quick *tips*
TBA: Data Entry

Data Fundamentals:

- TBA variations
    - Classes with 100% arranged hours
    - Classes with mixed hours (scheduled + arranged hours)
    - Variable unit classes with arranged hours

- Use the TTL HRS/TBA page (`TTL HRS/TBA`) to record arranged hours for only those classes that have _both_ scheduled *and* arranged hours (e.g. CINE 125)

⚠ Procedures:

- **TBA: 100% arranged hours (See EXAMPLE 1):**
    - Time and Day information for TBA classes is left blank. The Facility ID, Meeting Pattern (Pat), and Topic fields should be entered as appropriate.
        - ***Facility ID*** = enter the appropriate room.
        - ***Pat*** (Meeting Pattern) = TBA
    - ***Contact hours*** field within *Class Associations\Class Component* will contain the maximum hours for the class component as printed in the Catalog.
        - Fixed unit course, ***do not*** adjust the default catalog value. The class component contact hours will automatically be drawn from the catalog information.
        - Variable unit courses, please refer to the section on ***TBA: Variable-Unit Classes***.

quick *tips*

TBA: Data Entry

- **TBA: Mixed hours (See EXAMPLE 2 - scheduled hours + arranged hours):**
  - Appropriate meeting pattern information is entered for the scheduled hours of the class.
  - Do Not create a 2nd meeting pattern for the arranged hours; use the ***TTL HRS/TBA Page*** to record the arranged hours.
    - Click `TTL HRS/TBA` on the Meetings page.
      - Enter a value for the number of arranged hours only.

        Weekly Census TBA Classes (Acct Attrib = W)

        Weekly Contact Hours: | 2.000

      - Close the TTL HRS/TBA Page and use the save button (`Save`) on the Meetings page to save the arranged hours data.
  - The contact hours field within Class Associations\Class Component will contain the maximum hours for the class component as printed in the Catalog.
    - For courses with a fixed unit value, the class component contact hours will automatically be drawn from the catalog information.
    - For variable unit courses, please refer to the section on **TBA: *Variable-Unit Classes***.

- **TBA: Variable-Unit Classes (See EXAMPLE 3):**
  - Appropriate meeting pattern information is entered for the scheduled hours of the class.
  - The Class Associations\Class Component contact hours will contain the contact hours that match the maximum unit value of the class as printed in the Catalog.

ANTH 296 Special Problems in Anthropology (1,2,3)	
3, 6, or 9 hours laboratory	
Units	**Contact Hours**
1	3
2	6
3	9(default)

⚠️ The contact hours value brought down from the catalog ***may*** need to be manually changed for variable unit classes.

ANTH 296 scheduled for 1 or 2 units **will** need the contact hours changed.

ANTH 296 scheduled for 3 units **will not** need the contact hours changed.

quick tips

TBA: Data Entry
EXAMPLE 1: TBA – 100% arranged hours

SPCH 145   Mgmt of Speech Activities   (1)
3 hours laboratory

Meeting Pattern Information:

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

Course ID:	002653		**Course Offering Nbr:**	1
Academic Institution:	Palomar College			
Term:	2012 Spring		Credit	
Subject Area:	SPCH		Speech	
Catalog Nbr:	145		MGMT OF SPEECH ACTIVITIES	

Class Sections   Find | View All   First ◀ 1 of 2 ▶ Last

Session:	FUL	Full-Semester	**Class Nbr:**	31303
Class Section:	2	**Component:** Laboratory		
Associated Class:	2	**Units:** 1.00		

⚠ **Blank time and day information**

Meeting Pattern   Find | View All   First ◀ 1 of 1 ▶ Last

Facility ID	Pat Nbr Capacity Pat	Mtg Start	Mtg End	☐☐☐☐☐☐☐	*Start/End Date
SC-5 🔍	37 TBA 🔍				01/17/2012 📅 05/18/2012 📅

