for options.

Assignment %: Percentage of actual hours being taught by instructor. Usually 100%.

Instructor Hrs per Assignment: Instructor hours per assignment. **Do not round.**

% FTE: Reflects the percentage of an instructor’s full-time load. Use the Quick Hours Calculator on the Instructional Services Class Scheduling Information web site.

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

Comments/Effective Date/Status: This field is for use by Instructional Services only.

ENROLLMENT CNTRL

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

Add Consent: System default is set to **No Consent** which is 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.). All Dept Cnsnt classes must have Dept. Chair/Director/Dean approval.

Drop Consent: Palomar is not currently utilizing this functionality.

1st and 2nd Auto Enroll Section: Should be left blank unless the class is a specific lecture and lab class. In this case, the LEC component should show the corresponding LAB component's section number in the 1st Auto Enroll field.

Resection to Section: Palomar is not currently utilizing this functionality.

Auto Enroll from Wait List: Palomar is not currently utilizing this functionality.

Requested Room Capacity: Palomar is not currently utilizing this functionality.

Enrollment Capacity: Enter class limit

Wait List Capacity: Enter wait list limit

Minimum Enrollment Nbr: Palomar is not currently utilizing this functionality.



Cancel if Student Enrolled: This field is for use by Instructional Services only.

Combined Section: 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.

RESERVE CAP

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


NOTES

Sequence Number: Each note will have a sequence number. If additional notes are required, click . If an existing note needs to be deleted, click .

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

Even if Class Not in Schedule: Palomar is not currently utilizing this functionality.

Note Nbr: Select a note number by clicking  to reference a canned note.

Free Format Text: If a canned note number is not preferred, a note may be typed into this field. You cannot have both a "canned" note number and free format note on the same sequence. You must first click  to insert a new sequence number and enter the second note.

EXAM

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

LMS Data

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

GL INTERFACE

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