



# CMS Student Administration 9.0

## **Schedule of Classes Dashboard**

## Action Taken

Date	Who	Action	Pages
1/3/12	Kathleen Agostini	Created Document	All
10/16/12	Kathleen Agostini	Updated document with the Phase II enhancements. Enhancements include adding Consent Field, Notes Field, and ability to see multiple instructors assigned to a class sectiona.	All

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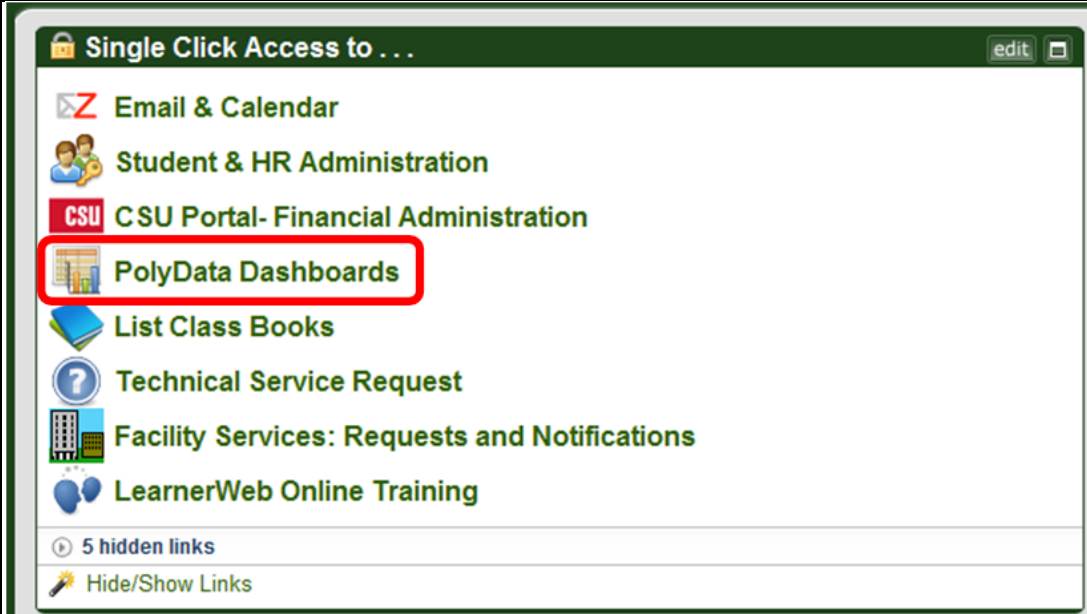
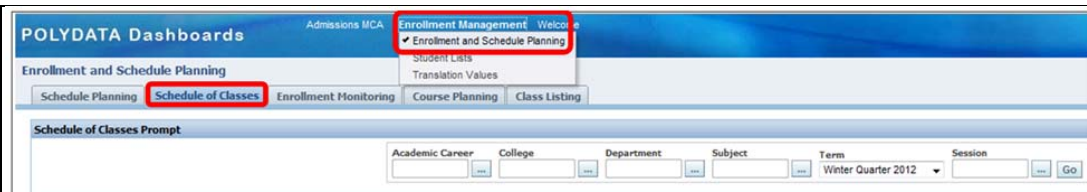
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# 1 Schedule of Classes Dashboard

The purpose of this dashboard page is to provide a comprehensive list of scheduled classes. This tool can be used to review and verify changes to the schedule of classes for your department. The data displayed on this page shows the classes offered for a term and specific information for each class and section.

