	Class Schedule Tips
Room Search	If it becomes necessary to change the room for a class **after** classroom assignments have been finalized for a term, departments are responsible for performing a room search to verify that the requested room is available. Navigation to the panel/page is: **Home, Manage Student Records, Establish Courses, Inquire, Search for Facility.**
Multiple Assigments	When multiple assignments (i.e. split assignment, sub assingment, or multiple instructors) need to be added to a class, use a SIS 2nd page (Excel document), which can be obtained in the Instruction Office web page.
Distance Learning	For distance learning classes, the instructor paid hours should be the minimum hours* the course requires. For example: 3 hours lecture = 48 hours total. *refer to course catalog
Off Campus Locations	To add a new location or make a change to an existing location, you must first contact Jody Hall, ext. 8101. For more information, refer to page 21 of the Schedule Handbook.
CRC/NOP assignments	As a reminder: it is not necessary to include the account number on SIS sheets or PNSR's for instructors who have a CRC or NOP assignment.
Class Cancellations	Once the class schedule has gone to print*, classes should be cancelled via email, using the official form. Directions on how to obtain this form can be found on the Instruction Office web page. *refer to Class schedule timelines
Combined Classes	When combining classes, make sure the following information is exactly the same for each class: session, days, times, dates, facility ID, instructor, contact hours, unit value and component.
Distance Learning	Distance Learning classes should have the begin/end dates of the designated session (i.e. FUL, FT1, FT2) not the dates of the orientation or seminars.
Instruction Mode	This is a reminder that classes with an Instruction Mode 20-89 **cannot** be Positive Attendance. This includes all Distance Learning classes.
Class Sessions	Once the class schedule has gone to print*, sessions cannot be changed, as it will adversely affect Admissions and payroll information. *refer to Class schedule timelines
Distance Learning	Departments offering Distance Learning classes that plan to use LL-104 or LL-109 for orientation meetings must reserve the labs with either Mike Arguello, ext. 2346 or Myrna Valencia, ext. 2656
Class Cancellations	When canceling classes via email, be sure to include the correct class number on the Subject line. Example: Cancel Class **#11111**
Final Proof	When submitting schedule proofs, always use the most current version of the Intranet to ensure accuracy of classes. This allows for quicker data entry.

	Class Schedule Tips
Class adds or changes	On every SIS that is submitted after the initial deadline for a semester, please date and write either "ADD" or "CHANGE" in the comment section of the SIS. This will ensure that your classes are addressed appropriately.
Class Enrollments	To save time, should you have numerous classes with enrollment changes, please submit them on a Subject Lookup report rather than on individual SIS sheets.
Account Codes	Please contact your division secretary when creating a brand new budget account number from which to pay faculty.
Department Disciplines	Most departments offer multiple disciplines within their department. For example Life Sciences offers BIOL, BOT, MA, MICR and ZOO. When submitting your schedule sheets to the Instruction Office to build a term, please keep schedule sheets together by discipline. This allows for quicker data entry.
Multiple SIS	Please staple, rather than paper clip, SIS together when the Class Number has multiple pages and/or the SIS has a topic workshop form included with it, for dually listed classes, and for Lec/Lab classes. If they are not stapled, often times, by the time they reach the Instruction Office they have become separated, and additional time is spent trying to link the sheets together.
Unstaffed Classes	Payroll data cannot be entered into PeopleSoft if an instructor has not yet been assigned to a class. Please hold off on submitting your SIS until after an instructor has been assigned
Canceled Classes	When the Instruction office creates new terms, we roll spring to spring, fall to fall, and summer to summer. Canceled classes DO NOT roll. If a class did not roll, because it was canceled in the previous term, a SIS will need to be created to add the class to the new term.
Class Changes	When submitting a Subject Lookup report with changes, and the changes are related to payroll, then the Schedule Information Sheet must also accompany the Subject Lookup report with the appropriate payroll changes. The Subject Lookup report does don't contain columns for Assignment Type, FTE, Account Code, etc., that is why the SIS must also be submitted with the Subject Lookup report.
Instructor Payroll information	Payroll information WILL remain, for payroll history, in the PeopleSoft schedule of classes, if it existed once the payroll process begins for each term. Please refer to the adjunct and overload payroll timeline to make this determination.
Room Switch	When swapping rooms, either within your department or with another department, BOTH Schedule Sheets with the room changes, MUST be submitted TOGETHER to the Instruction Office. If we receive the SIS individually and process the room change, the room change will reflect as a room conflict and the SIS will be returned to the department.

