In-Person

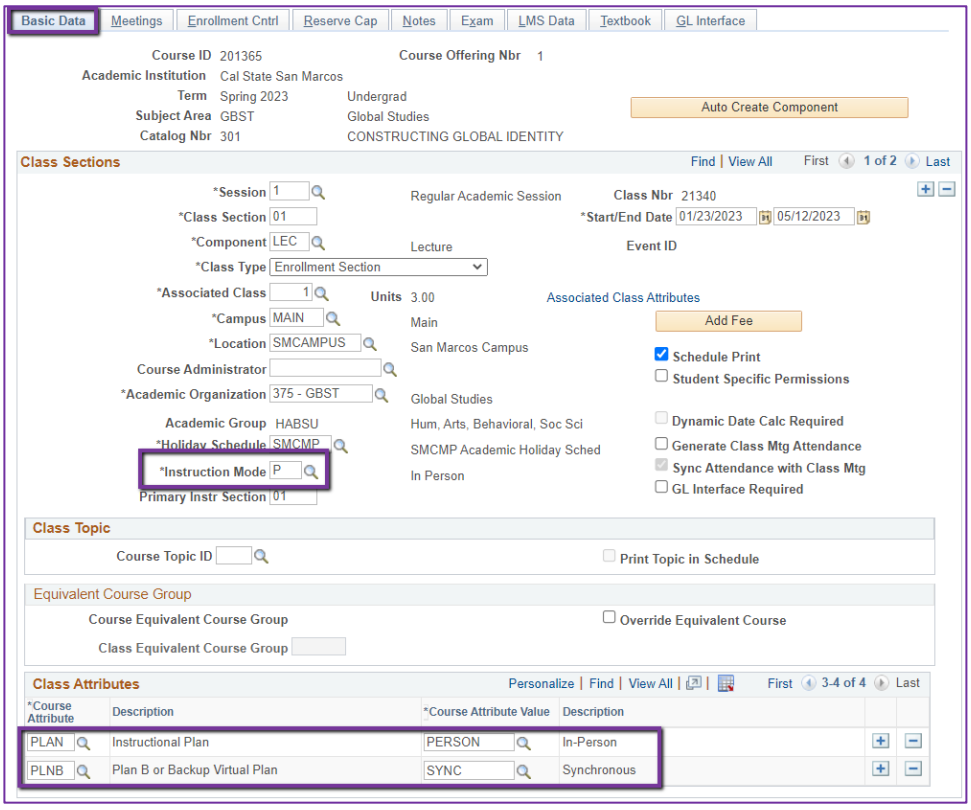
This is In-Person format/modality. Students and the instructor will meet weekly in person, all dates and times will be listed on the class schedule.

PeopleSoft things to look at for Primarily Only, Select In-Person Courses:

Instruction Mode	**P – In Person**
Course Attribute/ Value	**PLAN/PERSON** **PLNB/SYNC** **EVAL/Based on Dean's Office**
Facility ID	Only enter the Classroom/Facility ID if it is a Regular Puzzle (that has met the parameters) or is Specialized Space (owned or prioritized for the department).
APDB Learning Mode	**09** – Face-to-face
Room Characteristic	For the type of Classroom Needed for In Person Dates
Note Number	**111 In Person**

Example: Meets In Person

MP	Facility ID	Day(s)	Start	End	Dates	APDB Mapping: Space Type
1		M	1:00 PM	2:50 PM	Full Semester	Based on CS Value



BASIC DATA TAB

Instruction Mode:

P – In Person

Course Attribute/Value

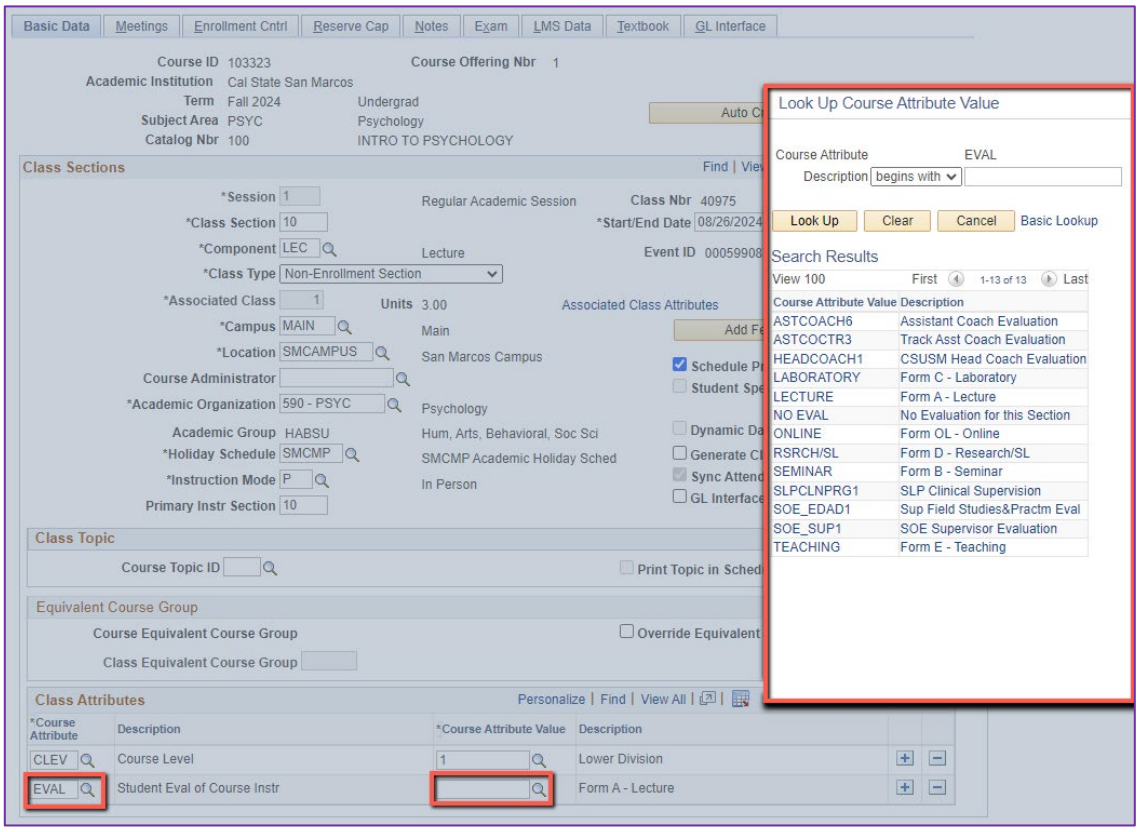
PLAN/PERSON

PLNB/SYNC

(all classes must have a Plan B or "Shadow Schedule" value – SYNC is recommended, but any of the options can be inputted based on department/faculty preference)

