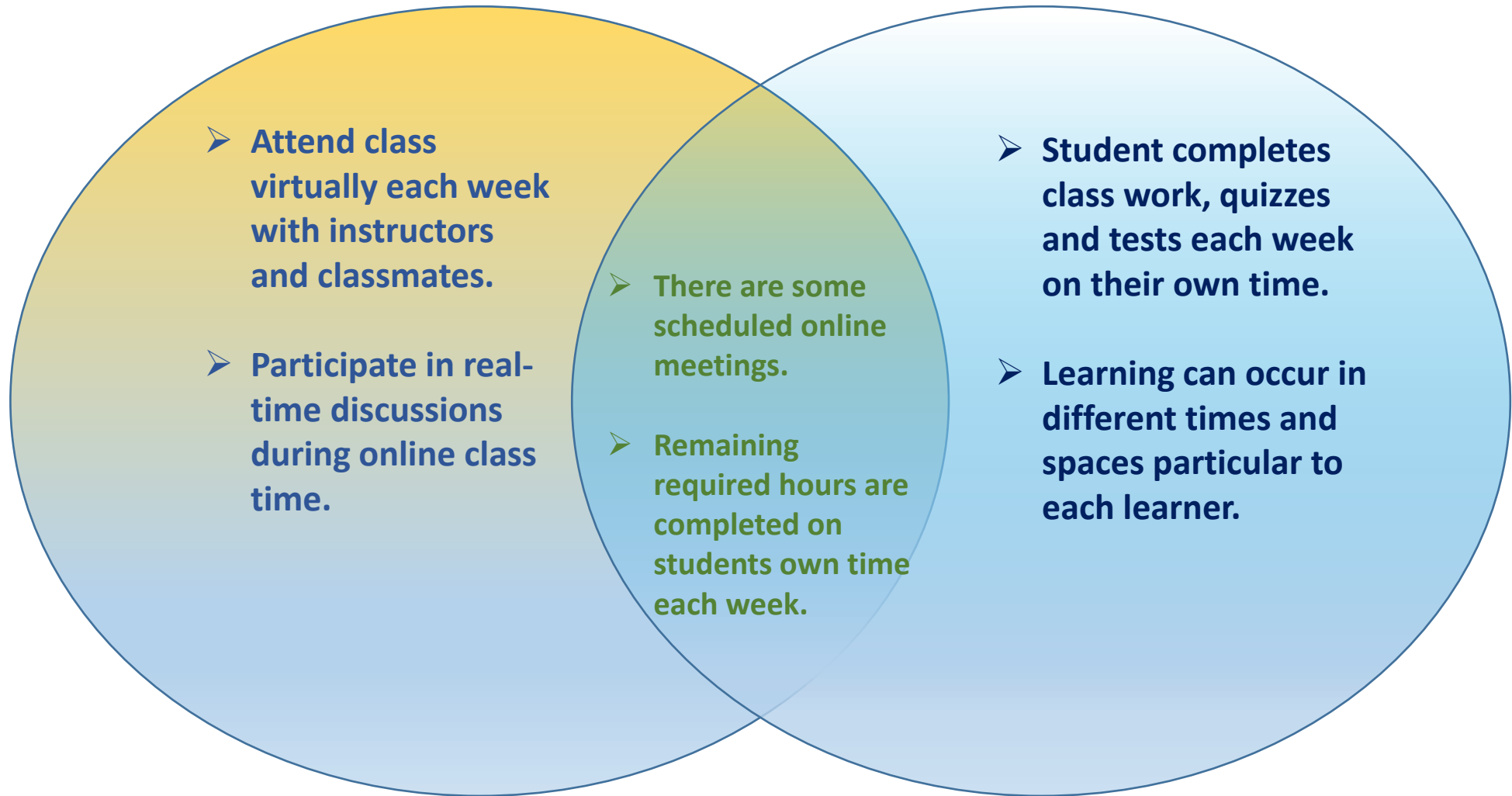# Fall 2020 Class Scheduling Training

Updates

- **Curriculum and Scheduling**
  - Scheduling is now under Academic Programs
- **Face-to-face classes need to be approved**
  - Approval date has passed for Spring 2021
- **Do not make changes to a class once there is enrollment**
  - For example if the class has the instruction mode A (asynchronous) you <u>cannot</u> change it to S (Synchronous) as it will impact the student's schedule

Synchronous

Asynchronous

- ➤ Attend class virtually each week with instructors and classmates.

- ➤ Participate in real-time discussions during online class time.

- ➤ There are some scheduled online meetings.

- ➤ Remaining required hours are completed on students own time each week.

- ➤ Student completes class work, quizzes and tests each week on their own time.

- ➤ Learning can occur in different times and spaces particular to each learner.

Bi-Synchronous

Synchronous with Asynchronous Components (aka Bi-Synchronous)

- **What is Bi-synchronous?**
  - Bi-synchronous is a more recent term for classes that are synchronous with asynchronous components. This is a class that will meet synchronously online but will also have asynchronous components where the student can be online at anytime.
- **When do I use this class type?**
  - Use this class type when you will be using an approved time module but will not meet online all of the days that are part of the approved time module.
- **Example:**
  - A class is scheduled to meet T/TH from 1:00PM to 2:15PM. In this case, the instructor has decided to meet with their students online on Tuesdays from 1:00PM-2:15, the remaining class time will be completed asynchronously. The days and times that the class will meet online together will be scheduled with a day and time. The rest of the class will be asynchronous and is represented by a blank meeting pattern row without days and times. Even though the class will not meet, the student is still expected to spend the same amount of time doing classwork on their own time throughout the week.

