

WELCOME TO THE SPRING/SUMMER 2026 SCHEDULE BUILD MANDATORY MEETING

The schedule build is often a perfect balance of precision and panic — mostly panic.



INTRODUCTIONS

- Name
- Department
- What is something a lot of people are missing out on because they don’t know about it?



WHAT'S BEEN DONE?

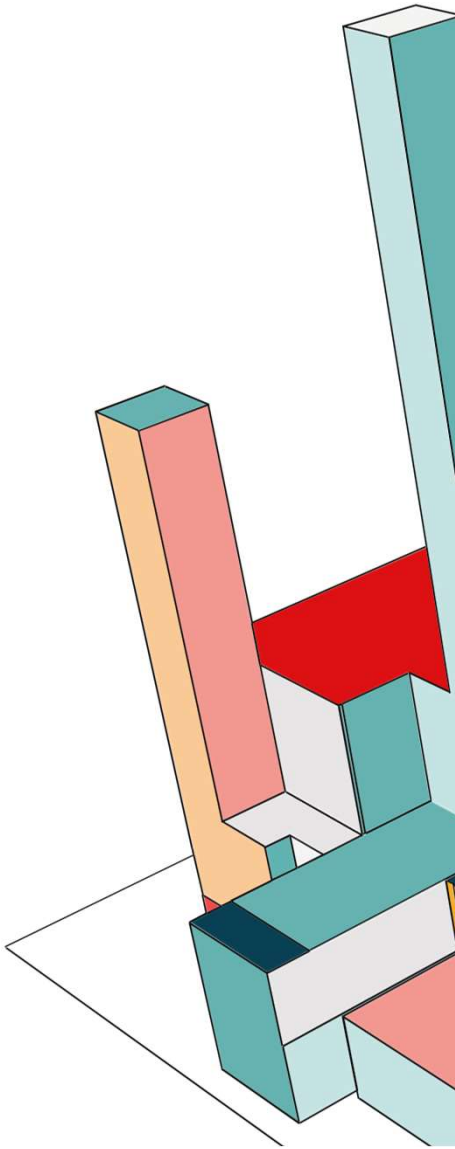
Pre-Scheduling for Auditoria, Active Learning, Graduate Seminar Room & MSJC/Temecula

Puzzling allocations sent to ADs

The Course Needs Report sent to DCs
- GEM ERG seats will be sent Oct 1

Spring 2025 has been rolled to Spring 2026 (Summer is not rolled)
- Meeting Patterns: Days & Times
- Independent Study sections
- NOT rolled:
  - *Classes with Curriculum Changes in the Past Year,*
  - Instructor Assignments,
  - Combined Sections
  - EVAL Attribute

In-Depth Training video available online



START OF SEMESTER RECOMMENDATION

Run query for Spring 2026 (2262)

SMO_SEA_FULLSCHED_SPRING_DC

Send to Department Chairs to edit.

Ask your DC to get you as much information as they can, as soon as they can.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Subject	Catalog	Section	Class Nbr	Descr	Component	Sch Print	Combined	Add Consent	Instr Mode	Pref Name	Cap	Enrl	Comp Units	Facil ID	Session	Day(s)	Start	End	PLAN	Evaluation Type	Should this be Tentative?	Medical Accommodations	Type of Room Needed	Run Date
2	ECON	201	01	21277	PRIN OF MICROECONOMICS	LEC	Y		None	In Person		45	0	3.00		1	M	10:30:00 AM	1:20:00 PM	PERSON					9/29/2025
3	ECON	201	02	21279	PRIN OF MICROECONOMICS	LEC	Y		None	Online		45	0	3.00		1				ASYNC					9/29/2025
4	ECON	201	03	21280	PRIN OF MICROECONOMICS	LEC	Y		None	Online		45	0	3.00		1				ASYNC					9/29/2025
5	ECON	201	04	21285	PRIN OF MICROECONOMICS	LEC	Y		None	Online		45	0	3.00		1				ASYNC					9/29/2025
6	ECON	201	05	21286	PRIN OF MICROECONOMICS	LEC	Y		None	Hybrid		45	0	3.00		1	W	2:30:00 PM	3:45:00 PM	HYBASYNC					9/29/2025
7	ECON	201	05	21286	PRIN OF MICROECONOMICS	LEC	Y		None	Hybrid		45	0	3.00		1				HYBASYNC					9/29/2025
8	ECON	201	06	21684	PRIN OF MICROECONOMICS	LEC	Y		None	In Person		45	0	3.00		1	TR	1:00:00 PM	2:15:00 PM	PERSON					9/29/2025
9	ECON	201	07	21276	PRIN OF MICROECONOMICS	LEC	Y		None	In Person		45	0	3.00		1	TR	2:30:00 PM	3:45:00 PM	PERSON					9/29/2025
10	ECON	201	08	22427	PRIN OF MICROECONOMICS	LEC	Y		None	In Person		45	0	3.00		1	M	2:30:00 PM	5:20:00 PM	PERSON					9/29/2025
11	ECON	202	01	21283	PRIN OF MACROECON	LEC	Y		None	Online		45	0	3.00		1				MASY&LSY					9/29/2025
12	ECON	202	02	21284	PRIN OF MACROECON	LEC	Y		None	Online		45	0	3.00		1				MASY&LSY					9/29/2025
13	ECON	202	03	21289	PRIN OF MACROECON	LEC	Y		None	Online		45	0	3.00		1				ASYNC					9/29/2025
14	ECON	202	04	21655	PRIN OF MACROECON	LEC	Y		None	In Person		45	0	3.00		1	W	10:30:00 AM	1:20:00 PM	PERSON					9/29/2025
15	ECON	202	05	21656	PRIN OF MACROECON	LEC	Y		None	Online		45	0	3.00		1				ASYNC					9/29/2025
16	ECON	202	06	21685	PRIN OF MACROECON	LEC	Y		None	In Person		45	0	3.00		1	TR	7:30:00 AM	8:45:00 AM	PERSON					9/29/2025
17	ECON	202	07	21281	PRIN OF MACROECON	LEC	Y		None	In Person		45	0	3.00		1	TR	9:00:00 AM	10:15:00 AM	PERSON					9/29/2025

Spring Query

Subject	Catalog	Section	Class Nbr	TENT	Good to Go?	Run Date
AIS	101	02	21920	Y	Section NOT Ready	9/18/2025
AMD	120	01	21608	Y	Section NOT Ready	9/18/2025
BIOL	176	10	20385	Y	Section Reviewed & Ready	9/18/2025
BIOL	176	11A	20386	Y	Section Reviewed & Ready	9/18/2025
BIOL	176	12A	20387		Section Reviewed & Ready	9/18/2025
BUS	495	76	23106	Y	Section Reviewed & Ready	9/18/2025
KINE	496C	08	21111	Y	Section NOT Ready	9/18/2025
KINE	496C	09	21112	Y	Section NOT Ready	9/18/2025
KINE	496C	10	21113	Y	Section NOT Ready	9/18/2025
MATH	105	30	22363		Section Reviewed & Ready	9/18/2025
MATH	105	31	22359	Y	Section Reviewed & Ready	9/18/2025
MIS	498B	01	23113	Y	Section NOT Ready	9/18/2025
PSYC	230	70	22577	Y	Section NOT Ready	9/18/2025
PSYC	230	71A	22578	Y	Section NOT Ready	9/18/2025
ACCT	202	01	22696		Section NOT Ready	9/18/2025

QUERY: **SMO_SEA_FULLSCHED_SPRING**

ON THE ENROLLMENT CONTROL TAB

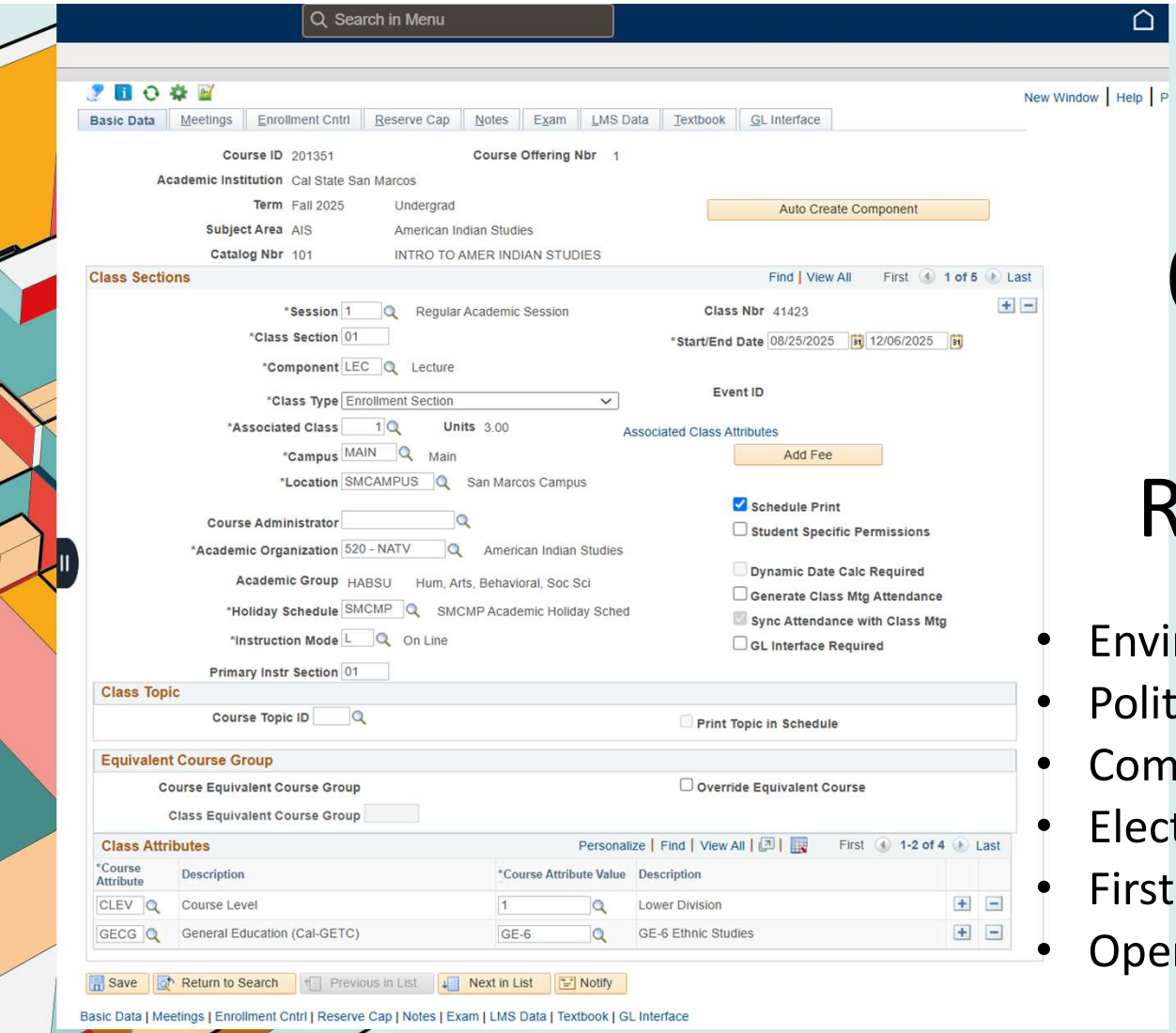
CLASS STATUS = TENTATIVE

All Classes Must be Tentative.

