Scheduling a New Course

Step 1 Log into PeopleSoft CS.

Step 2 Navigate to 'Schedule New Course': Curriculum Management > Schedule of Classes > Schedule New Course

Step 3 In the **Search Criteria**, enter: Academic Institution, Term, Subject Area, Catalog Number, and Course Offering Number then click Search.

Step 4 In the **Basic Data tab, enter/update/confirm**:

a. **Session**: Spring/Fall – 1; Summer – OU, OU1, or OU2; Winter – OW or OW2

b. **Class Section**: Spring/Fall – 2 digits; Summer/Winter – E then 2 digits

c. **Component**: defaults from course catalog; for multiple component courses (2990/4990/5990), component defaults to lecture and can be changed to seminar

d. **Associated Class:** defaults to 1; update to match Class Section number

e. **Units**: defaults from course catalog; for variable units courses only, navigate to Adjust Class Associations page to set units.

f. **Instruction Mode**: defaults to P – In-person; if needed, change to A – Fully Asynchronous, S – Fully Synchronous, B – Bisynchronous, HA – Hybrid Asynchronous, HS – Hybrid Synchronous, or HF – HyFlex

g. **Class Nbr**: defaults to 0; system will assign a 5-digit number when saved

h. **Start/End Date**: defaults to first and last day of classes for the term/session; do not modify

i. **Event ID**: defaults to blank; system will assign an event id only when the class has a facility id, meeting start time, meeting end time, AND meeting day(s)

j. **Schedule Print**: defaults checked to allow classes to appear in the self-service class search

k. **Student Specific Permissions**: defaults unchecked; to restrict enrollment to specific student id(s), check box AND change **Add Consent** to *Instructor Consent* or *Department Consent*

l. **Course Topic ID**: for special topics course, click on magnifying glass to select topic; to request new topic, email scheduling@cpp.edu

m. **Class Attributes**: if Course Fee (CF) attribute appears, add course materials fee notes in the Free Format Text field in the Notes tab; do not add/delete/modify attributes

Step 5 In the **Meetings tab, enter**:

a. **Meeting Pattern**: facility id, meeting times, and/or meeting days should align with Instruction Mode. To add additional meeting pattern(s), click the plus sign.

b. **Instructors for Meeting Pattern**: enter faculty id or click on magnifying glass to select from list. To add multiple instructor(s), click the plus sign; in the Workload tab, modify load factor to total 100. To delete an instructor, click the minus sign.

Step 6 In the **Enrollment Cntrl tab, enter/update/confirm**:

a. **Class Status**: defaults to Active; may change to Stop Further Enrollment or Tentative Section

b. **Add Consent**: defaults from course catalog; may change consent if needed

c. **Enrollment Capacity**: total number of seats in the class; should be equal to or less than facility capacity

d. **Wait List Capacity**: should match enrollment capacity; if corequisite(s) exist, wait list capacity can be 5.

e. **Auto Enroll from Wait List**: defaults unchecked; check box if class does not require add consent

Step 7 Click **Save**.

Note: To add additional section(s), in the Basic Data tab, toggle to the last class section, locate and click on the plus sign by the Start/End Date.

Cancelling a Class Section

Step 1 Log into PeopleSoft CS

Step 2 Navigate to 'Schedule Class Meetings': Curriculum Management > Schedule Of Classes > Schedule Class Meetings.

Step 3 In the **Search Criteria**, enter: Academic Institution, Term, Subject Area, Catalog Number, and Course Offering Number then click Search.

Step 4 In the **Search Results**, click on the class section.

For classes with enrollment, proceed to the next step; otherwise, skip to Step 14.

Step 5 In the **Enrollment Cntrl tab**, set the class status to 'Stop Further Enrollment'.

Step 6 Navigate to 'Class Roster': Curriculum Management > Class Roster > Class Roster.

Step 7 In the **Search Criteria**, enter: Academic Institution, Term, Subject Area, Catalog Number, and Course Offering Number then click Search.

Step 8 In the **Search Results**, click on the class section.

Step 9 In the **Class Roster** for the class section,

a. click [icon] to download and save a list of enrolled students, then

b. scroll to the bottom of the page and click select all then notify selected students.

Step 10 In the **Class Roster Send Notification** page, enter an email subject and your message in the Message Text box. The message should include the Subject Area, Catalog Number, Section Number, Class Number, reason for cancellation, and who they can contact for assistance.

Step 11 Navigate to 'Schedule Class Meetings': Curriculum Management > Schedule of Classes > Schedule Class Meetings.

Step 12 In the **Search Criteria**, enter: Academic Institution, Term, Subject Area, Catalog Number, and Course Offering Number then click Search.

Step 13 In the **Search Results**, click on the class section.

Step 14 In the **Enrollment Cntrl tab**,

a. check the **Cancel if Student Enrolled** box,

b. switch the **Class Status** to Cancelled Section,

c. click the **Cancel Class button**, and

d. confirm that enrollment total and waitlist total is 0 before navigating away; if totals are not 0, restart this step.

