

9.2 Schedule New Classes

Purpose: Use this document as a reference for scheduling new classes in ctcLink.

Audience: Staff responsible for maintaining class schedules.

 You must have at least one of these local college managed security roles:

- ZC CM Class Builder
- ZD CM Class Builder
- ZZ CM Local Configuration

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

You also must set the following SACR Security permission:

- [CS 9.2 SACR Security: Basic Requirements for Staff](#)

If the course has already been scheduled for this term, refer to the [“Schedule Additional Class Sections” QRG](#).

Before [combining sections](#), make sure you have created all needed sections and components (e.g. lab and lecture) FIRST. [Build an extra, just in case](#) (set your extra to “tentative” and then it is there for emergencies).

Navigation: NavBar > Navigator > Curriculum Management > Schedule of Classes > Schedule New Course

1. Enter as much search information as possible to narrow the search. Suggested fields are below. Select the lookup icon (magnifying glass) for a list of values.
 - a. **Academic Institution**
 - b. **Term**
 - c. **Subject Area**
 - d. **Catalog Nbr**
2. Select the **Search** button.

Schedule New Course

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Academic Institution = 

Term = 

Subject Area = 

Catalog Nbr 

Academic Career = 

Campus 

Course ID 

Description 

Course Offering Nbr = 

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

3. Select the appropriate class from the search results.

4. **Basic Data** tab required fields:

- a. **Session:** select from the lookup list values. When students enroll in the class, the field greys out. To change the session, you must rebuild the class as a DYN (or OEE) Session and run the DYN date process.
- b. **Class Section:** determined by the local institutional process.
- c. **Start/End Date:** automatically populates based on the selected session but can be modified.
- d. **Component:** defaults to the primary component set up in the Course Catalog but can be modified.
- e. **Class Type:** most courses will be set to allow student enrollment; set to Non-Enroll for Auto-Enroll Component classes.
- f. **Associated Class:** used to link class sections that constitute a single course offering. For instance, lecture, lab, and discussion sections are combined into one class number to indicate that the three components are related to one another.
- g. **Location:** defaults to main, important to update when class is not on main campus and required for Dept. of Corrections classes for reporting to SBCTC.
- h. **Academic Organization:** auto-populates from the Course Catalog.
 - i. **Holiday Schedule:** auto-populates from the session selection.
 - j. **Instruction Mode:** using the looking glass, you can view the various Instruction Modes and choose one based on the course offering. The field defaults to **P** for In Person.
 - k. **Legacy Item Number Attribute:** used during class conversion
 - l. **Class Attributes:** auto-populates from the Course Catalog.
- m. Non-Required fields are used based on local college process.

-  Select the **Schedule Print** checkbox below the Add Fee button in order for students to search for the class **and** enroll. The checkbox does not need to be selected in order to successfully select save; it must be selected to allow search/ enrollment.

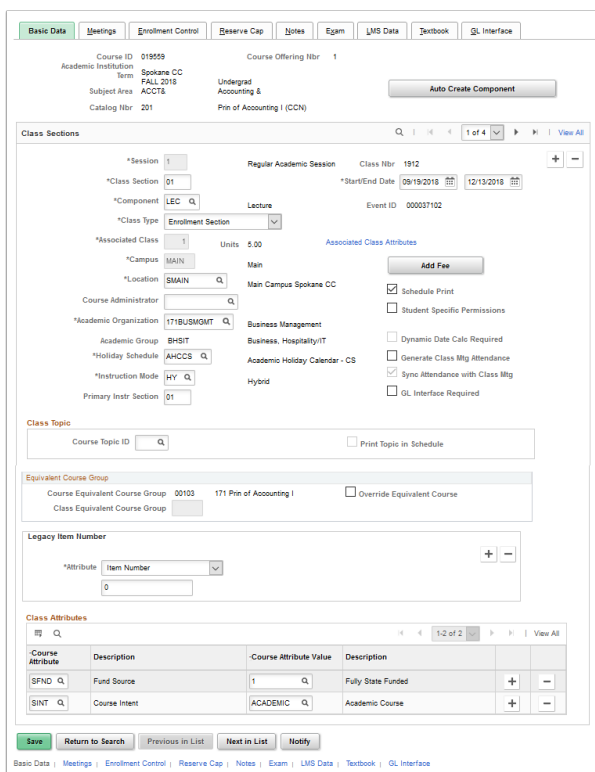
Note for CampusCE

Information and Fields that carry over to CampusCE:

- CourseID
- Term
- Subject Area
- Class Nbr
- Catalog Nbr
- Class Section
- Start/End Date

Only the graded component goes to CampusCE.

