A Few Other Things to Know about Academic Scheduling

- What does Term Code mean?
- How do I get my PSoft Search Fields to auto-populate? (User Defaults)
- How is the course set up? (Course Catalog)
- Viewing Classroom Availability (Classroom Reports)
- Facility ID Error Showing (Class Events Table)
- Reviewing Class Schedule (Queries)

TERM CODE

4 digit code that represents the term in PSoft

Fall 2026 = **2264**

Winter & Spring 2027 = **2272**

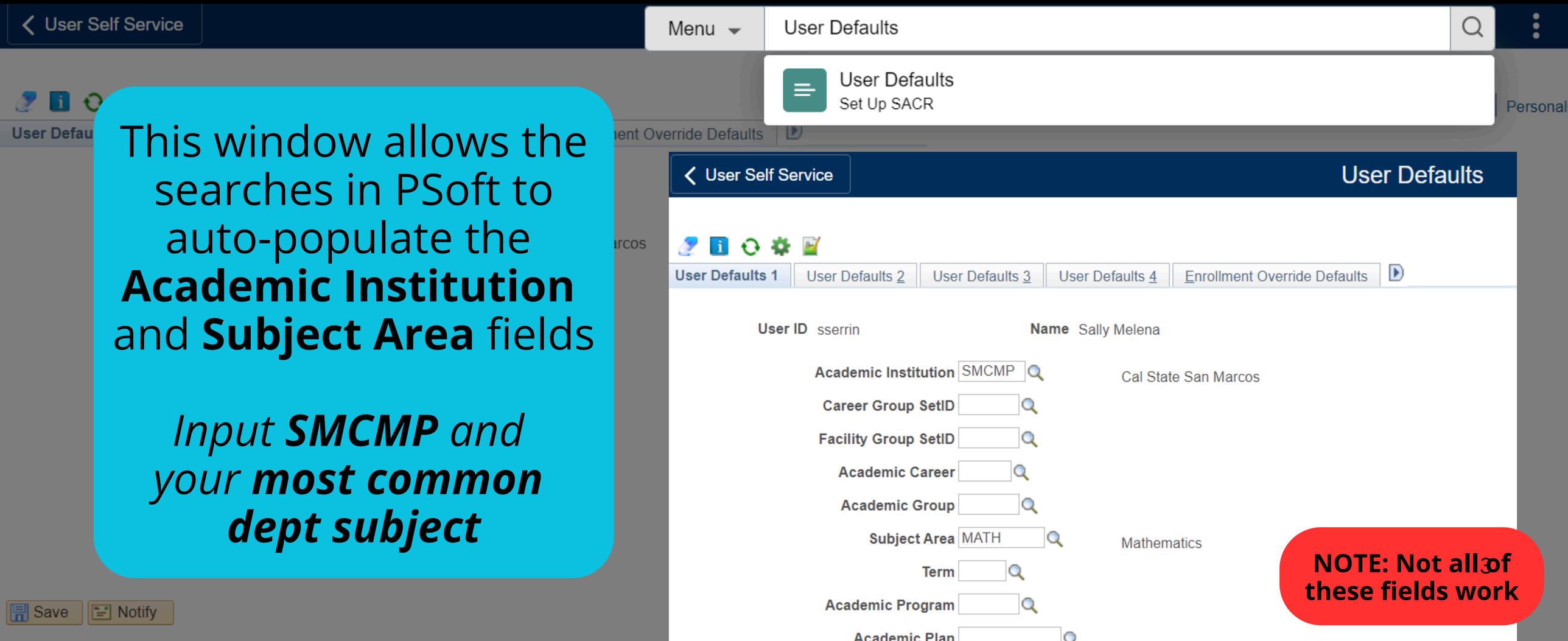
Summer 2027 = **2273**

First 3 digits:
The year minus the Zero

Last digit: The Semester