How to schedule a Bi-Synchronous class in PeopleSoft

First, determine which approved time module you will use to schedule your class and decide which of those days you will require students to meet online synchronously.

Based on the days you've decided to meet virtually, you will create a meeting pattern row that includes only the day(s), times and dates students **must** be online together.

The example on the next two slides show the set up for a Synchronous class with Asynchronous components (aka: Bi-Synchronous) that is using the 3-unit 2-day Approved Time Module for T/TH 1:00PM – 2:15PM.

Go the Basic Data Tab and set the Instruction mode. For a synchronous class with asynchronous components, we use Instruction mode S. **Note:** This is also true for Synchronous only classes.

Basic Data Tab:

Go to the 'Meetings tab'. Create a meeting pattern row for the Tuesdays you will meet online. Include days, times and dates you will meet virtually.
Next add a second meeting pattern row that is blank except for 'TBA' in 'PAT' field. This meeting pattern represents the asynchronous hours that are required for the student to do the remaining classwork on their own time. Do not include a facility ID, days or times in the TBA meeting pattern row.

Lastly, add the suggested note in the Notes tab: "This is a fully online class with both synchronous and asynchronous class meetings. You are required to meet online during the specified day(s) and time(s). The rest of the class will be delivered asynchronously."

Remember:

➤ Use approved time modules and simply eliminate one or more of the days that you would typically meet synchronously.

➤ Use your syllabus and go over expectations in class especially if you have exceptions. Use the note's section for added clarity.

➤ Remember to combine classes that meet consecutively into one meeting pattern -- no need to list each day individually.

➤The TBA meeting pattern is not associated with a day/time. One blank TBA meeting pattern row represents all the other time that you are not meeting synchronously and does not need a day or time.

Cancelling a Class with Enrollment

- If there is enrollment in the class, the students <u>need</u> to be notified

- If possible, suggest another section they can enroll in

- How to Cancel a Class guide: **https://www.cpp.edu/academicplanning/cancelling-a-class-.pdf**

Permission Numbers

- Class permission numbers can override:

  - Requisites Not Met: Allows a student who does not meet the pre/co requisites or who has a credit restriction due to a previously taken course to register.
    - NOTE: if the permission number is being used to override a Pre-Requisite restriction, it will allow entry into the class; however it does not address the credit restriction itself, nor a closed class.
  - Consent Required: Allows a student to enroll in a course that requires Instructor's/Department Consent.
  - Career Restriction: Select to allow students to enroll in a class that is outside of their career.
  - Permission Time Period (i.e. Time Conflict) – Allows the student to override a time conflict between courses. For CPP this override is currently done with a "Schedule Conflict Override Petition" submitting during Add/Drop period, and not using this feature. [Schedule Conflict Override](#)
  - Closed Class: Allows a student to add into a class that is full, or be added to Waitlist...

Class Permission List Process Workflow

- Department generates-Requisites Not Met, Consent Required, Career Restriction, Permission Time Period Time Conflict Overrides.

- The Registrar's Office generates Closed Class Permission numbers approximately two weeks prior to Add/Drop registration period. Instructor consent classes, over-enrollment and overriding requisites are departmentally generated.
  - Registrar's Office ONLY generates Closed Class Permission Numbers.
  - Registrar's Office will ONLY generate 40 permission numbers per roster.
    - The process will ONLY create up to 40 total permission numbers, which includes any that have been previously generated by the department.
  - Registrar's Office can ONLY generate permission numbers at the department level. (all classes in the department will have permission numbers generated).
  - Permission Numbers that have been generated by the Registrar's Office can be updated by the department.
  - Upon request the Registrar's Office can generate additional permission numbers for the department.

Class Permission Number Process

- Use this procedure to view existing permission numbers or to manually generate additional permission numbers when they are needed, for example, when a new section of a class is added after the batch process has been run, or when all existing permission numbers have been issued. You can also use this page to customize which requirements a permission number will override.

- To manually create Multiple Permission Numbers of ONE variety:
- NAVIGATE TO: Records & Enrollment>Term Processing>Class Permissions>Class Permissions
- Enter Term, Subject Area, and the Catalog Nbr. And click on Search Button
- Note: Select class from Search Results

1. Input the Expiration Date if needed, typically we use last date of Add/Drop Period. A date is usually assigned but it can be changed from the default date if necessary.
2. Enter the number to be generated into Assign More Permissions field.
3. IMPORTANT! -The default (*Under Permission Valid for.*), is all boxes are checked. You must UNCHECK the permissions you do not want when assigning one specific variety.
4. Issued-If the Issued check box is selected, these fields are populated when you save the page.
5. Issued By/Issued Date-The system displays the operator's ID in the Issued by field.
6. Status-View the stutus of the permission number (Used but Waitlisted,Used, Used then Dropped).
7. Click to **Generate** button.
8. Click on **Save** button at the bottom of window.

- Viewing additional status under Class Permission Data, is available by clicking on Permission & Comments Tab.

Thank you for your participation!

For Scheduling Question please contact: scheduling@cpp.edu

For Scheduling Resources please visit:
https://www.cpp.edu/academicplanning/index.shtml

Schedule Building Guides and Final Exam Schedule:
https://www.cpp.edu/academicplanning/resources/schedule-building-guides.shtml

Schedule Building Timelines:
https://www.cpp.edu/academicplanning/resources/schedule-building-timelines.shtml

Permission Numbers (Registrar's Office): nacervantes@cpp.edu