All Classes are (currently) Tentative.

New classes should immediately be made tentative!

Course Attribute = **TENT** & Course Attribute Value = **Y**



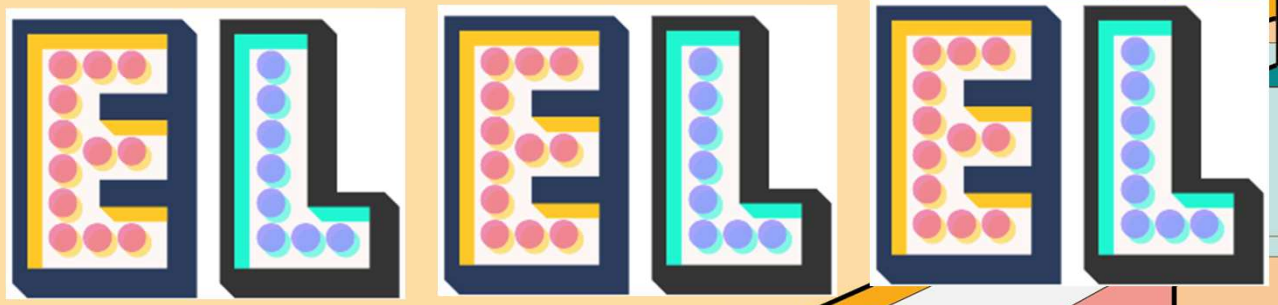
Academic Organization

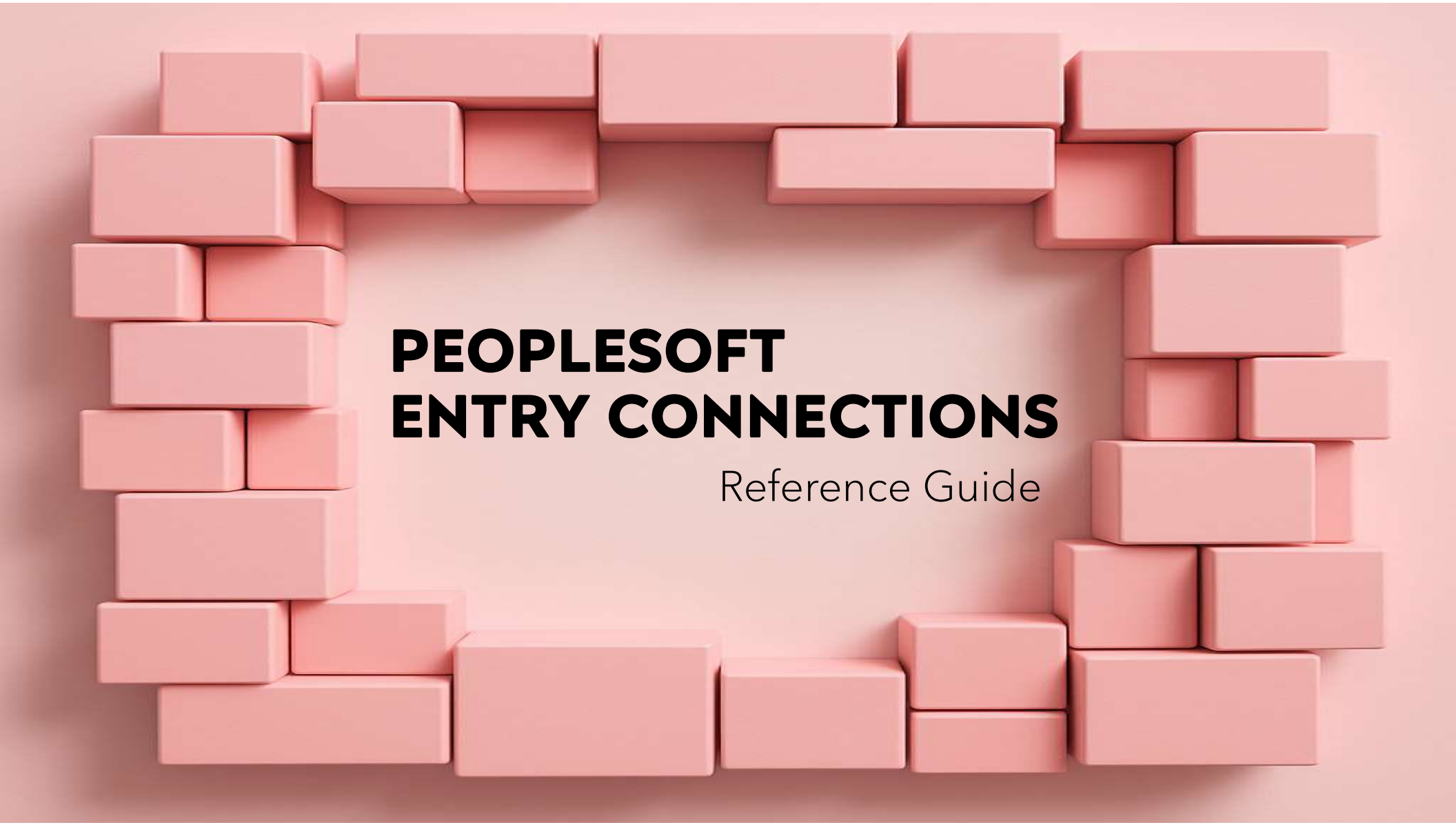
RECENT CHANGES:

- Environment & Geography
- Political Science & Global Affairs
- Computer Science & Engineering
- Electrical & Computer Engineering
- First-Year & University Programs
- Operations, Supply Chain, & Bus Analytics

Leave Extended Learning Sections ALONE

Sections 900+
Any other session except 1, 8W1, 8W2,
(MBA only 5W1, 5W2, 5W3)
Academic Org is “84-ES”
Session begins with E or W



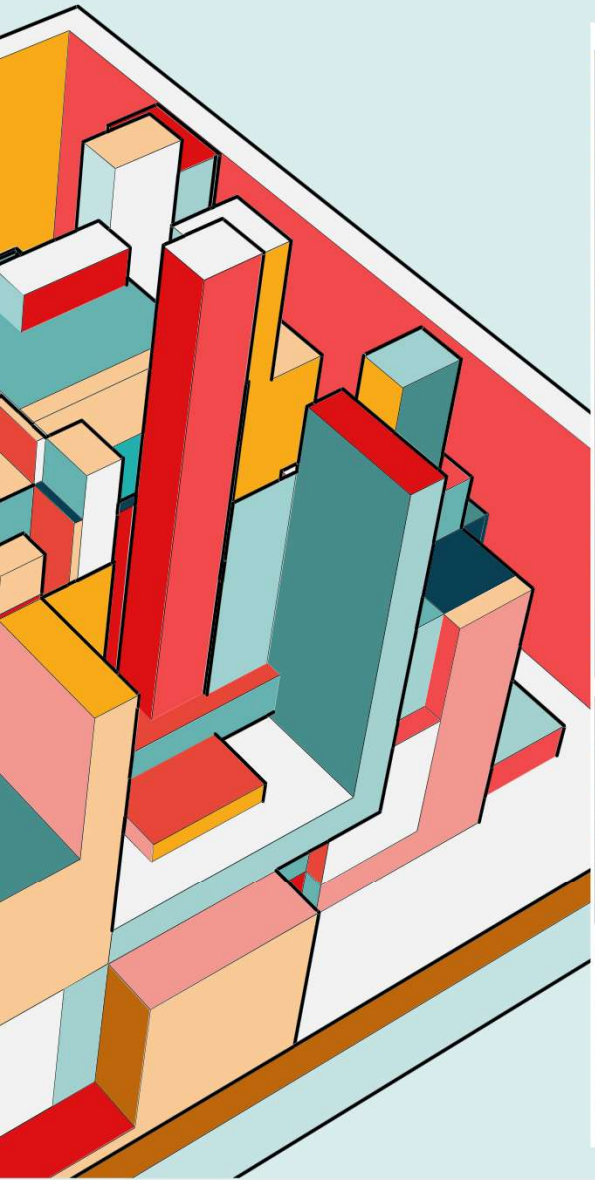

PEOPLESOFT
ENTRY CONNECTIONS
Reference Guide



Where? >

	Tab: BASIC DATA				Tab: MEETINGS						Tab: NOTES
Instruction Modality Description	**Instr Mode**	Attribute: **PLAN**	Attribute: **PLNB**	***Description***	**Learning Mode**	**Meeting Pattern**	**Facility ID**	**Days/ times**	**PAT**	**Room Char**	**NOTE NBR**
Person *- Fully in-person every week or every other week.*	P	PERSON	SYNC	*Online Synchronous*	9	**ONLY**	*Classroom*	Yes			111
Hybrid, Async & In-Person *- Async & In-Person instruction occurs every week or every other week*	A	HYBASYNC	ASY&SY	*Online Async & Sync*	5	1st 2nd	*Classroom* VIRTUAL AS	Yes ***None***			114
Hybrid, Sync & In-Person *- Sync & In-Person instruction occurs every week or every other week*	A	HYBSYNC	SYNC	*Online Synchronous*	6	1st 2nd	*Classroom* VIRTUAL SY	Yes Yes			115
Online Asynchronous - Fully online asynchronous.	L	ASYNC	ASYNC	*Online Asynchronous*	1	**ONLY**	VIRTUAL AS	***None***		11	112
Online Synchronous *- Sync instruction occurs every week or every other week*	L	SYNC	SYNC	*Online Synchronous*	2	**ONLY**	VIRTUAL SY	Yes		11	113
Mostly Online Async & Limited In-Person *- Async instruction occurs every week or every other week. In-Person instruction occurs less than every other week.*	A	MASYNC	ASY&SY	*Online Async & Sync*	3	1st 2nd+	VIRTUAL AS *Classroom*	***None*** Yes			117
Mostly Online Async & Limited Online Sync *- Async instruction occurs every week or every other week. Sync instruction occurs less than every other week.*	L	MASY&LSY	ASY&SY	*Online Async & Sync*	3	1st 2nd+	VIRTUAL AS VIRTUAL SY	***None*** Yes		11	116
Mostly Online Sync & Limited In-Person *- Sync instruction occurs every week or every other week. In-Person instruction occurs less than every other week.*	A	MSYNC	SYNC	*Online Synchronous*	4	1st 2nd+	VIRTUAL SY *Classroom*	Yes Yes			118
Online Async & Sync *- Both Async & Sync Instruction occurs every week or every other week*	L	ASY&SY	ASY&SY	*Online Async & Sync*	10	1st 2nd+	VIRTUAL SY VIRTUAL AS	Yes ***None***		11	116
Mostly Online, Async & Sync, & Limited In-Person *- Async & Sync instruction occurs every week or every other week. In-Person instruction occurs less than every other week.*	A	MONLINE	ASY&SY	*Online Async & Sync*	11	1st 2nd 3rd+	VIRTUAL SY VIRTUAL AS *Classroom*	Yes ***None*** *Yes*			119
Independent Study – Any SUPV section (CS value between 23-78)	I	IS	IS	*Independent Study*	9	**ONLY**	INDEPSTUDY	***None***	ARR	11	120

