

Class Scheduling Training

Academic Planning and Resources

April 17, 2019

Welcome

Introductions

New Class Schedule Dashboard in Tableau

▶ How to Navigate & Download Data

<https://www.cpp.edu/~data/dashboards/index.shtml>

TIP: Placing the pointer over a specific workbook provides information on the workbook

NOTE: The Original Class Schedule/Legacy option offers less search filters than the Class Schedule option

Class Schedule Roll-over from Prior Term

▶ What does it mean to roll over the Schedule of Classes in PeopleSoft?

- ▶ Roll over is a process that creates a copy of all class sections with the Class Status of Active and Stop Further Consent
- ▶ from a previous term into a consecutive future term.

▶ What class values will and will not copy over into the copied class sections?

Class values will be copied over

- ◆ Classes with the status of Active and Stop Further Enrollment
- ◆ Instruction Mode
- ◆ Class meeting days and times
- ◆ Class notes
- ◆ Course Topic ID and Topic ID
- ◆ Units
- ◆ Permission setup (Student Specific and general)
- ◆ Enrollment and Waitlist Capacity values
- ◆ Enrollment Consent

Class values will not be copied over

- ◆ Meeting space (Facility ID)
- ◆ Instructor(s) of Record
- ◆ Combined Sections (will need to be requested if applicable)
- ◆ Independent Study classes including 200, 400, 441, 442, 461, 462
- ◆ Linked classes (will need to be requested if applicable)
- ◆ Classes with the status of Cancelled and Tentative

▶ How can a department or college request to have their classes rolled over?

- ▶ Please send an email request from the department Chair or Associate Dean to the Academic Planning & Resources team. Identify if the request applies to the entire college or for specific departments.
- ▶ The Schedule Building Timelines will reflect dates when the requests are to be submitted.

PeopleSoft Meeting Patterns/Instruction Modes

https://www.cpp.edu/~academic-programs/Curriculum_Documents/CourseInstructionModes_Q-A_UserFriendly07-2011.pdf

▶ **A= Fully Asynchronous**

Meets 100% online at the student's availability

▶ **S= Fully Synchronous**

Meets 100% online on specific days/times assigned by instructor

▶ **HA= Hybrid with Asynchronous Component**

Meets both face-to-face and online at the student's availability for 25% - 75% of course contact hours

▶ **HS= Hybrid with Synchronous Component**

Meets both face-to-face and online on specific days/times assigned by instructor for 25% - 75% of course contact hours

▶ **AL= Asynchronous Local**

Meets 100% online at the student's availability

Scheduled face-to-face meetings may be required for orientation and evaluations

▶ **SL= Synchronous Local**

Meets 100% online on specific days/times assigned by instructor. Scheduled face-to-face meetings may be required for orientation and evaluations

▶ **P= Face to Face**

Meets face-to-face on campus

▶ **PW= Web Assisted**

Meets face-to-face on campus. Syllabus and some course materials/activities are online and require active student access

PeopleSoft Meeting Pattern Set-Up

▶ Asynchronous (A) = Fully online

- ◆ Only **one** Meeting Pattern is required and needs to reflect *TBA* under the PAT field
- ◆ Empty and/or incomplete Meeting Patterns generate Catastrophic Errors in reporting due to the Chancellor's Office
- ◆ Only **one** instructor of record can have the Instructor Role of **Primary** with the Access of **Approve** and will have access to enter and approve grades. Any additional listed instructors of record are to have the Instructor Role of **Secondary** with the Access of either **Grade** (will have access to enter grades) or **Blank**.

This screenshot shows the 'Meeting Pattern' section of the PeopleSoft interface. The 'Meeting Pattern' field is highlighted with a red circle and contains the value 'A'. Other visible fields include 'Session' (1), 'Class Section' (08), 'Component' (LEC), 'Class Type' (Enrollment Section), 'Associated Class' (1), 'Units' (3.00), 'Campus' (MAIN), 'Location' (CPP), 'Academic Group' (10), and 'Instruction Mode' (A). The 'Class Sections' section above shows details for Class Nbr 74682, Start/End Date 08/23/2018 to 12/09/2018, and Event ID.