EVAL – Based on Dean's Office

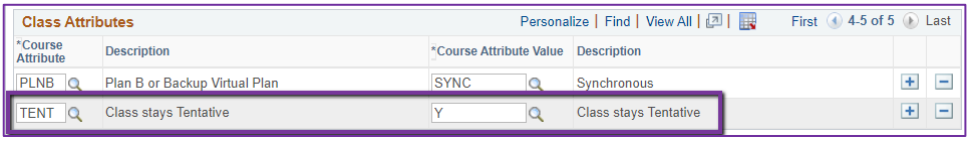
BEFORE YOU MOVE TO NEXT STEP: SAVE



Course Attribute/Value

EVAL (Based on Dean's Office)

1. LABORATORY
2. LECTURE
3. NO EVAL
4. ONLINE
5. RSRCH/SL
6. SEMINAR
7. SLPCLNPRG1
8. SOE_EDAD1
9. SOE_SUP1
10. TEACHING
11. ASTCOACH6
12. ASTCOCTR3
13. HEADCOACH1



BASIC DATA TAB

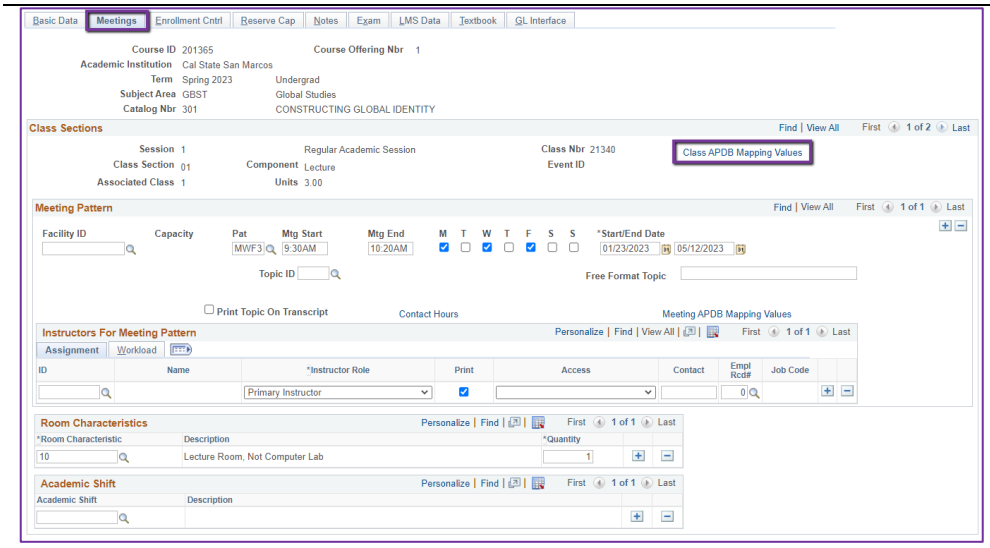
FOR TENTATIVE CLASSES

Course Attribute/Value

In Spring, if class should remain Tentative when class schedule is posted, please add the TENT Course Attribute with value of "Y"

BEFORE YOU MOVE TO NEXT TAB:

SAVE



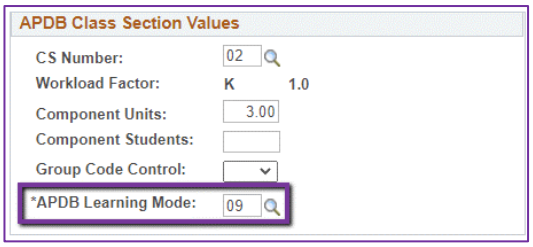
MEETINGS TAB

Class APDB Mapping Values

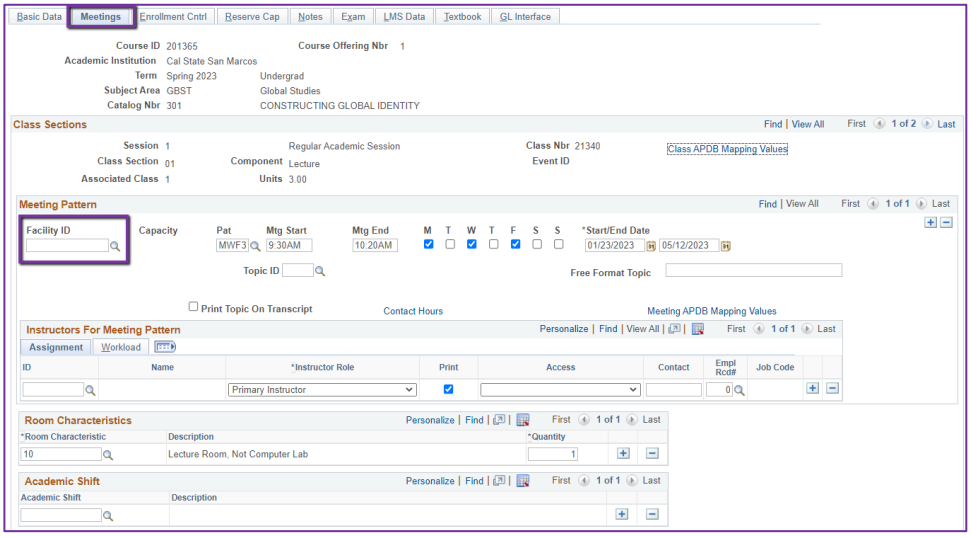
- *ONLY edit the Learning Mode field*
- *Make a note of CS Number/Value in Class APDB Mapping Values*