SC Buildin 5   **Topic ID:** 🔍   **Free Format Topic:** [   ]

TTL HRS/TBA   ☐ **Print Topic On Transcript**

Class Associations\Class Components and Course Catalog\Components contact hours:

Class Associations	Class Components	Class Requisites

Course ID:	002653		**Course Offering Nbr:**	1
Academic Institution	Palomar College			
Term:	2012 Spring			
Subject Area:	SPCH			
Catalog Nbr:	145			
Session:	FUL			

⚠ **Class Associations\Component Hours = Catalog Instructor Contact Hours**

Class Association Components   Find | View All   First ◀ 1 of 2 ▶ Last

Associated Class:	2
***Grading Basis:**	ANC 🔍
Graded Component:	Laboratory
Requirement Designation:	[ ] 🔍

Class Components

*Course Component	Contact	Optional
Laboratory ▼	3.000	☐

Course Catalog

Catalog Data	Offerings	Components	GL Interface	Pal Crse Descr

Course ID:	002653
Effective Date:	08/01/2009 **Status:** Active
Description:	MGMT OF SPEECH ACTIVITIES

Course Component

***Course Component:**	Laboratory ▼
Instructor Contact Hours:	3.000

quick tips

TBA: Data Entry
EXAMPLE 2: TBA – Mixed hours (scheduled + arranged hours)

MUS 115 Basic Keyboard I   (2)
1 hour lecture (scheduled)
3 hours laboratory   (1 hour scheduled, 2 hours arranged)

Laboratory Meeting Pattern Information:

| Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes |

Meeting Pattern 1: THU 1:30-2:20 (1 hr scheduled each week)

Class Sections   Find | View All   First ◄ 4 of 8 ► Last

Session:	FUL	Full-Semester	Class Nbr:	31572
Class Section:	4	Component: Laboratory	Event ID:	000132670
Associated Class:	1	Units: 2.00		

⚠ **Full Meeting Pattern Information**

Meeting Pattern

Pat Nbr   1

| Facility ID | Capacity | Pat | Mtg Start | Mtg End | | *Start/End Date |
| D-11 | 23 | THU | 1:30PM | 2:20PM | ☐☐☐☑☐☐ | 01/17/2012 05/18/2012 |

D Building, 11   Topic ID: ____ Free Format   _____
                                   Topic:
TTL HRS/TBA   ☐ Print Topic On Transcript

TTL HRS/TBA Button: Enter only the **2.00** hours of arranged time.

TTL HRS/TBA HRS

Course ID: 002130	Term: 2123	Session: FUL
Class Nbr: 31572	Subject: MUS 115	Class Mtg Pat: 1
Class Section: 4	Component: LAB	
Acct Attrib: P	Units:	

Required: Total Class Hours: 48.00

Weekly Census TBA Classes (Acct Attrib = W)

TBA Weekly Contact Hours: [____]

Daily Census/Positive Attendance TBA Classes (P,D, and E)

TBA Contact Hours: 2.000
(Enter the total TBA Hours required for the term)

quick tips

TBA: Data Entry

EXAMPLE 3: TBA – Variable Unit Class:

ANTH 296 Special Problems in Anthropology (1,2,3)
3, 6, or 9 hours laboratory

Meeting Pattern Data

⚠ **No Difference in Meeting Pattern Data**

| Class Sections | | Find \| View All | First ◀ 1 of 3 ▶ Last |
Session: FUL Full-Semester Class Nbr: 31476 **1 Unit**
Class Section: 1 Component: Laboratory Event ID:
Meeting Pattern View All First ◀ 1 of 1 ▶ Last

Facility ID | Capacity Pat | Mtg Start Mtg End | M T W T F S S | 'Start/End Date
BE-4 1 TBA 01/18/2005 05/20/2005
BE Buildin 4 Topic ID: Free Format Topic:
TBA ☐ Print Topic On Transcript Contact Hours

| Class Sections | | Find \| View All | First ◀ 2 of 3 ▶ Last |
Session: FUL Full-Semester Class Nbr: 31477 **2 Units**
Class Section: 2 Component: Laboratory Event ID:
Meeting Pattern View All First ◀ 1 of 1 ▶ Last