SPECIALTY CASES	Instr Mode	PLAN	PLNB	***Description***	Learning Mode	Meeting Pattern	Facility ID	Days/ times	PAT	Room Char	TBA Hours
Specialty Case #1 - Fake Component *- Multi-component courses that are only using 1 of the components for all class hours.*	P	IS	IS		9	ONLY	ARR	***None***	ARR	11	No
Specialty Case #2 - Clinical *- Clinical classes that do not have specific days/times to list.*	P	IS	IS		9	ONLY	CLINICAL	***None***	ARR	11	No
Specialty Case #3 - Completely Off Campus *- Class meets completely off-campus, like at a school, when a meeting pattern is unknown/variable.*	I	IS	IS		9	ONLY	OFF CAMPUS	***None***	ARR	11	YES
Specialty Case #4 - BUS 495 - Only for the sections students are enrolled in at Census, typically those	P	IS	IS		6	1st 2nd	*TBD* VIRTUAL SY	F 1900-1950 F 1900-1950		11	No



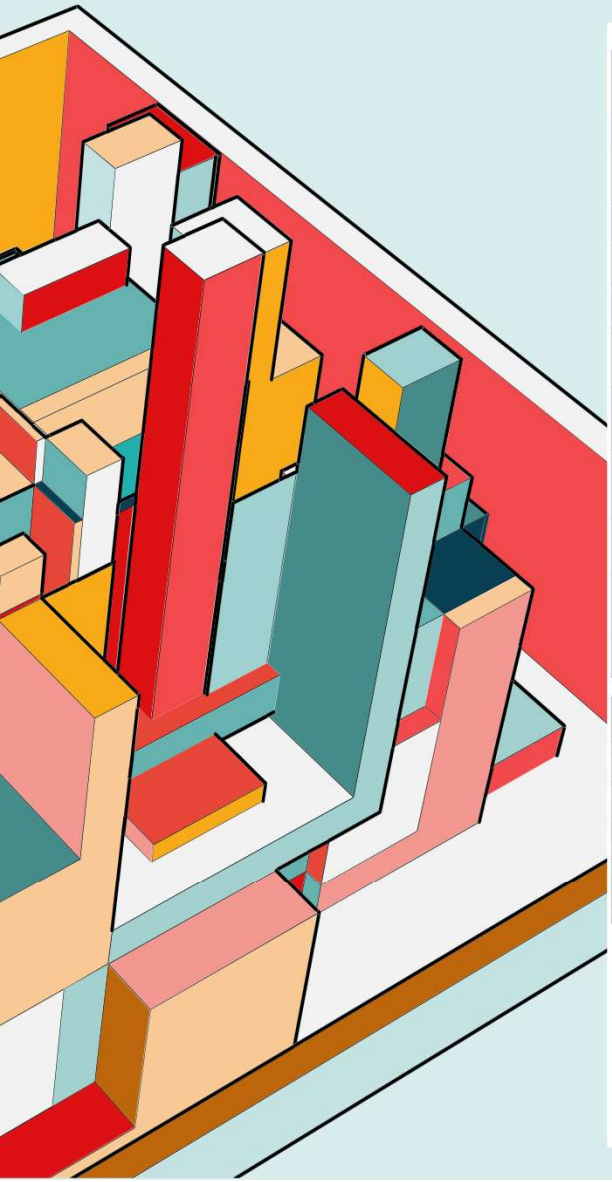
< Determining Type of Class

	Tab: BASIC DATA				Tab: MEETINGS						Tab: NOTES
Instruction Modality Description					**Learning Mode**	**Meeting Pattern**	**Facility ID**	**Days/ times**	**PAT**	**Room Char**	**NOTE NBR**
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Online Synchronous *- Sync instruction occurs every week or every other week*	L	SYNC	SYNC	*Online Synchronous*	2	**ONLY**	VIRTUAL SY	Yes		11	113
Mostly Online Async & Limited In-Person *- Async instruction occurs every week or every other week. In-Person instruction occurs less than every other week.*	A	MASYNC	ASY&SY	*Online Async & Sync*	3	1st 2nd+	VIRTUAL AS *Classroom*	***None*** Yes			117
Mostly Online Async & Limited Online Sync *- Async instruction occurs every week or every other week. Sync instruction occurs less than every other week.*	L	MASY&LSY	ASY&SY	*Online Async & Sync*	3	1st 2nd+	VIRTUAL AS VIRTUAL SY	***None*** Yes		11	116
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Online Async & Sync *- Both Async & Sync Instruction occurs every week or every other week*	L	ASY&SY	ASY&SY	*Online Async & Sync*	10	1st 2nd+	VIRTUAL SY VIRTUAL AS	Yes ***None***		11	116
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WHERE TO ENTER THESE VALUES

- Learning Mode value is found on the Maintain Schedule of Classes, Meeting Ptn Tab, Class APDB Mapping Values link.
- Instruction Mode value is found on the Maintain Schedule of Classes, Basic Data Tab.
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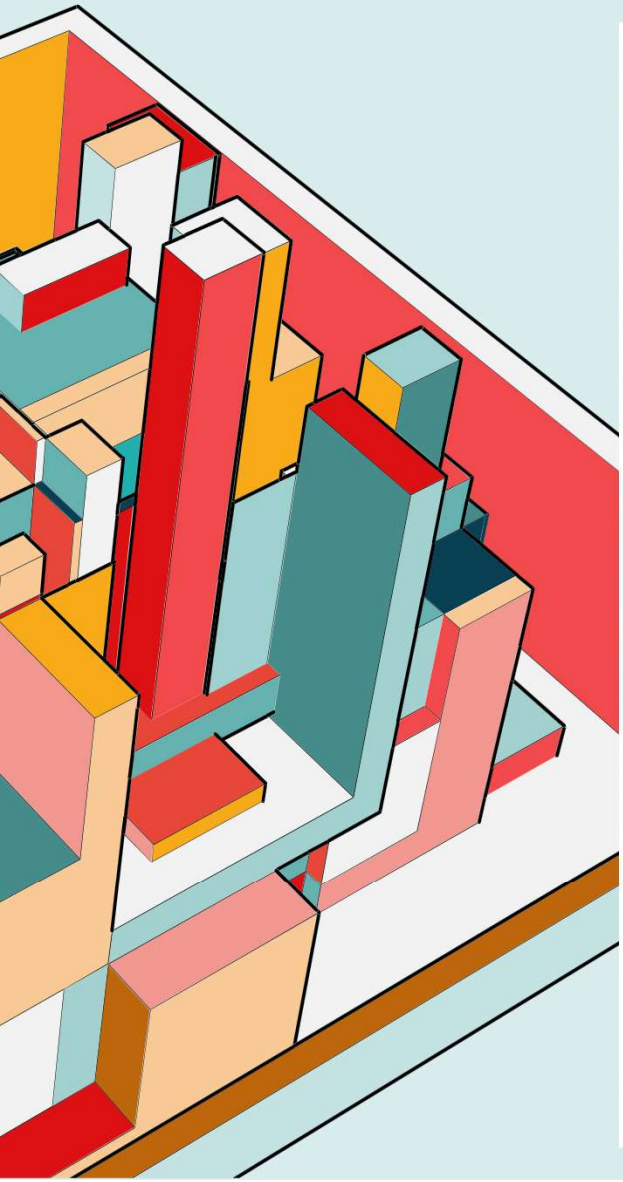
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If your DC doesn't tell you PLNB, please use the matching value listed here

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Hybrid, Async & In-Person *- Async & In-Person instruction occurs every week or every other week*		1st 2nd	*Classroom* VIRTUAL AS	Yes ***None***			114
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Online Asynchronous - Fully online asynchronous.		**ONLY**	VIRTUAL AS	***None***		11	112
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Mostly Online Async & Limited In-Person *- Async instruction occurs every week or every other week. In-Person instruction occurs less than every other week.*		1st 2nd+	VIRTUAL AS *Classroom*	***None*** Yes			117
Mostly Online Async & Limited Online Sync *- Async instruction occurs every week or every other week. Sync instruction occurs less than every other week.*		1st 2nd+	VIRTUAL AS VIRTUAL SY	***None*** Yes		11	116
Mostly Online Sync & Limited In-Person *- Sync instruction occurs every week or every other week. In-Person instruction occurs less than every other week.*		1st 2nd+	VIRTUAL SY *Classroom*	Yes Yes			118
Online Async & Sync *- Both Async & Sync Instruction occurs every week or every other week*		1st 2nd+	VIRTUAL SY VIRTUAL AS	Yes ***None***		11	116
Mostly Online, Async & Sync, & Limited In-Person *- Async & Sync instruction occurs every week or every other week. In-Person instruction occurs less than every other week.*		1st 2nd 3rd+	VIRTUAL SY VIRTUAL AS *Classroom*	Yes ***None*** *Yes*			119
Independent Study – Any SUPV section (CS value between 23-78)		**ONLY**	INDEPSTUDY	***None***	ARR	11	120

Pay Attention to How many meeting patterns are needed & what they should include

SPECIALTY CASES	Instr Mode	PLAN	PLNB	*Description*	Learning Mode	Meeting Pattern	Facility ID	Days/ times	PAT	Room Char	TBA Hours
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Specialty Case #2 - Clinical *- Clinical classes that do not have specific days/times to list.*	P	IS	IS		9	ONLY	CLINICAL	***None***	ARR	11	No
Specialty Case #3 - Completely Off Campus *- Class meets completely off-campus, like at a school, when a meeting pattern is unknown/variable.*	I	IS	IS		9	ONLY	OFF CAMPUS	***None***	ARR	11	YES
Specialty Case #4 - BUS 495 - Only for the sections students are enrolled in at Census, typically those following sections 01/02/03.	P	IS	IS		6	1st 2nd	*TBD* VIRTUAL SY	F 1900-1950 F 1900-1950		11	No

WHERE TO ENTER THESE VALUES

- Learning Mode value is found on the Maintain Schedule of Classes, Meeting Ptn Tab, Class APDB Mapping Values link.
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- Room Characteristic(s) is found on Maintain Schedule of Classes, Meeting Ptn Tab.
- Pat field is found on Maintain Schedule of Classes, Meeting Ptn Tab.
- TBA hours field is found on the Maintain Schedule of Classes, Meeting Ptn Tab, Class APDB Mapping Values link.

