





quick tips

Schedule Build Glossary

Terminology	Description																
<p>Associated Class</p>	<p>Class association numbers link all class sections that constitute a single offering – multiple component courses can be linked (associated) together via the Associated Class field.</p> <p>Basic Data Meetings Enrollment Cntrl Reserve Cap Notes</p> <p>Linking a course with LEC & L/L hours via the Associated Class:</p> <table border="1" data-bbox="431 569 927 688"> <tr> <td>'Class Section:</td> <td><input type="text" value="1"/></td> <td>(LEC)</td> </tr> <tr> <td>'Associated Class:</td> <td><input type="text" value="1"/></td> <td>(LEC)</td> </tr> </table> <table border="1" data-bbox="1016 569 1523 688"> <tr> <td>'Class Section:</td> <td><input type="text" value="2"/></td> <td>(L/L)</td> </tr> <tr> <td>'Associated Class:</td> <td><input type="text" value="1"/></td> <td>(LEC)</td> </tr> </table> <p>For single component classes, the associated class will always be the same as the class section number.</p> <table border="1" data-bbox="431 779 914 898"> <tr> <td>'Class Section:</td> <td><input type="text" value="1"/></td> </tr> <tr> <td>'Associated Class:</td> <td><input type="text" value="1"/></td> </tr> </table> <p>For more detail, refer to the Class Scheduling Handbook.</p>	'Class Section:	<input type="text" value="1"/>	(LEC)	'Associated Class:	<input type="text" value="1"/>	(LEC)	'Class Section:	<input type="text" value="2"/>	(L/L)	'Associated Class:	<input type="text" value="1"/>	(LEC)	'Class Section:	<input type="text" value="1"/>	'Associated Class:	<input type="text" value="1"/>
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<p>Attributes</p>	<p>A number of codes and values assigned at both the catalog and class levels that are used to facilitate the reporting of MIS data to the Chancellor's Office.</p> <p>Basic Data Meetings Enrollment Cntrl Reserve Cap Notes</p> <p> Every class must have an attribute of ACCT with the appropriate value. The ACCT attribute drives funding calculations for the college. A missing or inappropriate ACCT value could result in unaccounted WSCH or student enrollments and negatively affect State funding.</p> <p>Example:</p> <table border="1" data-bbox="431 1350 1406 1518"> <thead> <tr> <th colspan="2">Class Attributes</th> </tr> <tr> <th>'Course Attribute</th> <th>'Course Attribute Value</th> </tr> </thead> <tbody> <tr> <td>ACCT <input type="text" value="XB01"/> Section Accounting Method</td> <td>D <input type="text" value=""/> Daily Census</td> </tr> </tbody> </table> <p>For more details, refer to the Class Scheduling Handbook.</p>	Class Attributes		'Course Attribute	'Course Attribute Value	ACCT <input type="text" value="XB01"/> Section Accounting Method	D <input type="text" value=""/> Daily Census										
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ACCT <input type="text" value="XB01"/> Section Accounting Method	D <input type="text" value=""/> Daily Census																
<p>Auto Enroll</p>	<p>Auto Enroll is a PS8 feature to automatically enroll students into the <i>non-enroll</i> component of a multiple component course.</p> <p>Basic Data Meetings Enrollment Cntrl Reserve Cap Notes</p> <p>Enrollment Control</p> <p>1st Auto Enroll Section: <input type="text" value="2"/> ← (Non-enroll section #)</p> <p>2nd Auto Enroll Section: <input type="text" value=""/> ← (Used for NURS classes only)</p>																