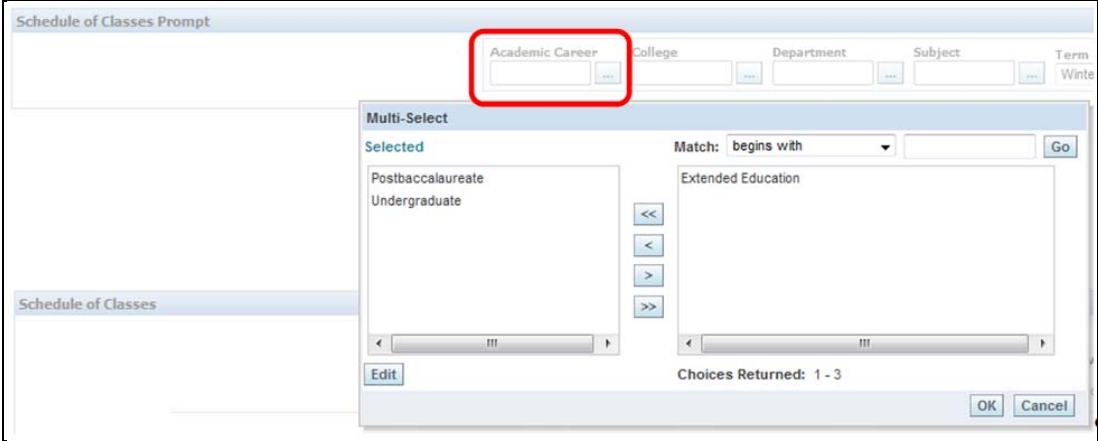
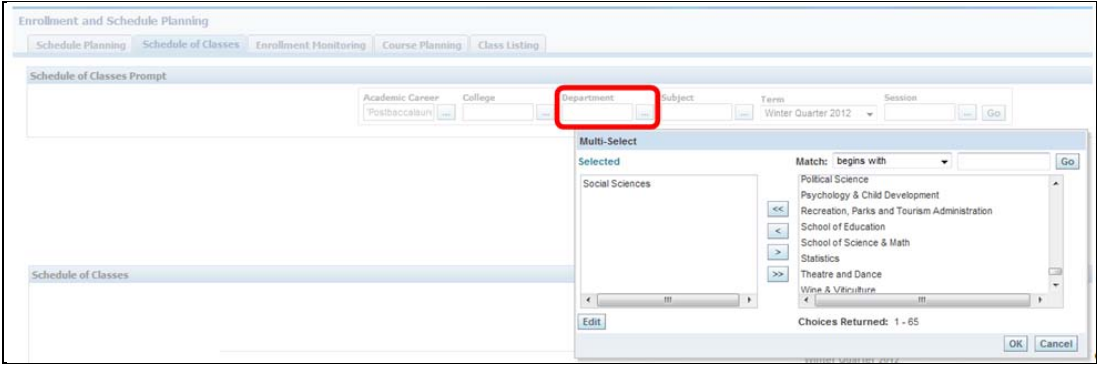
As a reminder, data warehouse information is updated only once daily, so changes will not be reflected until the next day.

NOTE: This report is similar to the Proofing Phase report sent to the departments to verify class offerings.

<p>Step 1</p>	<p>From the portal, select the link to PolyData Dashboards</p>  <p>The screenshot shows a web interface titled "Single Click Access to ...". It lists several links: "Email &amp; Calendar", "Student &amp; HR Administration", "CSU Portal- Financial Administration", "PolyData Dashboards" (highlighted with a red box), "List Class Books", "Technical Service Request", "Facility Services: Requests and Notifications", and "LearnerWeb Online Training". At the bottom, there are "5 hidden links" and a "Hide/Show Links" button.</p>
<p>Step 2</p>	<p>On the Enrollment Management tab, select Enrollment and Schedule Planning. Go to the second tab 'Schedule of Classes'.</p>  <p>The screenshot shows the "POLYDATA Dashboards" interface. The "Enrollment Management" tab is selected, and the "Enrollment and Schedule Planning" sub-tab is active. Within this sub-tab, the "Schedule of Classes" link is highlighted with a red box. Below the navigation tabs, there is a "Schedule of Classes Prompt" section with input fields for "Academic Career", "College", "Department", "Subject", "Term" (set to "Winter Quarter 2012"), and "Session", followed by a "Go" button.</p>

## 1.1 Schedule of Classes Prompt

Use these prompts to filter the information that will display.