SPACE TYPE & CS Value

BE AWARE: The APDB Space Type value is NOT about the actual space/room/faciility ID

Space Type needs to be entered based on the CS value, except for online meeting patterns and any meeting pattern beyond the first one (which need to always be = 3 Non-Capacity).

CS Value		APDB Code	SPACE TYPE	CS Value		APDB Code	SPACE TYPE	CS Value		APDB Code	SPACE TYPE
1	=	**1**	Lecture	9	=	**2**	Lab	18	=	**2**	Lab
2	=	**1**	Lecture	10	=	**2**	Lab	19	=	**2**	Lab
3	=	**1**	Lecture	11	=	**2**	Lab	20	=	**2**	Lab
4	=	**1**	Lecture	12	=	**1**	Lecture	21	=	**2**	Lab
5	=	**1**	Lecture	13	=	**2**	Lab	23	=	**3**	Non-Capacity
6	=	**1**	Lecture	14	=	**1**	Lecture	24	=	**3**	Non-Capacity
7	=	**2**	Lab	15	=	**2**	Lab	25	=	**3**	Non-Capacity
8	=	**2**	Lab	16	=	**2**	Lab	36	=	**3**	Non-Capacity
				17	=	**3**	Non-Capacity	48	=	**3**	Non-Capacity

ONLINE	**3**	Non-Capacity	All meeting patterns with a facility ID of Virtual AS or Virtual SY.
2nd+ Mtg Pattern	**3**	Non-Capacity	All meeting patterns beyond the first one.

Color Legend

Blue	Lecture
Yellow	Lab
Green	Non-Capacity

QUERY QUESTION #1

What is the query folder name for all of the Academic Scheduling queries?



QUERY QUESTION #2

What is the second set of 3 letters of the Queries in the ACDSCHED Folder?

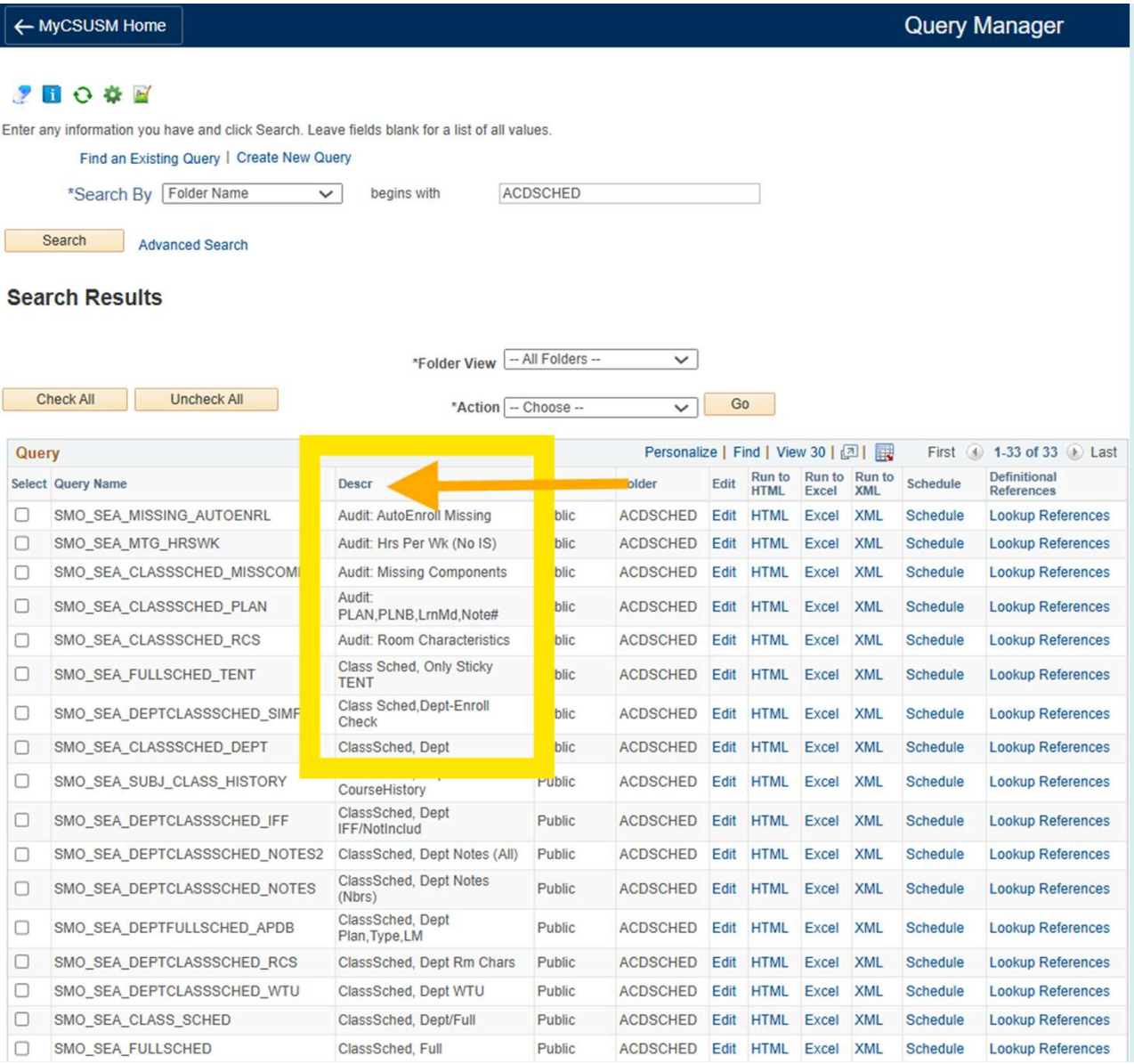
SEA_ "Scheduling, Evaluations, & Analysis"

1st SET of 3: SMO_ "San Marcos Operations"

SELF-AUDITS

1. Component Missing – *only for Multi-Comp Courses*
2. Auto-Enroll Missing – *only for Multi-Comp Courses*
3. Approved Class Meeting Times – requires query & spreadsheet
4. Hours per Week
5. Modality PLAN Info
6. Room Characteristics

https://www.csusm.edu/acdsched/audits/index.html



AUDITS

- Query Folder Name = ACDSCHED
- Pro Tip: Click on the "Descr" Header and the Audit Queries will show at the Top

https://www.csusm.edu/acdsched/audits/index.html

AUDIT #1: COMPONENT MISSING

Audit: Missing Components

College	Dept	Subject	Catalog	Course Description	Missing Component	Optional	Course ID
CHABSS	History	HIST	620	HISTORY MA CAPSTONE	Lecture	N	102303

If query shows nothing = no components are missing

COMPONENT PARAMETERS:
All Components are Needed &
Component Type Cannot Be Changed

Query: SMO_SEA_CLASSSCHED_MISSCOMP

https://www.csusm.edu/acdsched/audits/index.html

AUDIT #2: AUTO-ENROLLMENT MISSING

Audit: AutoEnroll Missing	2								
College	Dept	Subject	Catalog	Section	Class Nbr	Class Type	Auto Enrol	Auto Enr 2	Course ID
CHABSS	Anthropology	ANTH	480	11A	22444	N			100567
CSTEM	Biology	GES	102	10	22674	N			102071

If query shows nothing = no auto-enrollments are missing

AUTO-ENROLLMENT PARAMETERS:
Auto-Enrollment is always (should only be)
located on the Enrollment component.

Query: SMO_SEA_MISSING_AUTOENRL

https://www.csusm.edu/acdsched/audits/index.html

AUDIT #3: APPROVED CLASS MEETING TIMES

- Run the SMO_SEA_APRV_TIMES query in PSoft.
- Open the Approved Class Meeting Times Spreadsheet (.xlsx)
  - *Found on the Audit section of the acdsched webpage*
- Follow the directions in the "Directions" tab of the spreadsheet.

https://www.csusm.edu/acdsched/audits/index.html

AUDIT #3: APPROVED CLASS MEETING TIMES

Query will show one of the following for every meeting pattern:

Approved = Good to Go

Not Approved = Needs to Be Changed

*IF there is a **need** for the class to be at an unapproved time, send an email to acdsched@csusm.edu with the rationale.*

Maybe Approved = value will also state the qualifications for approval

https://www.csusm.edu/acdsched/audits/index.html

Audit #4: Hours/Week

Subject	Catalog	Section	Class Nbr	Facil ID	Day(s)	Start	End	Session	CS	Correct Hrs/Wk/ Unit	Comp Units	Correct Hrs/Wk	Sched Hrs/Wk	Mtg Hrs Status
CS	433	04	44411	MARK 201	W	12:30 PM	1:20 PM	1	02	1	3.00	3.00	1.00	CHECK Mult-MPs/Comp, Hybrids, CS Value
CS	433	04	44411	VEP 5107	MF	12:30 PM	1:20 PM	1	02	1	3.00	3.00	2.00	CHECK Mult-MPs/Comp, Hybrids, CS Value
CE	100	01	42975	VEP 5107	MWF	8:30 AM	9:20 AM	1	16	3	1.00	3.00	3.00	Good
CE	491A	01	44468	VIRTUAL AS				1	16	3	1.00	3.00	0.00	Good
CIS	444	01	41753	SCI2 243	TR	2:30 PM	3:45 PM	1	02	1	3.00	3.00	3.00	Good
CS	100	01	43055	ACD 411B	W	10:30 AM	11:20 AM	1	04	1	1.00	1.00	1.00	Good
CS	100	02	43056	MARK 102	W	12:30 PM	1:20 PM	1	04	1	1.00	1.00	1.00	Good