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	<p>There are 3 criteria to qualify as an auto enroll component:</p> <ol style="list-style-type: none"> 1. Must be a different component than the Enroll section; 2. must be a non-enroll component within a group of associated classes; and 3. Must be referenced in the setup of the enrollment section: <ol style="list-style-type: none"> a. 1st Auto Enroll Section b. 2nd Auto Enroll Section (NURS only) <p>For more details, visit the Instruction Office web site: http://www.palomar.edu/instruction/inputs</p>
Breadcrumbs	<p>A string of menu links that represent the navigation used to get to the current page. Breadcrumbs are most useful to help you retrace your steps.</p> <p>Home > Manage Student Records > Establish Courses > Use > Schedule of Classes</p> <p>Located towards the top left corner of the web page.</p>
Cache	<p>A temporary electronic storage area for web pages that generally helps to speed your return to a previously used page.</p> <p>Clear cache often. This simple step can reduce display errors and improve performance.</p> <p>For more details, visit the Instruction Office web site: http://www.palomar.edu/instruction/ PeopleSoft 8\Reference Materials\PS 8 Navigation</p>
Class Instructor Detail	<p> The Detail button is located under the Meetings tab. This information is key to the accurate pay and reporting of instructor assignment type and workload information. This data will appear in the Payroll Notice Status Report and in the Notice of Hourly Assignments.</p> <p><input type="text" value="0042xxxx"/>  Instructor Name Prim In: <input type="button" value="v"/> <input checked="" type="checkbox"/> <input type="button" value="v"/> 32 Detail</p> <p>For more detail, refer to the Class Scheduling Handbook.</p>
Class Type	<p><input type="button" value="Basic Data"/> <input checked="" type="button" value="Meetings"/> <input type="button" value="Enrollment Cntrl"/> <input type="button" value="Reserve Cap"/> <input type="button" value="Notes"/></p> <p>Enroll: The class is open for manual enrollment; all classes will have an Enrollment class type. *Class Type: <input type="button" value="Enrollment"/></p> <p>Non-enroll: System-driven enrollment for multiple component classes. Only multiple component courses can have a class type of non-enroll. *Class Type: <input type="button" value="Non-Enroll"/></p> <p> A class type of non-enroll DOES NOT prevent enrollment.</p>


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Combined Classes	<p>Two distinct courses taught as a single class:</p> <ul style="list-style-type: none"> • Example: ASL 205L/ASL 206L • Same session • Same facility • Same meeting time • Same meeting pattern • One grade roster • Shared Combined Section ID <p>Enrollment can be controlled at the individual class level, or at the combined section level.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a69bd; color: white;"> <th colspan="7">Combined Sections</th> <th style="text-align: right;">Find</th> <th style="text-align: right;">1-2 of 2</th> </tr> <tr style="background-color: #e6e6e6;"> <th>Subject</th> <th>Catalog</th> <th>Section</th> <th>Class Nbr</th> <th>Description</th> <th>Status</th> <th>Enrl Tot</th> <th>Wait Tot</th> </tr> </thead> <tbody> <tr> <td>ASL</td> <td>205L</td> <td>1</td> <td>71165</td> <td>AMERICAN SIGN LANGUAGE III LAB</td> <td>Open</td> <td>0</td> <td>0</td> </tr> <tr> <td>ASL</td> <td>206L</td> <td>1</td> <td>71166</td> <td>AMERICAN SIGN LANGUAGE IV LAB</td> <td>Open</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>For more details, visit the Instruction Office web site: http://www.palomar.edu/instruction/</p>	Combined Sections							Find	1-2 of 2	Subject	Catalog	Section	Class Nbr	Description	Status	Enrl Tot	Wait Tot	ASL	205L	1	71165	AMERICAN SIGN LANGUAGE III LAB	Open	0	0	ASL	206L	1	71166	AMERICAN SIGN LANGUAGE IV LAB	Open	0	0
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Component	<p>A course offering is broken into components such as Lecture, Laboratory, or Lecture/Laboratory with each component requiring that a specific amount of hours be completed to pass the course.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Basic Data Meetings Enrollment Cntrl Reserve Cap Notes </div> <p>*Component: <input style="width: 40px;" type="text" value="LEC"/> <input type="button" value="🔍"/> Lecture</p> <p>One course offering can have multiple components; each component having it's own hours requirement.</p>																																	
Cross Listed Classes	<p>Courses with the same catalog information, but offered under multiple disciplines. Dually listed classes must be offered concurrently and must be combined. Example: FCS165/ HE 165 Fundamentals of Nutrition</p>																																	
Dynamic Dates	<p>A PS8 process that calculates milestone dates such as last date to enroll, or census date. Calculations are based upon term, session, and length of class and can be done in mass or for individual classes.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Basic Data Meetings Enrollment Cntrl Reserve Cap Notes </div> <p>The enroll section of a class will automatically be included in the Dynamic Date process based upon the term.</p> <p>For non-enroll sections, check the box under the Basic Data tab should be unchecked.</p> <p><input type="checkbox"/> Include in Dynamic Date Calc</p> <p>For more detail, refer to the Class Scheduling Handbook.</p>																																	