This screenshot shows the 'Meeting Pattern' section of the PeopleSoft interface. The 'Pat' field is highlighted with a red circle and contains the value 'TBA'. Other visible fields include 'Facility ID', 'Capacity', 'Mtg Start', 'Mtg End', 'M T W T F S S', and '*Start/End Date' (08/23/2018 to 12/09/2018). Below this is the 'Instructors For Meeting Pattern' table:

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
[Redacted]	[Redacted]	Prim Ins	<input checked="" type="checkbox"/>	Approve		0	2358

PeopleSoft Meeting Pattern Set-Up

- ▶ **Hybrid Asynchronous (HA)** = Meets both face-to-face and online at the student's availability for 25%-75% of the course contact hours.
 - ◆ A minimum of **two** Meeting Patterns are required. The Meeting Pattern used to identify the online portion is to reflect left blank. Please **DO NOT** enter TBA under the PAT field.
 - ◆ Empty and/or incomplete Meeting Patterns generate Catastrophic Errors in reporting due to the Chancellor's Office.
 - ◆ Only **one** instructor can have the Instructor Role of **Primary** with the Access of **Approve** (will have access to enter and approve grades). All additional listed instructors are to have the Instructor Role of **Secondary** with the Access of either **Grade** (will have access to enter grades) or **Blank**. The Workload for all instructors needs to be updated and is **NOT TO EXCEED** a total of **100% Load Factor**.
 - ◆ Instructors are to be listed in each of the additional Meeting Patterns. However, the **Assign Type** under the Workload tab for each instructor is to reflect **Not Include** otherwise the instructors will receive additional WTUs for each Meeting Pattern.

* **NOTE:** Refer to following page for screen shots of the Meeting Patterns

Hybrid Asynchronous (HA)

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

Course ID 012858 Course Offering Nbr 1
 Academic Institution Cal Poly Pomona
 Term Fall Semester 2018 Undergrad
 Subject Area [Redacted]
 Catalog Nbr [Redacted]

Auto Create Component

Class Sections Find | View All First 1 of 5 Last

*Session 1 Regular Academic Session Class Nbr [Redacted]
 *Class Section 01 *Start/End Date 08/23/2018 12/09/2018
 *Component LEC Lecture Event ID [Redacted]
 *Class Type Enrollment Section
 *Associated Class 1 Units 3.00 Associated Class Attributes
 *Campus MAIN Main Add Fee
 *Location CPP Cal Poly Pomona
 Course Administrator [Redacted]
 *Academic Organization [Redacted]
 Academic Group 41
 *Holiday Schedule ACDHOL Academic Holiday Schedule
 *Instruction Mode HA Hybrid Asynchronous Component
 Primary Instr Section 01

Class Topic

Meeting Pattern Find | View 1 First 1-2 of 2 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 015 1823 61 5:30PM 6:45PM 08/23/2018 12/09/2018
 15 1823 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

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
[Redacted]	[Redacted]	Prim Ins	<input checked="" type="checkbox"/>	Approve	[Redacted]	3	2358

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 08/23/2018 12/09/2018

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 %
[Redacted]	Not Incl	[Redacted]	[Redacted]	100.0000	3.00	<input checked="" type="checkbox"/>	20.00

Room Characteristics Personalize | Find | View 1 | First 1 of 1 Last

Instructors For Meeting Pattern Personalize | Find | View 2 | First 1-3 of 3 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
[Redacted]	[Redacted]	1st Prim In	<input checked="" type="checkbox"/>	Approv	[Redacted]	0	2482
[Redacted]	[Redacted]	2nd Sec In	<input checked="" type="checkbox"/>	Grade	[Redacted]	0	
[Redacted]	[Redacted]	3rd Sec In	<input checked="" type="checkbox"/>		[Redacted]	0	

Instructors For Meeting Pattern Personalize | Find | View 2 | First 1-3 of 3 Last

Assignment Workload

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
[Redacted]	IFF	279-FM&A	1st	34.0000		<input checked="" type="checkbox"/>	
[Redacted]	IFF	279-FM&A	2nd	33.0000		<input checked="" type="checkbox"/>	
[Redacted]	IFF	279-FM&A	3rd	33.0000		<input checked="" type="checkbox"/>	

Instructors For Meeting Pattern Personalize | Find | View 2 | First 1-4 of 4 Last

Assignment Workload

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
[Redacted]	Not Inc	80-CE				<input type="checkbox"/>	
[Redacted]	Not Inc	80-CE				<input type="checkbox"/>	
[Redacted]	Not Inc	80-CE				<input type="checkbox"/>	
[Redacted]	Not Inc	80-CE				<input type="checkbox"/>	

