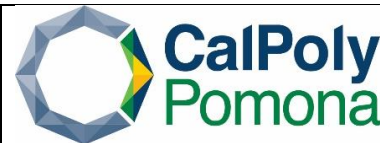# How to Schedule a New Class

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**

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 'Deptartment 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.

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**.

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* <u>or</u> *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)

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

CalPolyPomona   **CAPOMPRJ**   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   1
*Print Location After   ▼   ☐ Even if Class Not in Schedule
Note Nbr [ ] 🔍   [   ]
            [Copy Note]

Free Format Text: [   ]
            [Clear Note]   [   ]

[💾 Save] [◳ Return to Search] [⬆ Previous in List] [⬇ Next in List] [✉ Notify]

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.**

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

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**

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 'Deptartment 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.

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