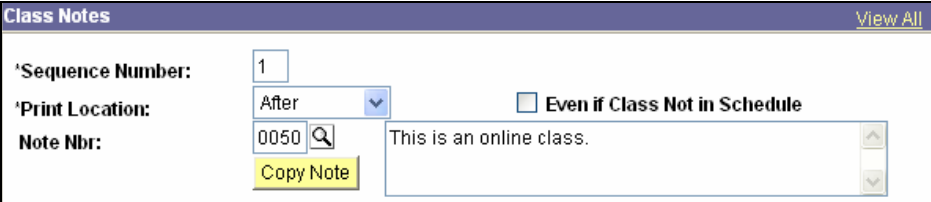

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<p>FTE Calculation</p>	<p>Full-Time Equivalent Faculty. 1.0 FTEF equals one full-time faculty position. Each class taught represents a % of a full-time workload as displayed in the Payroll Notice Status Report (PNSR). This information is also reported via the CCC MIS reporting process and directly impacts college funding.</p> <p style="text-align: center;"><u>Catalog Hours</u></p> <p>The calculation is: Full Time Load = FTE</p> <p>Located in the Instructor detail page.</p> <table border="1" data-bbox="428 569 1576 785"> <thead> <tr> <th>*Assignment Type</th> <th>*Start Date</th> <th>*End Date</th> <th>*Job Code</th> <th>*Assignment %</th> <th>Instructor Hrs per Assignment</th> <th>% of FTE</th> </tr> </thead> <tbody> <tr> <td>1 OVL</td> <td>06/21/2004</td> <td>08/16/2004</td> <td>020011</td> <td>100.0000</td> <td>32.00</td> <td>13.3330</td> </tr> </tbody> </table> <p>For more details, visit the Instruction Office web site: http://www.palomar.edu/instruction/ Class Scheduling Information\Class Schedule Forms\FTE Calculation</p>	*Assignment Type	*Start Date	*End Date	*Job Code	*Assignment %	Instructor Hrs per Assignment	% of FTE	1 OVL	06/21/2004	08/16/2004	020011	100.0000	32.00	13.3330												
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<p>Grade Basis</p>	<p>Maintained via the Class Associations page. The method of grading to be used for the class.</p> <p>*Grading Basis: <input type="text" value="ANC"/> ABC/NC Grading</p> <p> The grading basis MUST match that at the Catalog level as approved by the Curriculum Committee.</p>																										
<p>Meeting Pattern</p>	<p>A group of data that tells when, where, for how long, and how often a specific class will meet.</p> <p><input type="button" value="Basic Data"/> <input type="button" value="Meetings"/> <input type="button" value="Enrollment Cntrl"/> <input type="button" value="Reserve Cap"/> <input type="button" value="Notes"/></p> <p>Meeting pattern data includes: Facility ID [room] Meeting Pattern [day(s) of week] Start Time End Time Start Date End Date</p> <table border="1" data-bbox="428 1478 1576 1591"> <thead> <tr> <th>Facility ID</th> <th>Capacity</th> <th>Pat</th> <th>Mtg Start</th> <th>Mtg End</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> <th>*Start/End Date</th> </tr> </thead> <tbody> <tr> <td>Q-2</td> <td>40</td> <td>TTH</td> <td>12:30PM</td> <td>1:50PM</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>08/23/2004 - 12/18/2004</td> </tr> </tbody> </table> <p>Classes with varied meeting times, days, and/or rooms will have more than one meeting pattern.</p> <p>For more details, refer to the Class Scheduling Handbook.</p>	Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date	Q-2	40	TTH	12:30PM	1:50PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/23/2004 - 12/18/2004
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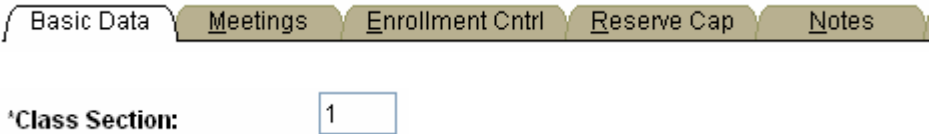
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Terminology	Description
Method of Instruction (MOI)	<p>AKA: Instruction Mode Defined by, and reported to, the California Community College Chancellor's Office, this code indicates how a class will be taught (i.e. LEC, LAB, etc.)</p>  <p>'Instruction Mode: 02 02-Lecture</p> <p>For more details, and restrictions on use refer to the Class Scheduling Handbook.</p>
Notes	<p>Special instructions or information printed in the Class Schedule.</p>  <p>Notes can be placed at:</p> <ul style="list-style-type: none"> • The subject level: "Advisor: J. Smith in the Business Department." • The course level: "Prerequisite: GC 140/R GC 140" • The class level: "This is an online class."  <p> For format requirements, visit the Instruction Office web site: http://www.palomar.edu/instruction/</p>
Orphans	<p>Bad data that can not be accessed using the normal PS8 pages.</p> <p>Most commonly occurs when deleting records in the parent table when there are matching records in the dependent child table. For example, deleting a class prior to deleting the <i>Class Instructor Detail</i> information will cause the data in the <i>Class Instructor Detail</i> table to become orphaned.</p> <p>Orphaned data must be removed; the Instruction Office will run an audit for this occurrence and delete any stranded data.</p>
Room Scheduling	<p>The assigning of individual classes to a specific room. There are two concepts and one document to be aware of:</p> <ul style="list-style-type: none"> • Room Restrictions: Rooms that can only accommodate a certain type of instruction – generally due to physical configuration. A room configured for chemistry lab would not be available for a graphics communication class. • Room Priority: Rooms that a single department has 1st right to assign by a