APDB Learning Mode

- **09** – Face-to-face



BEFORE MOVING TO THE NEXT STEP: SAVE

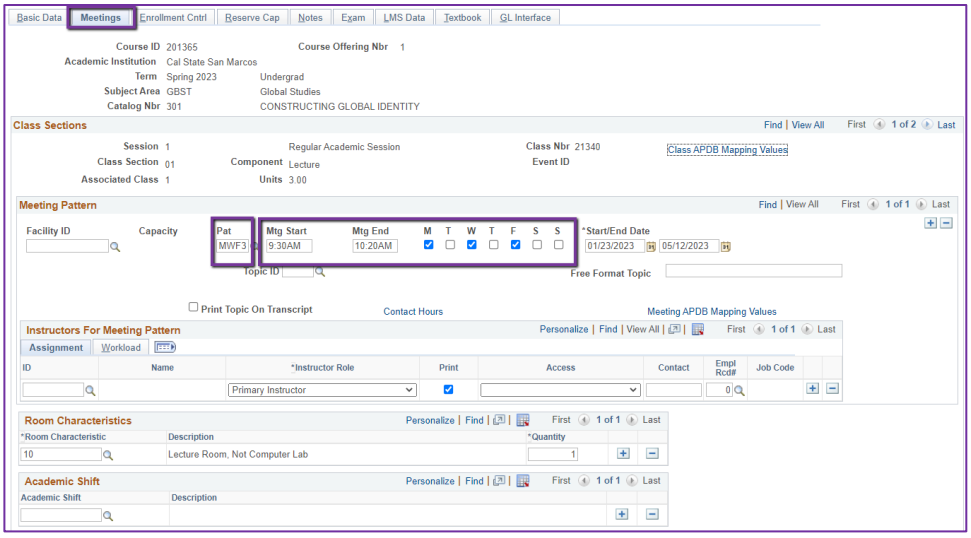


MEETINGS TAB

Meeting Pattern (MP):

ONLY enter Facility ID if any of the following are true:

- Regular Puzzle & the puzzling parameters are met
- Specialized Space owned by the Department
- Department has priority scheduling in the room



MEETINGS TAB

Meeting Pattern (MP):

Standard Pattern **(Pat)** is helpful for entering the days and times. Select the Pat for the number of schedule hours, such as MWF3 (Mon, Wed, Friday 3 hours/week).

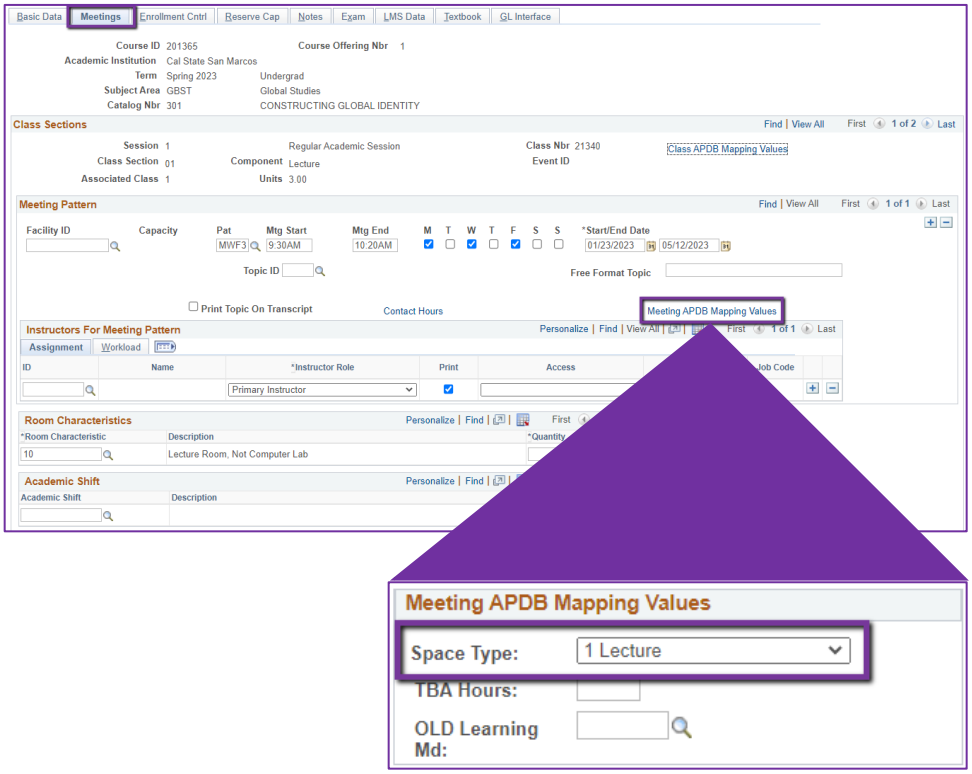
- Enter the Mtg Start time in Military Time (ex: 1730 instead of 5:30 PM)
- The Mtg End will auto-populate, and the days will automatically be checked off correctly.

The Mtg Start, Mtg End, and Days can also be entered one-by-one.

- Make sure the appropriate days box(es) are checked

Always use Approved Class Meeting Days & Times

BEFORE MOVING TO THE NEXT STEP: SAVE



MEETINGS TAB

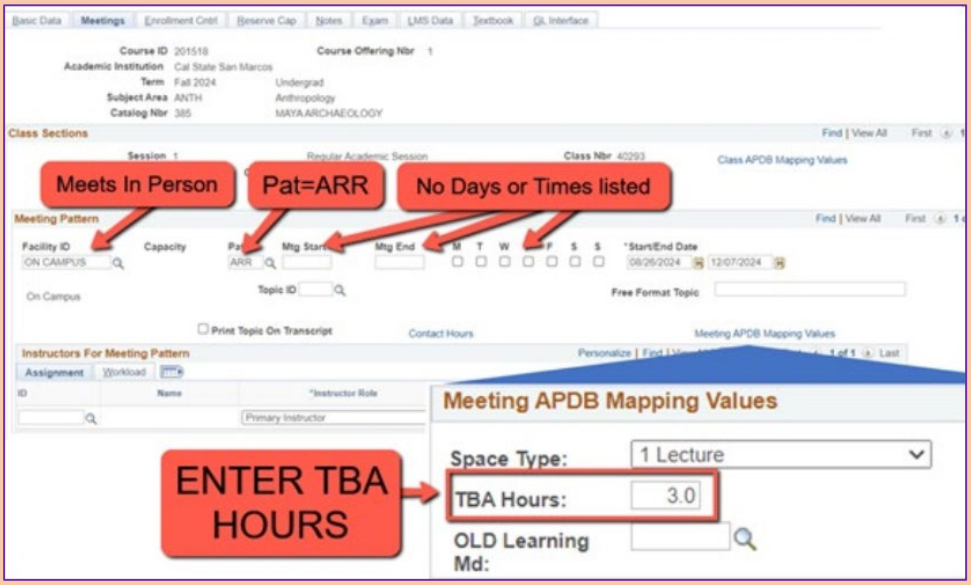
Meeting APDB Mapping Values:

- **ONLY edit the Space Type field**

Space Type

- To edit this value, reference the **CS Number/Value** (from the CLASS APDB Mapping Values link) & page 2 on the **PeopleSoft Schedule Build Entry Connections** (on the Process Guides Page)
- **FYI: EXCEPTION**: When class is offered Online, ALWAYS use "3 Non-Capacity"