2 = Spring & Winter
3 = Summer
4 = Fall

USER DEFAULTS

PS PATH: MENU > SET UP SACR > USER DEFAULTS

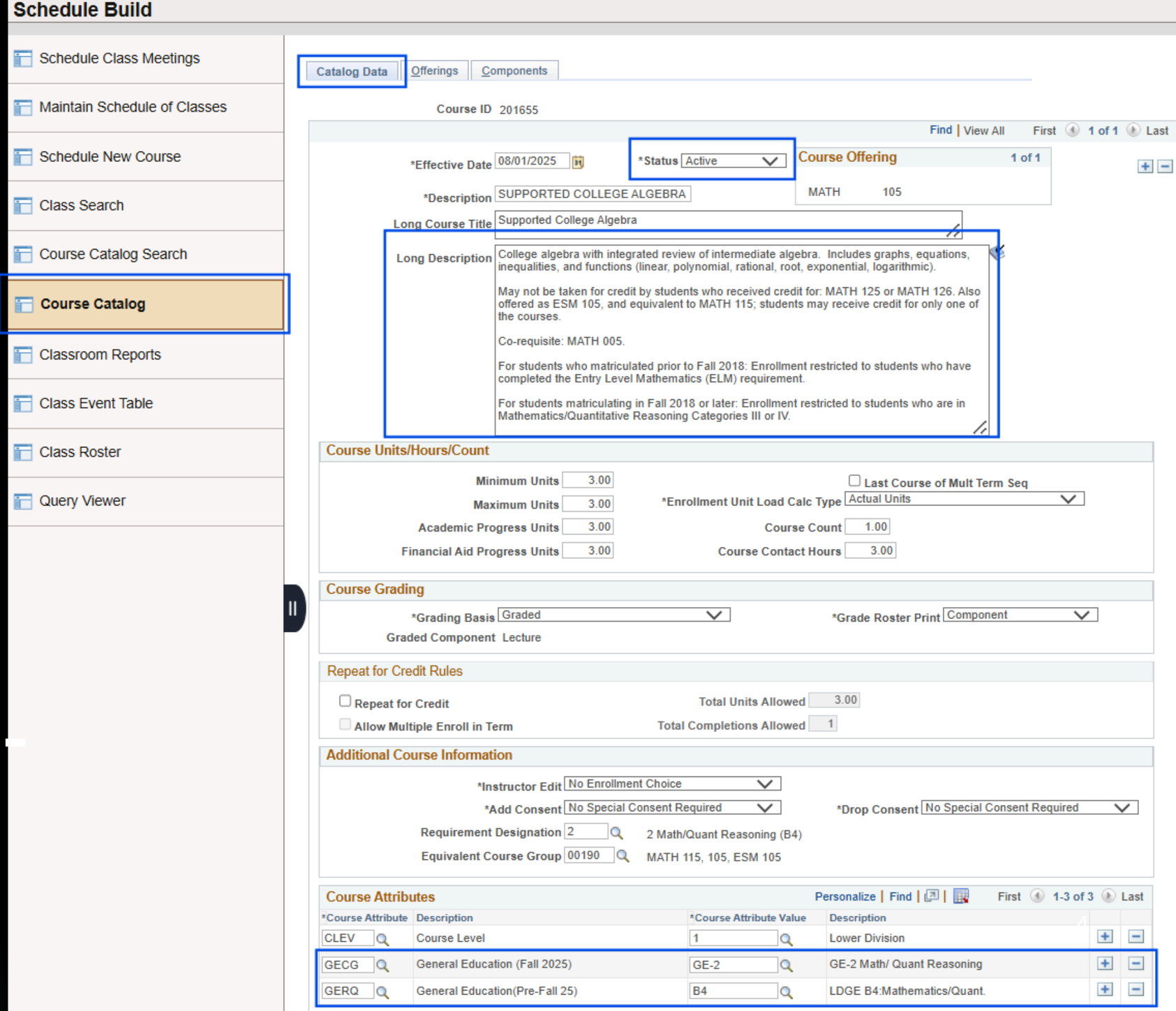


COURSE CATALOG

Tab #1:
Catalog Data

Status -
Active/Inactive

Course Attributes -
Will show GE

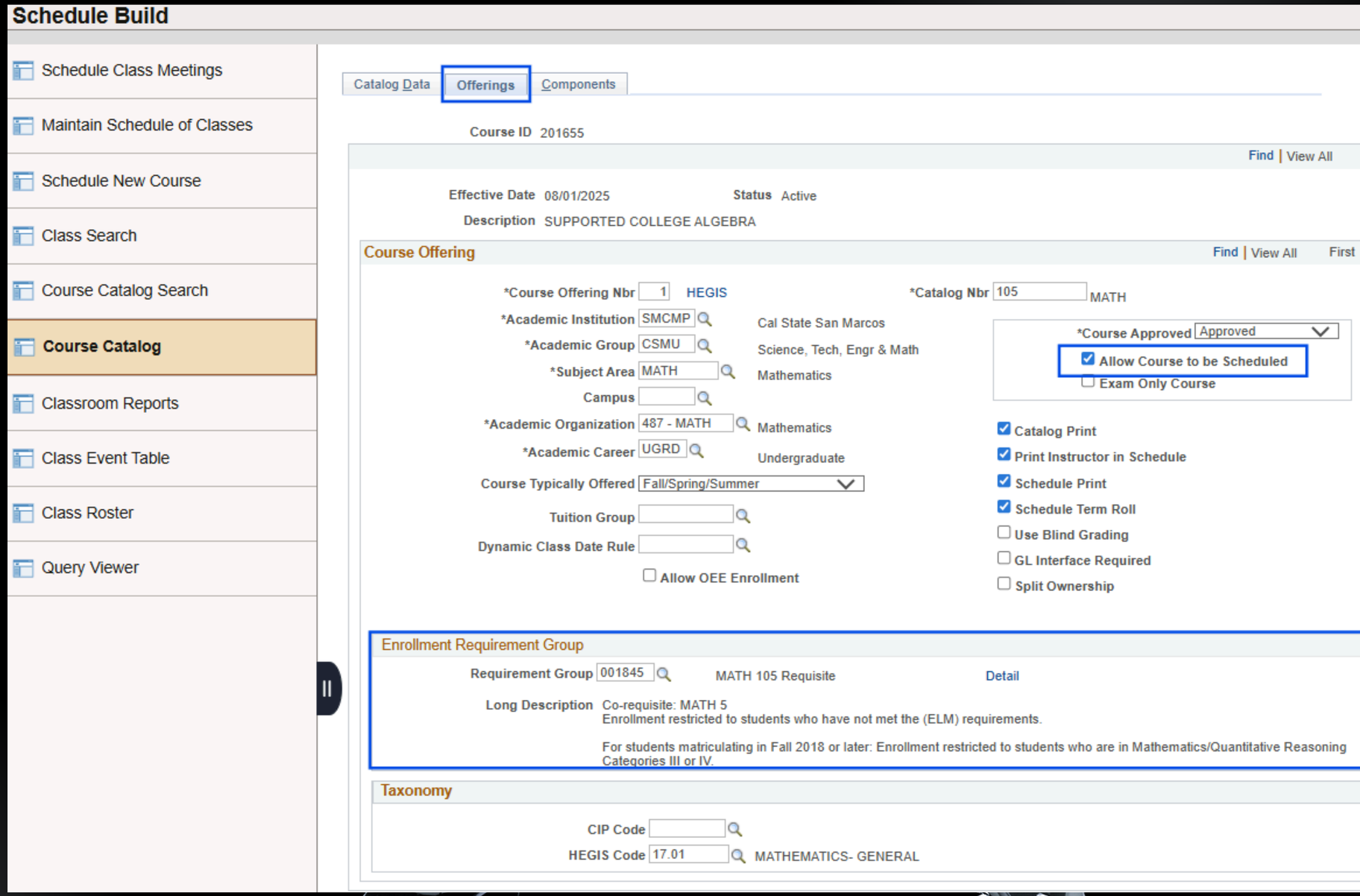


COURSE CATALOG

Tab #2:
Offerings

Allow Course to be Scheduled:
Unchecked: Will not be able to build it

Enrollment Req Group (ERG): Limits who can enroll



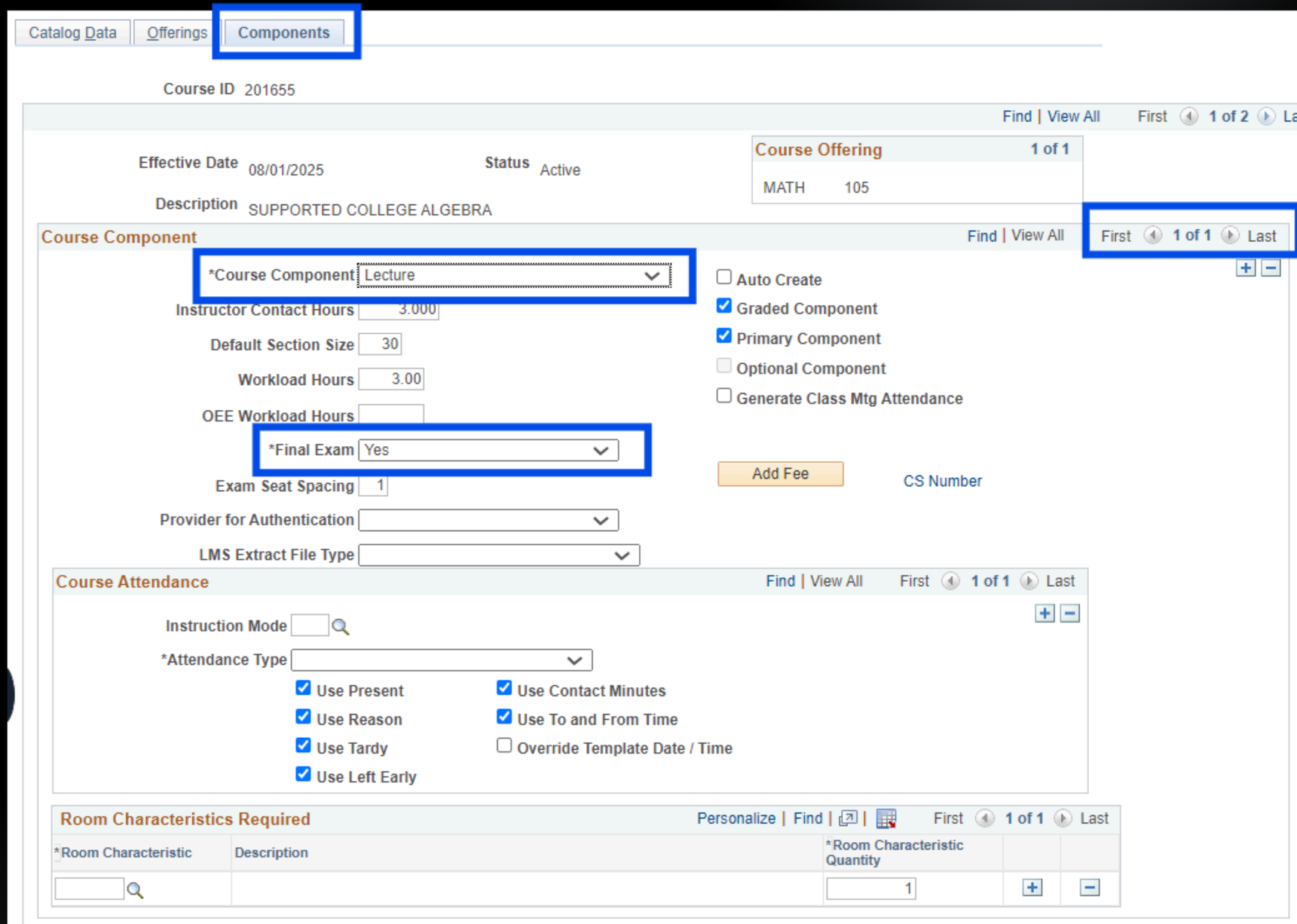
COURSE CATALOG

Tab #3: Components

“1 of 1" - Shows many components (i.e. “1 of X”)

