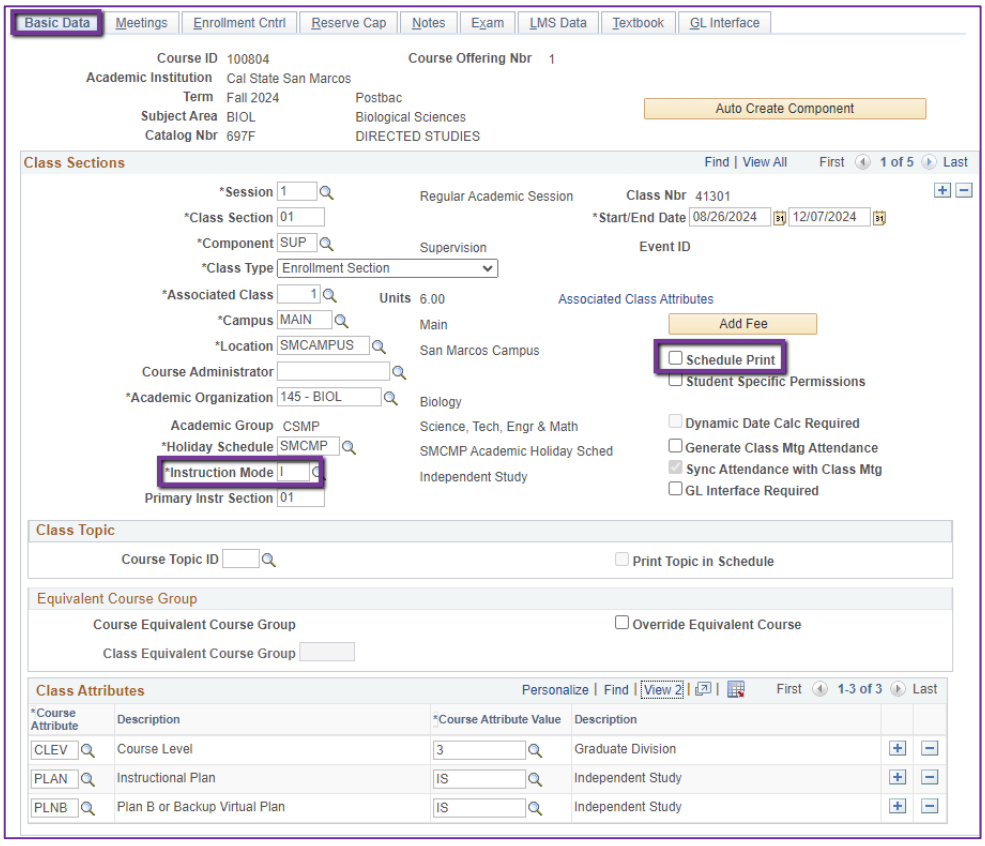
Independent Study

Independent Studies are a unique format/modality. Students and the instructor can meet however and whenever, but still build any independent studies with these directions.

PeopleSoft things to look at for Independent Study Courses:

TAB	FIELD	INPUT VALUE
BASIC DATA	**Instruction Mode**	**I – Independent Study**
MEETINGS	**Course Attributes/Values** ***MUST BE ADDED with "+"***	**PLAN/IS** **PLNB/IS** **EVAL/Based on Dean's Office** *Check that this attribute is on and that the value is correct:* **CLEV/**varies based on Cat Nbr: >100 **P**, 100-299 **1**, 300-499 **2**, 500+ **3**)
MEETINGS	**Class APDB Mapping Values > Learning Mode:**	**09 – Face-to-face**
MEETINGS	**Facility ID**	**INDEPSTUDY**
MEETINGS	**Pat**	**ARR**
MEETINGS	**Day(s), Start Time, End Time**	*Leave Blank*
MEETINGS	**Mtg APDB Mapping Values > Space Type:**	**3 Non-Capacity**
MEETINGS	**Room Characteristic**	**11 – No Room Needed**
NOTES	**Note Number**	**120 – Independent Study**



BASIC DATA TAB

Class Section:

Sections 1st-9th needs leading 0, must have 2 digits.

