

## quick tips

### Curriculum Component changes

Curriculum changes occur in the fall semester. Correcting the Method of Instruction and unit value is required at the time of entry.



Details of all program and course proposals can be viewed at:







<http://www.curricUNET.com/palomar>

Three steps are necessary to complete the modification of the course. Example: AT 125 (see page 4)

#### 1. Pull up Adjust Class Associations

Main Menu>Curriculum Management>Schedule of Classes>Adjust Class Associations

- Under Class Components, you will hit the   (plus key) twice to add lecture and a laboratory component. Contact hours should reflect the new catalog hours. Save

*Course Component	Contact	Optional	*Final Exam	Auto Create
L/L	6.000	<input type="checkbox"/>	No	<input type="checkbox"/>  
Lecture	1.500	<input type="checkbox"/>	Yes	<input type="checkbox"/>  
Laboratory	4.500	<input type="checkbox"/>	No	<input type="checkbox"/>  

If catalog change is only a single component, you will add just that single component—LEC or LAB.

- Ignore the error message and press okay and save.

Warning – Required Component: LEC has not been scheduled for Associated Class: 1. (14620,36)  
Schedule at least one Class Section for every Required Component for this Course.

#### 2. Pull up Maintain Schedule of Classes

Main Menu>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes

- On the Basic Data panel, click on the magnifying glass to open field for Component

Term: 2011 Fall  
Subject Area: AT  
Catalog Nbr: 125

**Class Sections**

\*Session: FUL Full-Semester  
\*Class Section: 1  
\*Component: L/L Lecture/Laboratory

**Search Results**  
View All First 1-3

**Course Component**

L/L  
Laboratory  
Lecture

Click on Lecture

Subject Area: AT  
Catalog Nbr: 125

**Class Sections**

\*Session: FUL Full-Semester  
\*Class Section: 1  
\*Component: LEC Lecture

On the same Basic Data panel, click on Instruction Mode and correct to 02 (lecture)

Subject Area:	AT
Catalog Nbr:	125
<b>Class Sections</b>	
*Session:	FUL Full-Semester
*Class Section:	1
*Component:	LEC Lecture
*Class Type:	Enrollment
*Associated Class:	1
*Campus:	MAIN Main
*Location:	SAN MARCOS San M
Course Administrator:	
*Academic Organization:	TRADEIND Trade
Academic Group:	I Occup
*Holiday Schedule:	HLS Acade
*Instruction Mode:	04 04-La
Primary Instr Section:	1

**Search Results**

View All First 1-15 of 15 Last

Instruction Mode	Description
<a href="#">02</a>	<a href="#">02-Lecture</a>
<a href="#">04</a>	<a href="#">04-Laboratory</a>
<a href="#">11</a>	<a href="#">11-Tutoring</a>

Term:	2011 Fall
Subject Area:	AT
Catalog Nbr:	125
<b>Class Sections</b>	
*Session:	FUL Full-Semester
*Class Section:	1
*Component:	LEC Lecture
*Class Type:	Enrollment
*Associated Class:	1
*Campus:	MAIN Main
*Location:	SAN MARCOS San Marcos
Course Administrator:	
*Academic Organization:	TRADEIND Trade & Ind
Academic Group:	I Occupation
*Holiday Schedule:	HLS Academic P
*Instruction Mode:	02 02-Lecture

If this class is a full semester, you could save. If your class is in a **different** session, you would need to go to the Meetings panel and *adjust the dates* before saving. AT 125 is now a two component course. You would need to create a new class with the LAB component. If it is an auto enrolled class, you would have to number your class section and associated class accordingly. Don't forget to auto enroll the class on the lecture portion, under Enrollment Cntrl if need be.