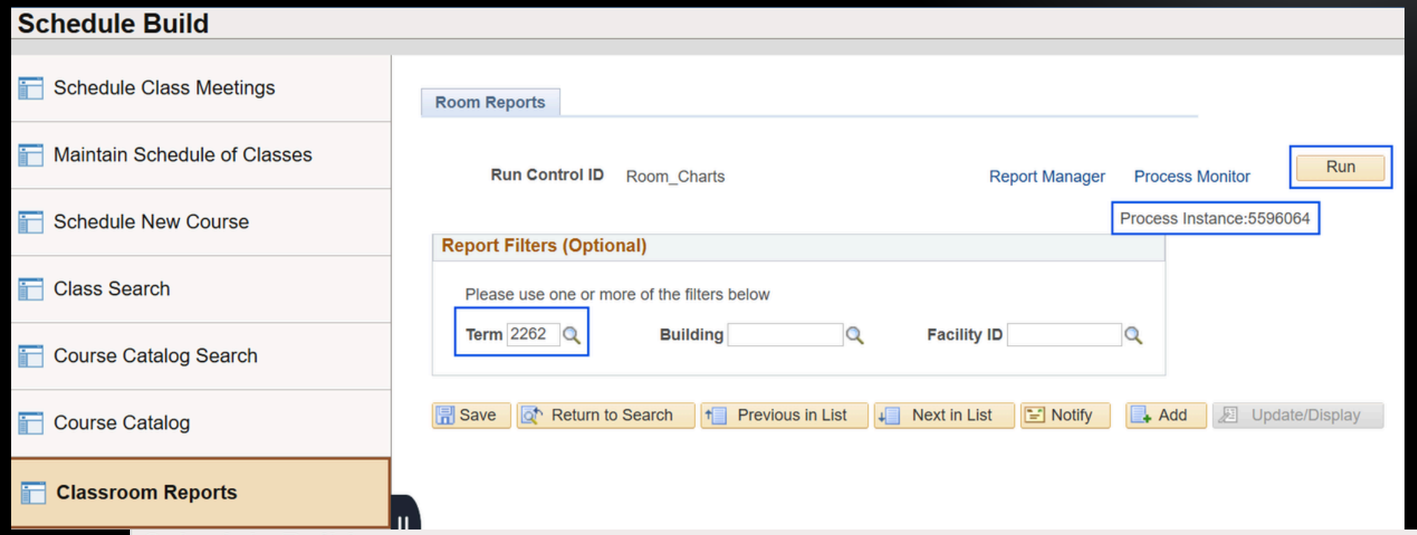
Course Component - Which Component is being shown

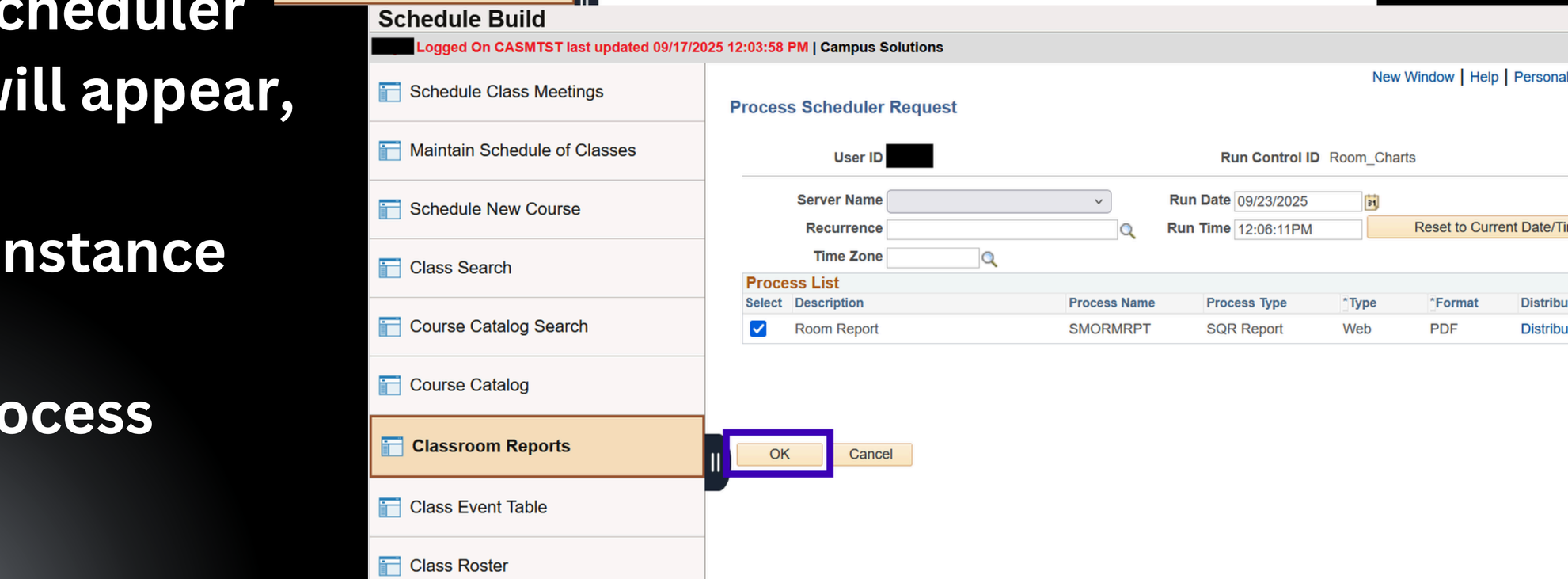
Final Exam - Does this component have a final exam?