<p><b>Step 1</b></p>	<p>To filter out Continuing Education classes in the Academic Career prompt select Postbaccalaureate and Undergraduate so they appear in the left-hand screen. Hit the OK button.</p> 
<p><b>Step 2</b></p>	<p>Select your department in the Department Prompt field. Bring it over into the left-hand screen. Hit the OK button.</p> 

### Step 3

In the Term Prompt field, a term automatically populates according to date and current active term. You may select a different term if desired by using the drop-down menu. Data is available from Summer 2008 through the current term.

Enrollment and Schedule Planning

Schedule Planning | Schedule of Classes | Enrollment Monitoring | Course Planning | Class Listing

Schedule of Classes Prompt

Academic Career: Postbaccalaureate | College: | Department: Social Science | Subject: | Term: Winter Quarter 2012 | Session: |

Schedule of Classes

Select a Term: Winter Quarter 2013, Fall Quarter 2012, Summer Quarter 2012, Spring Quarter 2012, Winter Quarter 2012, Fall Quarter 2011, Summer Quarter 2011, Spring Quarter 2011, Winter Quarter 2011, Fall Quarter 2010, Summer Quarter 2010, Spring Quarter 2010, Winter Quarter 2010, Fall Quarter 2009, Summer Quarter 2009, Spring Quarter 2009, Winter Quarter 2009, Fall Quarter 2008, Summer Quarter 2008

### Step 4

Hit the GO button once you've completed the selections.

Schedule of Classes Prompt

Academic Career: Postbaccalaureate | College: | Department: Social Science | Subject: | Term: Winter Quarter 2012 | Session: | **Go**

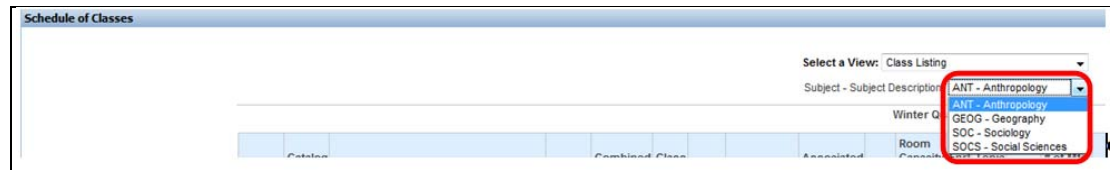
## 1.2 Schedule of Classes

Displayed is the class listing for the department specified above.