~ First section = 01,

~ 7th section = 07

Associated Class:

Should match the section number **without the leading 0**

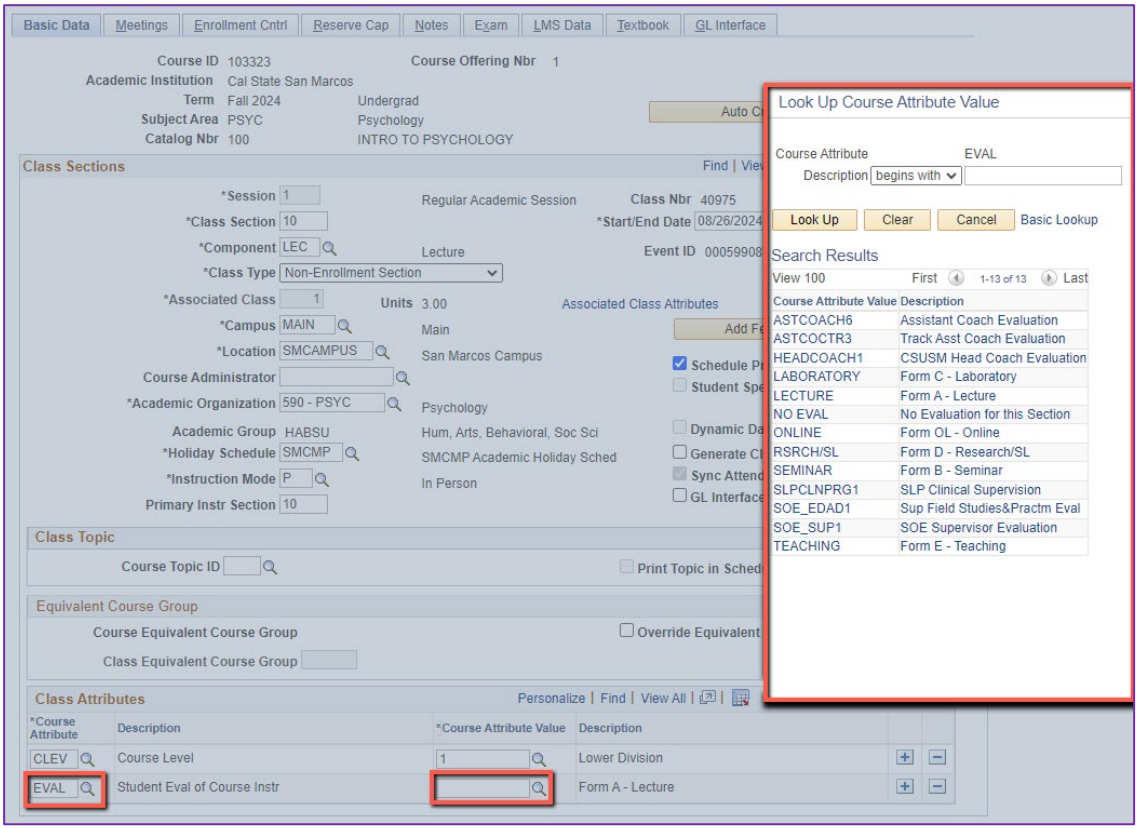
~ Section 01 = Assoc Class 1

~ Section 12 = Assoc Class 12

Instruction Mode:

I – Independent Study

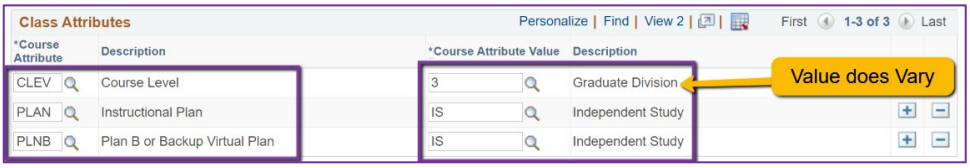
Schedule Print: OFF



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

Course Attribute/Value

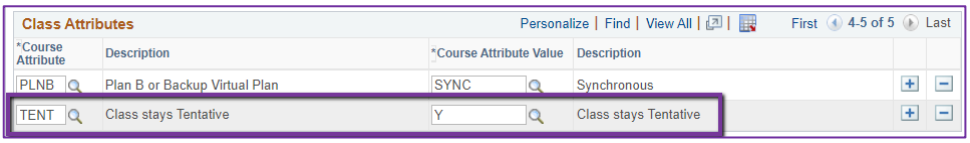
PLAN/IS

PLNB/IS

CLEV/ Value varies based on Cat Nbr: >100 **P**, 100-299 **1**, 300-499 **2**, 500+ **3**)

EVAL/Based on Faculty

ALL classes must have ALL 4 of these Course Attributes.