CLASSROOM REPORTS

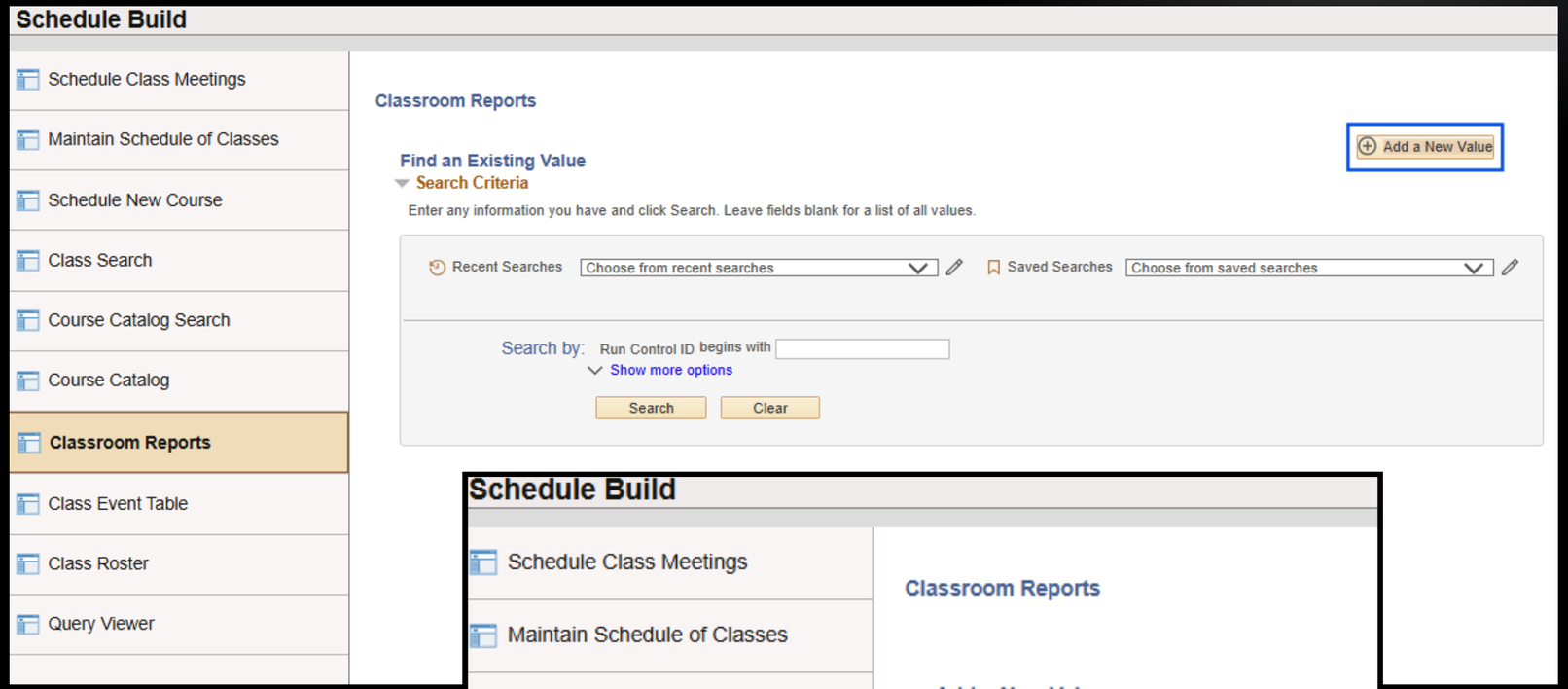
1. Input the Term
2. “2264”
3. Click “Run”
4. “Process Scheduler Request” will appear, click “OK”
5. A Process Instance will show
6. Click on Process Monitor

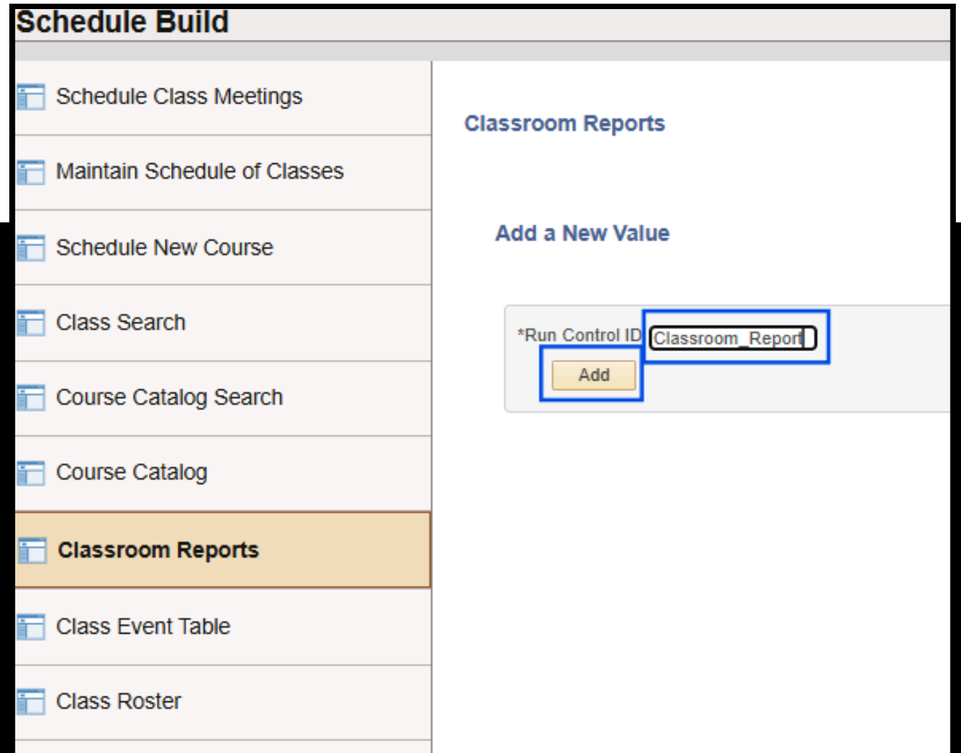




CLASSROOM REPORTS

Create a
“Run Control ID”