Schedule of Classes																						
Select a View: Class Listing																						
Subject - Subject Description: ANT - Anthropology																						
Winter Quarter 2012																						
Subject Nbr	Catalog	Course Catalog Description	Section	Combined Section	Class Nbr	Comp	Class Status	Associated Class	Print Code	Consent	Room Capacity	Enrl Topic	# of Mtg	Mtgt Facility	Mtgt Days	Mtgt Time	Instructor Emploit	Instructor Name	Class Note Nbr	Class Note	Requirement Status Code	Grading
ANT 200	Special Problems for Undergraduates	01	6754	IND	Active	1	Y	D	35	35	0	1	000-0123	TR	09:10 AM-11:00 AM	000022596	Jones, Terry L.	0007	Contact department for permission to enroll.		OPT	
201	Cultural Anthropology	01	1210	LEC	Active	1	Y	I	130	130	0	1	000-0123	TR	07:10 AM-09:00 AM	000114336	Neil, Dawn Brown	0022	College Based Fee (CBF) section. Seats are reserved for majors during the registration rotations. Any remaining seats will be made available to all students on the third day of open enrollment.	GE03	OPT	
		02	5047	LEC	Active	2	Y	I	50	49	0	1	010-0223	TR	02:10 PM-04:00 PM	000114336	Lewis, Jennifer J.	0022	College Based Fee (CBF) section. Seats are reserved for majors during the registration rotations. Any remaining seats will be made available to all students on the third day of open enrollment.	GE03	OPT	
		03	5043	LEC	Active	3	Y	I	50	50	0	1	030-0204	TR	02:10 PM-04:00 PM	000114336	Lewis, Jennifer J.	0022	College Based Fee (CBF) section. Seats are reserved for majors during the registration rotations. Any remaining seats will be made available to all students on the third day of open enrollment.	GE03	OPT	
		04	7896	LEC	Active	4	Y	I	120	120	0	1	000-0123	TR	07:10 AM-09:00 AM	000020594	McDon, Patrick C.			GE03	OPT	
250	Biological Anthropology	01	1211	LEC	Active	1	Y	I	130	130	0	1	000-0123	TR	06:10 PM-08:00 PM	000209025	Rucas, Stacey		College Based Fee (CBF) section. Some seats are reserved for majors during the registration rotations. Any remaining seats will be made available to all students on the third day of open enrollment.	GE02	OPT	
309	Elements of Archaeology	01	1212	LEC	Active	1	Y	I	30	30	0	1	000-0226	TR	10:10 AM-12:00 PM	000002596	Jones, Terry L.				OPT	
311	Archaeological Laboratory Methods	01	6752	LEC	Active	1	Y	I	24	20	0	1	014-0248	TR	01:40 PM-03:00 PM	000002596	Jones, Terry L.				OPT	
		02	6753	LAB	Active	1	Y	I	20	20	0	1	997	TR	03:10 PM-04:30 PM	000002596	Jones, Terry L.	0002	Enrollment in LEC506 and ACTLAB05C required. Class meets at the campus Poultry Unit, bldg 55.		OPT	
344	Sex, Death, and Human Nature	01	5046	LEC	Active	1	Y	I	36	36	0	1	100-C203	TR	12:10 PM-02:00 PM	004063094	Neil, Dawn Brown	0022	College Based Fee (CBF) section. Seats are reserved for majors during the registration rotations. Any remaining seats will be made available to all students on the third day of open enrollment.	GE06	OPT	
345	Human Behavioral Ecology	01	6756	LEC	Active	1	Y	I	35	35	0	1	010-0226	TR	04:10 PM-06:00 PM	000209025	Rucas, Stacey	0022	College Based Fee (CBF) section. Seats are reserved for majors during the registration rotations. Any remaining seats will be made available to all students on the third day of open enrollment.	GE05	OPT	
360	Human Cultural Adaptations	01	5049	LEC	Active	1	Y	I	36	30	0	1	010-0221	TR	10:10 AM-12:00 PM	000114336	Lewis, Jennifer J.	0022	College Based Fee (CBF) section. Seats are reserved for majors during the registration rotations. Any remaining seats will be made available to all students on the third day of open enrollment.	GE05	OPT	
		02	5050	LEC	Active	2	Y	I	35	30	0	1	010-0221	TR	12:10 PM-02:00 PM	000114336	Lewis, Jennifer J.			GE05	OPT	
400	Special Problems for Advanced Undergraduates	01	6755	IND	Active	1	Y	D	35	35	0	1				000002596	Jones, Terry L.	0007	Contact department for permission to enroll.		OPT	
461	Senior Project I	01	5062	IND	Active	1	Y	D	35	35	0	1				000002596	Jones, Terry L.	0007	Contact department for permission to enroll.		OPT	
		02	5063	IND	Active	2	Y	D	35	35	0	1				004063094	Neil, Dawn Brown	0007	Contact department for permission to enroll.		OPT	
		03	5064	IND	Active	3	Y	D	35	35	0	1				000209025	Rucas, Stacey	0007	Contact department for permission to enroll.		OPT	
462	Senior Project II	01	5065	IND	Active	1	Y	D	35	35	0	1				000002596	Jones, Terry L.	0007	Contact department for permission to enroll.		OPT	
		02	5066	IND	Active	2	Y	D	35	35	0	1				004063094	Neil, Dawn Brown	0007	Contact department for permission to enroll.		OPT	
		03	5067	IND	Active	3	Y	D	35	35	0	1				000209025	Rucas, Stacey	0007	Contact department for permission to enroll.		OPT	
465	Internship	01	5068	IND	Active	1	Y	D	35	35	0	1				000209025	Rucas, Stacey	0007	Contact department for permission to enroll.		CNC	

## Step 1

Use the drop-down menu to select the subject area you wish to view if there are more than one subject areas in your department. Social Sciences have four subject areas, so I would expect to see four subjects to choose from in the drop-down menu.



