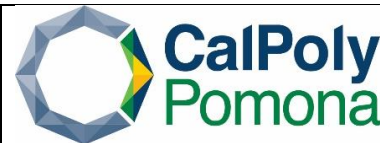


How to Schedule a New Class



1. Navigate to Schedule New Course

2. Required Fields

a. Term:

- i. Format is 'Current Years Term'. Anything 1999 and before has a leading 0 and anything 2000 and after will have a leading 2.
- ii. Winter=1, Spring = 3, Summer = 5, Fall = 7
- iii. Subject Area
- iv. Catalog Nbr
- v. Course Offering Number for the term: Fall and Spring are scheduled under course offering 1. Winter and Summer are scheduled under course offering number 2 (To schedule a Summer or Winter class, go to page 6)

b. Search

Favorites > Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course

CalPolyPomona All Search > Advanced Search

Schedule New Course

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution = POCMP

Term =

Subject Area =

Catalog Nbr begins with

Academic Career =

Campus begins with

Course ID begins with

Description begins with

Course Offering Nbr =

Case Sensitive

Search Clear Basic Search Save Search Criteria

3. Basic Data Tab Required:

- a. **Class Section:** should be 2-digits. Ex. 01-99
- b. **Associated Class:** number should match section number
- c. **Instruction Mode:** P (Face-to-Face), [A \(Asynchronous\)](#), [S \(Synchronous\)](#), [B \(Bisynchronous\)](#), [HA \(Hybrid Asynchronous\)](#), [HS \(Hybrid Synchronous\)](#) and [HF \(HyFlex\)](#)

4. Basic Data Tab Optional:

- a. **Schedule Print:** when checked Class Section will be included in the Printed Schedule of Classes. When unchecked Class Section will not be included in printed schedule.
Note: All Class Sections will **always** display in BroncoDirect.

- b. **Student Specific Permissions:** if checked, only students on the Class Permissions List can enroll in class section.
Note: Student Specific Permissions will **only** work if the Add Consent field is switched to 'Instructor Consent' or 'Department Consent'. The Add Consent field is located on the Enrollment Cntrl tab.
- c. **Course Topic ID:** Use for Special Topics. This allows departments to add a topic to a class. Select Topic ID by clicking on the magnifying glass.
 - i. **Note:** The course topic must be added to both the Basic Data and Meetings tab
 - ii. **Note:** If the course topic is not listed when selecting the magnifying glass, please send a request to scheduling@cpp.edu to have it added.

5. Meetings Tab Required:

- a. **Facility ID:** Is the classroom where class section meets.
 - i. The facility capacity will automatically appear under the Capacity heading.
 - ii. The building number is three digits and the building is four digits
- b. **Mtg Start & Mtg End:** Class Start and End time
- c. **Class Meeting Day(s):** Monday through Sunday
Note: To remove the facility id, time or day, use the minus key. Do not backspace.
- d. **ID:** Enter the Bronco ID of the Instructor(s) of Record
- e. **Instructor Role:** Primary or Secondary
Note: There should only be one Primary Instructor with all other instructors listed as Secondary
- f. **Access:** Approve for Primary Instructor, Grade or Blank for all Secondary Instructor(s)

Note: Always set this field to **Approve** for the **Primary Instructor**. **Secondary Instructors** can have an **Access** of "Grade" or blank. Secondary Instructors should never have an Access of "Approve".

Note: To remove the instructor ID, use the minus key. **Do not** backspace.

The screenshot displays the 'Meetings' tab in the CAPOMPRJ system. It shows course details for Course ID 011727, Academic Institution Cal Poly Pomona, Term Spring Semester 2022, Subject Area HST, and Catalog Nbr 1100. The 'Class Sections' section shows Session 1, Class Section 01, Component Lecture, and Units 3.00. The 'Meeting Pattern' section includes fields for Facility ID, Capacity, Mtg Start, Mtg End, and a day-of-week selector (M T W T F S S). The 'Instructors For Meeting Pattern' section shows a table with columns for ID, Name, Instructor Role, Access, Contact, Empl Rcd#, and Job Code. Callouts provide instructions: 'Use the plus key to add meeting patterns. Use the minus key to remove meeting patterns.', 'Do not use backspace in this field', 'Use the minus key to remove the instructors ID', and 'Primary instructors access should be set to approve. There can only be one primary instructor. All instructors added after that, their instructor role will be Secondary and their access will be grade.'

- g. When you have multiple instructors listed for a class, **Total Load Factor** for a course **must always** equal **100.0000**. If you do not modify the total load factor, the system will give you the following warning message: "*Total of load factor for the class is _%. The total of load factor for the class is not 100%. Check class assignment.*" To modify the load factor, navigate to the **Meetings Tab** and locate the **Instructors for Meeting Pattern** header. The **Load Factor** field is located under this header in the **Workload tab**.