PeopleSoft Meeting Patterns Set-Up

- ▶ **Asynchronous Local (AL)** = Meets 100% online at the student's availability. Scheduled face-to-face meetings *may be required* for orientation and/or evaluations.
 - ◆ At a minimum, **one** Meeting Pattern is required for the online portion and needs to reflect **TBA** under the PAT field.
 - ◆ If **face-to-face meetings are to be scheduled** for orientation and/or evaluations a second Meeting Pattern will be needed with the Facility ID, times, day(s) of the week, and Start/End calendar dates the class is scheduled to meet.
 - ◆ Empty and/or incomplete Meeting Patterns generate Catastrophic Errors in reporting due to the Chancellor's Office
 - ◆ Only **one** instructor of record can have the Instructor Role of **Primary** with the Access of **Approve** and will have access to enter and approve grades. Any additional listed instructors of record are to have the Instructor Role of **Secondary** with the Access of either **Grade** (will have access to enter grades) or **Blank**.
 - ◆ Workload for all instructors needs to be updated and is **NOT TO EXCEED** a total of **100% Load Factor**.
 - ◆ Instructors are to be listed in each of the additional Meeting Patterns. However, the **Assign Type** under the Workload tab for each instructor is to reflect **Not Include** otherwise the instructors will receive additional WTUs for each Meeting Pattern.

* **NOTE:** Refer to following page for screen shots of the Meeting Patterns

Asynchronous Local (AL)

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

Course ID [redacted] Course Offering Nbr 1

Academic Institution Cal Poly Pomona

Term Fall Semester Undergrad

2019

Subject Area [redacted]

Catalog Nbr [redacted]

Auto Create Component

Class Sections Find | View All First 1 of 2 Last

*Session 1 Regular Academic Session Class Nbr [redacted]

*Class Section 01 *Start/End Date 08/22/2019 12/08/2019

*Component SUP Supervision

*Class Type Enrollment Section

*Associated Class 1 Units 1.00 Associated Class Attributes

*Campus MAIN Main

*Location CPP Cal Poly Pomona

Course Administrator [redacted]

*Academic Organization [redacted]

Academic Group [redacted]

*Holiday Schedule APBUCIO Academic Holiday Schedule

*Instruction Mode AL Face-to-Face

Primary Instr Section 01

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

Meeting Pattern Find | View 1 First 1-2 of 2 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date

[redacted] TBA [redacted] 08/22/2019 12/08/2019

Topic ID: [redacted] Free Format Topic: [redacted]

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

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
[redacted]	[redacted]	Prim In	<input checked="" type="checkbox"/>	Approv	[redacted]	0	2482

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date

001 0303 30 8:00AM 9:50AM [redacted] 08/22/2019 08/22/2019

Topic ID: [redacted] Free Format Topic: [redacted]

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

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
[redacted]	[redacted]	Prim In	<input checked="" type="checkbox"/>	Approv	[redacted]	0	2482

Instructors For Meeting Pattern Personalize | Find | View 2 | First 1-3 of 3 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
[redacted]	[redacted]	1st Prim In	<input checked="" type="checkbox"/>	Approv	[redacted]	0	2482
[redacted]	[redacted]	2nd Sec In:	<input checked="" type="checkbox"/>	Grade	[redacted]	0	
[redacted]	[redacted]	3rd Sec In:	<input checked="" type="checkbox"/>		[redacted]	0	

Instructors For Meeting Pattern Personalize | Find | View 2 | First 1-3 of 3 Last

Assignment Workload

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
[redacted]	IFF	279-FM&A	1st	34.0000		<input checked="" type="checkbox"/>	
[redacted]	IFF	279-FM&A	2nd	33.0000		<input checked="" type="checkbox"/>	
[redacted]	IFF	279-FM&A	3rd	33.0000		<input checked="" type="checkbox"/>	

Instructors For Meeting Pattern Personalize | Find | View 2 | First 1-4 of 4 Last

Assignment Workload

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
[redacted]	Not Inc	80-CE					
[redacted]	Not Inc	80-CE					
[redacted]	Not Inc	80-CE					
[redacted]	Not Inc	80-CE					

PeopleSoft Meeting Patterns Set-Up

- ▶ **Synchronous (S)** = Meets 100% online on specific days/times assigned by instructor.
 - ◆ Only **one** Meeting Pattern will be required with the meeting Facility ID, times, and day(s) of the week the class is scheduled to meet online.
 - ◆ Empty and/or incomplete Meeting Patterns generate Catastrophic Errors in reporting due to the Chancellor's Office
 - ◆ Only **one** instructor of record can have the Instructor Role of **Primary** with the Access of **Approve** and will have access to enter and approve grades. Any additional listed instructors of record are to have the Instructor Role of **Secondary** with the Access of either **Grade** (will have access to enter grades) or **Blank**.