## Step 2

Once you've selected the subject, the classes will display.

Subject	Catalog	Course	Section	Combined Section	Class	Status	Associated	Room	Capacity	Enrl	Topic	# of Mtg	Mtg	Mtg	Mtg	Instructor	Instructor Name	Class Note	Requirement Code	Grading Basis		
SOC	311	Sociology of Gender	70	C	6510	LEC	Active	1	V	D	40	36	0	1	1 010-4028 TR	12-15 PM-02-20 PM	00005014	Zulfacar, Malha	Class listed with WGS 311-71	GE02	DFT	
481	Senior Project I	01	5881	RD	Active	1	V	D	35	35	0	1			003024019	Bickel, Christopher T	Contact department for permission to enroll		DFT			
			02	5882	RD	Active	2	V	D	35	35	0	1			000022377	Coleman, James W	Contact department for permission to enroll		DFT		
			03	5883	RD	Active	3	V	D	35	35	0	1			00008147	Karbo, Harold R	Contact department for permission to enroll		DFT		
			04	5884	RD	Active	4	V	D	35	35	0	1			000002256	Phelan S, Len W	Contact department for permission to enroll		DFT		
			05	5885	RD	Active	5	V	D	35	35	0	1			000005014	Zulfacar, Malha	Contact department for permission to enroll		DFT		
			06	5886	RD	Active	6	V	D	35	35	0	1			000022377	Bickel, Christopher T	Contact department for permission to enroll		DFT		
482	Senior Project II	01	5888	RD	Active	1	V	D	35	35	0	1			003024019	Bickel, Christopher T	Contact department for permission to enroll		DFT			
			02	5887	RD	Active	2	V	D	35	35	0	1			000022377	Coleman, James W	Contact department for permission to enroll		DFT		
			03	5888	RD	Active	3	V	D	35	35	0	1			00008147	Karbo, Harold R	Contact department for permission to enroll		DFT		
			04	5889	RD	Active	4	V	D	35	35	0	1			000002256	Phelan S, Len W	Contact department for permission to enroll		DFT		
			05	5890	RD	Active	5	V	D	35	35	0	1			000005014	Zulfacar, Malha	Contact department for permission to enroll		DFT		
110	Comparative Societies	01	3965	LEC	Active	1	V	I	120	120	0	1	1 008-4123 MW	02-10 PM-04-00 PM	000022377	Coleman, James W			GE03	DFT		
			02	7458	LEC	Active	2	V	I	120	120	0	1	1 008-4124 TR	07-10 AM-09-05 AM	000682873	Alamiz, Ryan C			GE03	DFT	
211	Social Problems	01	6782	LEC	Active	1	V	I	35	35	0	1	1 088-4160 MW	02-10 PM-04-00 PM	000682873	Alamiz, Ryan C	College Based Fee (CBF) section. Seats are reserved for majors during the registration relations. Any remaining seats will be made available to all students on the third day of open enrollment.		GE02	DFT		
313	International Political Economy	01	3066	LEC	Active	1	V	I	40	36	0	1	1 020-4128 MW	04-01 PM-05-00 PM	000682873	Alamiz, Ryan C			GE02	DFT		
313	Urban Sociology	01	6781	LEC	Cancelled Section	1	V	I	35	0	0	0			N/A	N/A					DFT	DFT
315	Diverse Race and Ethnic Peoples	01	4905	LEC	Active	1	V	I	40	36	0	1	1 010-4111 MW	10-10 AM-12-00 PM	000005014	Zulfacar, Malha	Satisfactory completion of GE A3 is prerequisite for enrollment in this section.		GE05	DFT		
			02	6806	LEC	Active	2	V	I	40	36	0	1	1 010-4225 MW	02-10 PM-04-00 PM	000005014	Zulfacar, Malha			GE05	DFT	
316	American Ethnic Identities	01	5876	LEC	Active	1	V	I	40	36	0	1	1 020-4129 TR	04-10 PM-05-00 PM	003024019	Bickel, Christopher T			USCP	DFT		
328	Sociology of the Life Cycle	01	3030	LEC	Active	1	V	I	36	36	0	1	1 003-4113 MW	04-10 PM-05-00 PM	001087068	Barthel, Sara	Satisfactory completion of GE A3 is prerequisite for enrollment in this section.		GE05	DFT		
330	Social Organization of Modern Japan	01	7019	LEC	Active	1	V	I	36	36	0	1	1 102-4331 TR	09-10 AM-11-00 AM	000063036	Alamiz, Ryan C			GE05	DFT		
337	Sociology of Religion	01	4193	LEC	Active	1	V	I	36	36	0	1	1 010-4028 MW	10-10 AM-12-00 PM	000022377	Coleman, James W	Satisfactory completion of GE A3 is prerequisite for enrollment in this section.		GE05	DFT		
338	Sociology of Complex Organizations	01	6784	LEC	Active	1	V	I	35	35	0	1	1 014-4249 TR	04-10 PM-05-00 PM	004780195	Woodson, Bonnie Anne			GE02	DFT		

