

How to Schedule a HyFlex Class



1. Navigate to Schedule New Course

2. Required Fields

a. Term:

- i. Format is 'Current Year 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

b. Search

Search Criteria

Academic Institution = [dropdown] POCMP [magnifying glass]

Term = [dropdown]

Subject Area = [dropdown]

Catalog Nbr begins with [dropdown]

Academic Career = [dropdown]

Campus begins with [dropdown] [magnifying glass]

Course ID begins with [dropdown] [magnifying glass]

Description begins with [dropdown]

Course Offering Nbr = [dropdown]

Case Sensitive

Search Clear Basic Search Save Search Criteria

3. Basic Data Tab Required:

- a. **Class Section:** number should be 2-digits
- b. **Associated Class:** number should match section number
- c. **Instruction Mode:** 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, and only if, the Consent field is

switched to 'Inst Consent' or 'Dept Consent'. Consent field is located on the Enrollment Cntrl tab.

Course Topic ID: Use for Special Topics or Study Courses. Allows departments to clearly identify the topic of the class. Select Topic ID by clicking on the magnifying glass.

Course ID 004235 Course Offering Nbr 1
Academic Institution Cal Poly Pomona
Term Spring Semester 2022 Undergrad
Subject Area HST History
Catalog Nbr 3305 Ancient and Medieval India

Auto Create Component

Class Sections Find | View All First 1 of 1 Last

*Session 1 Regular Academic Session Class Nbr 0
*Class Section 01 *Start/End Date 01/22/2022 05/20/2022
*Component LEC Lecture Event ID
*Class Type Enrollment Section
*Associated Class 1
*Campus MAIN Main Add Fee
*Location CPP Cal Poly Pomona
Course Administrator
*Academic Organization 348-HST History
Academic Group 24 Letters, Arts, & Social Sci
*Holiday Schedule ACDHOL Academic Holiday Schedule
*Instruction Mode HF HyFlex
Primary Instr Section 01

Associated Class Attributes
 Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required

1. Meetings Tab Required:

- Facility ID:** classroom where class section meets. The facility capacity will automatically appear under the Capacity heading.
- Mtg Start & Mtg End:** Class Start and End time
- Class Meeting Day(s):** Monday through Sunday
- ID:** Instructor(s) of Record
- Instructor Role:** Primary or Secondary
Note: There should only be one Primary Instructor with other instructors listed as Secondary
- 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".

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CAPOMPRJ
 Search
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[GL Interface](#)

Course ID 004235 Course Offering Nbr 1
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Class Sections Find | View All | First 1 of 1 Last
 Session 1 Regular Academic Session Class Nbr 30866 Class APDB Mapping Values
 Class Section 01 Component Lecture Event ID 000278556
 Associated Class 1 Units 3.00

Meeting Pattern Find | View 1 | First 1 of 1 Last
 Facility ID Capacity 82 Pat
 Mtg Start Mtg End
 M T W T F S *Start/End Date

 163 1005 Topic ID Free Format Topic

 Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last
[Assignment](#) [Workload](#) [EFFS](#)

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
<input type="text" value=""/>		<input type="text" value="Primary Instructor"/>	<input checked="" type="checkbox"/>	<input type="text" value="Approve"/>		<input type="text" value="0"/>	

2. 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. Perform a *Search for a Facility* in PeopleSoft or contact your College Scheduling Coordinator for assistance. Also, zero is not a valid value. The system does not prevent you from entering a zero; however, certain reports that Institutional Research (IR) provides will be incorrect.
- 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 (if Total Enrollment less than Enrollment Capacity)
 - 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 Consent:** class section does not require Instructor Permission (number) or Department Override to enroll
- ii. **Dept Consent:** requires Department Override to enroll
- iii. **Inst Consent:** requires Instructor Permission (number) to enroll

g. **Enrollment Total:** number of students enrolled (located next to Enrollment Capacity field)

(**Note:** Zero is not a valid value. The system does not prevent you from entering a zero; however, certain reports that IRAP provides will be incorrect).

The screenshot shows the CAPOMPRJ system interface. The breadcrumb trail is: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course. The system logo is CalPoly Pomona CAPOMPRJ. A search bar is present with 'All' and 'Search' options. Below the breadcrumb is a navigation bar with tabs: Basic Data, Meetings, Enrollment Cntrl (highlighted), Reserve Cap, Notes, Exam, LMS Data, and GL Interface. The main content area displays course information: Course ID 004235, Course Offering Nbr 1, Academic Institution Cal Poly Pomona, Term Spring Semester 2022 Undergrad, Subject Area HST History, and Catalog Nbr 3305 Ancient and Medieval India. The 'Enrollment Control' section is active, showing Session 1, Regular Academic Session, Class Nbr 30866, Class Section 01, Component Lecture, Event ID 000278556, and Associated Class 1 with Units 3.00. The 'Class Status' is set to 'Active'. There is a 'Cancel Class' button. The 'Class Type' is 'Enrollment' and 'Enrollment Status' is 'Open'. There are dropdown menus for '*Add Consent' and '*Drop Consent', both set to 'No Special Consent Required'. There are input fields for '1st Auto Enroll Section', '2nd Auto Enroll Section', and 'Resection to Section'. A table shows capacity information: Requested Room Capacity 30, Enrollment Capacity 30, Wait List Capacity 30, and Minimum Enrollment Nbr. The 'Total' column shows 0 for both Enrollment Capacity and Wait List Capacity. There are checkboxes for 'Auto Enroll from Wait List' and 'Cancel if Student Enrolled'. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, and Notify. A breadcrumb trail at the very bottom reads: Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface.

3. Notes Tab:

a. Please include the following in the notes tab:

- i. This will be a HyFlex class. For each class meeting students will have the option to attend in-person, synchronously online or asynchronously online. More specific details will be shared prior to the start of the semester.

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Term Spring Semester 2022 Undergrad
Subject Area HST History
Catalog Nbr 3305 Ancient and Medieval India

Class Sections Find | View All First 1 of 1 Last

Session 1	Regular Academic Session	Class Nbr 0
Class Section 01	Component Lecture	Event ID
Associated Class 1		

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:

This will be a HyFlex class. For each class meeting students will have the option to attend in-person, synchronously online or asynchronously online. More specific details will be shared prior to the start of the fall