Facility ID | Capacity Pat | Mtg Start Mtg End | M T W T F S S | 'Start/End Date
BE-4 1 TBA 01/18/2005 05/20/2005
BE Buildin 4 Topic ID: Free Format Topic:
TBA ☐ Print Topic On Transcript Contact Hours

| Class Sections | | Find \| View All | First ◀ 3 of 3 ▶ Last |
Session: FUL Full-Semester Class Nbr: 31478 **3 Units**
Class Section: 3 Component: Laboratory Event ID:
Meeting Pattern View All First ◀ 1 of 1 ▶ Last

Facility ID | Capacity Pat | Mtg Start Mtg End | M T W T F S S | 'Start/End Date
BE-4 1 TBA 01/18/2005 05/20/2005
BE Buildin 4 Topic ID: Free Format Topic:
TBA ☐ Print Topic On Transcript Contact Hours

Continued – Next Page

quick tips

TBA: Data Entry

EXAMPLE 3: TBA – Variable Unit Class: (continued)

ANTH 296 Special Problems in Anthropology (1,2,3)
3, 6, or 9 hours laboratory

Class Associations\Class Component Data

| Class Associations | **Class Components** | Class Requisites |

Associated Class 1 = LAB, 1.0 Unit = 3.000 Contact (Hours)

Class Components			Customize | Find | View All | 🔄 | 🎔	First ◀ 1 of 1 ▶ Last
*Course Component	Contact	Optional	*Final Exam	Auto Create
Laboratory ▼	~~9.000~~	**3.000**	Yes ▼	☑	➕ ➖

Associated Class 2 = LAB, 2.0 Units = 6.000 Contact (Hours)

Class Components			Customize | Find | View All | 🔄 | 🎔	First ◀ 1 of 1 ▶ Last
*Course Component	Contact	Optional	*Final Exam	Auto Create
Laboratory ▼	~~9.000~~	**6.000**	Yes ▼	☑	➕ ➖

Associated Class 3 = LAB, 3.0 Units = 9.000 Contact (Hours)

Class Components			Customize | Find | View All | 🔄 | 🎔	First ◀ 1 of 1 ▶ Last
*Course Component	Contact	Optional	*Final Exam	Auto Create
Laboratory ▼	9.000	☐	Yes ▼	☑	➕ ➖

> ⚠️ **Update the contact hours as appropriate.**

quick tips

TBA: Data Entry
EXAMPLE 4: TBA – arranged hours in free format note:

Avoid using Free Format notes to identify arranged hours. Place the hours in a numbered note whenever possible and continue the note text in the Free Format field if necessary.

Arranged hours documented in a numbered note are much easier to identify and won't require filtering in Excel to find.

Example:

Class Nbr	Subject	Catalog	CrsAtr Val	Offer Nbr	Session	Sect	Notes Nbr	Start Date	End Date	Start	End	Pat	Pat Nl	Contact
30852	DNCE	197B	P	1	GEN	50	1	2005-01-29	2005-05-15	21.00	21.50	TTH	1	2.00

Current Note:
Arrange 6 hours. Auditions on Saturday, 1/29 at 11:45 a.m. in O-2. The Final Performance for the class will be on Sunday, May 15 at 2:00 p.m.

A Better Note Sequence:
Note Nbr XXXX: Arrange 6 hours.
Free Format: Auditions on Saturday, 1/29 at 11:45 a.m. in O-2. The Final Performance for the class will be on Sunday, May 15 at 2:00 p.m.