Hint: If after changing a selection and the data doesn't refresh, select the 'Refresh' link at the bottom of the page.

Subject	Catalog	Course	Section	Combined Section	Class	Status	Associated	Room	Capacity	Enrl	Topic	# of Mtg	Mtg	Mtg	Mtg	Instructor	Instructor Name	Class Note	Requirement Code	Grading Basis
SOCS	200	Special Problems for Undergraduates	01	3021	RD	Active	1	V	D	20	20	0	1			000002596	Jones, Terry L	Contact department for permission to enroll		DFT
			01	3022	RD	Active	1	V	D	20	20	0	1			000002596	Jones, Terry L	Contact department for permission to enroll		DFT
481	Senior Project I	01	5880	RD	Active	1	V	D	20	20	0	1			001085010	Karbo, Harold R	Contact department for permission to enroll		DFT	
			02	3474	RD	Active	2	V	D	20	20	0	1			003024019	Bickel, Christopher T	Contact department for permission to enroll		DFT
			03	3473	RD	Active	3	V	D	20	20	0	1			00134741	Buhr, Gregory S	Contact department for permission to enroll		DFT
			04	3033	RD	Active	4	V	D	20	20	0	1			000022577	Coleman, James W	Contact department for permission to enroll		DFT
			05	3024	RD	Active	5	V	D	20	20	0	1			000019193	Furston-Towne, Benjamin F	Contact department for permission to enroll		DFT
			06	3035	RD	Active	6	V	D	20	20	0	1			000002596	Jones, Terry L	Contact department for permission to enroll		DFT
			07	3037	RD	Active	7	V	D	20	20	0	1			00008147	Karbo, Harold R	Contact department for permission to enroll		DFT
			08	3036	RD	Active	8	V	D	20	20	0	1			004683694	Haef, Dawn Brown	Contact department for permission to enroll		DFT
			09	4420	RD	Active	9	V	D	20	20	0	1			000002256	Phelan S, Len W	Contact department for permission to enroll		DFT
			10	4043	RD	Active	10	V	D	20	20	0	1			000019193	Furston-Towne, Benjamin F	Contact department for permission to enroll		DFT
			11	4543	RD	Active	11	V	D	20	20	0	1			000019193	Furston-Towne, Benjamin F	Contact department for permission to enroll		DFT
			12	4544	RD	Active	12	V	D	20	20	0	1			000239225	Rucas, Stacy	Contact department for permission to enroll		DFT
			13	4545	RD	Active	13	V	D	20	20	0	1			000005014	Zulfacar, Malha	Contact department for permission to enroll		DFT
482	Senior Project I	01	5880	RD	Active	1	V	D	20	20	0	1			001085010	Karbo, Harold R	Contact department for permission to enroll		DFT	
			02	4301	RD	Active	2	V	D	35	35	0	1			003024019	Bickel, Christopher T	Contact department for permission to enroll		DFT
			03	3475	RD	Active	3	V	D	20	20	0	1			00134741	Buhr, Gregory S	Contact department for permission to enroll		DFT
			04	3036	RD	Active	4	V	D	20	20	0	1			000022577	Coleman, James W	Contact department for permission to enroll		DFT
			05	3020	RD	Active	5	V	D	20	20	0	1			000019193	Furston-Towne, Benjamin F	Contact department for permission to enroll		DFT
			06	3040	RD	Active	6	V	D	20	20	0	1			000002596	Jones, Terry L	Contact department for permission to enroll		DFT
			07	3041	RD	Active	7	V	D	20	20	0	1			00008147	Karbo, Harold R	Contact department for permission to enroll		DFT
			08	3039	RD	Active	8	V	D	20	20	0	1			004683694	Haef, Dawn Brown	Contact department for permission to enroll		DFT
			09	4421	RD	Active	9	V	D	20	20	0	1			000002256	Phelan S, Len W	Contact department for permission to enroll		DFT
			10	4044	RD	Active	10	V	D	20	20	0	1			000019193	Furston-Towne, Benjamin F	Contact department for permission to enroll		DFT
			11	4546	RD	Active	11	V	D	20	20	0	1			000019193	Furston-Towne, Benjamin F	Contact department for permission to enroll		DFT
			12	4547	RD	Active	12	V	D	20	20	0	1			000239225	Rucas, Stacy	Contact department for permission to enroll		DFT
			13	4548	RD	Active	13	V	D	20	20	0	1			000005014	Zulfacar, Malha	Contact department for permission to enroll		DFT
440	Internship	01	5870	RD	Active	1	V	D	35	35	0	1			003024019	Bickel, Christopher T	Contact department for permission to enroll		CNC	
			01	5879	RD	Active	1	V	D	35	35	0	1			000239225	Rucas, Stacy	Contact department for permission to enroll		CNC
				5878	RD	Active	1	V	D	35	35	0	1			000239225	Rucas, Stacy	Contact department for permission to enroll		CNC