* **NOTE:** Refer to following page for screen shots of the Meeting Patterns

Synchronous (S)

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

Course ID 006457 Course Offering Nbr 1
 Academic Institution Cal Poly Pomona
 Term Fall Semester 2018 Undergrad
 Subject Area [REDACTED]
 Catalog Nbr [REDACTED]

Auto Create Component

Class Sections Find | View All First 1 of 2 Last

*Session 1 Regular Academic Session Class Nbr 71227
 *Class Section 01 *Start/End Date 08/23/2018 12/09/2018
 *Component LEC Lecture Event ID 000236523
 *Class Type Enrollment Section
 *Associated Class 1 Units 3.00
 *Campus MAIN Main Add Fee
 *Location CPP Cal Poly Pomona
 Course Administrator [REDACTED]
 *Academic Organization [REDACTED]
 *Academic Group [REDACTED]
 *Holiday Schedule ACDHOL Academic Holiday Schedule
 *Instruction Mode S Fully Synchronous
 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

Class Topic

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date

001 0303 30 8:00AM 9:50AM [] [] [] [x] [] [] [] [] 08/22/2019 08/22/2019

1 303 Topic Free Format
 ID: 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

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
[REDACTED]	[REDACTED]	Prim In	<input checked="" type="checkbox"/>	Approv		0 2482	

Instructors For Meeting Pattern Personalize | Find | View 2 | First 1-3 of 3 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
[REDACTED]	[REDACTED]	1st Prim In	<input checked="" type="checkbox"/>	Approv		0 2482	
[REDACTED]	[REDACTED]	2nd Sec In	<input checked="" type="checkbox"/>	Grade		0	
[REDACTED]	[REDACTED]	3rd Sec In	<input checked="" type="checkbox"/>			0	

Instructors For Meeting Pattern Personalize | Find | View 2 | First 1-3 of 3 Last

Assignment Workload

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
[REDACTED]	IFF	279-FM&A	<input checked="" type="checkbox"/> 1st	34.0000		<input checked="" type="checkbox"/>	
[REDACTED]	IFF	279-FM&A	<input checked="" type="checkbox"/> 2nd	33.0000		<input checked="" type="checkbox"/>	
[REDACTED]	IFF	279-FM&A	<input checked="" type="checkbox"/> 3rd	33.0000		<input checked="" type="checkbox"/>	

Instructors For Meeting Pattern Personalize | Find | View 2 | First 1-4 of 4 Last

Assignment Workload

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
[REDACTED]	Not Inc	80-CE	<input type="checkbox"/>			<input type="checkbox"/>	
[REDACTED]	Not Inc	80-CE	<input type="checkbox"/>			<input type="checkbox"/>	
[REDACTED]	Not Inc	80-CE	<input type="checkbox"/>			<input type="checkbox"/>	
[REDACTED]	Not Inc	80-CE	<input type="checkbox"/>			<input type="checkbox"/>	

PeopleSoft Meeting Patterns Set-Up

- ▶ **Hybrid Synchronous (HS)** = Meets both face-to-face and online at specific days/times assigned by instructor for 25% - 75% of course contact hours.
 - ◆ A minimum of **two** Meeting Patterns are required. The Meeting Patterns used for both the face-to-face and online portion will need to identify the Facility ID, times, and day(s) of the week the class is scheduled to meet in class and online.
 - ◆ Empty and/or incomplete Meeting Patterns generate Catastrophic Errors in reporting due to the Chancellor's Office.
 - ◆ Only one instructor can have the Instructor Role of **Primary** with the Access of **Approve** (will have access to enter and approve grades). All additional listed instructors are to have the Instructor Role of **Secondary** with the Access of either **Grade** (will have access to enter grades) or **Blank**. The Workload for all instructors needs to be updated and is NOT TO EXCEED 100% Load Factor.
 - ◆ Instructors are to be listed in each of the additional Meeting Patterns. However, the **Assign Type** under the Workload tab for each instructor is to reflect **Not Include** otherwise the instructors will receive additional WTUs for each Meeting Pattern.

* **NOTE:** Refer to following page for screen shots of the Meeting Patterns

Hybrid Synchronous (HS)

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

Course ID 006451 Course Offering Nbr 1

Academic Institution Cal Poly Pomona

Term Fall Semester 2018 Undergrad

Subject Area [REDACTED]

Catalog Nbr [REDACTED]

Auto Create Component

Class Sections Find | View All First 1 of 1 Last

*Session 1 Regular Academic Session Class Nbr 75285

*Class Section 01 *Start/End Date 08/23/2018 12/09/2018

*Component SEM Seminar Event ID 000244930

*Class Type Enrollment Section

*Associated Class 1 Units 3.00 Associated Class Attributes

*Campus MAIN Main Add Fee

*Location CPP Cal Poly Pomona

Course Administrator [REDACTED]

*Academic Organization [REDACTED]

Academic Group 24

*Holiday Schedule ACDHOL Academic Holiday Schedule

***Instruction Mode HS Hybrid Synchronous Component**

Primary Instr Section 01

Class Topic

Meeting Pattern Find | View 1 First 1 of 2 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
002 0214	56		5:00PM	6:50PM								08/22/2019 12/08/2019