Classes with arranged hours in Free Format Notes:
- Report: **TBA Free Format Notes**
  - o Palomar Reports\Instruction Services\Cls Sched\
  - o Criteria:
    - ▪ Has a Free Format Note that uses the term 'hour'
    - ▪ Steps
      - Run the report to Excel
      - Using the naming convention of your choice, save the file to your desktop or folder, and then close the file.
      - Start Excel and reopen the file
        - o Filter 'Note Text' on contains 'hour'
        - o Verify contact hours include both the scheduled and the arranged hours in the note.
      - Update the class component or the TBA hours as necessary

quick tips

TBA: Data Entry

Run the report: TBA Free Format Notes
- Use the Excel (XLS) option

Class #	Subj	Cat #	Comp	Sctn	Assoc	Type	Pat	Seq	Hrs	TBA-W	TBA-D	Note Text
32244	ACCT	103	LEC	6	6	W	SAT	3	4.00	2.00	0	Jan. 15; Feb. 5, 26; Mar. 12
32244	ACCT	103	LEC	6	6	W	SAT	2	4.00	2.00	0	CAMPUS MEETINGS ON
32252	ACCT	104	L/L	50	50	W	WED	1	2.00	0	0	Class Number 32252 has a
31117	AIS	100	LEC	5	5	W	TBA	3	3.00	0	0	Saturday, 1/22 from 2-3:00
31117	AIS	100	LEC	5	5	W	TBA	2	3.00	0	0	An on-campus orientation

Formatting & Filtering in Excel
1. Click on cell A19 - Class # (the first column title)
2. Turn on AutoFilter:
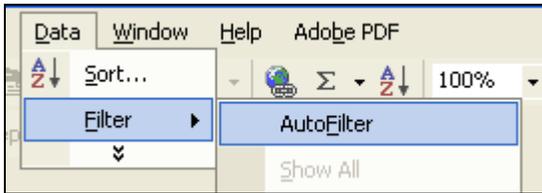
3. Click on the arrow in column 'Note Text' and set a *custom* AutoFilter to: 'contains' 'hour'

4.

Class #	Subj	Cat #	Comp	Sctn	Assoc	Type	Pat	Seq	Hrs	TBA-W	TBA-D	Note Text
31478	ANTH	296	LAB	3	3	W	TBA	1	9.00	0	0	Arrange 9 hours per week
30028	ANTH	297	LAB	3	3	W	TBA	1	9.00	0	0	Arrange 9 hours per week
31410	BOT	110	LAB	51	51	W	TUE	1	3.00	0	0	Arrange 32 hours with ins
32622	CE	150	LAB	1	1	W	TBA	1	10.00	0	0	Class Number 32622 is for

quick *tips*

TBA: Data Entry

Format for printing

1. Set rows 1 – 19 to repeat as a header at the top of each new page.

2. Select the entire worksheet and auto fit the column sizes
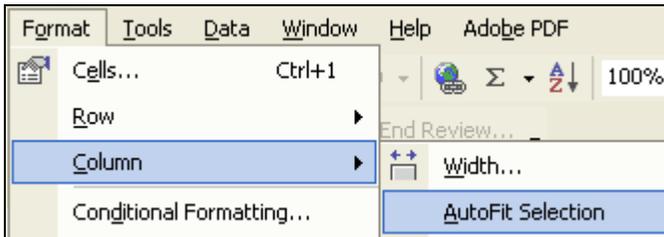
3. Reduce column widths for columns H, I, L as necessary.
4. Set column M width to 35
5. Set column M to allow text to wrap
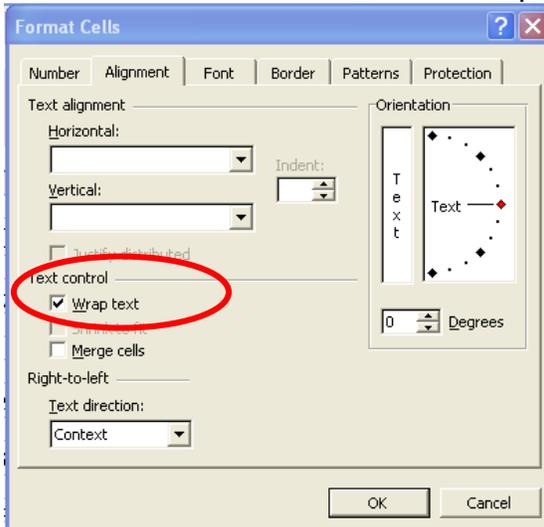
quick tips