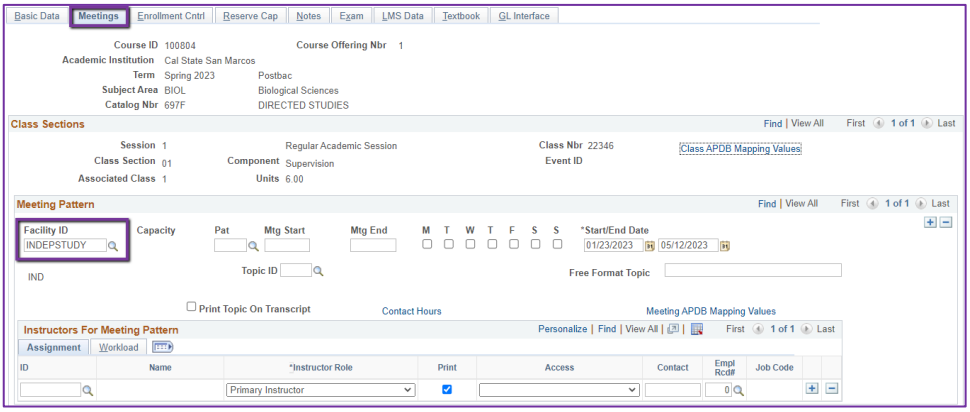
BASIC DATA TAB

ONLY IN SPRING 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"

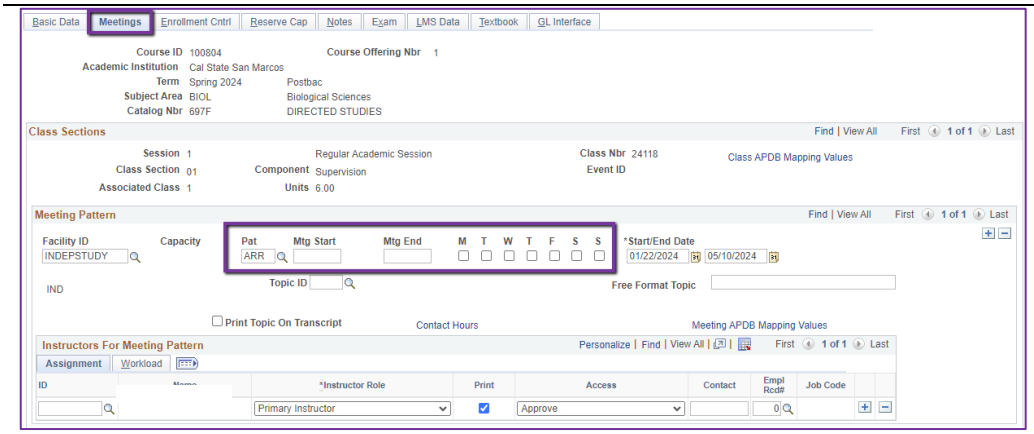
BEFORE YOU MOVE TO NEXT TAB: SAVE



MEETINGS TAB

Meeting Pattern (MP):