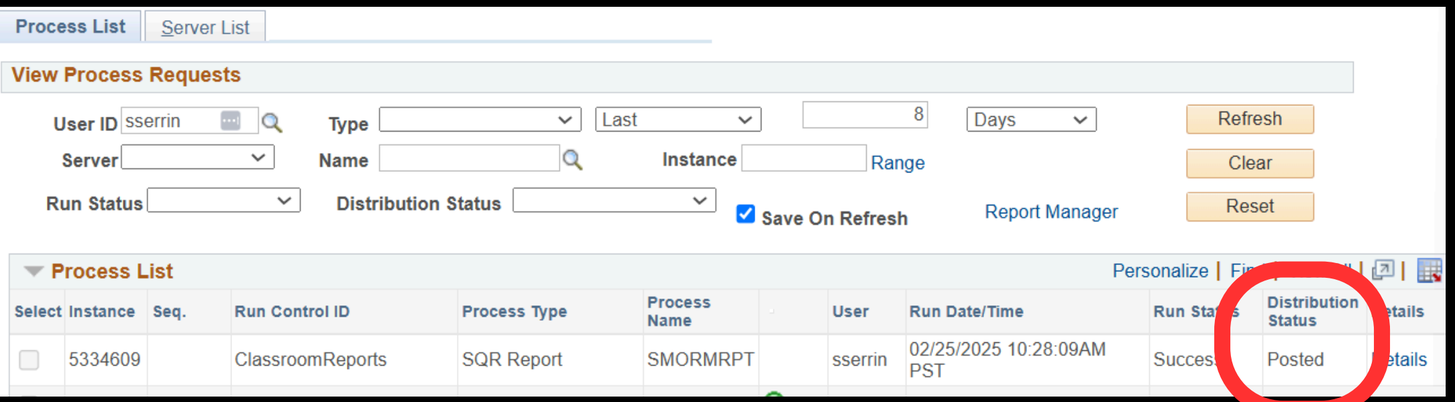




Name it

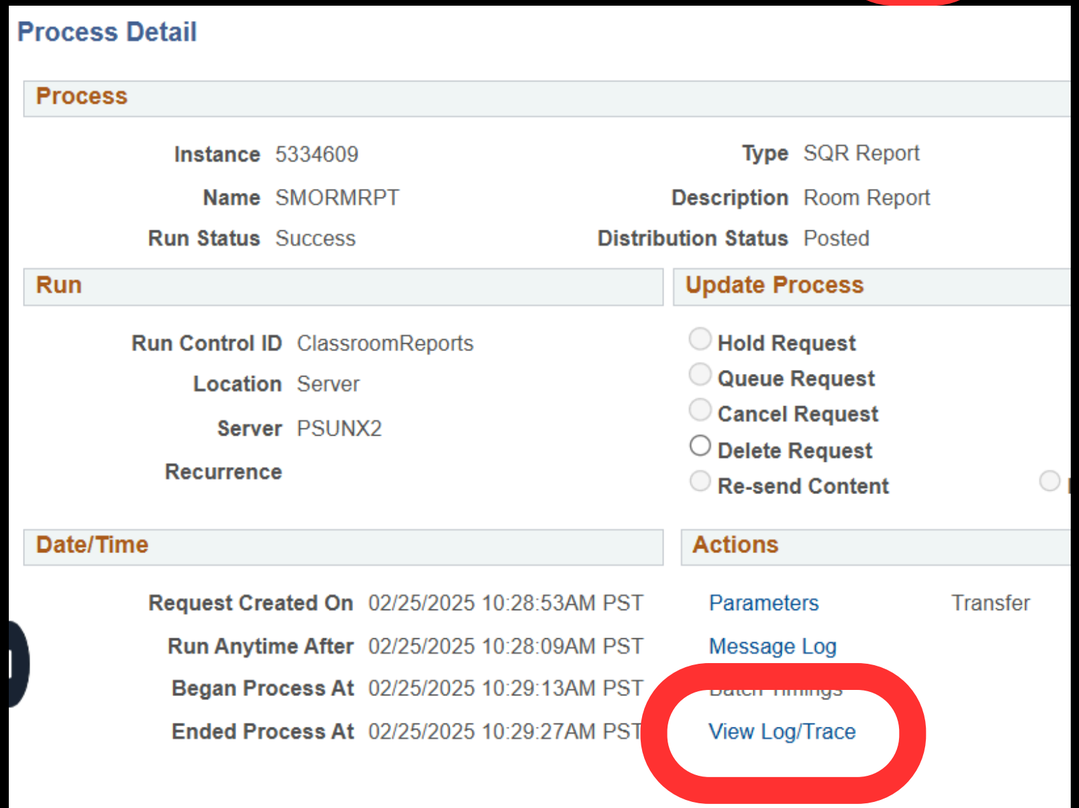
Do NOT use any spaces

CLASSROOM REPORTS

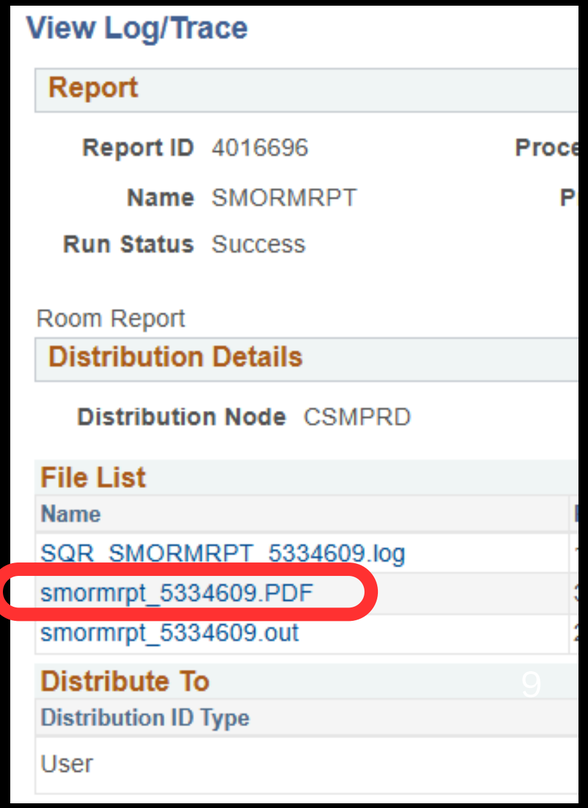


Once the Distribution Status says “Posted” - Click on “Details”

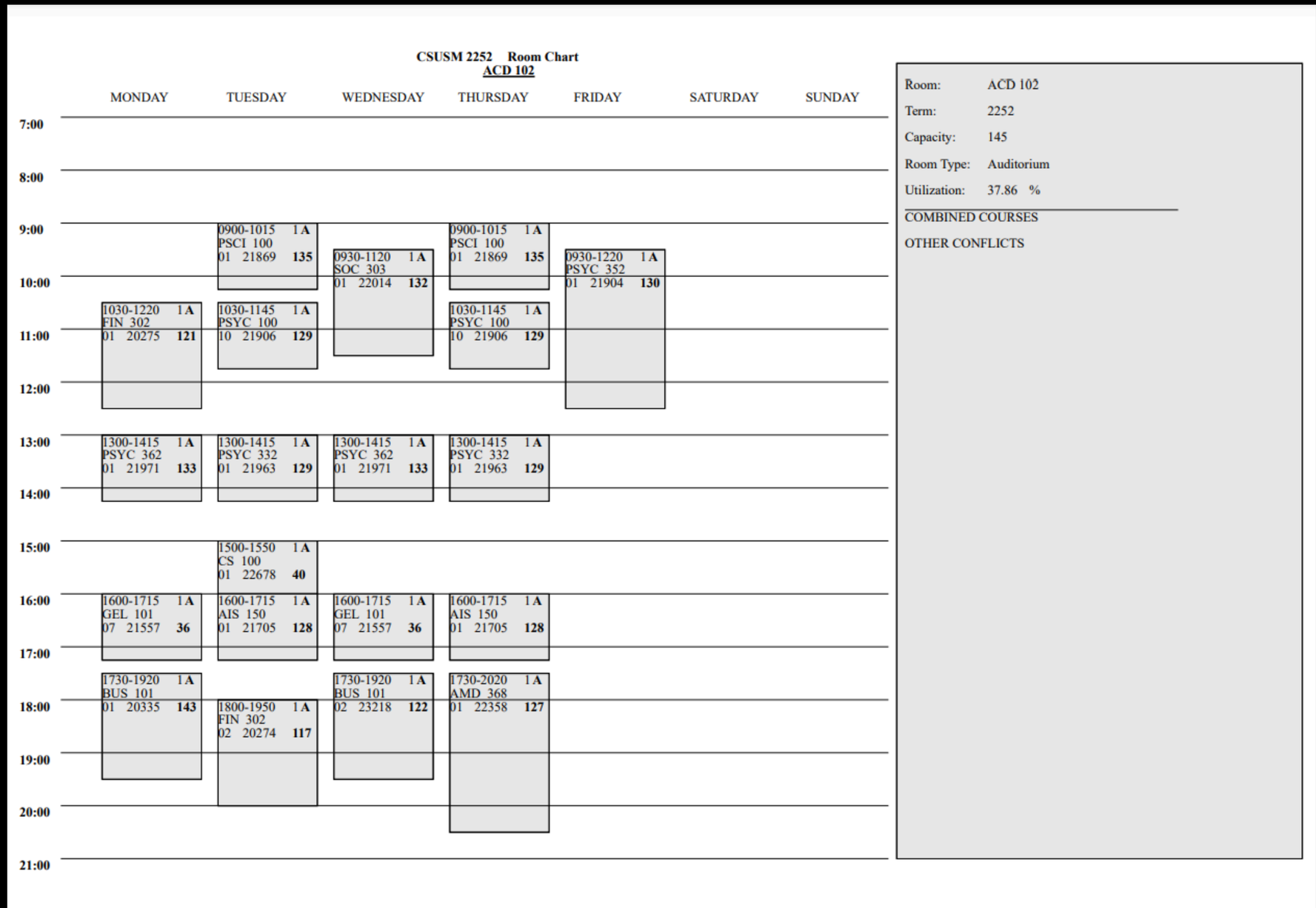
Click on “View Log/Trace”



