

Schedule New Class

1. Navigate to Schedule New Course

2. Required Fields

a. Term:

- i. Format is 'Century Year 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

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

CalPoly Pomona

All ▾ Search > Advanced Search

Schedule New Course

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 = ▾ POCMP 🔍

Term = ▾ 🔍

Subject Area = ▾ 🔍

Catalog Nbr begins with ▾ 🔍

Academic Career = ▾

Campus begins with ▾ 🔍

Course ID begins with ▾ 🔍

Description begins with ▾ 🔍

Course Offering Nbr = ▾ 🔍

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:** P (Face-to-Face), A (Online), H (Hybrid) and S (Synchronous)

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.

- c. **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.

5. 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".

Course ID 003230 Course Offering Nbr 1
 Academic Institution Cal Poly Pomona
 Term Spring Semester Undergrad
 2021
 Subject Area ABM Agribusiness Management
 Catalog Nbr 2000 Spec Study for LD Students

Class Sections
 Session 1 Regular Academic Session Class Nbr 32866 Class APDB Mapping Values
 Class Section 01 Component Supervision Event ID
 Associated Class 1 Units 1.00

Meeting Pattern
 Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 01/23/2021 05/14/2021
 Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern
 Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		Primary Instructor	<input checked="" type="checkbox"/>			0	2482

- g. When you have multiple instructors listed for a class, **Total Load Factor** for a course **must always** equal **100.0000**. If you do not modify the total load factor, the system will give you the following warning message: "Total of load factor for the class is _%. The total of load factor for the class is not 100%. Check class assignment." To modify the load factor navigate to the **Meetings Tab** and locate the **Instructors for Meeting Pattern** header. The **Load Factor** field is located under this header in the **Workload tab**.

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

Assignment Workload

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
000090350	IFF	279-FM&A	<input checked="" type="checkbox"/>	100.0000		<input checked="" type="checkbox"/>	

6. Enrollment Cntrl Tab:

- 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.
- 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.
- Other information found on the Enrollment Cntrl Tab:**
- 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. **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).

Course ID 003230 Course Offering Nbr 1

Academic Institution Cal Poly Pomona

Term Spring Semester Undergrad

2021

Subject Area ABM Agribusiness Management

Catalog Nbr 2000 Spec Study for LD Students

Enrollment Control Find | View All First 1 of 2 Last

Session 1 Regular Academic Session Class Nbr 32866

Class Section 01 Component Supervision Event ID

Associated Class 1 Units 1.00

*Class Status Active Cancel Class

Class Type Enrollment Enrollment Status Open

*Add Consent No Special Consent Required

*Drop Consent No Special Consent Required

1st Auto Enroll Section

2nd Auto Enroll Section

Resection to Section

Requested Room Capacity 30 Total

Enrollment Capacity 6 0

Wait List Capacity 6 0

Minimum Enrollment Nbr

Auto Enroll from Wait List Cancel if Student Enrolled

Save Return to Search Previous in List Next in List Notify

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

7. Notes Tab (optional):

- a. Notes are entered into the Free Format Text field. They appear in the BroncoDirect Schedule of Classes – Class Details link. There can be multiple rows of notes for one class section.
- b. Note: If you need to remove the note, use the minus sign

The screenshot shows the 'Notes' tab in the Cal Poly Pomona system. The breadcrumb trail is: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course. The search bar contains 'All' and 'Search'. The navigation tabs are: Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, **Notes**, Exam, LMS Data, and GL Interface. Course details include: Course ID 003230, Course Offering Nbr 1, Academic Institution Cal Poly Pomona, Term Spring Semester 2021 Undergrad, Subject Area ABM, Catalog Nbr 2000, and Spec Study for LD Students. The 'Class Sections' section shows Session 1, Class Section 01, Component Supervision, Units 1.00, Class Nbr 32866, and Event ID. The 'Class Notes' section has a form with fields for *Sequence Number (1), *Print Location (After), Note Nbr, and a checkbox for 'Even if Class Not in Schedule'. There is a 'Free Format Text' field with a 'Clear Note' button. Navigation buttons at the bottom include Save, Return to Search, Previous in List, Next in List, and Notify.

8. Save