Adding a Class Section

Step 1 Log into PeopleSoft CS.

Step 2 Navigate to 'Maintain Schedule of Classes': Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

Step 3 In the **Search Criteria**, enter: Academic Institution, Term, Subject Area, Catalog Number, and Course Offering Number then click Search.

Step 4 In the **Basic Data tab**,

a. toggle to the last class section,

b. locate and click on the plus sign by the Start/End Date.

Step 5 Enter/update/confirm all fields required for scheduling a new course.

Modifying a Class Section

Step 1   Log into PeopleSoft CS.

Step 2   Navigate to 'Maintain Schedule of Classes': Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

Step 3   In the **Search Criteria**, enter: Academic Institution, Term, Subject Area, Catalog Number, and Course Offering Number then click Search.

Step 4   In the **Basic Data**, **Meetings**, **Enrollment Cntrl**, or **Notes** tab, toggle to the class section to be modified

Step 5   Modify as follows:

    a. The following fields **may be modified before and after students have enrolled**:

1. Facility ID	5. Enrollment Capacity
2. Instructors for Meeting Pattern	6. Waitlist Capacity
3. Class Status	7. Notes
4. Add Consent	

    b. The following fields **may be modified before students enroll but <u>CANNOT</u> be modified after students have enrolled**:

1. Session	7. Course Topic ID
2. Class Section	8. Meeting Start Time(s)
3. Component	9. Meeting End Times
4. Associated Class	10. Meeting Day(s)
5. Unit(s) for Variable Units Classes	11. Meeting Dates
6. Instruction Mode	

Step 6   Click **Save**.

Set Units for a Variable Units Class *without* Enrollment

Step 1   Log into PeopleSoft CS.

Step 2   Navigate to 'Adjust Class Associations': Curriculum Management > Schedule of Classes > Adjust Class Associations.

Step 3   In the **Search Criteria,** enter: Academic Institution, Term, Subject Area, Catalog Number, Course Offering Number

Step 4   In the **Class Associations** tab,

    a. toggle to the Associated Class Nbr (i.e. Class Section) to be updated,

    b. update the minimum and maximum units to match; ensure that the fixed unit(s) remains within the original range specified, and

    c. update Course Contact Hours.

Step 5   Click **Save**.

Note: If there is enrollment, <u>DO NOT</u> update the units. Email scheduling@cpp.edu the class unit(s) and our team will update the class units and work with the Registrar's Office to update the units for enrolled students. A reduction/increase in units may impact fees, tuition, and/or the amount of financial aid students receive for various aid programs, including loans. Please contact Student Accounting and Cashiering Services regarding fees and tuition and Financial Aid and Scholarships Office regarding aid programs including loans if you have any questions or concerns.

Printing a Class Schedule Report

Step 1   Log into PeopleSoft CS.

Step 2   Navigate to 'Print Class Schedule': Curriculum Management > Schedule of Classes > Print Class Schedule.

Step 3   In the **Search Criteria**, click search to select an existing Run Control ID or click Add a New Value to add a new Run Control ID.

Step 4   In the **Print Class Schedule** tab, enter/select: Term, Academic Organization, Session, Schedule Print - All, Print Instructor in Schedule – All, Class Status.

Step 5   In the **Report Options** tab, select: Print Meeting Pattern/Instr, Print Meeting Pattern Topic, Print Class Attributes, Print Class Notes, Print Sections Combined, Print Class Enrollment Limits, Print Reserve Capacities, Report Only.

Step 6   Click Run.

Step 7   In the **Process Scheduler Request** page, set/confirm:

    a. Server Name as PSUNX,

    b. *Type as Web or Email,

        (*If type is Email, click on distribution and input/modify Email Subject, Message Text, and Email Address list with emails separated with semi-colons*).

    c. *Format as PDF,

    d. Click OK.

Stop here if you selected Email as the Type; report will be emailed to you. Proceed to the next step if you selected Web as the Type.

Step 8   In the **Print Class Schedule** or **Report Options** tab, click the Process Monitor link.

Step 9   In the **Process List** tab,

    a. click Refresh until the Run Status is Success and the Distribution Status is Posted, then

    b. click Details.

Step 10 In the **Process Details** page, click the View Log/Trace link.

Step 11 In the **View Log/Trace** page, click on the link ending in PDF to view the report.

You may also download a class schedule report from Tableau, which reflects production data as of midnight of the previous day. To view the Fall or Spring tableau class schedule, click here. To view the Summer or Winter tableau class schedule, click here.

Requesting a Space for a Final Exam

Step 1   Log into 25Live.

Step 2   Click on Event Form and ensure that Event Name and Description contains the course subject area, catalog number, and class section number (e.g., ACC 2070-01). All fields with an asterisk must be completed.