	Class Schedule Tips
Course minimum/max hours	Determining how to calculate minimum and maximum class hours. Minimum hours are based on 16 weeks. Take the CATALOG hours and multiply by 16 for minimum required hours. Maximum allowed hours are based on 18 weeks. Take the CATALOG hours and multiply by 18 for maximum allowed hours. Remember, to consider the CATALOG like your "bible" and use CATALOG hours rather than the "Hours Required Per Unit" chart. One exception to meeting minimum hours would be for full-semester length classes that are short hours due to holidays. According to the ED CODE, the hours missed due to a holiday do not need to be made-up for full-semester length classes
Class Changes	In order to better analyze the changes that are submitted to the Instruction Office on a SIS, it is imperative that the history of changes be reflected on the SIS rather than just printing out a new SIS upon which to make changes.
Class Cancellations	Be sure to include BOTH class numbers when canceling classes which require a LEC as well as a LAB component.
Topic Classes	When filling out a Topics/Workshop form, the numbers that should be input for the hours should be the numbers that you see on the Hours Required Per Unit chart, NOT the actual hours the class is scheduled to meet.
	A lunch break must be reflected on classes that meet 6 hours or more. This is typically one-day workshops but are not necessarily limited to this type of class. The break should be a minimum of 1/2 hour. This would require two meeting patterns on the SIS. The first entry might reflect, for example, 8:00 am to 11:50 am and the second entry might reflect 12:30 pm - 1:50 pm. The lunch break may NOT be indicated by using Class Notes.
Class adds or changes	If a change has been made in PeopleSoft and you have verified the change by navigating to the PeopleSoft panels or running reports, it is not necessary to submit a SIS reflecting that change in red to the Instruction Office. Simply make the appropriate change on your SIS in black ink and keep in your files. Submitting a change in red for something that already exists in PeopleSoft just creates additional work for Instruction Office, department, and division staff.
New Classes	Please check, either PeopleSoft Schedule of Classes (Go, Manage Student Records, Establish Courses Use, Schedule of Classes) or run a report (Subject Lookup or Active Sections report) to acquire the class number for a class that was submitted as an ADD on a SIS.
Instructor Assignments	Another way to look up an instructor's assignment besides running a PNSR is to look at the PAL Inst Assign by Instructor. Navigation is: Go, Manage Student Records, Establish Courses Inquire, PAL Inst Assign by Instructor Insert the ID for the instructor in question as well as the term you wish to review.

	Class Schedule Tips
Variable Unit Classes	Accuracy of unit values is critical in scheduling of classes. Not only are students charged incorrect fees, if unit values are incorrect, but a great deal of staff time is involved in order to correct the unit values. Unit values get attached to the student at the moment of registration. After the Instruction Office corrects the unit value, the Admissions office must then drop and re-enroll each student into the class so that the correct unit value is attached to the student and correct fees are charged. Even though the Instruction Office sends out reports for departments to check units values prior to registration, departments have access to Instructional reports in which unit values can be checked prior to registration.
Printing SIS	Printing Schedule Information Sheets To print only one SIS for a particular Class Number, input ONLY the TERM and Class NBR. To print SIS for an entire discipline (ex: all PSYC) enter only the Term and Subject. To print SIS for a particular Subject and Catalog Nbr. (ex: PSYC 100) enter Term, Subject Area, and Catalog Nbr.
Instructor Multiple Assignments	When multiple assignments need to be added to a class, you **must** use the SIS 2nd page Excel document. Schedule Sheets submitted with multiple assignments squeezed into the existing row will be returned to the department for correct submission. For Example, you have one instructor of record for a class who is initially assigned 100% contract pay. Later it is discovered that the assignment needs to be split 75% contract and 25% OVL. Make the correct adjustments on the existing contract assignment reducing it to 75% and using the SIS 2nd page Excel sheet, add the instructor again reflecting the 25% OVL assignment. assignment. This also includes substitute assignments.
Room Search	**Searching for a room (facility)** Navigation: Go, Manage Student Records, Establish Courses, Inquire, Search for a Facility, Facility Search Criteria. A window will appear called Update/Display All - Search for a Facility. Select SEARCH. You will then see The Facility Search Criteria panel. Fill in the appropriate data for From Date; Thru Date; Meeting Start Time; Meeting End Time; check "on" the day you require; select either AUD or LCTR for Facility Type; skip General Assignment; Room Capacity From and To input 1 - 65 for LCTR and 1 - 125 for AUD; skip Academic Organization and Facility Partition; input SAN MARCOS OR ESCONDIDO for the Location Code; click on Fetch Facilities icon. The results will be displayed on after a few moments.
Winter Intersession classes	Classes meeting in the month of January with an ending date BEFORE the first day of the Spring term, MUST be added to the FALL term and use the session of Intersession (INT).

	Class Schedule Tips
Combined Classes	**Combined Classes** To see combined enrollments in PeopleSoft, first navigate to the Enrollment Control panel in the Schedule of Classes (Home, Manage Student Records, Establish Courses, **Use**, Schedule of Classes, Class Enrollment Control) If a class is combined, you will see a number at the bottom right of the panel to the right of the **Sections Combined ID** field. Once the Combined ID is determined, navigate to the Sections Combined panel (Home, Manage Student Records, Establish Courses, **Use**, Sections Combined). Make sure the correct term is selected and insert the Combined ID you wish to see. Multiple rows may be returned with the same Combined ID #. Just select the Combined ID with session the combined classes are attached to. The panel will bring up the combined enrollment and combined wait limit as well as the Class Numbers that are combined with their respective enrollment/wait limits.
Room Schedule	Want to find out what meetings and/or classes are scheduled in a room on a particular day? Navigation: Home, Build Community, Events, Inquire, Campus Meeting Display. A Window will come up. Insert the room in question (ex: F-10); click SEARCH. Insert the month/day/year (9/25/05). Click on SEARCH button. A list will be appear showing all meetings and classes scheduled in that room for that day.
Class Roster	A class roster report cannot be generated without an instructor assigned to the class
Topic Classes	**Topic Classes**: A topic/Workshop form MUST be completed and submitted along with the SIS to the Instruction Office. And must be re-submitted each semester the topic is being offered. The Instruction Office is required by the State to have a Topic/Workshop form on file for every topic class being offered in the class schedule. These need to be submitted on pink paper for Spring; yellow paper for Fall; green paper for Summer.
Subject Notes	Subject Notes - the notes published in the Class Schedule following a subject header. Such notes include: advisors, orientation meeting information, and so forth.