Facility ID – INDEPSTUDY



MEETINGS TAB

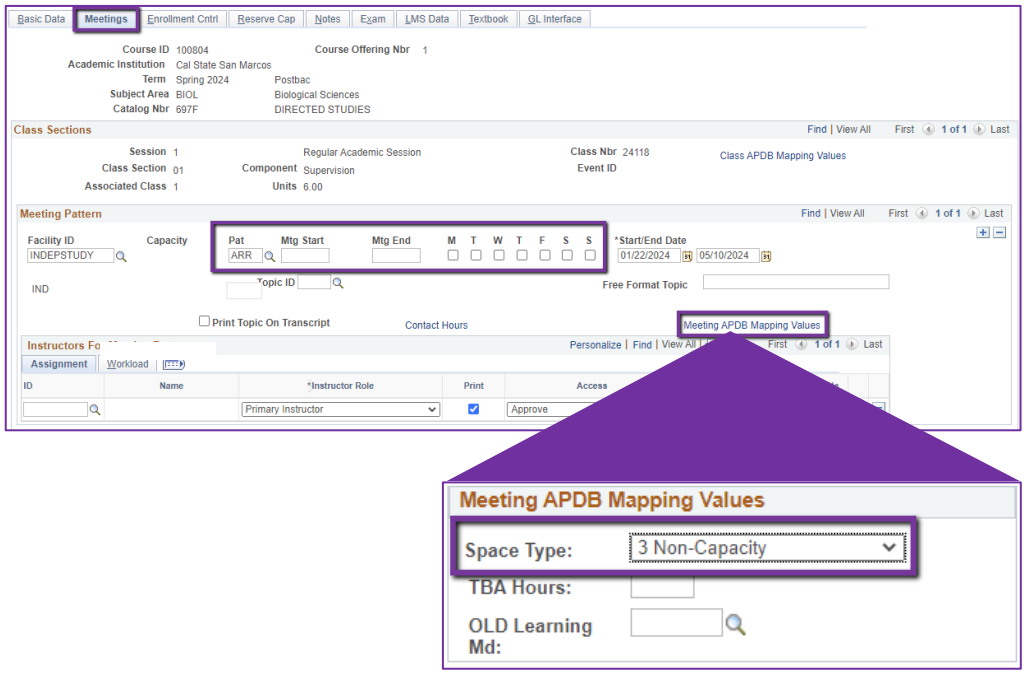
Meeting Pattern (MP):

Pat: ARR

NO Mtg Start

NO Mtg End

NO Days checked



MEETINGS TAB

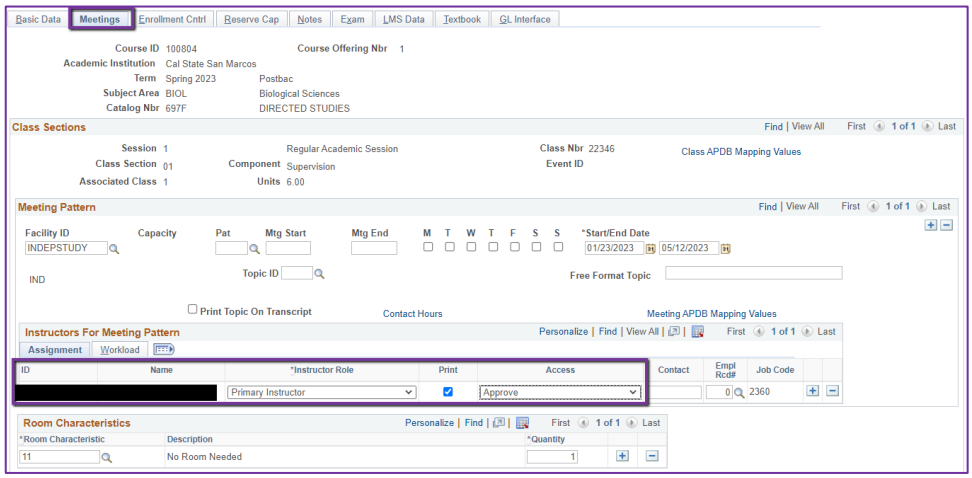
Meeting APDB Mapping Values:

- **ONLY edit the Space Type field**

Space Type

- **3 Non-Capacity**

BEFORE MOVING TO THE NEXT STEP: SAVE



MEETINGS TAB

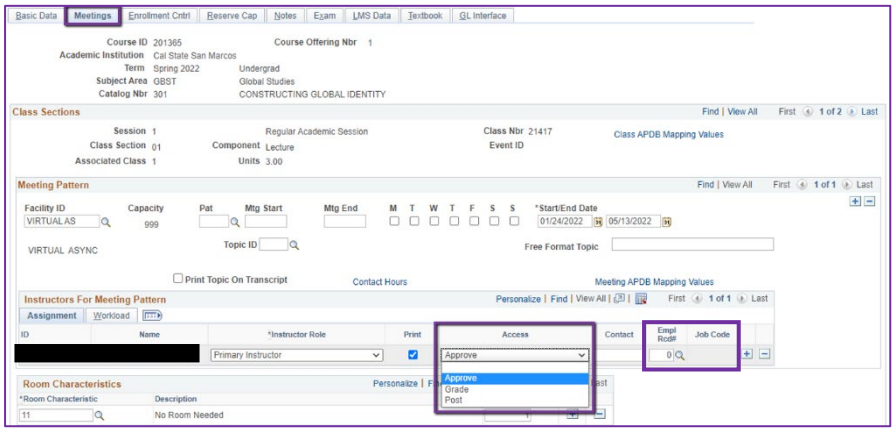
Faculty Assignment:

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)



Meetings Tab

Instructors For Meeting Pattern**:**

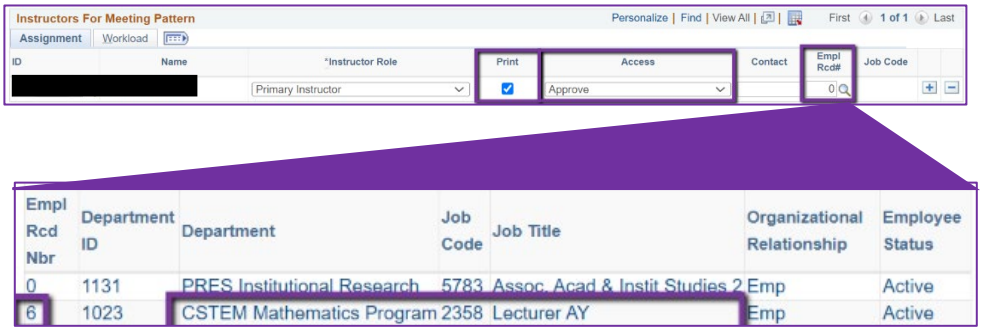
Assignment Tab

Instructor Role: Primary Instructor

Print: ON (Checked)

Access: Approve

Empl Rcd#: CHECK



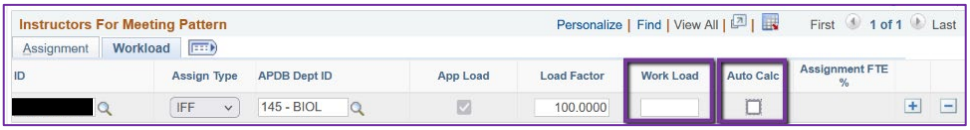
Job Code	Job Title	Job Code	Job Title	Job Code	Job Title
2403	FT Faculty Unit-Addtl Emplymt	1150	Instr Stdnt Asst	2365	Music Studio Instr Faculty
2360	Instr Fac AY	2359	Lecturer 12 Mo	2354	Teaching Associate AY
2322	Instr Fac,Spcl Pgms-For Credit	2358	Lecturer AY	2357	If Summer Session Extension

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.