2-214 Topic ID: Free Format Topic: [REDACTED]

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

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
[REDACTED]	[REDACTED]	Prim In		Approv		0	2482

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date

998			8:00AM	9:50AM								08/22/2019 08/22/2019
-----	--	--	--------	--------	--	--	--	--	--	--	--	-----------------------

Off-Campus Topic ID: Free Format Topic: [REDACTED]

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

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
[REDACTED]	[REDACTED]	Prim In		Approv		0	2482

Instructors For Meeting Pattern Personalize | Find | View 2 | First 1-3 of 3 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
[REDACTED]	[REDACTED]	1st Prim In		Approv		0	2482
[REDACTED]	[REDACTED]	2nd Sec In		Grade		0	
[REDACTED]	[REDACTED]	3rd Sec In				0	

Instructors For Meeting Pattern Personalize | Find | View 2 | First 1-3 of 3 Last

Assignment Workload

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
[REDACTED]	IFF	279-FM&A	1st	34.0000			
[REDACTED]	IFF	279-FM&A	2nd	33.0000			
[REDACTED]	IFF	279-FM&A	3rd	33.0000			

Instructors For Meeting Pattern Personalize | Find | View 2 | First 1-4 of 4 Last

Assignment Workload

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
[REDACTED]	Not Inc	80-CE					
[REDACTED]	Not Inc	80-CE					
[REDACTED]	Not Inc	80-CE					
[REDACTED]	Not Inc	80-CE					

PeopleSoft Meeting Patterns Set-Up

- ▶ **Synchronous Local (SL)** = Meets 100% online on specific days/times assigned by instructor. Scheduled face-to-face meetings may be required for orientation and/or evaluations.
 - ◆ At a minimum, **one** Meeting Pattern is required for the online portion with the meeting Facility ID, times, and day(s) of the week the class is scheduled to meet online.
 - ◆ If face-to-face meetings are to be scheduled for orientation and/or evaluations a second Meeting Pattern will be needed with the Facility ID, times, day(s) of the week, and Start/End calendar dates class is scheduled to meet.
 - ◆ Empty and/or incomplete Meeting Patterns generate Catastrophic Errors in reporting due to the Chancellor's Office
 - ◆ Only **one** instructor of record can have the Instructor Role of **Primary** with the Access of **Approve** and will have access to enter and approve grades. Any additional listed instructors of record are to have the Instructor Role of **Secondary** with the Access of either **Grade** (will have access to enter grades) or **Blank**.
 - ◆ Workload for all instructors needs to be updated and is **NOT TO EXCEED** a total of **100% Load Factor**.
 - ◆ Instructors are to be listed in each of the additional Meeting Patterns. However, the **Assign Type** under the Workload tab for each instructor is to reflect **Not Include** otherwise the instructors will receive additional WTUs for each Meeting Pattern.

* **NOTE:** Refer to following page for screen shots of the Meeting Patterns

Synchronous Local (SL)

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

Course ID 003873 Course Offering Nbr 1
 Academic Institution Cal Poly Pomona
 Term Fall Quarter 2017 Undergrad
 Subject Area [Redacted] Auto Create Component
 Catalog Nbr [Redacted]

Class Sections Find | View All First 1 of 3 Last

*Session 1 Regular Academic Session Class Nbr 72430
 *Class Section 01 *Start/End Date 09/21/2017 12/01/2017
 *Component LEC Lecture Event ID 000219893
 *Class Type Enrollment Section
 *Associated Class 1 Units 4.00 Associated Class Attributes
 *Campus MAIN Main Add Fee
 *Location CPP Cal Poly Pomona
 Course Administrator [Redacted]
 *Academic Organization [Redacted]
 Academic Group [Redacted]
 *Holiday Schedule ACDHOL Academic Holiday Schedule
Instruction Mode SL Synchronous Local
 Primary Instr Section 01

Class Topic

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

Course ID 003873 Course Offering Nbr 1
 Academic Institution Cal Poly Pomona
 Term Fall Quarter 2017 Undergrad
 Subject Area [Redacted] Catalog Nbr [Redacted]

Class Sections Find | View All First 1 of 3 Last

Session: 1 Regular Academic Session Class Nbr: 72430 Class APDB Mapping Values
 Class Section: 01 Component: Lecture Event ID: 000219893
 Associated Class: 1 Units: 4.00

Meeting Pattern Find | View 1 First 1-2 of 2 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
006 0113	78		3:00PM	4:50PM								09/21/2017 09/21/2017
6 113												