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	<p>specified date in the schedule build process. After that date, open rooms become available for other departments to use as needed (e.g. CHEM Dept has room priority for the CH building).</p> <ul style="list-style-type: none"> Classroom Contents & Specifications: A document listing classrooms at San Marcos or Escondido with department priority, room restrictions, and other useful information. <p>For more details, visit the Instruction Office web site: http://www.palomar.edu/instruction/ Class Scheduling Information\Class Schedule Forms\Classroom Contents and Specifications</p>
<p>Section Number</p>	<p>A unique number assigned manually to every class offering. Section numbers cannot be duplicated between subject/catalog combinations.</p>  <p>*Class Section: <input type="text" value="1"/></p> <p>There are specific section numbers for day and evening classes. Day classes (start prior to 4:30pm): 1-49; 100-149 Evening Classes (start @ 4:30 or later): 50-96; 150-199</p> <p>For more details, refer to the Class Scheduling Handbook.</p>
<p>Schedule Information Sheet (SIS)</p>	<p>The SIS helps to organize class specific information for data entry and data review. The purpose of the SIS is to assist with the development of a complete class schedule database including the job and payroll data for class instructors.</p> <p>For existing classes, SIS information can be printed directly out of PS8: Home > Palomar Reports > Instruction Services > Setup Data > PAL SIS Sched Info Sheet</p> <p>For new classes, blank SIS sheets can be found at the Instruction Office web site: http://www.palomar.edu/instruction/ Class Scheduling Information\PeopleSoft 8\PS8 Blank SIS</p> <p>For detailed information regarding the SIS data fields, refer to the Class Scheduling Handbook</p>
<p>Schedule Parameters</p>	<p>Guidelines established to assist in the fair and consistent scheduling of class sections.</p> <p>For more details, visit the Instruction Office web site: http://www.palomar.edu/instruction/ Class Scheduling Information\Class Schedule Forms\Scheduling Parameters</p>

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Short Term Class	<p>Any class that is not in the FUL term and has start and end dates less than those of the FUL term.</p> <p> When scheduling short term classes, be careful to use the EXACT START and END DATES of the CLASS for the start and end dates, NOT the term dates.</p>						
TBA Classes	<p>To Be Arranged. Classes that have all or a portion of meeting times unscheduled. Meeting pattern must = TBA.</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> Basic Data Meetings Enrollment Cntrl Reserve Cap Notes </div> <p>Classes with partial arranged hours:</p> <p>Click TBA to go to the TBA page. The cursor will default to the proper data field. Enter the value of the arranged hours as stated in the class note:</p> <ul style="list-style-type: none"> • Arrange 3 hours per week = 3.000 • Arrange 16 hours = 16.000 <p> Any class with arranged hours must have a numbered Class Note that clearly states the hours to be arranged.</p>						
Units <i>Minimum</i> <i>Maximum</i>	<p>The number of units of credit for which a class is offered. A class can only be offered for the specific unit value approved through the curriculum process.</p> <p> </p> <ul style="list-style-type: none"> • The unit value impacts student registration, fee assessment, and transcripts. • On the Class Associations page, the minimum units and the maximum units must be the same value. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="background-color: #4a7ebb; color: white; padding: 2px;">Class Associations View All First </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Associated Class:</td> <td style="text-align: center; padding: 2px;">1</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Minimum Units:</td> <td style="text-align: center; padding: 2px;"><input style="width: 40px;" type="text" value="3.00"/></td> <td style="padding: 2px;">Maximum Units: <input style="width: 40px;" type="text" value="3.00"/></td> </tr> </table> </div>	Associated Class:	1		Minimum Units:	<input style="width: 40px;" type="text" value="3.00"/>	Maximum Units: <input style="width: 40px;" type="text" value="3.00"/>
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