Click on the PDF File



CLASSROOM REPORTS



CSUSM 2252 Room Chart
ACD 102

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00							
8:00							
9:00		0900-1015 1A PSCI 100 01 21869 **135**		0900-1015 1A PSCI 100 01 21869 **135**			
10:00	1030-1220 1A FIN 302 01 20275 **121**		0930-1120 1A SOC 303 01 22014 **132**		0930-1220 1A PSYC 352 01 21904 **130**		
11:00		1030-1145 1A PSYC 100 10 21906 **129**		1030-1145 1A PSYC 100 10 21906 **129**			
12:00							
13:00	1300-1415 1A PSYC 362 01 21971 **133**	1300-1415 1A PSYC 332 01 21963 **129**	1300-1415 1A PSYC 362 01 21971 **133**	1300-1415 1A PSYC 332 01 21963 **129**			
14:00							
15:00		1500-1550 1A CS 100 01 22678 **40**					
16:00	1600-1715 1A GEL 101 07 21557 **36**	1600-1715 1A AIS 150 01 21705 **128**	1600-1715 1A GEL 101 07 21557 **36**	1600-1715 1A AIS 150 01 21705 **128**			
17:00							
18:00	1730-1920 1A BUS 101 01 20335 **143**	1800-1950 1A FIN 302 02 20274 **117**	1730-1920 1A BUS 101 02 23218 **122**	1730-2020 1A AMD 368 01 22358 **127**			
19:00							
20:00							
21:00							

Room: ACD 102
Term: 2252
Capacity: 145
Room Type: Auditorium
Utilization: 37.86 %

COMBINED COURSES

OTHER CONFLICTS

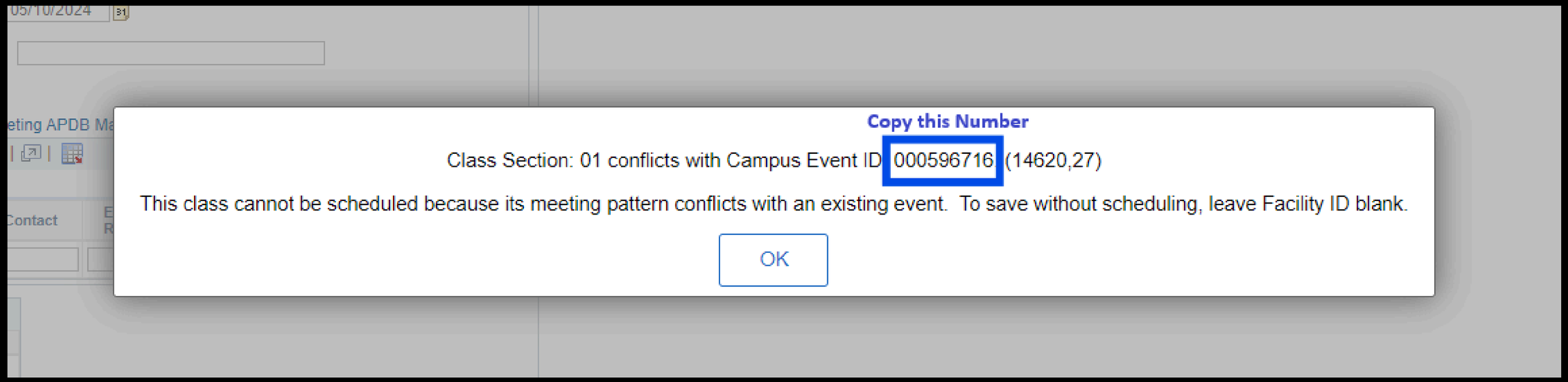
Helpful for Puzzling & Specialized Space entries during Schedule Build

CLASS EVENTS TABLE

Viewing specific room conflicts

When you are in Maintain Schedule of Classes and you're entering a class, sometimes you get a conflict message.

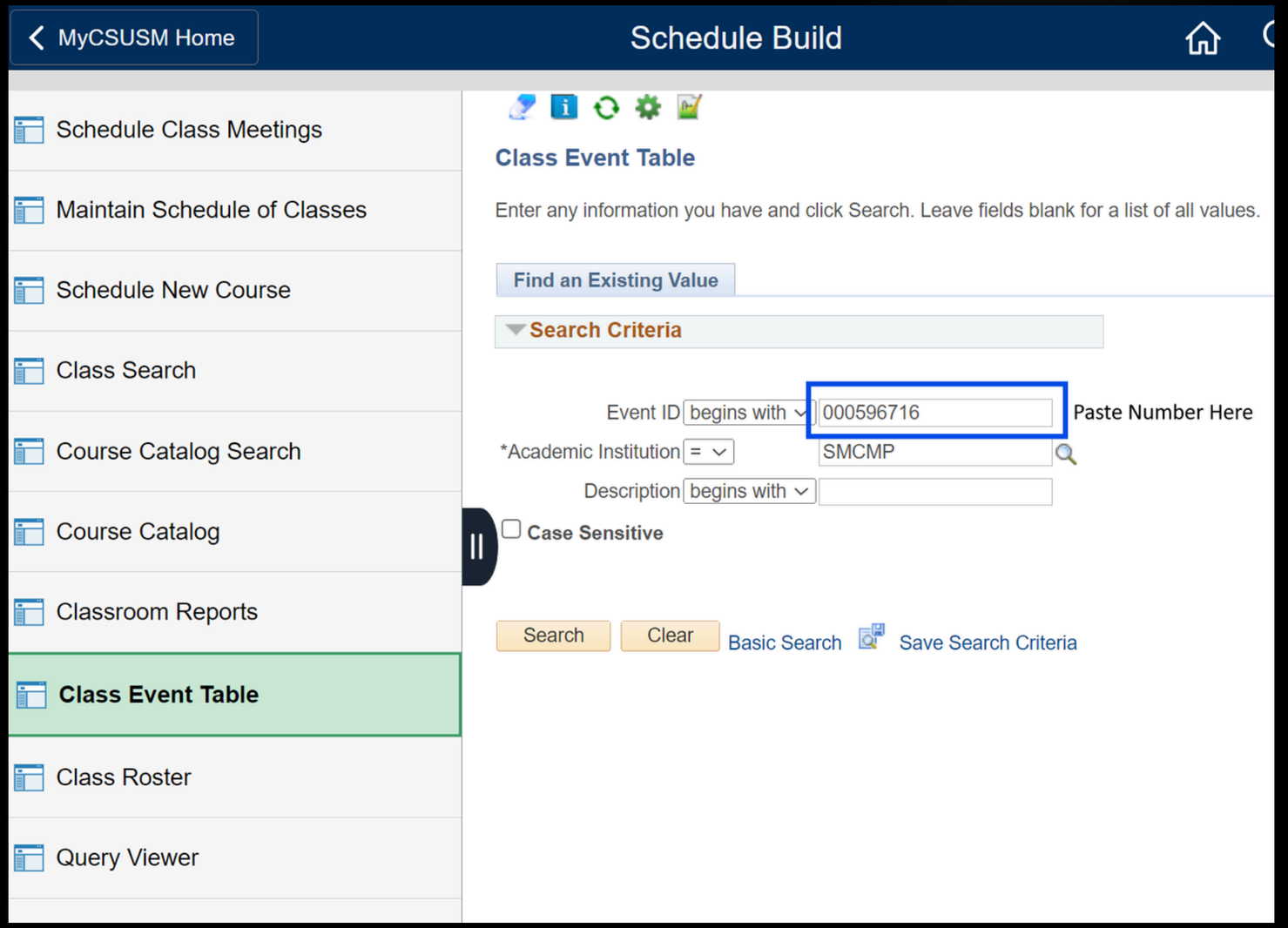
1. Copy the Event ID Number from the Error provided.