Topic ID: [Redacted] Free Format
 Topic: [Redacted]
 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	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		[Redacted]	[Redacted]	Prim Ins	<input checked="" type="checkbox"/>	Approv		0	2358

Facility ID 998 Capacity Pat Mtg Start 3:00PM Mtg End 4:50PM M T W T F S S *Start/End Date 09/21/2017 12/01/2017
 Off-Campus Topic ID: [Redacted] Free Format Topic: [Redacted]
 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	ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
		[Redacted]	Not Incl	[Redacted]		100.0000	4.00	<input type="checkbox"/>	

Instructors For Meeting Pattern Personalize | Find | View 2 | First 1-3 of 3 Last

Assignment | Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
[Redacted]	[Redacted]	1st Prim In	<input checked="" type="checkbox"/>	Approv		0	2482
[Redacted]	[Redacted]	2nd Sec In	<input checked="" type="checkbox"/>	Grade		0	
[Redacted]	[Redacted]	3rd Sec In	<input checked="" type="checkbox"/>			0	

Instructors For Meeting Pattern Personalize | Find | View 2 | First 1-4 of 4 Last

Assignment | Workload

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
[Redacted]	Not Inc	80-CE				<input type="checkbox"/>	
[Redacted]	Not Inc	80-CE				<input type="checkbox"/>	
[Redacted]	Not Inc	80-CE				<input type="checkbox"/>	
[Redacted]	Not Inc	80-CE				<input type="checkbox"/>	

Instructors For Meeting Pattern Personalize | Find | View 2 | First 1-3 of 3 Last

Assignment | Workload

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
[Redacted]	IFF	279-FM&A	<input checked="" type="checkbox"/>	1st 34.0000		<input checked="" type="checkbox"/>	
[Redacted]	IFF	279-FM&A	<input checked="" type="checkbox"/>	2nd 33.0000		<input checked="" type="checkbox"/>	
[Redacted]	IFF	279-FM&A	<input checked="" type="checkbox"/>	3rd 33.0000		<input checked="" type="checkbox"/>	

Permission Set-up

- ▶ **Types of Permissions that can be assigned**
 - ▶ General Permission numbers are issued to students allowing them to enroll into a given class section
 - ▶ Student's Specific Permission allows identified students to enroll into given class sections automatically
- ▶ **Permissions for either type do not override overall student limitations such as:**
 - ▶ Time Conflicts
 - ▶ Duplicate enrollments in the same course
 - ▶ Registration holds
 - ▶ Maximum units enrolled
- ▶ **Instructor/Department Consent permissions vs. Enrollment Capacity at Zero**
 - ▶ Instructor/Department Consent is the recommended approach.

NOTES:

Classes cannot use both Student Specific and General Permissions. If one method is used and later decided to change, this will cause the existing permissions to be deleted (Student Specific or General). However, students who enrolled using the original permission method **WILL NOT** be dropped.

Permission Set-up

Creating Student's Specific Permission

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

Course ID: Academic Institution: Cal Poly Pomona
 Course Offering Nbr: 1
 Term: Fall Semester 2019 Undergrad
 Subject Area: Catalog Nbr: Auto Create Component

Class Sections Find | View All First 1 of 10

*Session 1 Regular Academic Session Class Nbr
 *Class Section 01 *Start/End Date 08/22/2019 12/08/2019
 *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 Schedule Print
 Course Administrator Student Specific Permissions
 *Academic Organization
 Academic Group 41
 *Holiday Schedule ACDHOL Academic Holiday Schedule
 *Instruction Mode P Sync Attendance with Class Mtg

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

Course ID: Academic Institution: Cal Poly Pomona
 Course Offering Nbr: 1
 Term: Fall Semester 2019 Undergrad
 Subject Area: Catalog Nbr:

Enrollment Control Find | View All First 1 of 12

Session 1 Regular Academic Session Class Nbr
 Class Section 01 Component Lecture Event ID
 Associated Class 1 Units 3.00
 *Class Status Active Cancel Class
 Class Type Enrollment Enrollment Status Open
 *Add Consent Department Consent Required Requested Room Capacity 40
 *Drop Consent Department Consent Required Enrollment Capacity 40
 1st Auto Enroll Section Instructor Consent Required Wait List Capacity 40
 2nd Auto Enroll Section No Special Consent Required Minimum Enrollment Nbr
 Resection to Section

Permission to Add | Permission to Drop

Course ID: Academic Institution: Cal Poly Pomona
 Course Offering Nbr: 1
 Term: Fall Semester 2019 Undergrad
 Subject Area: Catalog Nbr:

Class Section Data Find | View All First 1 of 12 Last

Session 1 Regular Academic Session Class Nbr Class Status Active
 Class Section 01 Class Type Enrollment Section
 Component Lecture Instructor
 Student Specific Permissions

Defaults
 Expiration Date 09/19/2019
 Permission Valid For
 Closed Class Requisites Not Met Consent Required Career Restriction Permission Time Period
 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	452178			<input type="checkbox"/>			Not Used		09/19/2019
2	350688			<input type="checkbox"/>			Not Used		09/19/2019
3	504679			<input type="checkbox"/>			Not Used		09/19/2019
4	956647			<input type="checkbox"/>			Not Used		09/19/2019
5	695154			<input type="checkbox"/>			Not Used		09/19/2019

Permission Set-up

Creating General Permission Numbers

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

Course ID 000071 Course Offering Nbr 1
 Academic Institution Cal Poly Pomona
 Term Fall Semester 2019 Undergrad
 Subject Area ACC Accounting
 Catalog Nbr 2070 Fin Acc For Decision Making

Enrollment Control Find | View All First 1 of 12 Last

Session 1 Regular Academic Session Class Nbr 72444
 Class Section 01 Component Lecture Event ID 000252156
 Associated Class 1 Units 3.00

*Class Status Active

Class Type Enrollment **Department Consent Required** Enrollment Status Open
 *Add Consent Instructor Consent Required Requested Room Capacity 40
 *Drop Consent No Special Consent Required Enrollment Capacity 40
 1st Auto Enroll Section Wait List Capacity 40
 2nd Auto Enroll Section Minimum Enrollment Nbr
 Resection to Section

Permission to Add | Permission to Drop

Course ID Course Offering Nbr 1
 Academic Institution Cal Poly Pomona
 Term Fall Semester 2019 Undergrad
 Subject Area
 Catalog Nbr

Class Section Data Find | View All First 1 of 12 Last

Session 1 Regular Academic Session Class Nbr Class Status Active
 Class Section 01 Class Type Enrollment Section
 Component Lecture Instructor

Student Specific Permissions

Defaults
 Expiration Date 09/19/2019

Permission Valid For
 Closed Class Requisites Not Met Consent Required Career Restriction Permission Time Period

Set All Permissions to Issued

Class Permission Data Personalize | Find | 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	452178			<input type="checkbox"/>			Not Used		09/19/2019
2	350688			<input type="checkbox"/>			Not Used		09/19/2019
3	504679			<input type="checkbox"/>			Not Used		09/19/2019
4	956647			<input type="checkbox"/>			Not Used		09/19/2019

Series 25 Update

See Available Locations

Create an Event

Search for Events

See Available Resources

Search for Organizations

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PeopleSoft Facility ID for Outdoor Spaces and Off Site Locations

▶ <https://www.cpp.edu/~academicplanning/Outdoor-spaces-11262018.pdf>

ACADEMIC PLANNING AND RESOURCES

- Academic Master Plan
- Academic Research and Resources
- Academic Calendar
- Academic Policies
- ▼ Class Scheduling Resources
 - Schedule Building Guides**
 - Schedule Building Timelines
 - Large Classroom Procedures
 - Training Sessions
 - Forms
 - Scheduling Contact
 - Academic Space Resources
 - Training and Manuals
 - Organizational Chart

Schedule Building Guides

PeopleSoft Class Scheduling

- [Adjusting Class Associations \(Variable Unit Course\) \(PDF\)](#)
- [Associated Class Number \(PDF\)](#)
- [Canceling a Class \(PDF\)](#)
- [Class Event Table \(PDF\)](#)
- [Class Facility Usage \(PDF\)](#)
- [Class Scheduling Procedures \(updated 02/2019\)\(PDF\)](#)
- [Instruction Modes \(Course Designation Standards\) \(PDF\)](#)
 - [Official Definitions \(updated 04/2012\) \(PDF\)](#)
 - [User-friendly Definitions \(updated 04/2012\) \(PDF\)](#)
 - [Questions & Answers \(updated 04/2012\) \(PDF\)](#)
- [Schedule New Course \(Maintain Schedule of Classes\) \(PDF\)](#)
- [Schedule New Course for Summer Term ONLY \(PDF\)](#)
- [Search for a Facility \(PDF\)](#)
- [Outdoor Campus Spaces - Facility ID 997 \(PDF\)](#)
- [Time Module/HVAC Deviation Request Form \(PDF\) *Revised 10/05/2018](#)
 - [Summer 4/10 HVAC Schedule \(updated 06/2017\)\(PDF\)](#)

ACADEMIC PLANNING AND RESOURCES

- Academic Master Plan
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- Academic Policies
- ▶ Class Scheduling Resources
- Academic Space Resources**
- Training and Manuals
- Organizational Chart
- Contact