SMO_SEA_MTG_HRSWK

Run this query along with the Approved Class Meeting Times

AUDIT #5: MODALITY INFO

PLAN, PLNB, LRNMD, NOTE NBR

Subj	Cat	Sect	Class Nl	MP	Facil ID	Day(s)	Start	End	PLAN	Lrn Mode	Note Nbr	PLAN,LrnMd, &Note#	PLNB	PLNB Issue
SOC	315	01	40672	1	ACD 411A	M	4:30 PM	6:20 PM	HYBASYNC	05	0111	**CHECK**	ASY&SY	**Good**
SOC	315	01	40672	2	VIRTUAL AS				HYBASYNC	05	0111	CHECK	ASY&SY	Good
SOC	491	01	42754	1	VIRTUAL AS				ASYNC	01	0112	CHECK	ASYNC	Good
SOC	494	02	40701	1	SBSB 2101	T	5:00 PM	6:50 PM	HYBASYNC	05		CHECK	ASY&SY	Good
SOC	494	02	40701	2	VIRTUAL AS				HYBASYNC	05		CHECK	ASY&SY	Good
SOC	495	01	40702	1	VIRTUAL AS				ASYNC	01	0112	CHECK	ASYNC	Good
SOC	101	01	40670	1	MARK 208	W	5:30 PM	7:20 PM	HYBASYNC	05	0114	Good		**Missing PLNB**
SOC	101	01	40670	2	VIRTUAL AS				HYBASYNC	05	0114	Good	ASY&SY	Good
SOC	101	02	43231	1	KEL 1104	W	10:30 AM	12:20 PM	HYBASYNC	05	0114	Good	ASY&SY	Good
SOC	101	02	43231	2	VIRTUAL AS				HYBASYNC	05	0114	Good	ASY&SY	Good
SOC	105	01	43293	1	SBSB 1107	TR	8:00 AM	9:50 AM	PERSON	09	0111	Good	SYNC	Good

Look at the PeopleSoft Entry Connections Guide if it says

SMO_SEA_CLASSSCHED_PLAN

https://www.csusm.edu/acdsched/audits/index.html

AUDIT #5: MODALITY INFO – PLAN, PLNB, LRNMD, NOTE NBR

Subj	Cat	Sect	Class Nl	MP	Facil ID	Day(s)	Start	End	PLAN	Lrn Mode	Note Nbr	PLAN,LrnMd, &Note#	PLNB	PLNB Issue
SOC	315	01	40672	1	ACD 411A	M	4:30 PM	6:20 PM	HYBASYNC	05	0111	**CHECK**	ASY&SY	**Good**
SOC	315	01	40672	2	VIRTUAL AS				HYBASYNC	05	0111	CHECK	ASY&SY	Good
SOC	491	01	42754	1	VIRTUAL AS				ASYNC	01	0112	CHECK	ASYNC	Good
SOC	494	02	40701	1	SBSB 2101	T	5:00 PM	6:50 PM	HYBASYNC	05		CHECK	ASY&SY	Good
SOC	494	02	40701	2	VIRTUAL AS				HYBASYNC	05		CHECK	ASY&SY	Good
SOC	495	01	40702	1	VIRTUAL AS				ASYNC	01	0112	CHECK	ASYNC	Good
SOC	101	01	40670	1	MARK 208	W	5:30 PM	7:20 PM	HYBASYNC	05	0114	Good		**Missing PLNB**
SOC	101	01	40670	2	VIRTUAL AS				HYBASYNC	05	0114	Good	ASY&SY	Good
SOC	101	02	43231	1	KEL 1104	W	10:30 AM	12:20 PM	HYBASYNC	05	0114	Good	ASY&SY	Good
SOC	101	02	43231	2	VIRTUAL AS				HYBASYNC	05	0114	Good	ASY&SY	Good
SOC	105	01	43293	1	SBSB 1107	TR	8:00 AM	9:50 AM	PERSON	09	0111	Good	SYNC	Good

"Missing PLNB" means that a Plan B (on the Basic Data Tab) still needs to be added.

SMO_SEA_CLASSSCHED_PLAN

https://www.csusm.edu/acdsched/audits/index.html

AUDIT #6: ROOM CHARACTERISTICS

Department	Subject	Catalog	Section	Class Nbr	MP#	Day(s)	Start Time	End Time	CS#	Check RC ERRORs
Business Admin	BUS	300	01	41213	1	M	2:30 PM	4:20 PM	02	ActiveTech
Business Admin	BUS	300	11	44295	1	T	6:30 PM	8:20 PM	02	ERROR - Add at least 1 RC
Business Admin	BUS	300	12	44296	1	F	2:30 PM	4:20 PM	02	LectureRm
Business Admin	BUS	300	13	44297	1	T	8:00 AM	9:50 AM	02	LectureRm
Business Admin	BUS	300	14	44298	1	R	8:00 AM	9:50 AM	02	LectureRm
Business Admin	BUS	300	15	44386	1	T	4:00 PM	5:50 PM	02	LectureRm
Business Admin	BUS	300	16	44387	1	M	5:30 PM	7:20 PM	02	LectureRm

"ERROR" means that there are no Room Characteristic (on the Meetings Tab) – Every class needs to have at least 1

SMO_SEA_CLASSSCHED_RCS

https://www.csusm.edu/acdsched/audits/index.html

Audits & CORRECTIONS

Audits happen the week after the build closes, then a list is sent out for staff to make the corrections found in the audits.

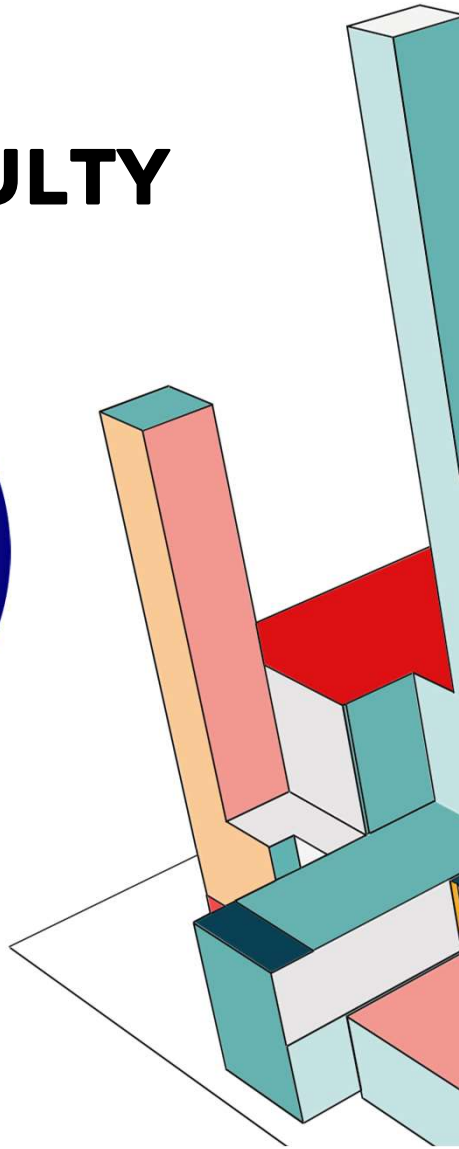
Classes with corrections that are not fixed will become STICKY TENTATIVE.

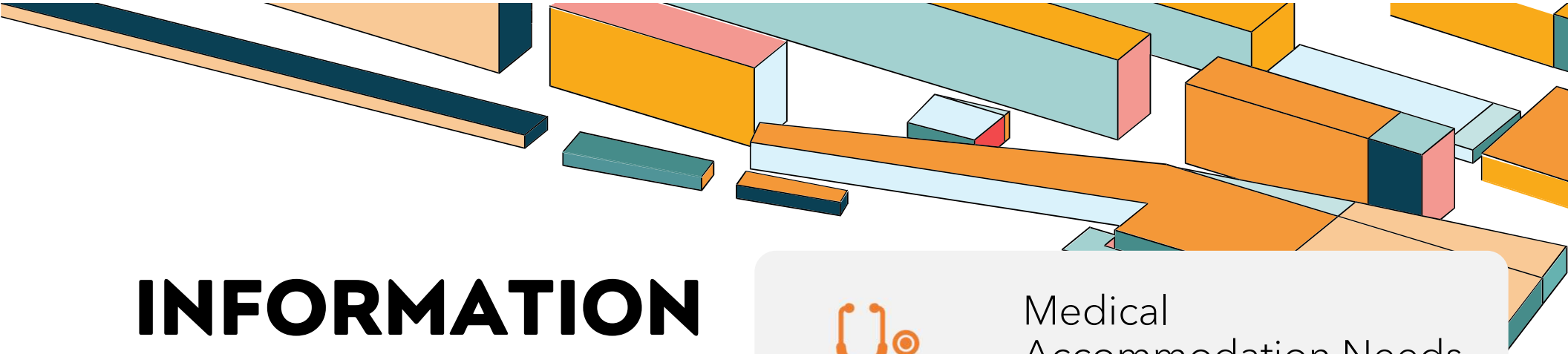
Audit
Component Missing
Approved Class Mtg Time
Hrs Scheduled = Catalog Hrs
Assoc Class vs. Section Nbr
Faculty Access = Approve
PLAN, Instruction Mode, Learning Mode "match"
PLAN & PLNB inputted on all sections
PLAN & Modality Class Note Match
PLAN & Learning Mode Match
Space Type matches CS Value
Sched Print OFF
Partial Term - Note
Reserve Caps & ERGs - Notes
No Wait List or No Auto Enroll from WL
Requested Room Size < Enrollment Cap
Puzzling Parameters Met
1 or more Room Characteristic Listed
ERG Date Wrong or Expiration Missing
GEM ERGs added & match New Report

INFORMATION TO GET FROM FACULTY

- Medical Accommodations
  - Not sure? Ask your AD
- Type of Instructional Space Needed (Room Characteristics)
- Instruction Mode (PLAN)
- Evaluation Type (EVAL)



