

The logo for Cal Poly Pomona, featuring the text "CalPoly" in blue and "Pomona" in green, positioned to the left of a large, colorful, abstract arrow graphic pointing right. The arrow is composed of several overlapping triangles in shades of blue, green, and yellow.

CalPoly
Pomona

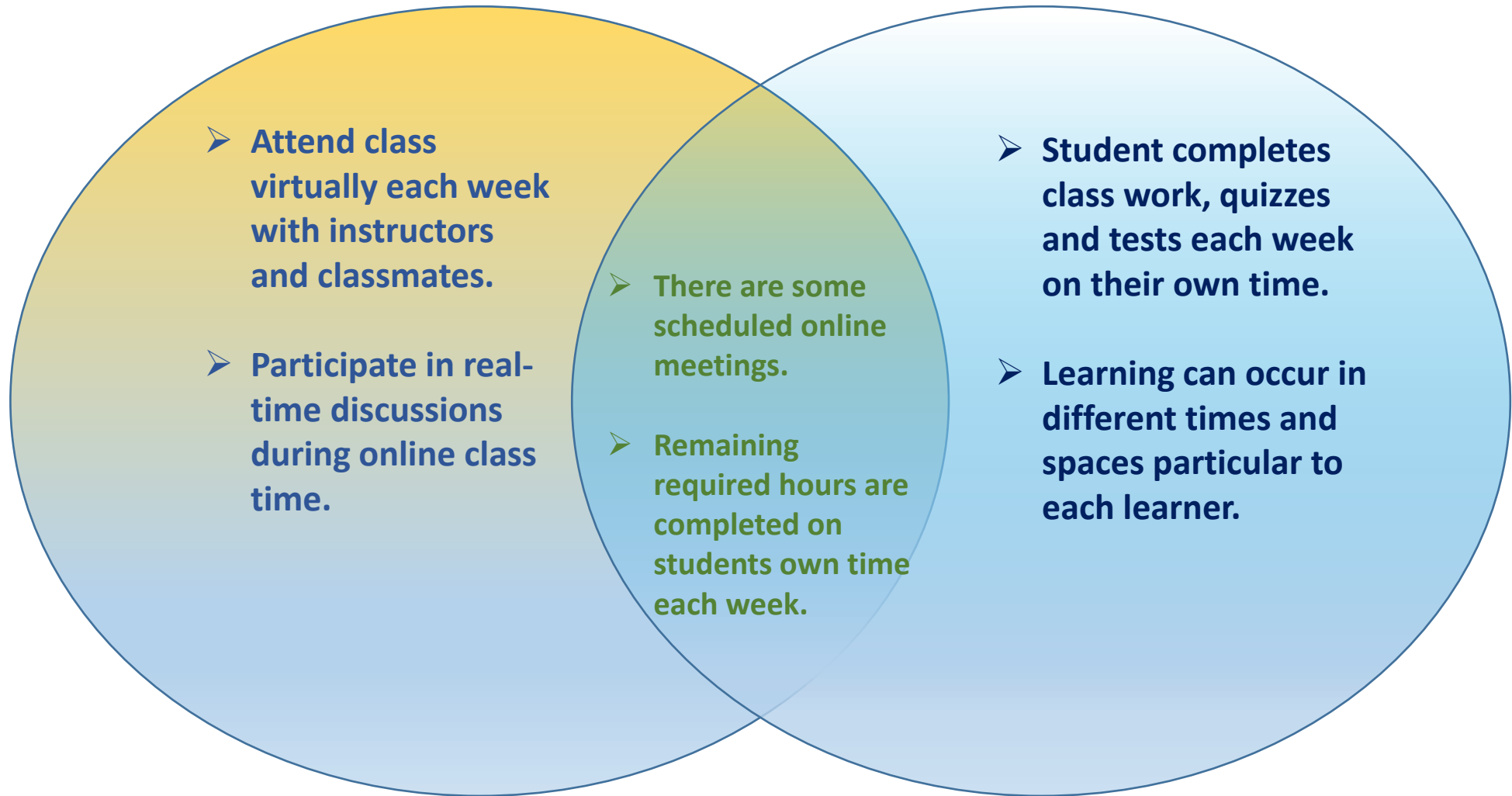
Fall 2020 Class Scheduling Training

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 cannot change it to S (Synchronous) as it will impact the student's schedule

Synchronous

Asynchronous



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:

The screenshot shows the 'Maintain Schedule of Classes' interface. The 'Basic Data' tab is selected and highlighted with a red box. A red arrow points to this tab. Below the navigation tabs, course details are displayed: Course ID 001910, Course Offering Nbr 1, Academic Institution Cal Poly Pomona, Term Spring Semester 2021 Undergrad, Subject Area CS Computer Science, and Catalog Nbr 4350 Database Systems. An 'Auto Create Component' button is visible. The 'Class Sections' section shows details for Session 1, Class Section 01, Component LEC (Lecture), and Class Type Enrollment Section. Other details include Associated Class 1, Units 3.00, Campus MAIN, Location CPP, Course Administrator, Academic Organization 189-CS, Academic Group 75, and Primary Instr Section 01. The 'Instruction Mode' is set to 'S' (Fully Synchronous) and is highlighted with a red box. A red arrow points to this field. On the right, there are checkboxes for 'Schedule Print' (checked), 'Student Specific Permissions', 'Dynamic Date Calc Required', 'Generate Class Mtg Attendance', 'Sync Attendance with Class Mtg' (checked), and 'GL Interface Required'. An 'Add Fee' button is also present.

