quick *tips*
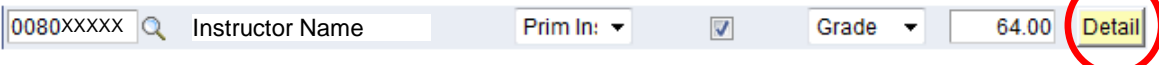### Schedule Build Glossary

Terminology	Description
Associated Class	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. Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes Linking a course with LEC & LAB hours via the Associated Class: 'Class Section: 1 (LEC) 'Class Section: 2 (LAB) 'Associated Class: 1 (LEC) 'Associated Class: 1 (LEC) For single component classes, the associated class will always be the same as the class section number. 'Class Section: 1 'Associated Class: 1
Attributes	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. Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes ⚠ 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. Example: **Class Attributes** Customize | Find | View *Course Attribute *Course Attribute Value ACCT 🔍 XB01 Section Accounting Method W 🔍 Weekly Census

Auto Enroll	Auto Enroll is a PS9 feature to automatically enroll students into the ***non-enroll*** component of a multiple component course.
	
	Basic Data | Meetings | **Enrollment Cntrl** | Reserve Cap | Notes
	
	Enrollment Control
	
	1st Auto Enroll Section: 2 ← (Non-enroll section #)
	
	2nd Auto Enroll Section: ← (Used for NURS classes only)
	
	There are 3 criteria to qualify as an auto enroll component:
	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:
	   a. 1st Auto Enroll Section
	   b. 2nd Auto Enroll Section (NURS only)

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Terminology	Description
Class Instructor Detail	⚠️ 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. `0080XXXXX` 🔍 Instructor Name Prim In: ▼ ☑ Grade ▼ 64.00 **Detail**
Class Type	Basic Data Meetings Enrollment Cntrl Reserve Cap Notes **Enroll:** The class is open for manual enrollment; all classes will have an Enrollment class type. *Class Type: Enrollment ▼ **Non-enroll:** System-driven enrollment for multiple component classes. Only multiple component courses can have a class type of non-enroll. *Class Type: Non-Enroll ▼ ⚠️ A class type of non-enroll **DOES NOT** prevent enrollment.
Combined Classes	Two or more distinct courses taught as a single class: • Example: ASL 205L/ASL 206L • Same session • Same facility • Same meeting time • Same meeting pattern • One grade roster • Shared Combined Section ID Enrollment can be controlled at the individual class level, or at the combined section level. **Combined Sections** Customize | Find | 🔲 | ▦ 1-2 of 2 <table><tr><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><tr><td>ASL</td><td>205L</td><td>1</td><td>30756</td><td>AMERICAN SIGN LANG III (LAB)</td><td>Open</td><td>0</td><td>0</td></tr><tr><td>ASL</td><td>206L</td><td>1</td><td>30757</td><td>AMERICAN SIGN LANG IV (LAB)</td><td>Open</td><td>0</td><td>0</td></tr></table>
Component	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. Basic Data Meetings Enrollment Cntrl Reserve Cap Notes *Component: LEC 🔍 Lecture One course offering can have multiple components; each component having it's own hours requirement.
Cross Listed Classes	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