The screenshot shows the 'Instructors For Meeting Pattern' section, 'Workload' tab. It displays a table with the following data:

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
	IFF	348-HST		100.0000	3.00	<input checked="" type="checkbox"/>	20.00

6. Enrollment Cntrl Tab:


- a. **Enrollment Capacity:** total seat count

Note: Make sure that the facility can accommodate the enrollment capacity. If a larger

facility is needed after a class has been scheduled, do not change the Enrollment Capacity until a larger facility is found. You can search for available classes in 25Live or contact your College Scheduling Coordinator for assistance.

- i. Zero is not a valid value. The system does not prevent you from entering a zero; however, it will cause issues in our reporting to the Chancellors office.
- b. **Requested Room Capacity:** should match Enrollment Capacity
Note: requested room capacity does not impact the enrollment capacity or the actual facility the class is scheduled into.
- c. **Other information found on the Enrollment Cntrl Tab:**
- d. **Class Status**
 - i. **Active:** available for student enrollment
 - ii. **Cancelled Section:** closed for student enrollment
 - iii. **Stop Further Enrollment:** active class but closed for student enrollment
 - iv. **Tentative Section:** class not actively offered, closed for student enrollment
- e. **Enrollment Status** is
 - i. **Open when:** Class Status is Active and Enrollment Total **less than** Enrollment Capacity
 - ii. **Closed when:**
 1. Class Status is Active and Enrollment Total **equal to or greater** than Enrollment Capacity
 2. Class Status is Stop Further Enrollment
 3. Class Status is Cancelled Section
 4. Class Status is Tentative
- f. **Add Consent**
 - i. **No Special Consent Required:** class section does not require Instructor Permission (number) or Department Override to enroll
 - ii. **Department Consent Requires:** requires Department permission number to override to enroll
 - iii. **Instructor Consent Requires:** requires Instructor Permission (number) to enroll
- g. **Enrollment Total:** number of students enrolled (located next to Enrollment Capacity field)

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Schedule New Course](#)


CAPOMPRJ
All >> [Advanced Search](#)

[Basic Data](#) | [Meetings](#) | **[Enrollment Cntrl](#)** | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [GL Interface](#)

Course ID 011727 Course Offering Nbr 1
 Academic Institution Cal Poly Pomona
 Term Spring Semester 2022 Undergrad
 Subject Area HST History
 Catalog Nbr 1100 The Study and Pract of Hst

Enrollment Control [Find](#) | [View All](#) First 1 of 1 Last

Session 1 Regular Academic Session Class Nbr 34345
 Class Section 01 Component Lecture Event ID 000283423
 Associated Class 1 Units 3.00

*Class Status Active

Class Type Enrollment Enrollment Status Open

*Add Consent <input type="text" value="No Special Consent Required"/>		Requested Room Capacity <input type="text" value="30"/>	Total
*Drop Consent <input type="text" value="No Special Consent Required"/>		Enrollment Capacity <input type="text" value="80"/>	15
1st Auto Enroll Section <input type="text"/>		Wait List Capacity <input type="text" value="80"/>	0
2nd Auto Enroll Section <input type="text"/>		Minimum Enrollment Nbr <input type="text"/>	
Resection to Section <input type="text"/>			


Auto Enroll from Wait List Cancel if Student Enrolled

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [GL Interface](#)

7. Notes Tab (optional):

- a. Notes are entered into the Free Format Text field. They appear in the BroncoDirect Schedule of Classes – Class Details link. There can be multiple rows of notes for one class section.
- b. Note: If you need to remove the note, use the minus sign then clear note

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Schedule New Course](#)


CA POMPRJ
All >>

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | **[Notes](#)** | [Exam](#) | [LMS Data](#) | [GL Interface](#)

Course ID 011727 Course Offering Nbr 1
 Academic Institution Cal Poly Pomona
 Term Spring Semester 2022 Undergrad
 Subject Area HST History
 Catalog Nbr 1100 The Study and Pract of Hst

Class Sections Find | View All First 1 of 1 Last

Session 1	Regular Academic Session	Class Nbr 34345
Class Section 01	Component Lecture	Event ID 000283423
Associated Class 1	Units 3.00	

Class Notes Find | View All First 1 of 1 Last

*Sequence Number + -

*Print Location Even if Class Not in Schedule

Note Nbr

Free Format Text:

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [GL Interface](#)

8. Save

9. To make updates to the class sections you have already created. Navigate to ‘Maintain Schedule of Classes’ and make your changes there.