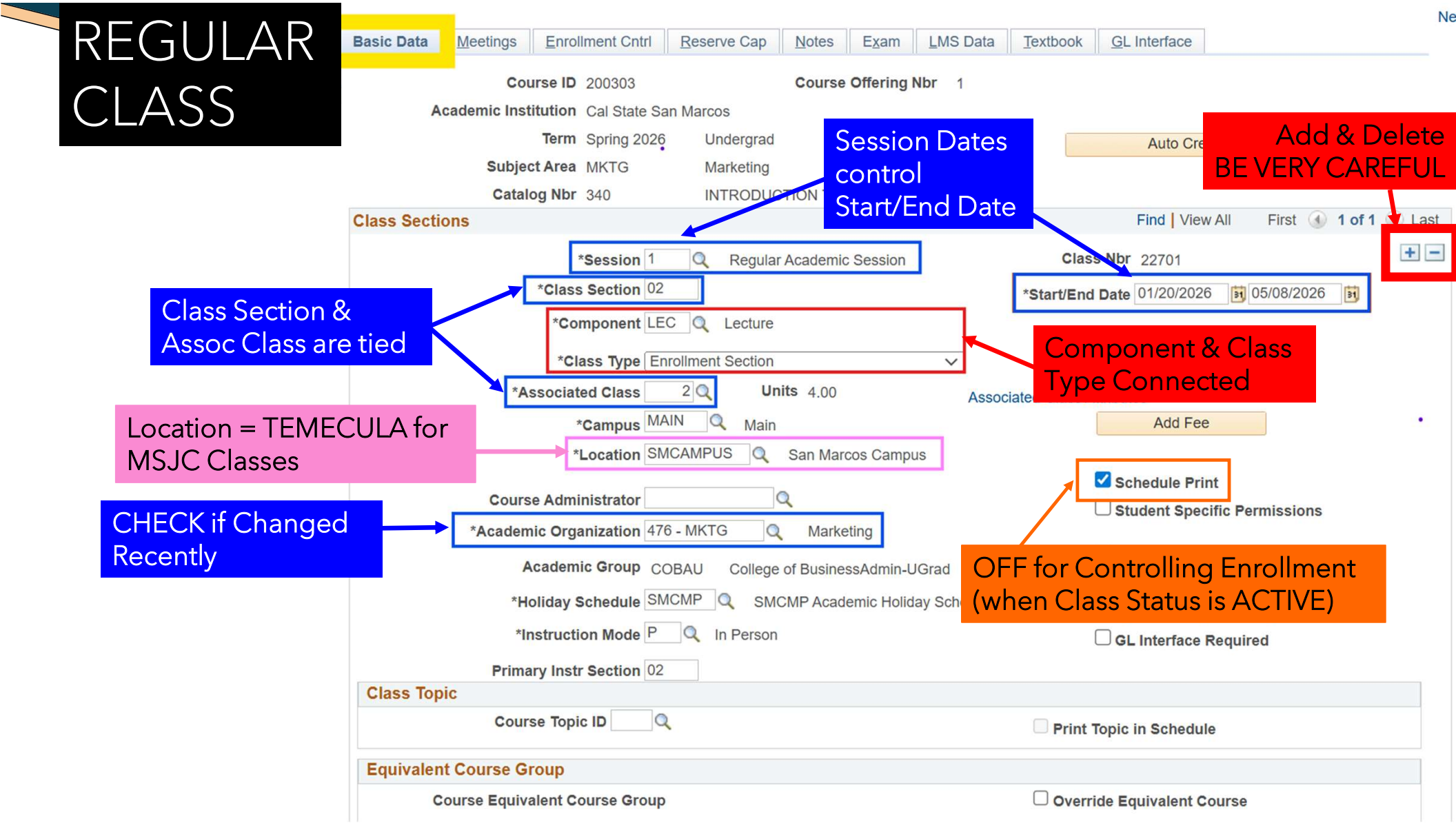




INFORMATION TO GET TO ACADEMIC SCHEDULING ASAP

- Medical Accommodation Needs – must be on file with HR
- Combined Courses

REGULAR CLASS



COURSE ATTRIBUTES

Leave these Alone: CLEV, NTRN, CSLI, GECG, GRRQ, GERQ

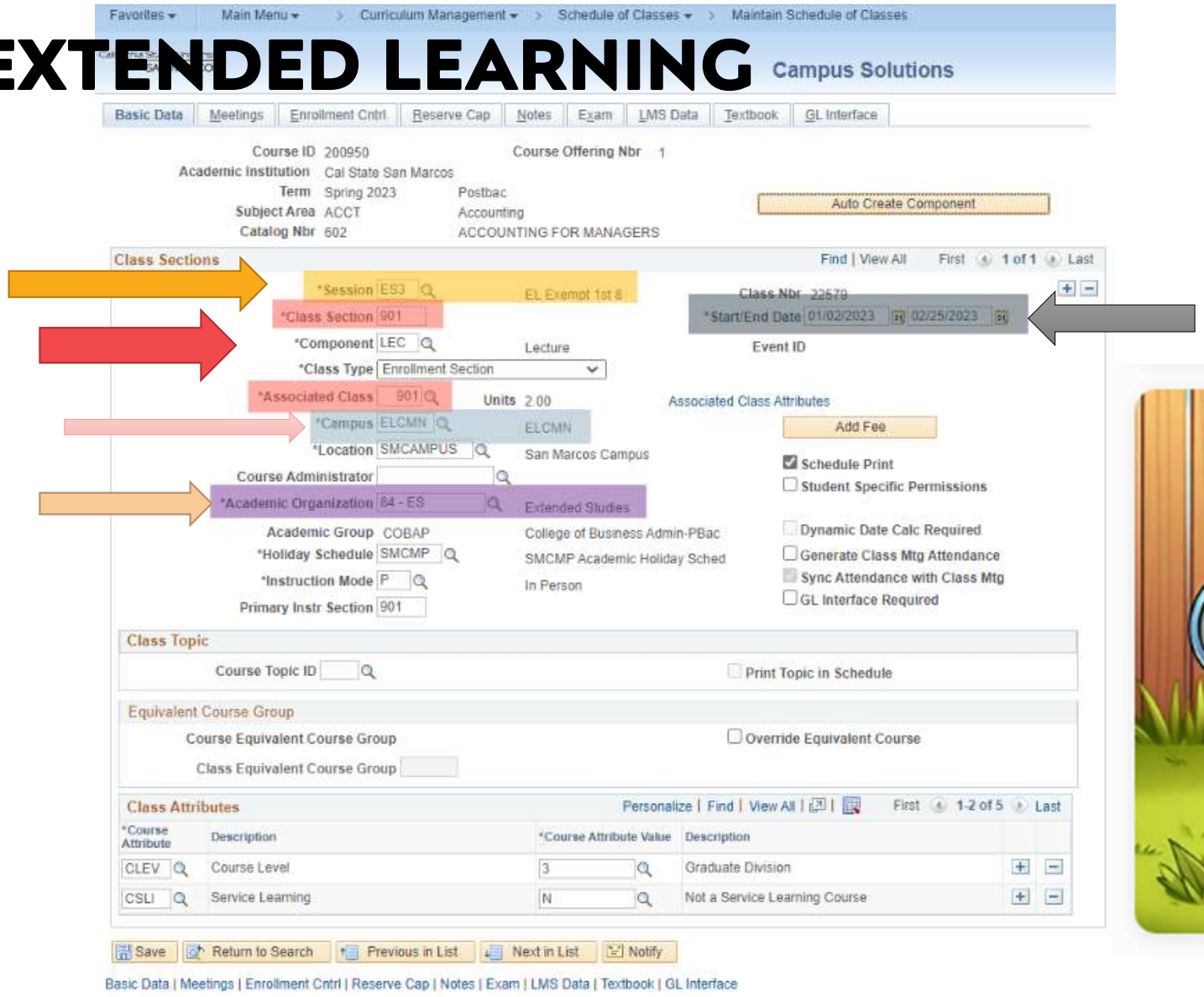
Class Attributes Personalize | Find | View 2 |

*Course Attribute	Description	*Course Attribute Value	Description
CLEV	Course Level	1	Lower Division
GECG	General Education (Fall 2025)		GE-1B Critical Thinking
PLAN	Instructional Plan	PERSON	In Person
PLNB	Plan B or Backup Virtual Plan	SYNC	Sync
EVAL	Student Eval of Course Instr	LECTURE	Form A - Lecture
TENT	Class stays Tentative	Y	Class stays Tentative