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Terminology	Description
Dynamic Dates	A PS9 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. `Basic Data` `Meetings` `Enrollment Cntrl` `Reserve Cap` `Notes` The enroll section of a class will automatically be included in the Dynamic Date process based upon the term. For non-enroll sections, check the box under the Basic Data tab should be unchecked. ☐ Include in Dynamic Date Calc
FTE Calculation	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. The calculation is: $\dfrac{\text{Catalog Hours}}{\text{Full Time Load}} = \text{FTE}$ Located in the Instructor detail page. <table><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><tr><td>1 OVL ▼</td><td>06/18/2012</td><td>08/13/2012</td><td>020011</td><td>100.0000</td><td>16.00</td><td>6.6670</td></tr></table>
Grade Basis	Maintained via the **Class Associations** page. The method of grading to be used for the class. *Grading Basis: `ANC` 🔍 ABC/PNP Grading ⚠️ The grading basis MUST match that at the Catalog level as approved by the Curriculum Committee.
Meeting Pattern	A group of data that tells when, where, for how long, and how often a specific class will meet. `Basic Data` `Meetings` `Enrollment Cntrl` `Reserve Cap` `Notes` Meeting pattern data includes: Facility ID [room] Meeting Pattern [day(s) of week] Start Time End Time Start Date End Date **Meeting Pattern** Find | View All First ◀ 1 of 1 ▶ Last Pat Nbr 1 Facility ID: MD-329 Capacity: 40 Pat: M-TH Mtg Start: 8:00AM Mtg End: 9:50AM ☑☑☑☑☐☐☐ *Start/End Date: 06/18/2012 08/13/2012 Classes with varied meeting times, days, and/or rooms will have more than one meeting pattern.

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Terminology	Description
Method of Instruction (MOI)	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.) Basic Data Meetings Enrollment Cntrl Reserve Cap Notes *Instruction Mode: 02 🔍 02-Lecture
Notes	Special instructions or information printed in the Class Schedule. Basic Data Meetings Enrollment Cntrl Reserve Cap **Notes** Notes can be placed at: • **The subject level:** "Advisor: J. Smith in the Business Department." • **The course level:** "Prerequisite: BUS 125" • **The class level:** "This is an online class." **Class Notes** Find | View All *Sequence Number: 1 *Print Location: After ▼ ☐ Even if Class Not in Schedule Note Nbr: 0050 🔍 This is an online class. Copy Note
Orphans	Bad data that can not be accessed using the normal PS9 pages. 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 *Class Instructor Detail* information will cause the data in the *Class Instructor Detail* table to become orphaned. Orphaned data must be removed; the Instruction Office will run an audit for this occurrence and delete any stranded data.
Room Scheduling	The assigning of individual classes to a specific room. There are two concepts and one document to be aware of: • 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 specified date in the schedule build process. After that date, open rooms become available for other departments to use as needed. • Classroom Contents & Specifications: A document listing classrooms at San Marcos or Escondido with department priority, room restrictions, and other useful information.

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Terminology	Description
Section Number	A unique number assigned manually to every class offering. Section numbers cannot be duplicated between subject/catalog combinations. **Basic Data** | Meetings | Enrollment Cntrl | Reserve Cap | Notes *Class Section: `1` 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
Schedule Information Sheet (SIS)	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. For existing classes, SIS information can be printed directly out of PS8: Home > Palomar Reports > Instruction Services > Setup Data > PAL SIS Sched Info Sheet For new classes, blank SIS sheets can be found at the Instruction Office web site: http://www.palomar.edu/instruction/Class%20Schedule/Class%20Schedule/1schedule.htm
Schedule Parameters	Guidelines established to assist in the fair and consistent scheduling of class sections.
Short Term Class	Any class that is not in the FUL term and has start and end dates less than those of the FUL term. ⚠️ When scheduling short term classes, be careful to use the **EXACT START** and **END DATES** of the **CLASS**.
TBA Classes	To Be Arranged. Classes that have all or a portion of meeting times unscheduled. Meeting pattern must = TBA/DE. Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes Classes with *partial* arranged hours: Click `TTL HRS/TBA`. Enter the value of the arranged hours as stated in the class note: • Arrange 3 hours per week = 3.000 (weekly census) • Arrange 16 hours = 16.000 (daily census/positive attendance) ⚠️ Any class with arranged hours must have a *numbered Class Note* that clearly states the hours to be arranged.
Units *Minimum* *Maximum*	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. ⚠️ 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. **Class Associations** Find | View All First Associated Class: 1 Minimum Units: `4.00` Maximum Units: `4.00`