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

CalPolyPomona CAPOMPRJ All ▾ >>

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution = ▾ POCMP 🔍
 Term = ▾
 Subject Area = ▾
 Catalog Nbr begins with ▾
 Academic Career = ▾
 Campus begins with ▾ 🔍
 Description begins with ▾
 Course ID begins with ▾ 🔍
 Course Offering Nbr = ▾ 🔍
 Academic Organization begins with ▾

Case Sensitive

Search Clear Basic Search 🔍 Save Search Criteria

10. To make updates to a meeting pattern for combined classes, navigate to ‘Schedule Class Meetings’ and make your changes there.

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Schedule Class Meetings

CalPolyPomona CAPOMPRJ All ▾ Search

Schedule Class Meetings

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution = ▾ POCMP 🔍
 Term = ▾ 🔍
 Subject Area = ▾ 🔍
 Catalog Nbr begins with ▾
 Academic Career = ▾
 Campus begins with ▾ 🔍
 Session = ▾
 Class Nbr = ▾
 Class Section begins with ▾
 Description begins with ▾
 Course ID begins with ▾ 🔍
 Course Offering Nbr = ▾ 🔍

Case Sensitive

Search Clear Basic Search 🔍 Save Search Criteria

Summer/Winter Class Set Up

1. Navigate to Schedule New Course

2. Required Fields

a. Term:

- i. Format is 'Current Years Term'. Anything 1999 and before has a leading 0 and anything 2000 and after will have a leading 2.
- ii. Winter=1, Summer = 5
- iii. Subject Area
- iv. Catalog Nbr
- v. Winter and Summer are scheduled under course offering number 2

b. Search

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Schedule New Course

CalPoly Pomona CAPOMPRJ All ▾ Search >> Advanced Search Last Search Results

Schedule New Course

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution = ▾ POCMP 🔍

Term = ▾ 2215 🔍

Subject Area = ▾ hst 🔍

Catalog Nbr begins with ▾ 1100

Academic Career = ▾

Campus begins with ▾ 🔍

Course ID begins with ▾ 🔍

Description begins with ▾

Course Offering Nbr = ▾ 2 🔍

Case Sensitive

Search Clear Basic Search 🔍 Save Search Criteria

3. Basic Data Tab Required:

- a. **Session:** Summer has 3 session OU (full 10 weeks), OU1 (first 5 weeks) and OU2 (second 5 weeks). Winter has 2 session OW (4 week session, which must be fully online) and OW2 (2 week session, in person classes are allowed)
- b. **Class Section:** number should begin with an E, then 2-digits
- c. **Associated Class:** number should match section number, without the E
- d. **Instruction Mode:** P (Face-to-Face), A (Online), S (Synchronous), B (Bisynchronous), HA (Hybrid Asynchronous), HS (Hybrid Synchronous) and HF (HyFlex)

4. Basic Data Tab Optional:

- c. **Schedule Print:** when checked Class Section will be included in the Printed Schedule of Classes. When unchecked Class Section will not be included in printed schedule.

Note: All Class Sections will **always** display in BroncoDirect.

- a. **Student Specific Permissions:** if checked, only students on the Class Permissions List can enroll in class section.
Student Specific Permissions will **only** work if the Add Consent field is switched to 'Instructor Consent' or 'Department Consent'. The Add Consent field is located on the Enrollment Cntrl tab.
- d. **Course Topic ID:** Use for Special Topics. This allows departments to add a topic to a class. Select Topic ID by clicking on the magnifying glass.

Course ID 011727 Course Offering Nbr 2

Academic Institution Cal Poly Pomona

Term Summer Semester Undergrad

Subject Area 2021

HST History

Catalog Nbr 1100 The Study and Pract of Hst

Auto Create Component

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

Class Sections Find | View All First 1 of 1 Last

*Session OU Open University Session Class Nbr 0

*Class Section E01 *Start/End Date 06/02/2021 08/06/2021

*Component LEC Lecture Event ID

*Class Type Enrollment Section

*Associated Class 1

*Campus MAIN Main

*Location CPP Cal Poly Pomona

Course Administrator

*Academic Organization EXED Extended University

Academic Group OU Open University

*Holiday Schedule ACDHOL Academic Holiday Schedule

*Instruction Mode P Face-to-Face

Primary Instr Section E01

Associated Class Attributes

Add Fee

Schedule Print

Student Specific Permissions

Dynamic Date Calc Required

Generate Class Mtg Attendance

Sync Attendance with Class Mtg

GL Interface Required

5. The meetings, enrollment control and notes tabs are the same as when scheduling for Fall/Spring
6. Save