TBA: Data Entry

6. Select the entire worksheet and format cells to a vertical alignment of 'Top'
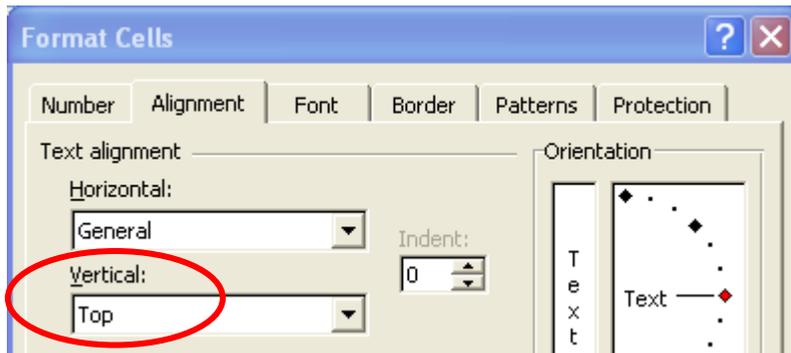
7. Save and print the document.

TBA: Data Entry

Analyzing the Results

Two keys to identify:
1) Is the class 100% TBA?
2) If not TBA, does ACCT = W?

1) Meeting Pattern = 100% TBA: adjust the _component contact hours_
- Arranged Hours are *per week*
  - Contact Hours = Arranged Hours
  - Component Contact Hours = 9.0

Class #	Subj	Cat #	Comp	Sctn	Assoc	Type	Pat	Seq	Cmp-Hr	TBA-W	TBA-D	Note Text
31478	ANTH	296	LAB	3	3	W	TBA	1	9.00	0	0	Arrange 9 hours per week.

- Arranged Hours are *in total*
  - Contact Hours = (Arranged Hours/16)
  - Component Contact Hours = 2.0

Class #	Subj	Cat #	Comp	Sctn	Assoc	Type	Pat	Seq	Cmp-Hr	TBA-W	TBA-D	Note Text
30323	COUN	165	L/L	1	1	E	TBA	1	2.00	0	0	Arrange 32 hours.

2) Meeting Pattern does not equal 100% TBA: adjust the _TBA Page_ hours.

- **Class is not TBA _and_ Accounting Type equals 'W'**

- Arranged hours are in a weekly format
  - TBA Page contact hours = the note hours

Class #	Subj	Cat #	Comp	Sctn	Assoc	Type	Pat	Seq	Cmp-Hr	TBA-W	TBA-D	Note Text
30440	PSYC	100	LEC	15	15	W	MW	1	3.00	1.00	0	Arrange 1 hour per week with instructor for online activities.

TBA Contact Hours

Course ID: 002429	Term: 2053	Session: FUL
Class Nbr: 30440	Subject: PSYC 100	Class Mtg Pat: 1
Class Section: 15	Component: LEC	
Acct Attrib: W	Units: 3.00	

Weekly Census TBA Classes (Acct Attrib = W)

Weekly Contact Hours: 1.000

quick tips
TBA: Data Entry

- **Class is not TBA <u>and</u> Accounting Type equals 'W'**

- Arranged hours are the total required TBA hours for the class.
  - TBA Page contact hours = the note hours/16

Class #	Subj	Cat #	Comp	Sctn	Assoc	Type	Pat	Seq	Cmp-Hr	TBA-W	TBA-D	Note Text
31410	BOT	110	LAB	51	51	W	TUE	1	3.00	2.00	0	Arrange 32 hours with instructor for required field trips. For more information go to http://waynesword.palomar.edu/bot10spr.htm

- **Class is not TBA and Accounting Type does not equal 'W'**
  - **Accounting Type equals P, D, E**

- Arranged Hours are a total for the session
  - Contact Hours = The total of the arranged hours in the note.
  - Arranged hours should not be identified *by the week*. P, D, and E classes are not weekly attendance classes.