Classes will move to CampusCE regardless of schedule print checkbox on or off.



 **Associated Class** number has impacts on Enrollment Requirement Groups, Enrollment Actions and Wait List processing. With the exception of multiple component classes that are linked by Associated class number, it is recommended that colleges give class sections unique Class Association numbers

 Note: The **Auto Create Component** button is used to add additional sections for multiple component classes. (i.e. a course with lecture and lab components). Components are set up on the **Course Catalog** page. See the QRG **Defining Class Associations** for additional information.

5. Select the **Meetings** tab.

 Note of CampusCE

All the meeting pattern info moves to CampusCE, along with Building name, Facility ID and Description.

6. In the **Meeting Pattern** section enter the following:
- Facility ID:** click the lookup icon to select a classroom or enter the information if known.
 - Capacity Pat:** select from the available meeting patterns, if a matching meeting pattern is not available select the meeting days of the week under the M T W T F S S headings.
 - Mtg Start:** enter the class start time (e.g. 8:00 AM).
 - Mtg End:** enter the class end time (e.g. 8:50 AM).
 - Start/End Date:** courses can have multiple meeting patterns in a selected term, input the start and end dates for this specific meeting pattern. Select the (+) to enter additional meeting patterns. For example, meeting patterns may need to be adjusted for holidays.

 Note for CampusCE

If the class has a topic, use a topic ID# (must be set up on the course) or add a free form topic. These will be sent to CampusCE.

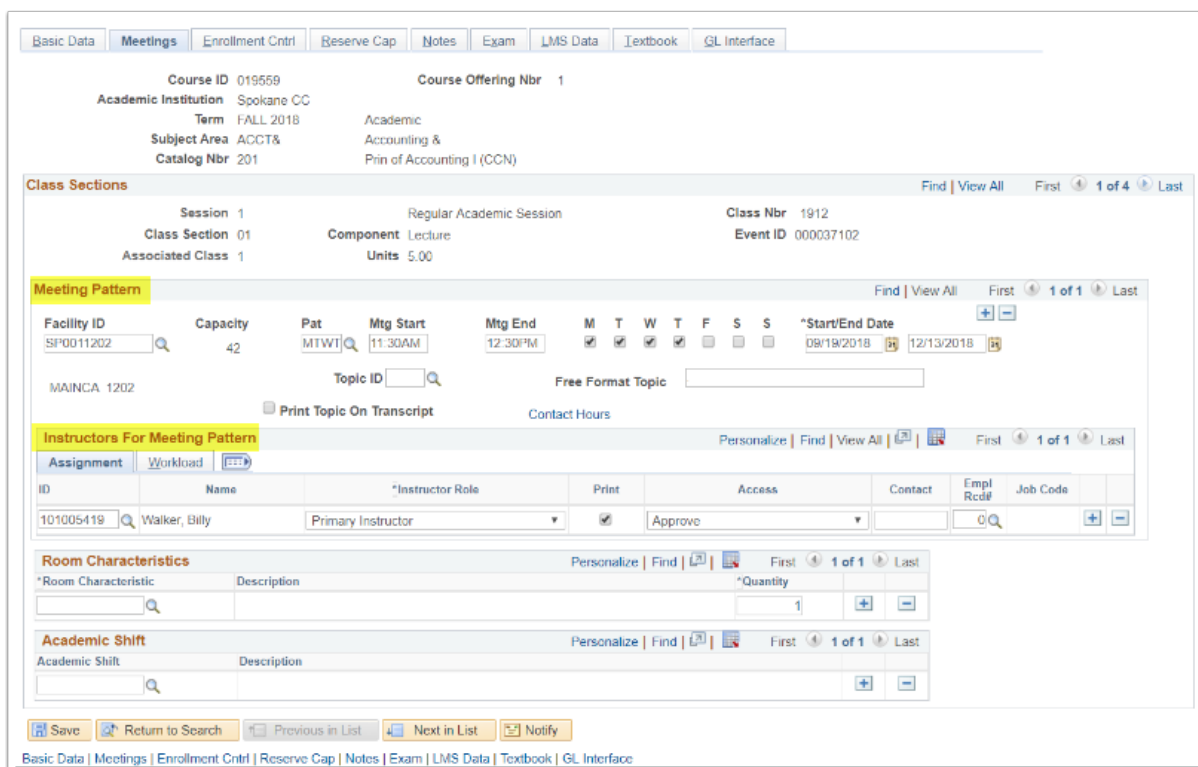
7. In the **Instructors for Meeting Pattern** section, enter the following:
- Instructor ID:** enter the instructor ID or select it using the lookup icon. If there is more than one instructor select the (+) and enter one ID per row.
 - For each instructor, select the following:
 - Assignment Tab