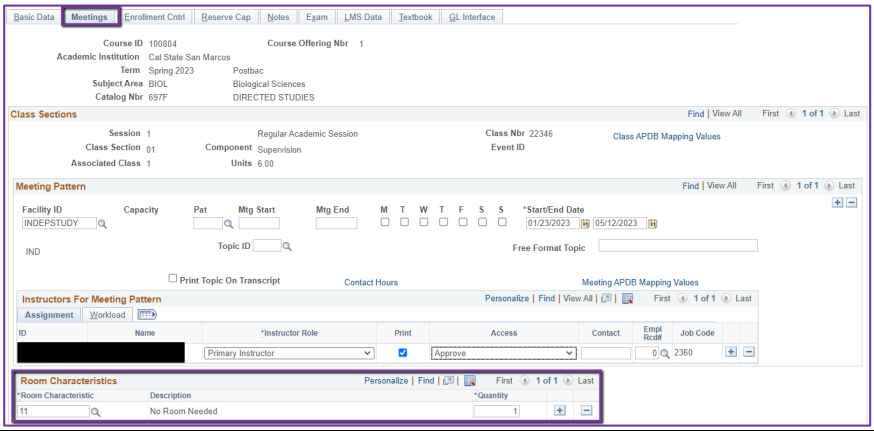
Meetings Tab

Instructors For Meeting Pattern**:**

Workload TAB

Auto Calc**: Uncheck (aka OFF)**

Work Load: 0

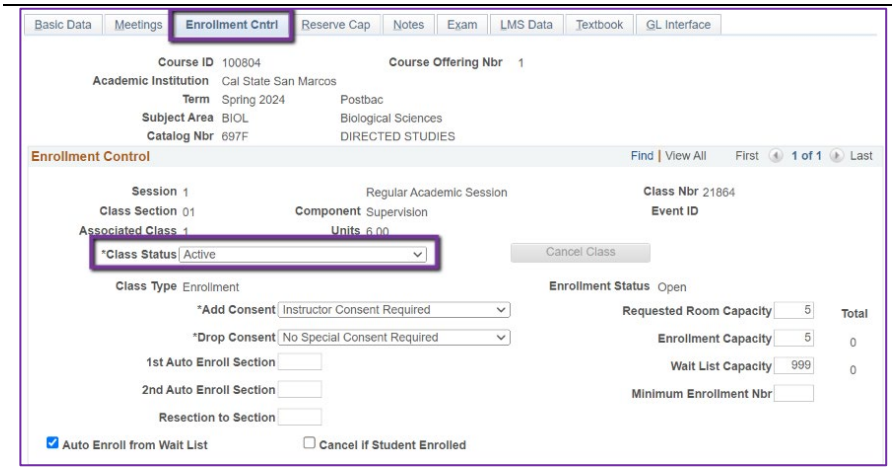


Meetings Tab

Room Characteristics:

11 – No Room Needed

BEFORE MOVING TO THE NEXT TAB: SAVE



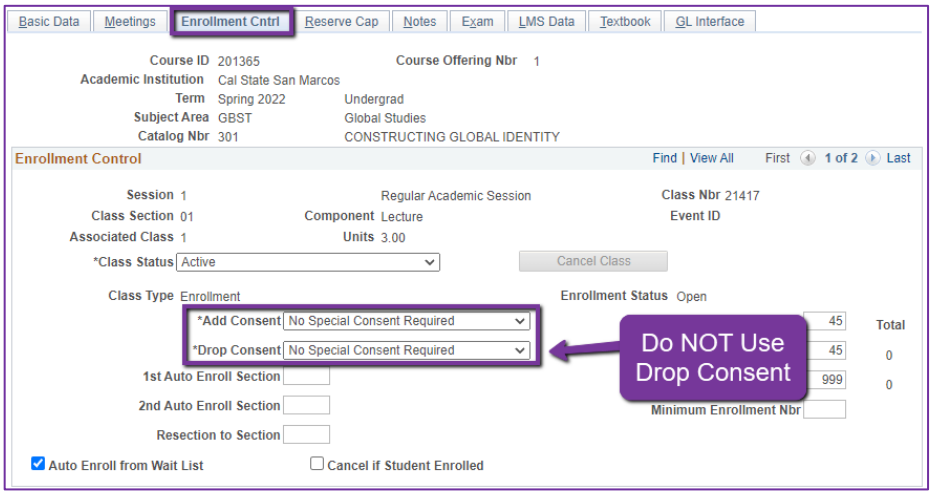
Enrollment Cntrl Tab

Class Status:

Only use ACTIVE or TENTATIVE

- Do NOT use CANCEL during Schedule Build. Classes should be DELETED during the build if need be (done on the Basic Data tab, with the minus "-" button on the top righthand side).