Term:	2011 Fall	Credit
Subject Area:	AT	Automotive Technol
Catalog Nbr:	125	AUTOMOTIVE MACH

**Class Sections**

*Session:	FUL	Full-Semester	Class Nbr
*Class Section:	2		*Start/En
*Component:	LAB	Laboratory	Event ID:
*Class Type:	Non-Enroll		
*Associated Class:	1		
*Campus:	MAIN	Main	
*Location:	SAN MARCOS	San Marcos Campus	
Course Administrator:			
*Academic Organization:	TRADEIND	Trade & Industry Department	
Academic Group:	I	Occupational Education	
*Holiday Schedule:	HLS	Academic Holiday Schedule	
*Instruction Mode:	04	04-Laboratory	

3. Pull up Adjust Class Associations

Main Menu>Curriculum Management>Schedule of Classes>Adjust Class Associations

a. Verify unit value Do not touch anything else on this panel.

Term:	2011 Fall	Credit
Subject Area:	AT	Automotive Technology
Catalog Nbr:	125	AUTOMOTIVE MACHINING
Session:	FUL	Full-Semester

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

Associated Class:	1		
Minimum Units:	3.00	Maximum Units:	3.00
Academic Progress Units:	3.00	FA Units:	3.00
Course Count:	1.00	Course Contact Hours:	6.00
Billing Factor:	1.000	*Instructor Edit:	No Choice
Tuition Group:			

b. Under Class Components, correct the Graded Component and Primary Component.

i. If catalog change was only a single component, you will just show one single component—LEC or LAB.

c. Minus the L/L class component and save.

Term:	2011 Fall	Credit
Subject Area:	AT	Automotive Technology
Catalog Nbr:	125	AUTOMOTIVE MACHINING
Session:	FUL	Full-Semester

**Class Association Components** Find | View All First 1 of 1

Associated Class:	1	
*Grading Basis:	ANC	ABC/PNP 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
Laboratory	4.500	<input type="checkbox"/>	No	<input type="checkbox"/>
Lecture	1.500	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>

AT 125 method of instruction needs to be corrected for Fall 2011.

Example: Catalog Information (2010-2011)

Course ID: 001325

Find | View All First 2 of 2

\*Effective Date: 08/01/2004 \*Status: Active Course Offering 1 of 1

\*Description: AUTOMOTIVE MACHINING AT 125

Long Course Title: AUTOMOTIVE MACHINING

Long Description: 6 hours lecture/laboratory (3)

Example: Adjust Class Associations (Components)

Class Associations Class Components Class Requisites

Course ID: 001325 Course Offering Nbr: 1

Academic Institution: Palomar College

Term: 2011 Fall Credit

Subject Area: AT Automotive Technology

Catalog Nbr: 125 AUTOMOTIVE MACHINING

Session: FUL Full-Semester

Class Association Components Find | View All First 1 of 1 Last

Associated Class: 1

\*Grading Basis: ANC ABC/PNP Grading

Graded Component: L/L \*Grade Roster Print: Component

Requirement Designation: Primary Component: L/L

Class Components Customize | Find | View All First 1 of 1 Last

*Course Component	Contact	Optional	*Final Exam	Auto Create
L/L	6.000	<input type="checkbox"/>	Yes	<input type="checkbox"/>

Example: Adjust Class Associations (Units)

Class Associations Class Components Class Requisites

Course ID: 001325 Course Offering Nbr: 1

Academic Institution: Palomar College

Term: 2011 Fall Credit

Subject Area: AT Automotive Technology

Catalog Nbr: 125 AUTOMOTIVE MACHINING

Session: FUL Full-Semester

Class Roll

Class Associations Find | View All First 1 of 1 Last

Associated Class: 1

Minimum Units: 3.00 Maximum Units: 3.00

Example: Catalog Information (2011-2012):

Course ID: 001325

Find | View All First 1 of 9

\*Effective Date: 08/01/2011 \*Status: Active Course Offering 1 of 1

\*Description: AUTOMOTIVE MACHINING AT 125

Long Course Title: AUTOMOTIVE MACHINING

Long Description: 1.5 hours lecture - 4.5 hours laboratory (3)

Unit value remained the same.  
Method of instruction was modified.