Academic Space Resources

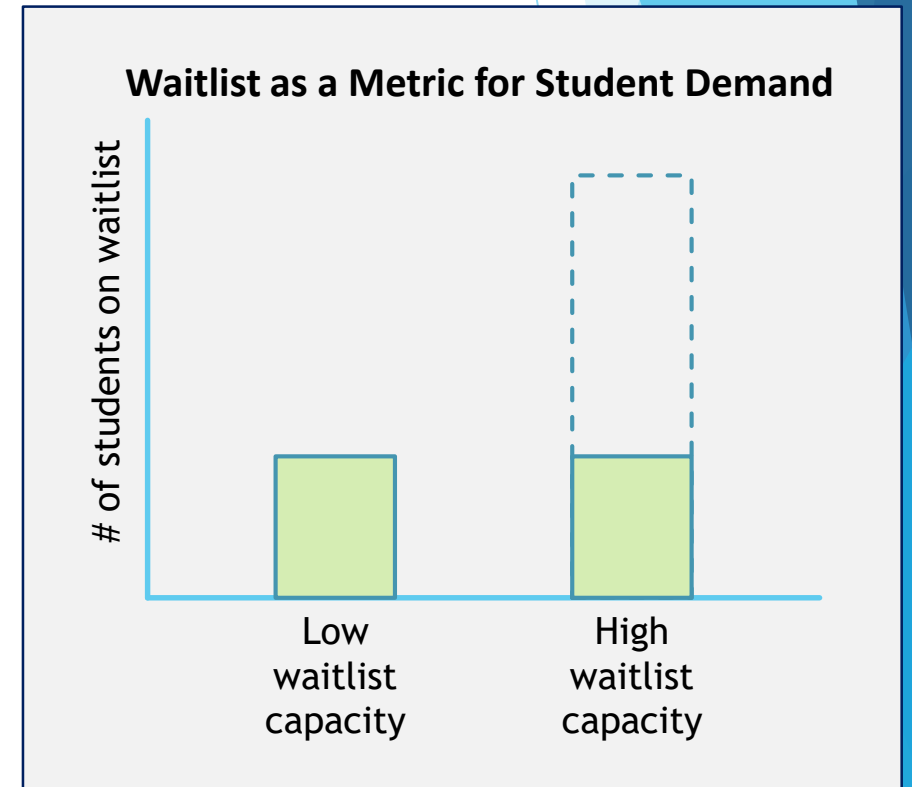
List of Campus Outdoor Spaces

- [Outdoor Spaces](#)

- ◆ **Facility ID 997** = Used for classes offered through the main campus but does not meet in a contained space
- ◆ **Facility ID 998** = Used for classes offered through the main campus but were not scheduled into a specific space or whose space is unknown
- ◆ **Facility ID 999** = Used for classes offered 'off campus' and meet at a facility external to the main campus
- ◆ **Resource Support** = Please contact Kathy Hine via email kahine@cpp.edu or office x3408 for assistance with space modifications, maintenance, naming convention, and adding/updating spaces into PeopleSoft and RoomSearch webpage

Class Schedule Metrics

- ▶ Low-enrolled sections (≤ 9)
- ▶ High-demand classes
- ▶ % Enrollment in all sections combined $\geq 95\%$ of enrollment capacity of all sections combined
- ▶ Low-demand classes
- ▶ % Enrollment in all sections combined $\leq 40\%$ of enrollment capacity of all sections combined
- ▶ Waitlist count ≥ 15
- ▶ Waitlist count ≥ 15 for all sections
- ▶ Underutilized facilities (seats filled $\leq 50\%$)
- ▶ Room capacity exceeded
- ▶ Off-module courses
- ▶ Enrollment capacity = 0
- ▶ Tentative sections (placed in rooms)
- ▶ Day/time utilization (i.e., “heat map”) for departments



Waitlist Count ≥ 15 for All Sections

Course	Number of Sections	Total Enrollment Capacity	Total Enrollment	% Enrollment Capacity	Total Waitlist Count
	34	951	951	100.00%	258
	17	476	476	100.00%	138
	30	1800	1785	99.17%	106
	51	812	804	99.01%	90
	16	476	476	100.00%	85
	2	185	185	100.00%	59
	19	811	770	94.94%	57
	22	1328	1215	91.49%	49
	3	114	114	100.00%	46
	3	84	84	100.00%	42
	30	735	610	82.99%	39
	3	174	174	100.00%	38
	2	290	290	100.00%	32
	3	171	171	100.00%	31
	1	47	47	100.00%	29
	9	423	363	85.82%	27
	2	99	99	100.00%	22

Thank You!

Questions and Answers...