- A. Instructor Role (Primary, TA, etc).
 - i. Access Levels
 - Approve: enter grades and approve the grade roster.
 - Grade: only enter grades for the class.
 - Post: enter grades, approve the roster, and post the grades.
- B. Workload Tab
 - i. Assign Type
 - ii. Load Factor

Note for CampusCE

Instructor name and EMPLID are sent to CampusCE. Instructor name can be edited in CampusCE by updating the display name.

 **Note:** These fields are used for Faculty Workload, see additional details on the Faculty Workload QRGs.



The screenshot displays the 'Meetings' tab in the CampusCE system. At the top, there are tabs for Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, Notes, Exam, LMS Data, Textbook, and GL Interface. The 'Meetings' tab is active, showing details for Course ID 019559, Academic Institution Spokane CC, Term FALL 2018, Subject Area ACCT&, and Catalog Nbr 201. The Course Offering Nbr is 1. Below this, the 'Class Sections' section shows Session 1, Class Section 01, Component Lecture, Units 5.00, Class Nbr 1912, and Event ID 000037102. The 'Meeting Pattern' section shows Facility ID SP0011202, Capacity 42, Pat MTWT, Mtg Start 11:30AM, Mtg End 12:30PM, and a weekly schedule of M T W T F S S. The 'Instructors For Meeting Pattern' section shows a table with columns for ID, Name, *Instructor Role, Print, Access, Contact, Empl Rcd#, and Job Code. The first row shows ID 101005419, Name Walker, Billy, *Instructor Role Primary Instructor, Print checked, Access Approve, Contact, Empl Rcd# 0, and Job Code. The 'Room Characteristics' section shows a table with columns for *Room Characteristic, Description, and *Quantity. The first row shows *Room Characteristic, Description, and *Quantity 1. The 'Academic Shift' section shows a table with columns for Academic Shift, Description, and *Quantity. The first row shows Academic Shift, Description, and *Quantity 1. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, and Notify.

8. Select the **Enrollment Cntrl** tab to set enrollment limits and capacity requirements, and to identify sections for which you want the system to auto enroll students.
 - a. **Class Status:** defaults to "Active" but can be modified if sessions are added or cancelled.