BEFORE MOVING TO THE NEXT STEP: SAVE



MEETINGS TAB

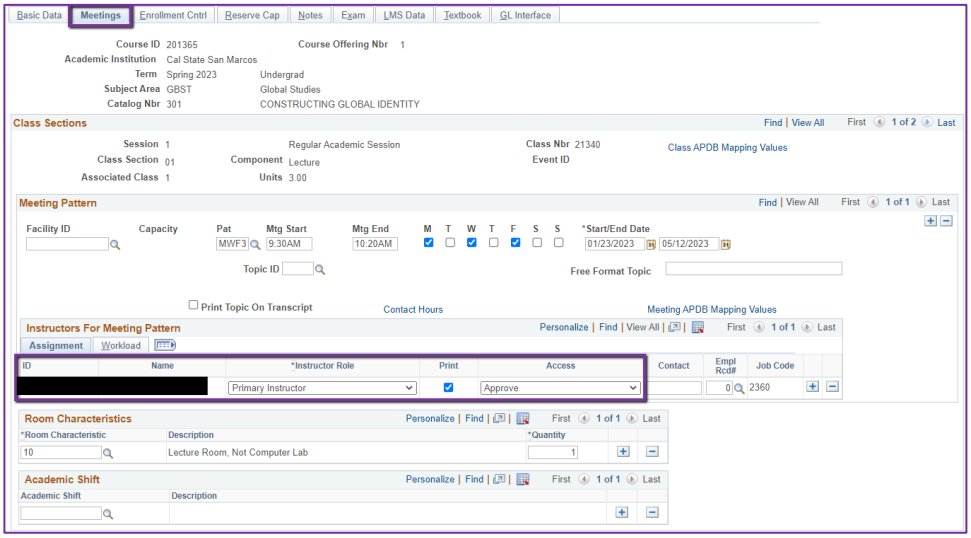
LIMITED USAGE for ***any class that has NO DAYS/TIMES listed but does meet in person.***

- ***Including those with the Facility ID of CLINICAL, HOSPITAL, OFF CAMPUS, ON SITE***
- ***Excluding Independent Study***

PAT: **ARR**

DAYS/TIMES: **None**

Meeting APDB Mapping Values > TBA Hours: ***Input number of hrs/wk class is meeting***



MEETINGS TAB

Faculty Assignment:

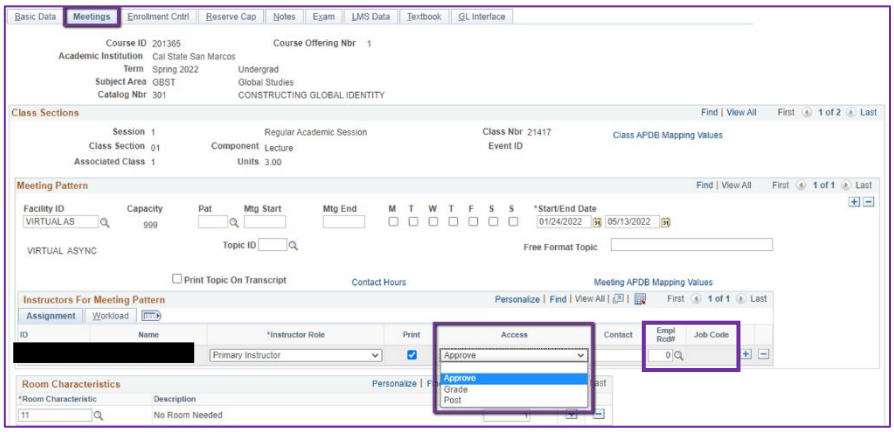
If you have a faculty ready to assign, input under the Instructors for Meeting Pattern Section

Input ID directly into field or use the Magnifying glass to search for the faculty by name.

If you cannot find your faculty:

Make sure you spelled name right. Make sure you have the faculty's legal name. Are they new? (If so, fill out New Faculty Form online)

BEFORE MOVING TO THE NEXT STEP: SAVE



MEETINGS TAB

Instructors For Meeting Pattern:

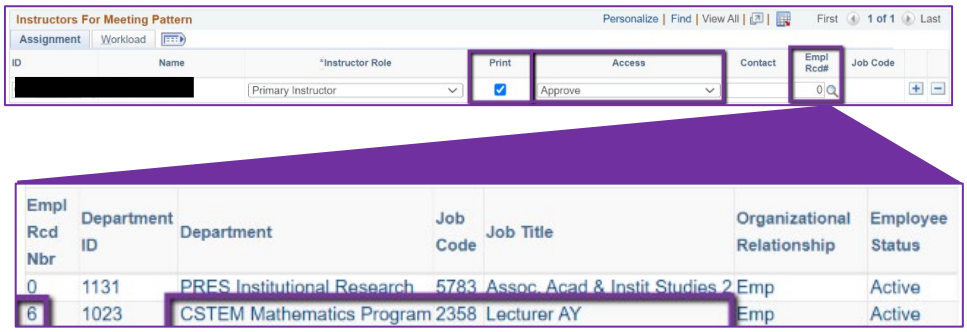
Assignment Tab

Instructor Role: Primary Instructor

Print: ON (Checked)

Access: Approve

Empl Rcd#: *See Next Section*



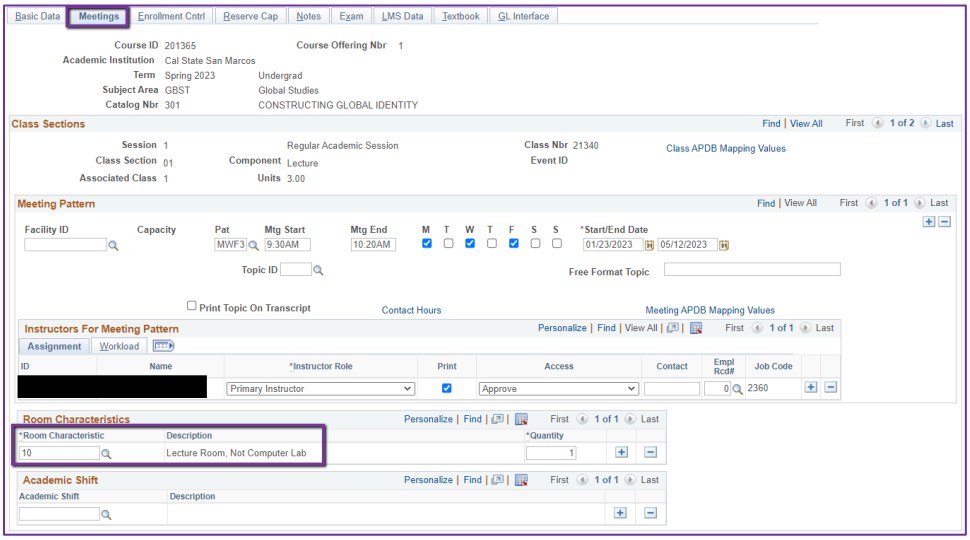
NEW for Fall 2024

Empl Rcd#:

(Employee Record Number)

1. **Click on the Magnifying Glass** - All available options for the Assigned Instructor will show as different rows.
2. **Select the row with the <u>Job Title listed or similar to a Job Title on the purple table</u>**. - If more than one exists, select the row that has the same Department ID as the class.

