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**

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.

1. **Meetings Tab Required:**
   a. **Facility ID**: classroom where class section meets. The facility capacity will automatically appear under the Capacity heading.
   b. **Mtg Start & Mtg End**: Class Start and End time
   c. **Class Meeting Day(s)**: Monday through Sunday
   d. **ID**: Instructor(s) of Record
   e. **Instructor Role**: Primary or Secondary
      Note: There should only be one Primary Instructor with 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".

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).

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.

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

CalPolyPomona　　　**CAPOMPRJ**　　　All ▾ Search

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

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

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

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*Sequence Number 1
*Print Location After ▾　　　　　☐ Even if Class Not in Schedule
Note Nbr [   ] 🔍
Copy Note

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

💾 Save | 🔍 Return to Search | ⬆ Previous in List | ⬇ Next in List | ✉ Notify

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