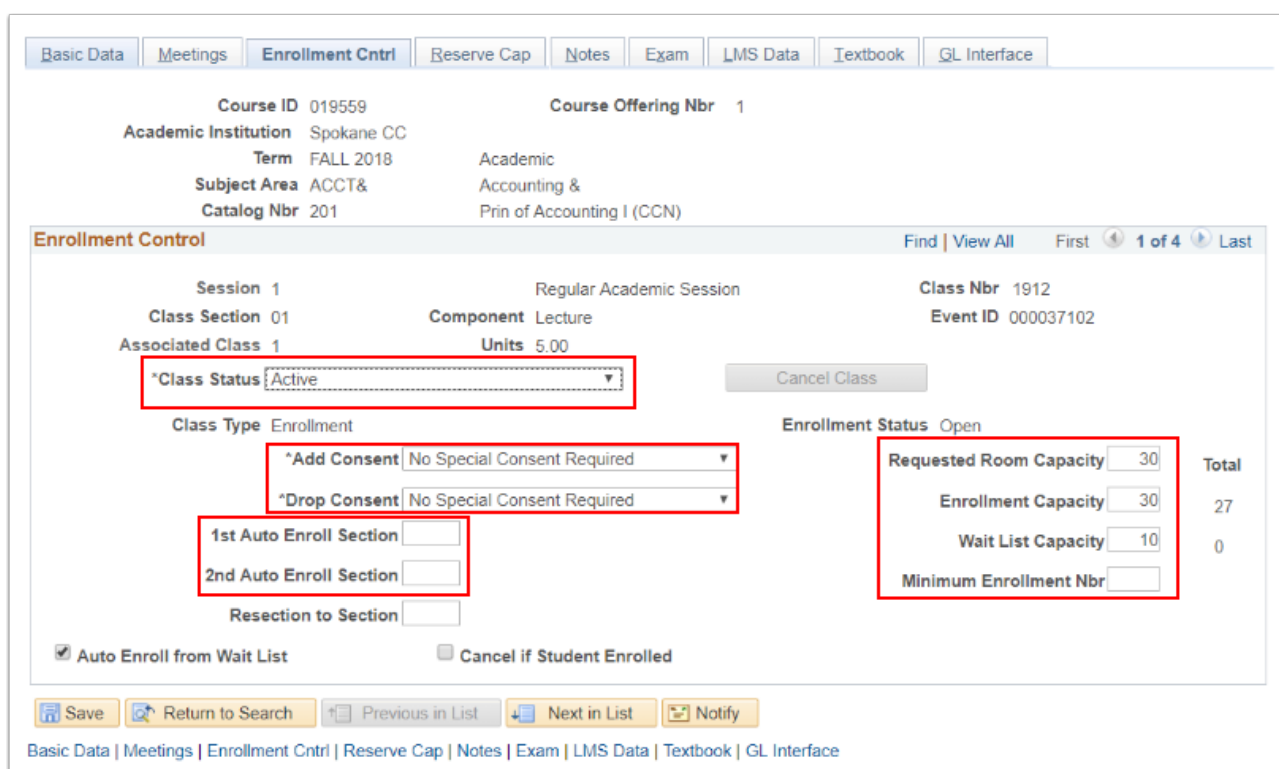
- b. **Add Consent** and **Drop Consent** fields default from the Catalog Data page and indicate the type of consent, if any that is required to enroll in or drop the class.
- c. Enter the appropriate values for **Room Capacity**, **Enrollment Capacity**, **Wait List Capacity** and **Minimum Enrollment Nbr**:

Note for CampusCE

- Only Active classes, from the CNED career move to CampusCE.
- Only the enrolled section will move to CampusCE, non enrollment sections do not move.
- Consent is not used.

 Note: Component classes that are auto enrolled need to equal the capacity for the primary course

9. Enter the component/associated courses in the **1st Auto Enroll** **2nd Auto Enroll** sections. These are the courses into which the student will be auto enrolled. (i.e. lecture course is the primary course the student enrolls in and they are auto-enrolled into a lab component section).



Basic Data | Meetings | **Enrollment Cntrl** | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 019559 Course Offering Nbr 1
 Academic Institution Spokane CC
 Term FALL 2018 Academic
 Subject Area ACCT& Accounting &
 Catalog Nbr 201 Prin of Accounting I (CCN)

Enrollment Control Find | View All First 1 of 4 Last

Session 1 Regular Academic Session Class Nbr 1912
 Class Section 01 Component Lecture Event ID 000037102
 Associated Class 1 Units 5.00

*Class Status Active Cancel Class

Class Type Enrollment Enrollment Status Open

*Add Consent No Special Consent Required
 *Drop Consent No Special Consent Required