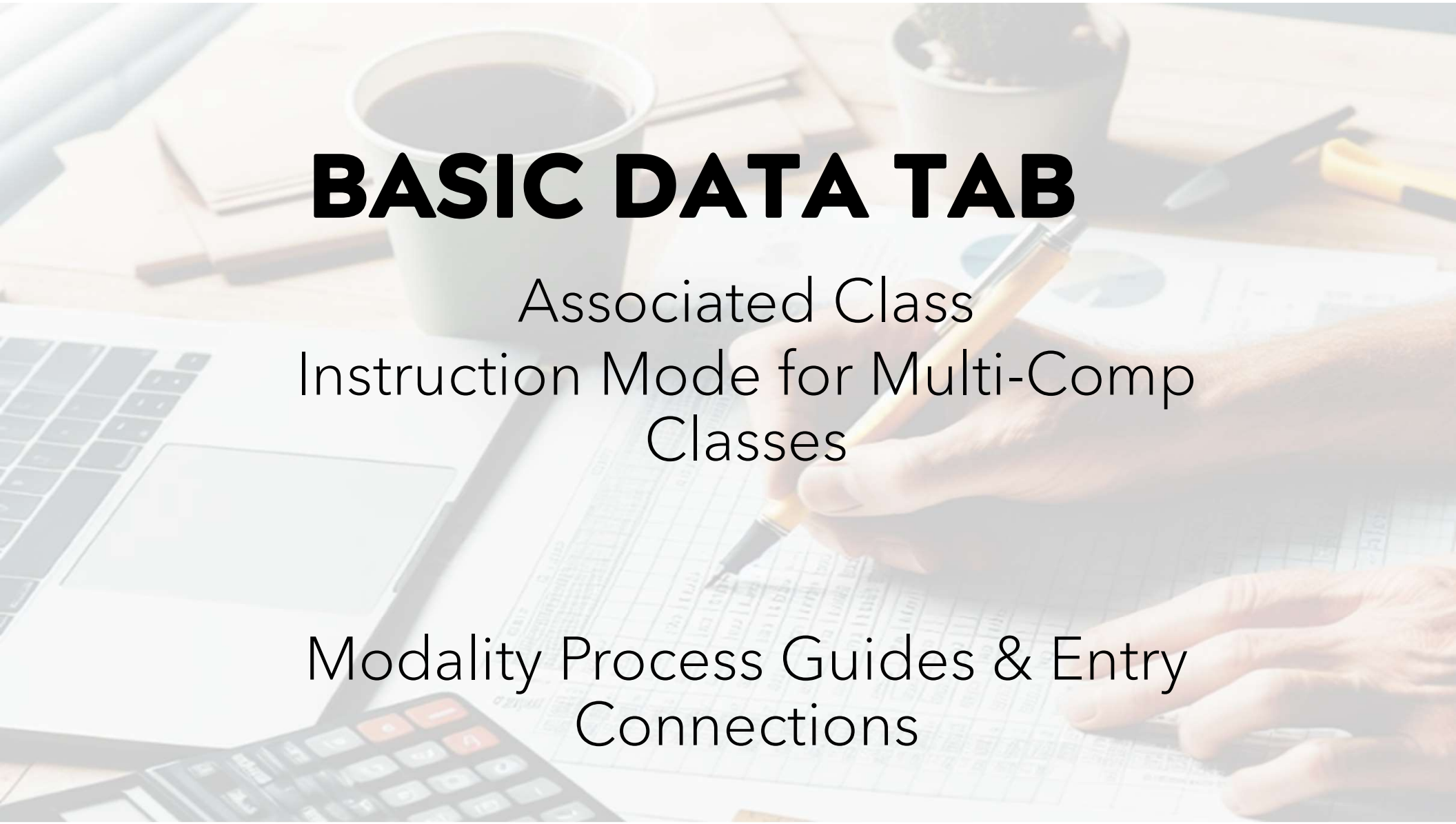
MUST ADD: PLAN, PLNB, EVAL

ADD to KEEP Tentative After Go Live

EXTENDED LEARNING







BASIC DATA TAB

Associated Class
Instruction Mode for Multi-Comp Classes

Modality Process Guides & Entry Connections

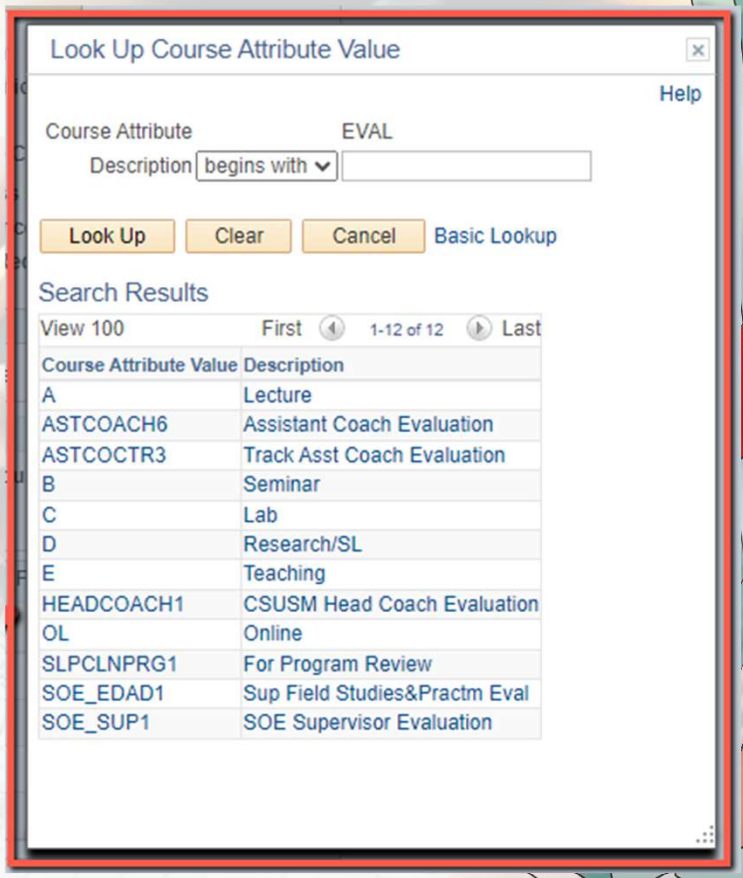
BASIC DATA TAB: COURSE ATTRIBUTES

Don't Touch: CLEV, CSLI, NTRN, GERQ, GRRQ, GRCG IDSS

Every Section NEEDS:

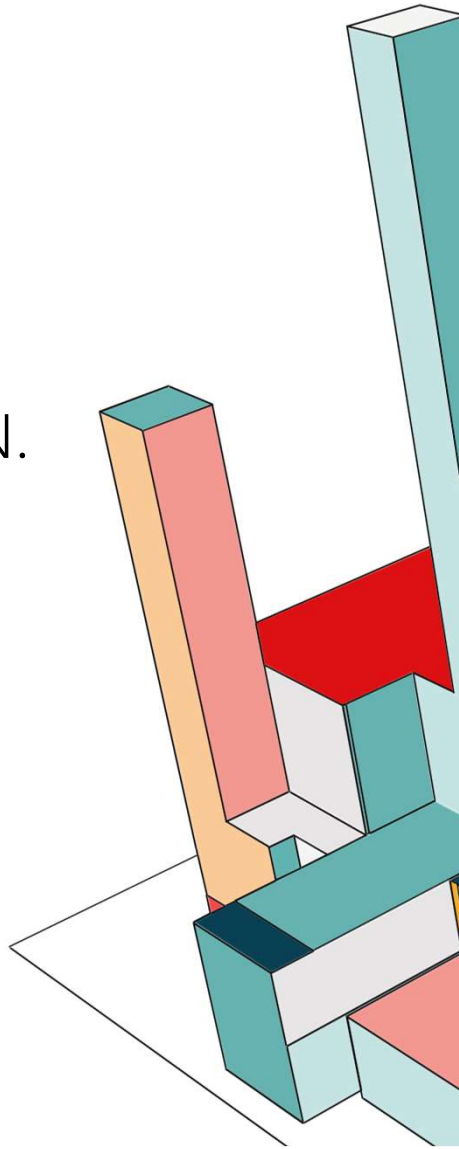
- PLAN – Audits are based on this Value.
- PLNB
- New: EVAL

Add TENT = Y when course should remain Tentative



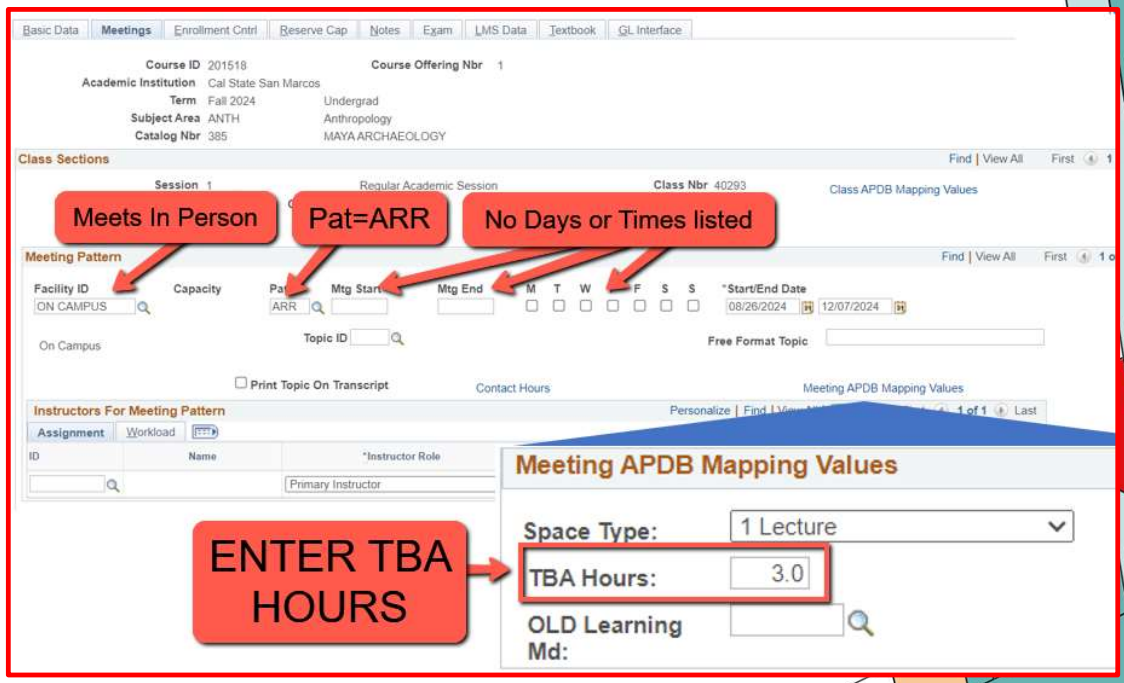
MEETINGS TAB

- PAT - MUST use PAT = ARR for Meeting Patterns showing NO days or times that meet IN PERSON.
  I. Independent Studies/Supervision
  II. Clinical
  III. "Fake Section" where Facility ID = ARR
- Approved Class Meeting Times:
  Spring & Summer
  - Non-Approved Times