Job Code	Job Title	Job Code	Job Title	Job Code	Job Title
2403	FT Faculty Unit-Addtl Emplymt	1150	Instr Stdnt Asst	2365	Music Studio Instr Faculty
2360	Instr Fac AY	2359	Lecturer 12 Mo	2354	Teaching Associate AY
2322	Instr Fac,Spcl Pgms-For Credit	2358	Lecturer AY	2357	If Summer Session Extension



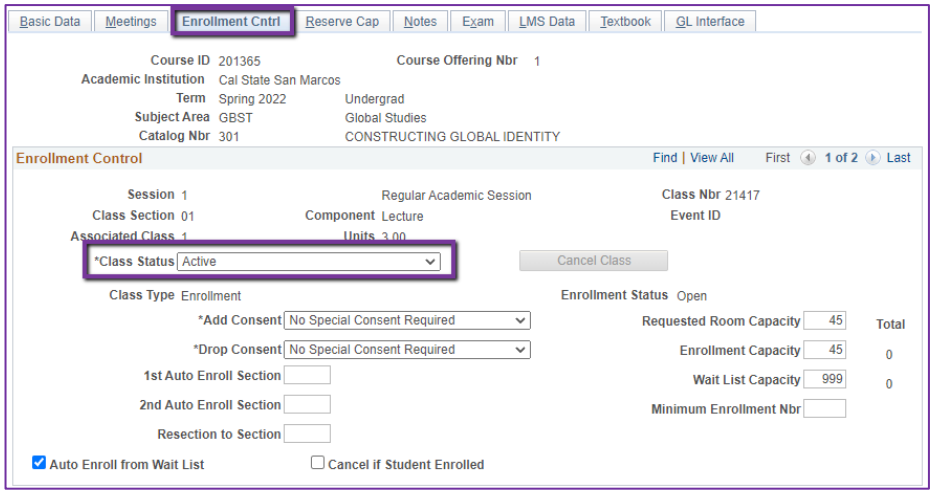
MEETINGS TAB

Room Characteristics:

Based on the type of the Room the In-Person portion of the class needs.

Most classes use 10 – Lecture Room, Not Computer Lab.

BEFORE MOVING TO THE NEXT TAB: SAVE



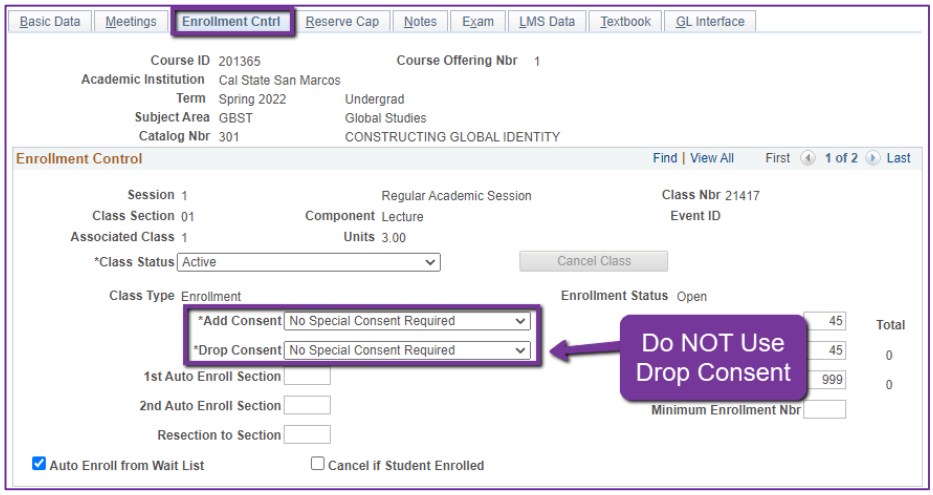
ENROLLMENT CNTRL TAB

Class Status:

Only use ACTIVE or TENTATIVE

- Do NOT use CANCEL during Schedule Build. Classes should be DELETED (on the Basic Data Tab) during the build.
- In Spring, classes will need to be built as Tentative once the Winter Class Schedule is posted.
- If Spring Classes should remain Tentative when Spring is Posted, use the TENT class attribute on the Basic Data Page.
-

BEFORE MOVING TO THE NEXT STEP: SAVE



ENROLLMENT CNTRL TAB

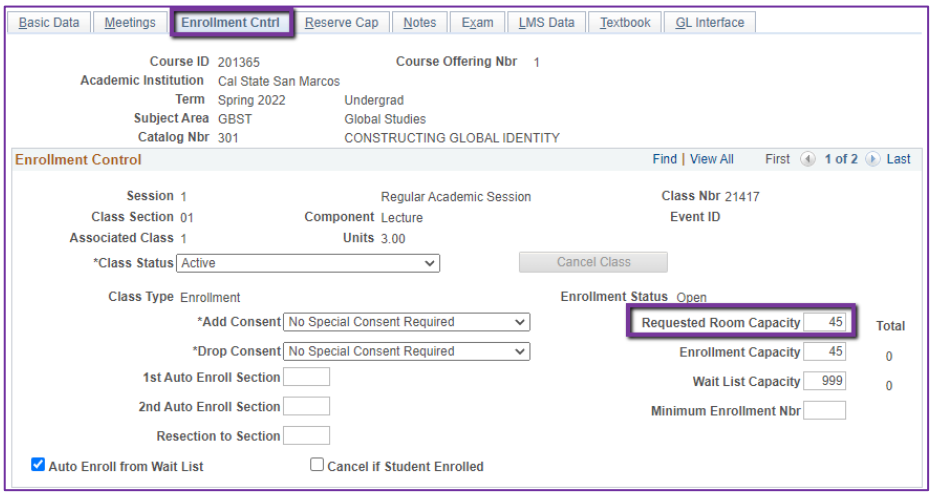
Add Consent:

- Instructor/Department Consent Required means a student need to contact assigned faculty or the department to obtain a permission number to enroll.
- Instructor or department email **must be entered in the class note.**

Drop Consent:

- Do NOT use

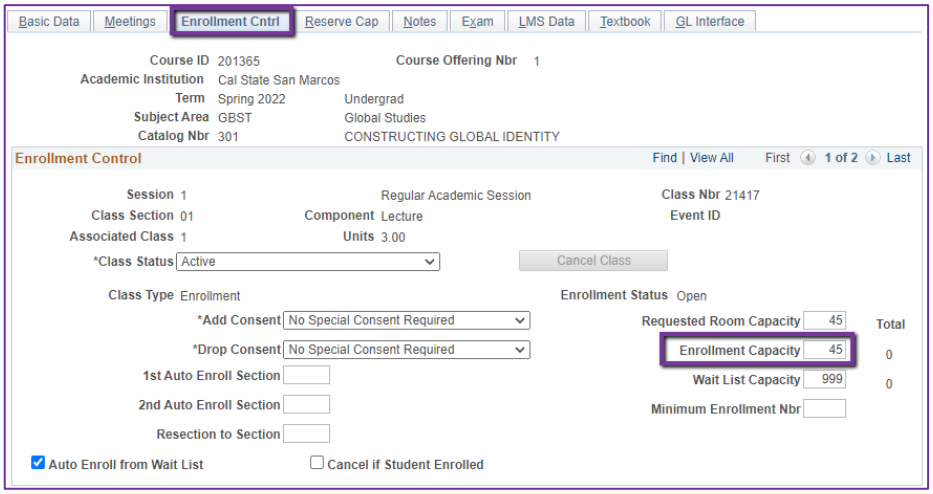
BEFORE MOVING TO THE NEXT STEP: SAVE



ENROLLMENT CNTRL TAB

Requested Room Capacity:

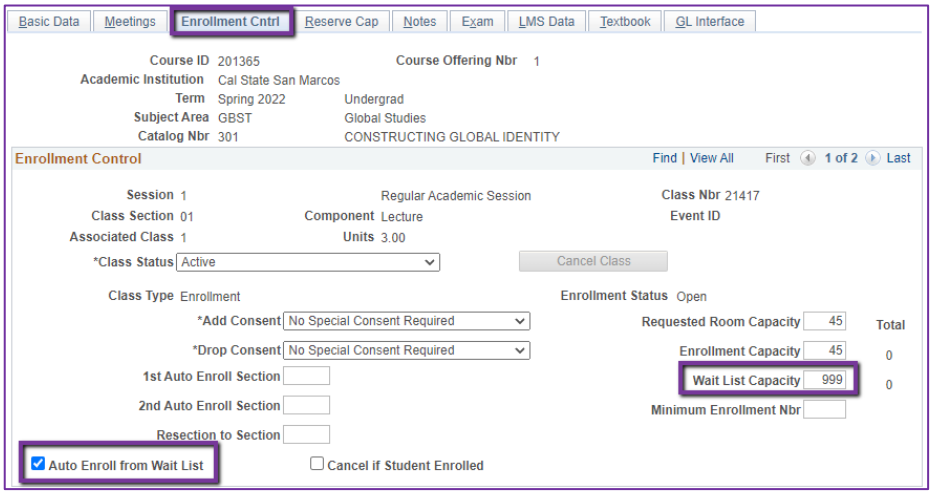
- Should be equal to the Enrollment Capacity.
- This field tells the Optimizer what size classroom is needed.



ENROLLMENT CNTRL TAB

Enrollment Capacity:

- Number of Students that can enroll in this section



ENROLLMENT CNTRL TAB

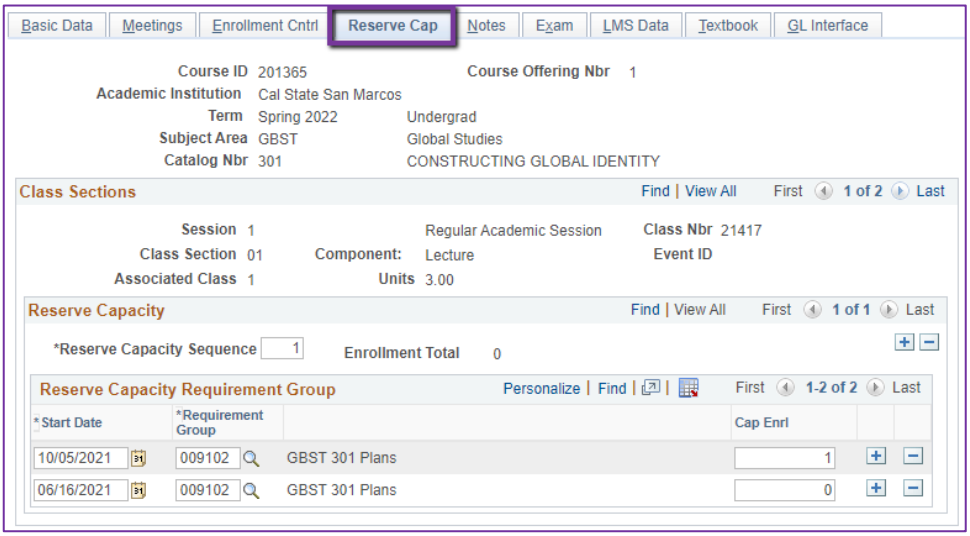
Wait List Capacity:

- If class needs a Wait List, enter “999” in this field

Auto enroll from Wait List:

- If using the Wait List, this box **MUST BE** checked (as shown)