**Step 3** For class sections that have multiple meeting patterns, you will see a **RED** visual queue in the '# of Mtg Patterns' field. The number will be greater than 1 and be in **RED** print.

The screenshot shows a table with columns: Catalog Subject Mbr, Course Catalog Description, Section, Section, Mbr, Comp, Status, Associated Class, Prereq Code, Request, Cap ID, Topic, # of Mtg Patterns, Mtg1 Days, Mtg1 Time, Mtg2 Days, Mtg2 Time, Instructor Emplid, Instructor Name, Class, Class Note, Requirement Code, and Grading Basis Code. A red box highlights the value '2' in the '# of Mtg Patterns' column for section 02.

**Step 4** To enable you to see each meeting pattern for class sections with more than one pattern, you will need to select a different view. Select 'Class Listing with All Meeting Patterns'.

The screenshot shows the 'Schedule of Classes' dashboard with a dropdown menu open. The menu options are: Class Listing with All Meeting Patterns (selected), Class Listing, Class Listing with All Meeting Patterns, Download View, and Filters View.

**Step 5** This selection will expand your view, displaying Mtg1 Days, Mtg1 Time, Mtg2 Days, Mtg2 Time, etc. The dashboard supports up to five meeting patterns for a class section.

The screenshot shows the 'Schedule of Classes' dashboard with an expanded table. The table includes columns for Mtg1 Days, Mtg1 Time, Mtg2 Days, Mtg2 Time, Mtg3 Days, Mtg3 Time, Mtg4 Days, and Mtg4 Time. A red box highlights the expanded columns for section 02.

End of BPG