1st Auto Enroll Section
 2nd Auto Enroll Section

Resection to Section

☒ Auto Enroll from Wait List ☐ Cancel if Student Enrolled

Requested Room Capacity 30 Total
 Enrollment Capacity 30 27
 Wait List Capacity 10 0
 Minimum Enrollment Nbr

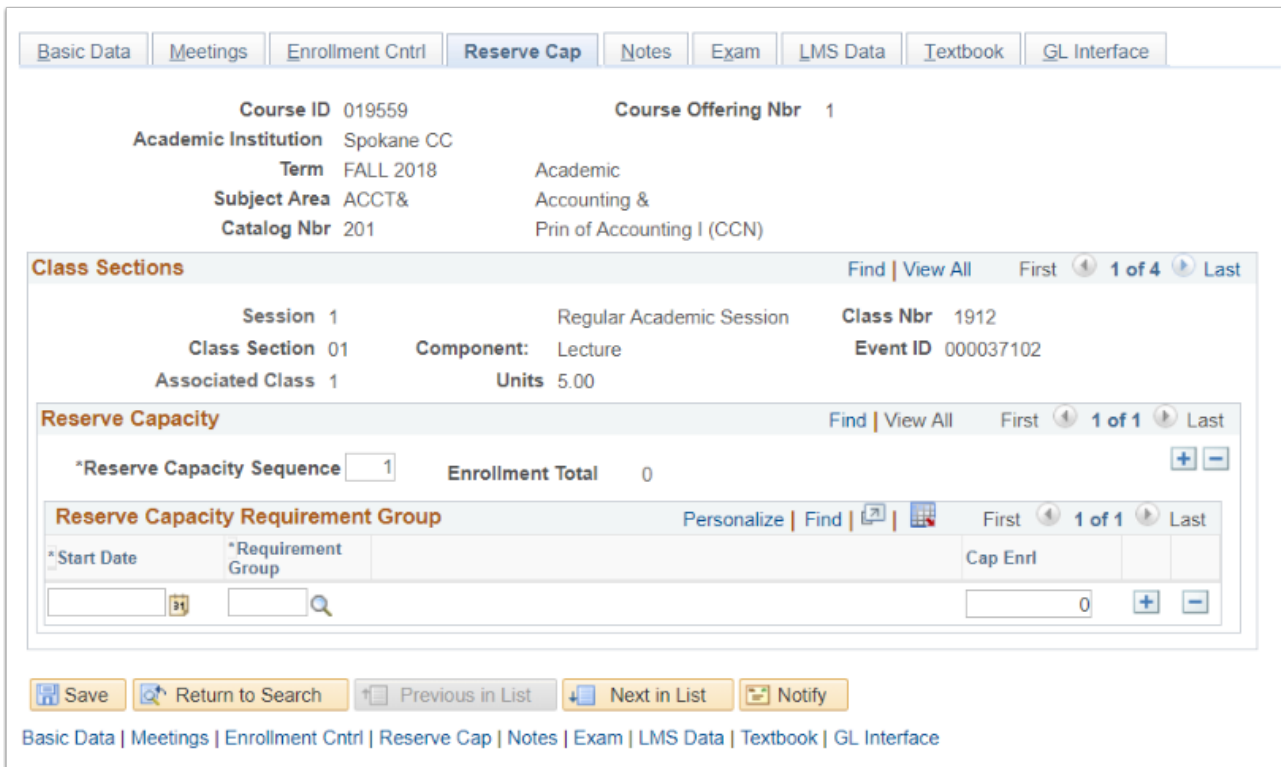
Save Return to Search Previous in List Next in List Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

10. Select the **Reserve Cap** tab to assign reserve capacities for class sections.

Note for CampusCE

- Enrollment Capacity and Minimum Enrollment Nbr can be populated and sent to CampusCE.
- Capacity can be changed in CampusCE but this will not change the capacity in ctcLink PeopleSoft, and could cause enrollment issues. Be sure to change in both systems.