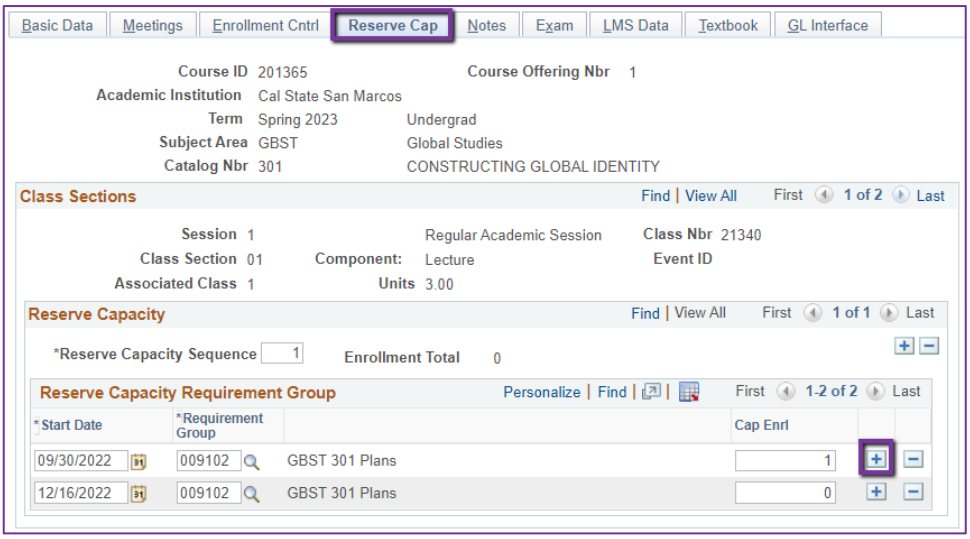
BEFORE MOVING TO THE NEXT TAB: SAVE



RESERVE CAP TAB

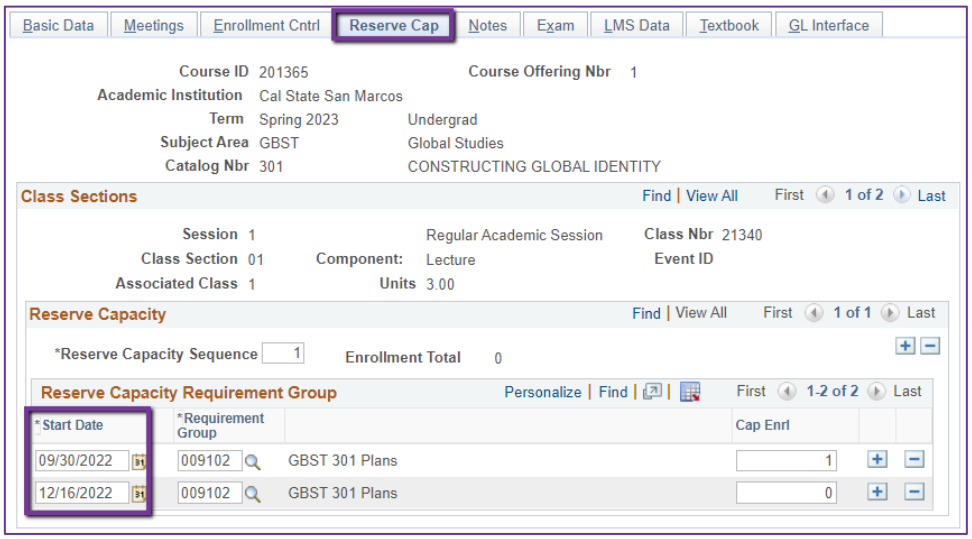
Reserve Capacity Requirement Group:

- Mainly used for **GEM ERGs** For classes that have **both General Education and Major/Minor Requirements**. GEM ERGs reserve seats for the majors/minors that need seats in the section.



RESERVE CAP TAB

Add two rows
(using the plus “+”button)



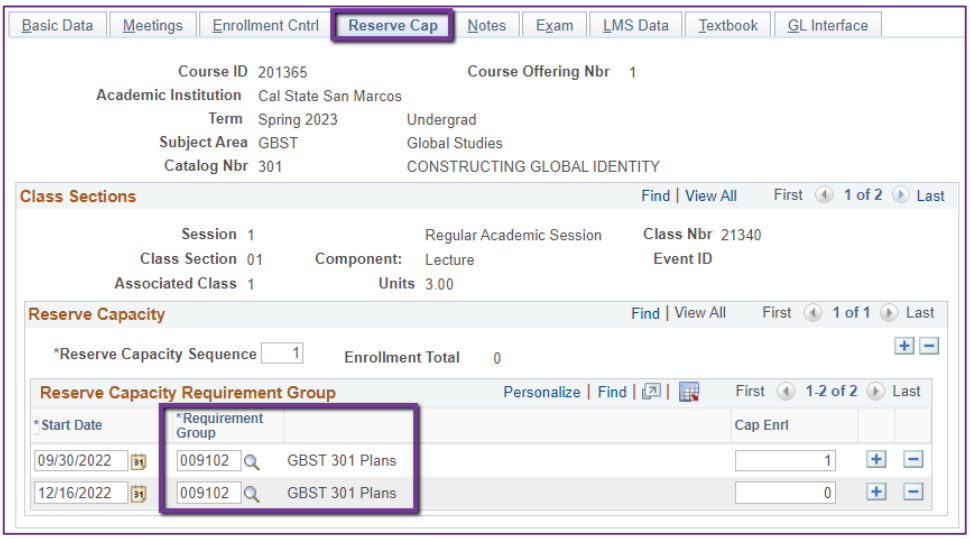
RESERVE CAP TAB

Start dates:

1st Row: Today's date

2nd Row: Sunset date (check note for this date)

BEFORE MOVING TO THE NEXT STEP: SAVE



RESERVE CAP TAB

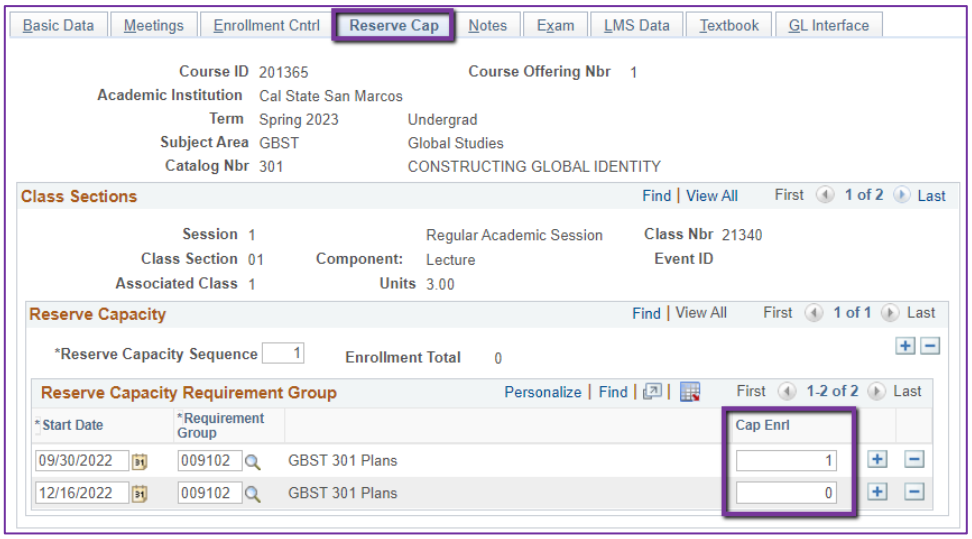
Requirement Group:

GEM ERGs can be found with SUBJ & CATALOG NBR & the word "Plans" (example: GBST 301 Plans)

Do NOT use any ERG that has "Requirement" on the end of the description. It is NOT a GEM ERG and should NOT be used.