Course ID	001910	Course Offering Nbr	1
Academic Institution	Cal Poly Pomona		
Term	Spring Semester 2021 Undergrad		
Subject Area	CS	Computer Science	
Catalog Nbr	4350	Database Systems	

Class Sections Find | View All First 1 of 1 Last

*Session	1	Regular Academic Session	Class Nbr	32234
*Class Section	01		*Start/End Date	01/23/2021 05/14/2021
*Component	LEC	Lecture	Event ID	
*Class Type	Enrollment Section			
*Associated Class	1	Units	3.00	Associated Class Attributes
*Campus	MAIN	Main		Add Fee
*Location	CPP	Cal Poly Pomona		<input checked="" type="checkbox"/> Schedule Print
Course Administrator				<input type="checkbox"/> Student Specific Permissions
*Academic Organization	189-CS	Computer Science		<input type="checkbox"/> Dynamic Date Calc Required
Academic Group	75	Science		<input type="checkbox"/> Generate Class Mtg Attendance
*Holiday Schedule	ACDHOL	Academic Holiday Schedule		<input checked="" type="checkbox"/> Sync Attendance with Class Mtg
*Instruction Mode	S	Fully Synchronous		<input type="checkbox"/> GL Interface Required
Primary Instr Section	01			

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.

Course Information:
Course ID: 001910, Course Offering Nbr: 1
Academic Institution: Cal Poly Pomona
Term: Spring Semester 2021, Undergrad
Subject Area: CS, Computer Science
Catalog Nbr: 4350, Database Systems

Class Sections:
Session: 1, Regular Academic Session, Class Nbr: 32234
Class Section: 01, Component: Lecture, Event ID: [blank]
Associated Class: 1, Units: 3.00

Meeting Pattern 1:
Facility ID: [blank], Capacity: [blank], Pat: [blank]
Mtg Start: 1:00PM, Mtg End: 2:15PM
M: [blank], T: [checked], W: [blank], Th: [blank], F: [blank], S: [blank], Sa: [blank]
*Start/End Date: 01/23/2021 to 05/14/2021

Meeting Pattern 2:
Facility ID: [blank], Capacity: [blank], Pat: TBA
Mtg Start: [blank], Mtg End: [blank]
M: [blank], T: [blank], W: [blank], Th: [blank], F: [blank], S: [blank], Sa: [blank]
*Start/End Date: 01/23/2021 to 05/14/2021

Instructors For Meeting Pattern:
Salloum, Salam N (Primary Instructor)

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.”

The screenshot shows the 'Notes' tab in a web application. The breadcrumb trail is: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes. The Cal Poly Pomona logo is on the left. A search bar contains 'All' and 'Search', with an 'Advanced Search' link. Below the search bar are tabs for 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes' (highlighted with a red box), 'Exam', 'LMS Data', and 'GL Interface'. The course information is: Course ID 001910, Course Offering Nbr 1, Academic Institution Cal Poly Pomona, Term Spring Semester 2021 Undergrad, Subject Area CS Computer Science, and Catalog Nbr 4350 Database Systems. The 'Class Sections' section shows Session 1, Class Section 01, Component Lecture, Units 3.00, and Class Nbr 32234. The 'Class Notes' section has a 'Free Format Text' field (highlighted with a red box) containing the text: "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." A red arrow points to the bottom right of the text area. At the bottom are 'Save', 'Return to Search', and 'Notify' buttons.

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 need 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

Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution =

Term =

Subject Area =

Catalog Nbr begins with

Academic Career =

Campus begins with

Description begins with

Course ID begins with

Course Offering Nbr =

Academic Organization begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-49 of 49 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
POCMP	2213 MAT	1050	Undergrad	MAIN	College Algebra	005000	1	
POCMP	2213 MAT	1050A	Undergrad	MAIN	College Algebra Activity	014676	1	
POCMP	2213 MAT	1051	Undergrad	MAIN	College Algebra Stretch I	014535	1	
POCMP	2213 MAT	1051A	Undergrad	MAIN	College Algebra Strtch I Act	014536	1	
POCMP	2213 MAT	1052	Undergrad	MAIN	College Algebra Stretch II	014537	1	

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 status 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.

Permission to Add | Permission to Drop

Course ID 013970 Course Offering Nbr 1
 Academic Institution Cal Poly Pomona
 Term Spring Semester 2020 Undergrad
 Subject Area MAT Mathematics
 Catalog Nbr 1140A Spplmntl Instrctn for Calc Act

Class Section Data Find | View All First 1 of 1 Last

Session 1 Regular Academic Session Class Nbr 32781 Class Status Cancelled Section
 Class Section 01 Class Type Enrollment Section
 Component Activity Instructor

Student Specific Permissions

▼ Defaults

Expiration Date 02/17/2020

Permission Valid For

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions Generate Set All Permissions to Issued

Class Permission Data Personalize | Find | First 1-10 of 10 Last

General Info | Permission | Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1				<input checked="" type="checkbox"/>	000026871	11/19/2019	Not Used		02/17/2020
2				<input checked="" type="checkbox"/>	000026871	11/19/2019	Not Used		02/17/2020
3				<input type="checkbox"/>			Not Used		02/17/2020
4				<input type="checkbox"/>			Not Used		02/17/2020
5				<input type="checkbox"/>			Not Used		02/17/2020
6				<input type="checkbox"/>			Not Used		02/17/2020
7				<input type="checkbox"/>			Not Used		02/17/2020
8				<input type="checkbox"/>			Not Used		02/17/2020
9				<input type="checkbox"/>			Not Used		02/17/2020
10				<input type="checkbox"/>			Not Used		02/17/2020

Save

Permission to Add | Permission to Drop

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

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	
1			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="[-]"/>
2			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="[-]"/>
3			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="[-]"/>
4			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="[-]"/>
5			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="[-]"/>

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