CLASS EVENTS TABLE

Viewing specific room conflicts

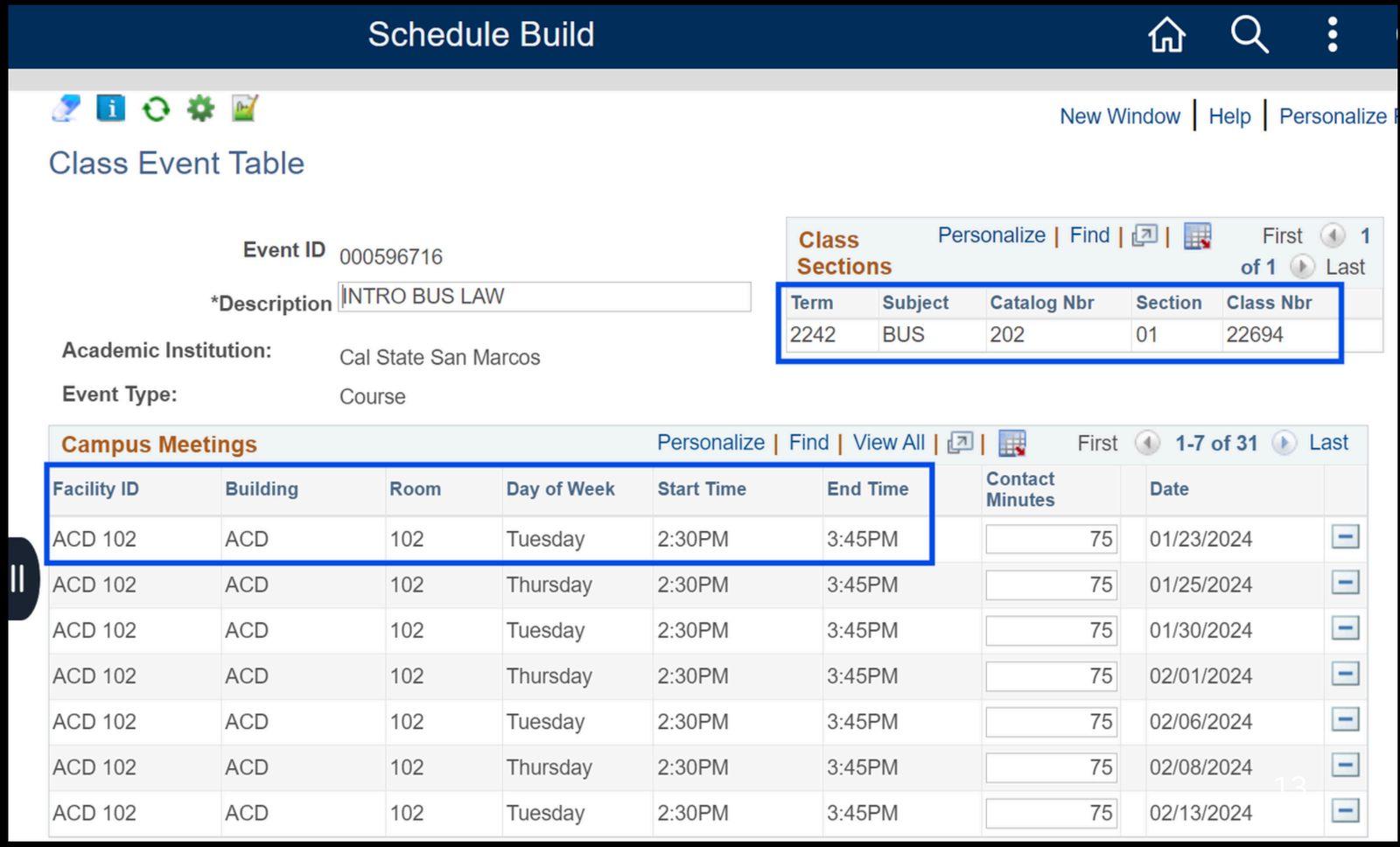
2. Paste the Event ID into the Class Event Table



CLASS EVENTS TABLE

Viewing specific room conflicts

3. Shows the class, building, day, and time of the class in the room that conflicts with the class you want in there.

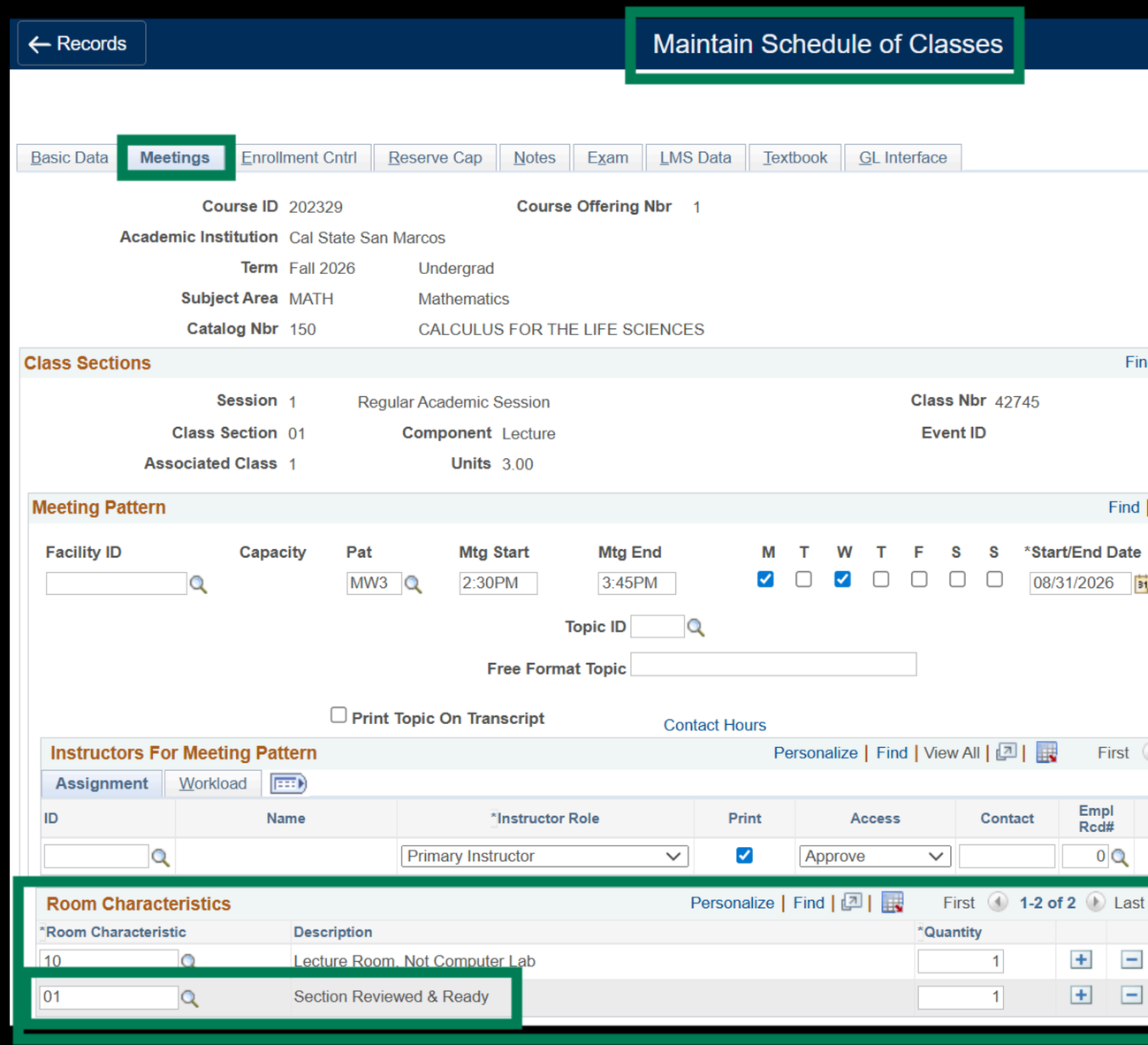


Indicate when a class section is Reviewed & Ready

PeopleSoft Path:
Maintain Schedule of Classes > Meetings tab > Room Characteristics

Place the Reviewed & Ready room characteristic on the class section as soon as it is updated and accurate.