In Spring, new classes will need to be built as Tentative once the Winter Class Schedule is posted. If Spring class should remain Tentative after the Schedule goes live, **must add the "TENT" Course Attribute = "Y" on Basic Data Tab.**



Enrollment Cntrl Tab

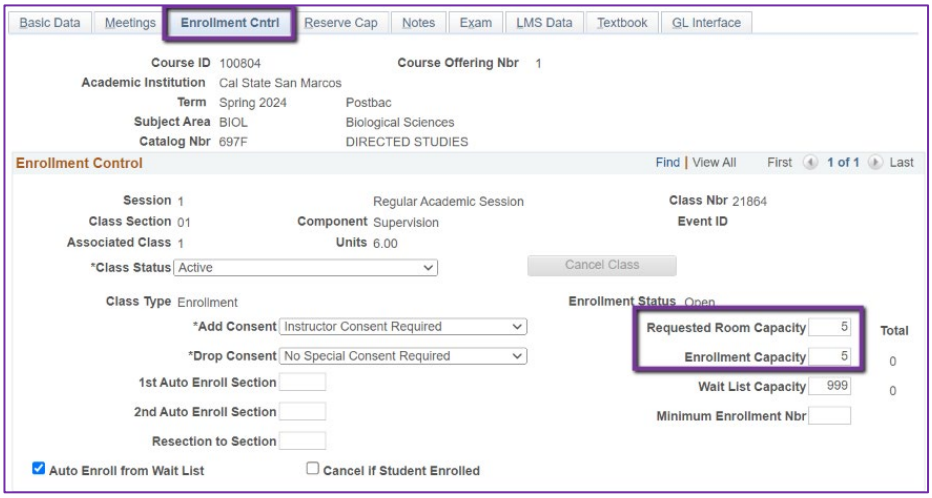
Add Consent:

- Instructor Consent required means student need to contact assigned faculty to obtain a permission number to enroll. Instructor email must be entered in the class note.

Drop Consent:

- Do NOT use

BEFORE MOVING TO THE NEXT STEP: SAVE



Enrollment Cntrl Tab:

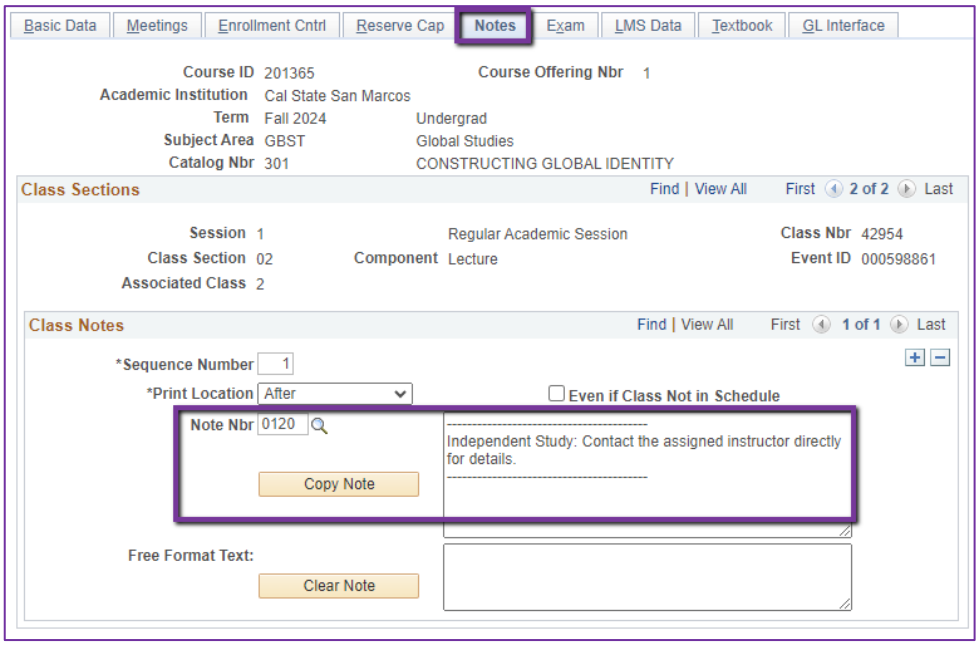
Requested Room Capacity:

- Should be equal to the Enrollment Capacity.

Enrollment Capacity:

- Enroll Cap = 5
  Unless otherwise told

BEFORE MOVING ON: SAVE



NOTES TAB

Note Nbr:

- **120** Independent Study

BEFORE MOVING ON: SAVE