Inputting CSUSM State-Side Classes at the Mt. San Jacinto College (MSJC), Temecula Campus

1. **Scheduling Request**
   - Academic Scheduling sends requests to the Deans' Offices for classes that Departments want to offer at MSJC. This request is then distributed to the Departments and the DO is responsible for working out any conflicts amongst their own Departments and with the other Colleges.
     - This request is now a part of the Pre-Scheduling process, which will continue to include auditoria, active learning, and graduate seminar classrooms.
   - **Timeline:**
     - January for Fall scheduling.
     - August for Spring scheduling.

2. **Scheduling Confirmation**
   - Academic Scheduling will send out a confirmation for classes that can be scheduled at MSCJ.
     - This may or may not include the rooms, as the lease for these rooms is currently handled by Extended Learning.

3. **Entering Classes into PeopleSoft**
   - When confirmation of MSJC classes are received, Department Staff will enter the classes into PeopleSoft.
   - Basic Data Tab:
     - Campus = MAIN
     - Location = TEMECULA
   - Meetings Tab:
     - Facility ID: as listed in the confirmation, if available. Leave blank otherwise.
     - Room Characteristic: #93 "MSJC/Temecula"
   - Notes Tab:
     - Note Number: #1111 "MSJC/Temecula Location"

Things for Departments to be aware of:

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This button icon appears next to classes on the class schedule search.
- It is the responsibility of the Colleges and Departments to notify the enrolled students that the MSJC classes meet in Temecula and there are addition considerations, like parking, for the students to be aware of.