All class sections, except Independent Study (IS) sections, need the “Reviewed & Ready” room characterisic. If it is missing, then the class will not be active when the class schedule goes live.



Reviewed & Ready Audit Query

QUERY NAME: **SMO_SEA_FULLSCHED_READY**

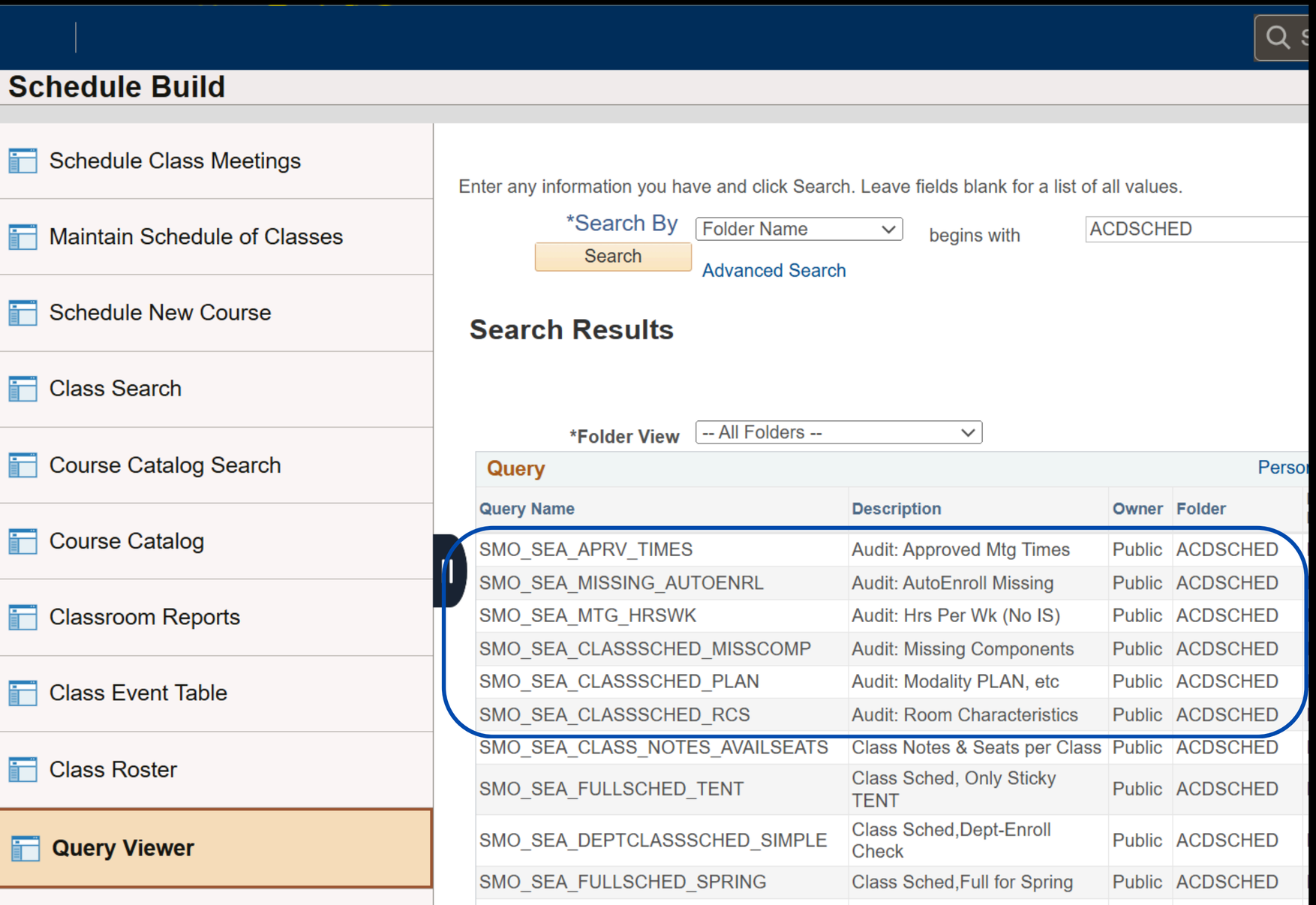
	A	B	C	D	E	F	G
1	**Audit: Reviewed & Ready**	2836					
2	**Good to Go?**	**College**	**Dept**	**Subject**	**Catalog**	**Section**	**Class NI**
3	Section Reviewed & Ready	CHABSS	Music	MUSC	220	01	40611
4	Section Reviewed & Ready	CHABSS	Psychology	PSYC	336	05	41342
5	Section Reviewed & Ready	CHABSS	Psychology	PSYC	336	04	41257
6	Section Reviewed & Ready	CHABSS	Psychology	PSYC	336	03	40676
7	Section Reviewed & Ready	CHABSS	Psychology	PSYC	336	02	40669
8	Section Reviewed & Ready	CHABSS	Psychology	PSYC	336	01	40668
9	Section Reviewed & Ready	CHABSS	Psychology	PSYC	336	01	40668
10	Section Reviewed & Ready	CHABSS	Sociology	SOC	100	03	41546
11	Section Reviewed & Ready	CHABSS	Sociology	SOC	100	02	41464
12	Section Reviewed & Ready	CHABSS	Sociology	SOC	100	01	41132
13	Section NOT Ready	COBA	Accounting	ACCT	424	01	41684
14	Section NOT Ready	COBA	Accounting	ACCT	308	01	41678
15	Section NOT Ready	CHABSS	Visual and I	TA	402	11A	41529
16	Section NOT Ready	CHABSS	Visual and I	TA	402	10	41528
17	Section NOT Ready	CEHHS	Human Dev	HD	305	01	40328
18	Section NOT Ready	CHABSS	Psychology	PSYC	349	04	41077
19	Section NOT Ready	CHABSS	Psychology	PSYC	349	03	40744
20	Section NOT Ready	CHABSS	Psychology	PSYC	349	02	40724
21	Section NOT Ready	CHABSS	Psychology	PSYC	349	01	40718

Purpose: Run this audit query to make sure the “1” Room Characterisic is on all class sections. The first column shows whether if the RC is on the class and “Section Reviewed & Ready” or if it does not have the RC and “Section NOT Ready”.

QUERIES

Folder Name “**ACDSCHED**”

QUERIES



Folder Name

"**ACDSCHED**"

Queries available for

Self-Auditing

The Academic Scheduling Team is here to help!
Call, Teams chat, &/or Email us

Sally Serrin Melena

Kayla Hardin

Melanie Vinazza

Academic Scheduling Inbox (acdsched@csusm.edu)