Basic Data | Meetings | Enrollment Cntrl | **Reserve Cap** | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 019559 Course Offering Nbr 1
Academic Institution Spokane CC
Term FALL 2018 Academic
Subject Area ACCT& Accounting &
Catalog Nbr 201 Prin of Accounting I (CCN)

Class Sections Find | View All First 1 of 4 Last
Session 1 Regular Academic Session Class Nbr 1912
Class Section 01 Component: Lecture Event ID 000037102
Associated Class 1 Units 5.00

Reserve Capacity Find | View All First 1 of 1 Last
*Reserve Capacity Sequence 1 Enrollment Total 0

Reserve Capacity Requirement Group Personalize | Find | First 1 of 1 Last
*Start Date *Requirement Group Cap Enrl
0

Save Return to Search Previous in List Next in List Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

11. Select the **Notes** tab to attach existing class notes or free-form text notes to class sections. Class notes are printed in the Schedule of Classes to provide students with information on the class.

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface
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Course ID	019559	Course Offering Nbr	1
Academic Institution	Spokane CC		
Term	FALL 2018	Academic	
Subject Area	ACCT&	Accounting &	
Catalog Nbr	201	Prin of Accounting I (CCN)	

Class Sections			Find View All	First	1 of 4	Last
Session	1	Regular Academic Session	Class Nbr	1912		
Class Section	01	Component Lecture	Event ID	000037102		
Associated Class	1	Units 5.00				

Class Notes			Find View All	First	1 of 1	Last
*Sequence Number	1					
*Print Location	After		☐ Even if Class Not in Schedule			
Note Nbr						
	Copy Note					
Free Format Text:						
	Clear Note					

Save	Return to Search	Previous in List	Next in List	Notify
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Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

💡 Notes for CampusCE

Use a Note Nbr or Free Format Text to provide additional information to students in CampusCE.

12. Select the **Exam** tab to manually schedule exam times for the class sections. Enter the appropriate values into **Exam Date**, **Exam Start** (time) and **Exam End** (time).

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | **Exam** | LMS Data | Textbook | GL Interface

Course ID 019559 Course Offering Nbr 1
 Academic Institution Spokane CC
 Term FALL 2018 Academic
 Subject Area ACCT& Accounting &
 Catalog Nbr 201 Prin of Accounting I (CCN)

Class Sections Find | View All First 1 of 4 Last

Session 1 Regular Academic Session Class Nbr 1912
 Class Section 01 Component: Lecture Event ID 000037102
 Associated Class 1 Units 5.00
 Exam Seat Spacing 1 Final Exam: Yes

Class Exam Personalize | Find | First 1 of 1 Last

Exam Time Code	Combined Exam	*Exam Date	Exam Start	Exam End	*Class Exam Type	Facility ID	Building	Room
					Final Ex: ▼			

Save Return to Search Previous in List Next in List Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

13. Select the **Save** button.
14. To schedule another section of the same course, select the **Basic Data** tab.
15. Select the **Plus (+)** button on the **Basic Data** tab to add a new row.
16. Repeat steps above.

Class Sections Find | View All First 2 of 4 Last

*Session: 1 Regular Academic Session Class Nbr: 1913
 *Class Section: 02 *Start/End Date: 09/19/2018 12/13/2018
 *Component: LEC Lecture Event ID:
 *Class Type: Enrollment
 *Associated Class: 2 Units: 5.00 Associated Class Attributes
 *Campus: MAIN Main Add Fee
 *Location: SMAIN Main Campus Spokane CC
 Course Administrator:
 *Academic Organization: 171BUSMGMT Business Management
 Academic Group: BHSIT Business, Hospitality/IT
 *Holiday Schedule: AHCCS Academic Holiday Calendar - CS
 *Instruction Mode: OL On-line
 Primary Instr Section: 01

☒ Schedule Print
☐ Student Specific Permissions
☐ Dynamic Date Calc Required
☐ Generate Class Mtg Attendance
☒ Sync Attendance with Class Mtg
☐ GL Interface Required

17. Select the **Save** button after adding each course section.
18. Textbooks can be added when new class sections are scheduled or at a later time. For instructions on adding textbooks use the [Adding Textbook Information to a Class](#) QRG.