Both lines should have the same Requirement Group Number.

BEFORE MOVING TO THE NEXT STEP: SAVE



RESERVE CAP TAB

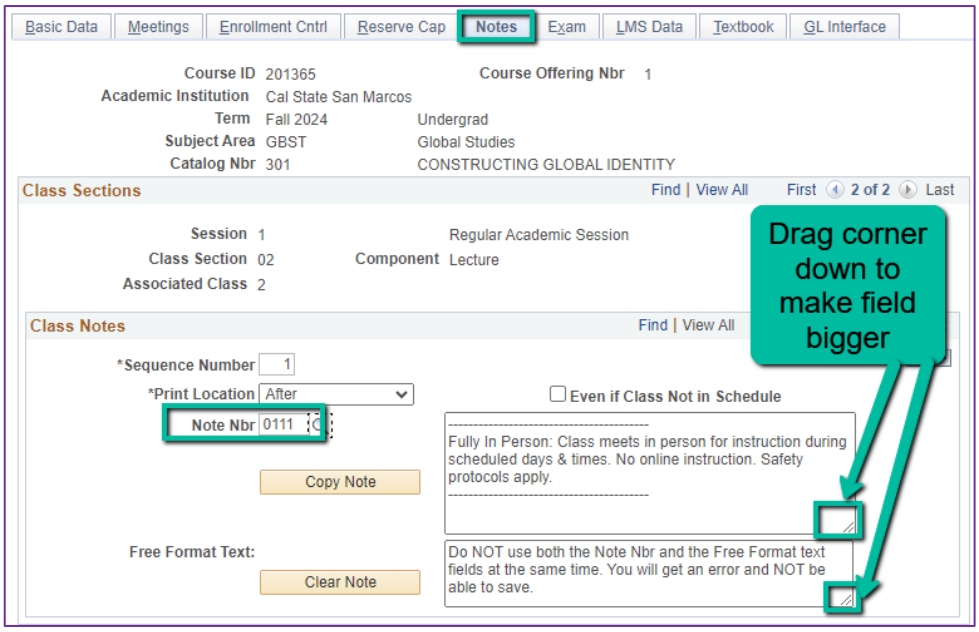
Cap Enrl:

Row with earliest date: Should have the number of seats being reserved.

Row with latest date: Should always be ZERO (0)

Warning: The rows may change places when you go out & back in. Please make sure when you make changes that you are doing it on the right row!

BEFORE MOVING TO THE NEXT TAB: SAVE

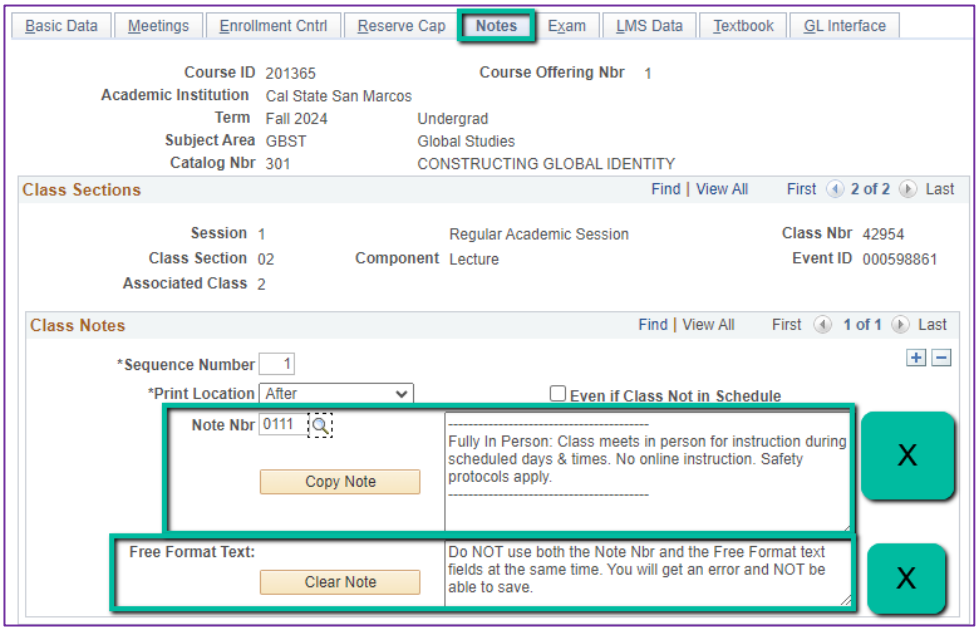


NOTES TAB

Note Nbr:

- **111** In Person
- The Note Nbr text box cannot be edited.

Tip: You can drag the corner of each note field down to make it bigger. Especially helpful for long notes!



NOTES TAB

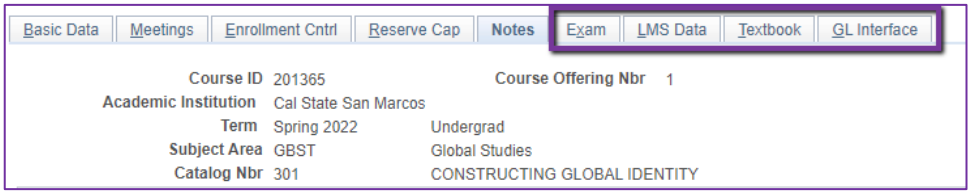
Do NOT use Note Nbr and Free Format Text Fields in the same Note Group (Sequence Number)

- You will not be able to save if you do this. It will give you an error.
- **Use the plus (+) button to add a new note** of either type.

Also, use the **minus (-) button to remove a note**. Do not just delete notes from the text fields.

- You will not be able to save if you do this. It will give you an error.

BEFORE MOVING TO THE NEXT STEP or IF DONE: SAVE!



IGNORE All Other Tabs:
Ignore Exam, LMS Data, Textbook, and GL Interface Tabs (if you can see them ignore them, if you can't see them, you're good)