Class #	Subj	Cat #	Comp	Sctn	Assoc	Type	Pat	Seq	Cmp-Hr	TBA-W	TBA-D	Note Text
33831	DNCE	197F	L/L	3	3	P	THU	1	2.00	0	11.00	Arrange 11 hours with instructor.

The full 11.0 arranged hours are input on the TBA Page.

Home > Manage Student Records > Establish Courses > Use > Schedule Class Meetings

TBA Contact Hours

Course ID: 001673	Term: 2053	Session: GN1
Class Nbr: 33831	Subject: DNCE 197F	Class Mtg Pat: 1
Class Section: 3	Component: L/L	
Acct Attrib: P	Units: 1.00	

Weekly Census TBA Classes (Acct Attrib = W)

Weekly Contact Hours: [   ]

Daily Census/Positive Attendance TBA Classes (P,D, and E)

Contact Hours: [11.000]
(If Weekly, do not enter # of class meetings)

Number of Class Meetings: [   ]
(When known -- Contact Hours must be "daily")

[OK] [Cancel]

quick tips

TBA: Data Entry

ACCT = 'W': adjust the _TBA Page_ hours.

-
  - Arranged Hours are a total for the session
    - Contact Hours = The total of the arranged hours in the note.

Multiple arranged hours within a single note:
Add all of the arranged hours together and enter them as a single total on the TBA Page.

Class #	Subj	Cat #	Comp	Sctn	Assoc	Type	Pat	Seq	Cmp-Hr	TBA-W	TBA-D	Note Text
32981	EME	106L	LAB	1	1	P	FRI	1	3.00	0	16.00	Group 1 - Skills lab dates: 2/4, 3/4, 4/8, 5/6. Plus 8 hours Emergency Room observation and 8 hours ambulance ride-along. Skills final on 5/17 or 5/19. This class has a material fee of $32. See instructor first day of class for information.

Home > Manage Student Records > Establish Courses > Use > Schedule Class Meetings

TBA Contact Hours

Course ID: 029001   Term: 2053   Session: GN1

Class Nbr: 32981   Subject: EME   106L   Class Mtg Pat: 1

Class Section: 1   Component: LAB

Acct Attrib: P   Units: 1.00

Weekly Census TBA Classes (Acct Attrib = W)

Weekly Contact Hours:

Daily Census/Positive Attendance TBA Classes (P,D, and E)

Contact Hours: 16.000
(If Weekly, do not enter # of class meetings)

Number of Class Meetings:
(When known -- Contact Hours must be "daily")

8 hours Emerg Room
8 hours Ambulance
16 hours total

quick *tips*

TBA: Data Entry

Data entry grid: Free Format Notes with arranged hours

- When to populate the Component Contact Hours
- When to populate the TBA Page

ACCT Type	MTG Pat	Note hours in weekly format Example: Arrange 2 hours per week.	Note hours in total Example: Arrange 8 hours	Update Component Contact Hours	Update TBA Page Hours
Any	100% TBA	Yes	Yes	*Fixed Unit* = No action. The component contact hours should equal the default catalog contact hours. *Variable Unit* = Update the component contact hours as necessary. Class scheduled for the minimum units will not need updating.	
W	Not = TBA	Yes			Enter the arranged hours.
W	Not = TBA		Yes		Divide the total hours by 16. Arrange 32 hours = 2.0 contact hours
D,P,E	Not = TBA	Yes			Should not occur. Modify the note: The arranged hours should be the total TBA hours required for the class.
D,P,E	Not = TBA		Yes		Enter the total note hours.