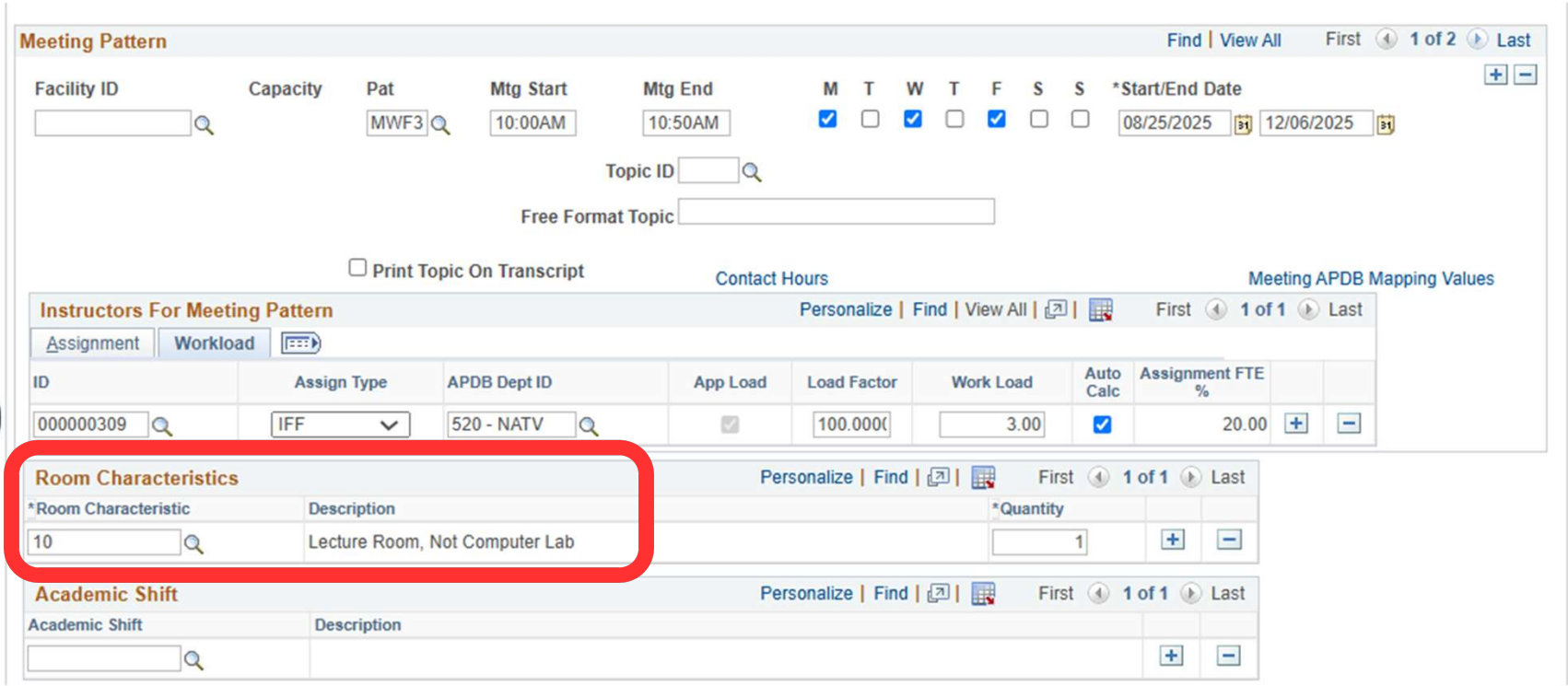
MEETINGS TAB

- Check your APDBs!
- Meeting Values
- Learning Mode
- TBA Hours –
  - ONLY classes
    Facility ID = OFF CAMPUS &
    No MPs with days/times



- Class Value: Space Type
  - All Online & 2nd+ MPs = 3 Non-Capacity

ROOM CHARACTERISTIC



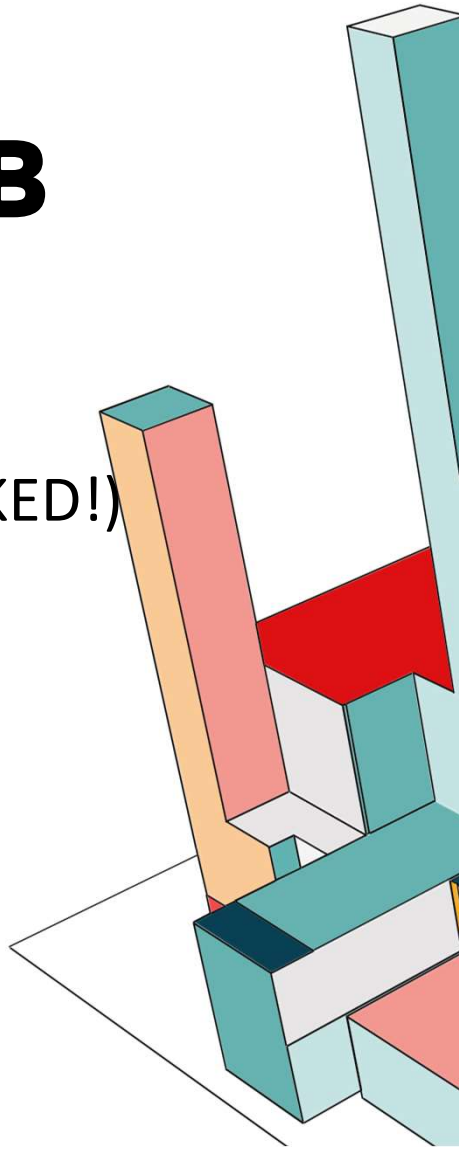
Room Characteristic	Description	Notes
1	Section Reviewed & Ready	**ONLY for Spring** - *Should NOT be the only RC Added. Not needed for IS* classes.
2	Board, Chalk	
3	Board, White	
10	Lecture Room, Not Computer Lab	
11	No Room Needed	
34	(Tiered) Fixed Tables/Chairs	
43	(Flat) Tables/Chairs	
44	(Flat) Tablet Armchairs	
58	Live and Online Technology	
59	Lab, Mac Computers	
60	Lab, P C Computer	
64	Software, Graphpad Prism	Only used by Psychology
84	Active Learning Technology	Only 1 of these spaces is generally available
86	Specialized Space	Any Exclusive Use Space
87	Auditorium	Do NOT put on
88	Puzzled	*Should NOT be the only RC Added*
94	(Flat) Movable Tables/Chairs	

ENROLLMENT CONTROL TAB

1. Class Status = Tentative
2. Requested Room Cap
3. Waitlist & Auto Enroll from Wait List (MUST BE CHECKED!)
4. Consent

RESERVE CAP TAB

1. GEM ERGs: Start TODAY, Sunset/Expiration 12/14/25

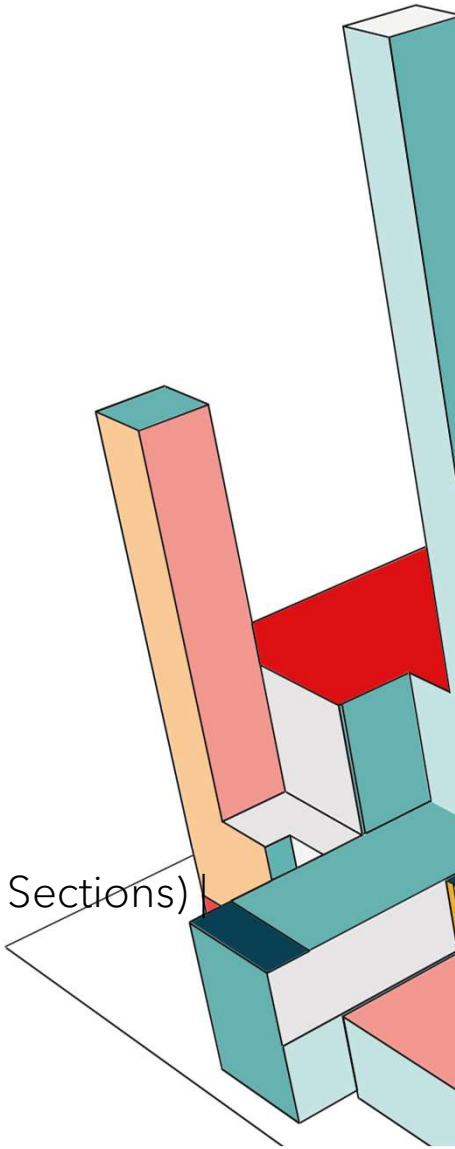


NOTES TAB

Required Notes	Note Nbr	Comment
EVERY SECTION: Format/Modality of Class	111-120	Every section needs a modality note. See: Entry Connections
Reserve Cap *with GEM ERG*	39	Note includes sunset/expiration date.
Reserve Cap *with* ***non*** *-GEM ERG*	*Free Format Text*	Use a free format note EVERY TIME to say who the seats are being reserve for and the sunset/expiration date.
Cross-Listed or Combined	1	Needs to say what the other course it is combined/cross-listed with
Consent Required	71 & Free Format Text	Instructor or Department. Note needs to say who to contact for a perm nbr.
8W1, 8W2, 5W1, 5W2, 5W3	21, 22, 34, 35, 36	If it's not the full semester, regular session, then it NEEDS a note.
Using LEC only/ Using LEC2 only	50 51	"Fake" Component included. Add note to *both* sections.
Place Holder	*Free Format Text*	"The is a placeholder section for [insert class description &/or Subject & Catalog Nbr]"

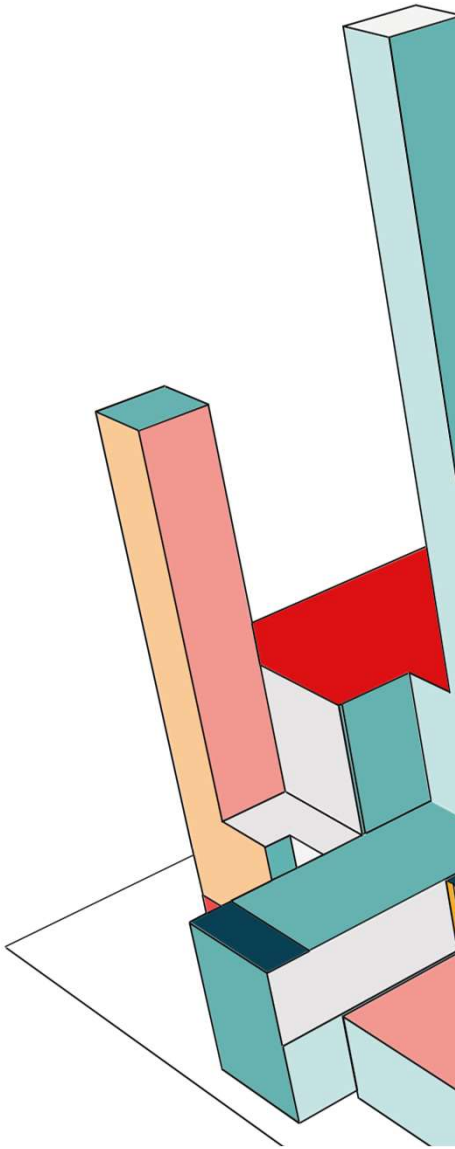
OTHER INFO

- Finals – Automatically Generated
- Extended Learning Sections
- There's a form for that! See www.csusm.edu/acdsched
- Multiple Meeting patterns
- Permission Numbers – Check the timeline!
- Puzzling
    - Regular Puzzle Rooms do not need approval to be entered
    - Competition Puzzles due by Oct 16 at NOON
    - Puzzling Restrictions: only 6 hrs of Tentative Classes (No Placeholder Sections) | 8W1 classes must have corresponding 8W2
    - See webpage ☺



PLACE HOLDERS

A. Select Course with SAME unit & component value(s)
B. Section Number: PH
C. Associated Class: 88
D. Class Status: TENTATIVE
E. Add Course Attributes:
    I. TENT = Y
    II. PLAN & PLNB
    III. EVAL
F. Class Note



LEAVE EXTENDED LEARNING SECTIONS ALONE

- **Sections 900+**
- **Any other session except 1, 8W1, 8W2**, (MBA only 5W1, 5W2, 5W3)
- **Academic Org is "84-ES"**
- **Session begins with E or W**

