

# Let's Get Technical: Understanding Courses and Classes in PeopleSoft

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**CAL POLY**

# During Session, please...

- ✓ Silence Cellphones
- ✓ Save Questions to the end of the Session
- ✓ Avoid Side Conversations
- ✓ Complete Our Survey

...Thank you!



CAL POLY

# Learning Objectives

In this session, you will learn how to....

- View courses in Cal Poly Catalog and PeopleSoft Course Catalog
- Identify key data entry areas in the Schedule of Classes
- Understand the relationship between data in the Course Catalog and the Schedule of Classes in PeopleSoft

# The Cal Poly Catalog

The catalog is compiled,  
prepared and maintained by the  
Office of the Registrar

- <http://catalog.calpoly.edu/>
- Look up course descriptions and information
- Use the Search field to quickly look up a course



# Course Catalog Data Creates the Course Information in the Cal Poly Catalog

Catalog Data | Offerings | Components

Course ID: 009984

Find | View All | First | 1 of 1 | Last

\*Effective Date: 06/24/2019 | \*Status: Active | Course Offering: 1 of 2

\*Description: Topics in Diversity Amer Stage

Long Course Title: Topics in Diversity on the American Stage

Long Description: Critical analysis of traditionally underrepresented groups in the American theatre, as writers, practitioners, story subjects. Investigation of dramatic literature and performance trends related to special interest topics. The Class Schedule will list topic selected. Total credit limited to 8 units. 4 lectures. Prerequisite: Junior standing; completion of GE Area A with grades of C- or better; completion of one course in GE Area B1 with a grade of C- or better; and TH 210, TH 227, or TH 228 for Theatre majors or completion of GE Area C3 for all other majors. Recommended: TH 210 for all other majors. Fulfills GE Area C4 and USCP.

**Course Units/Hours/Count**

Minimum Units: 4.00 | Maximum Units: 4.00 | Academic Progress Units: 4.00 | Financial Aid Progress Units: 4.00

\*Enrollment Unit Load Calc Type: Actual Units | Last Course of Mult Term Seq: ☐ | Course Count: 1.00 | Course Contact Hours: 4.00

**Course Grading**

\*Grading Basis: Student Option | \*Grade Roster Print: Component

Graded Component: Lecture

**Repeat for Credit Rules**

☒ Repeat for Credit | Total Units Allowed: 8.00 | ☐ Allow Multiple Enroll in Term | Total Completions Allowed: 2

**Additional Course Information**

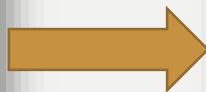
\*Instructor Edit: No Enrollment Choice | \*Add Consent: No Special Consent Required | \*Drop Consent: No Special Consent Required

Requirement Designation: C4US | Gen Ed Area C4 & USCP

Equivalent Course Group:

**Course Attributes**

| *Course Attribute | Description           | *Course Attribute Value | Description           |
|-------------------|-----------------------|-------------------------|-----------------------|
| CLEV              | Course Level          | 2                       | Upper Division        |
| E01               | State Support         | E01                     | State Support         |
| GE C              | GE Area C             | C4                      | GE Area C4            |
| USCP              | US Cultural Pluralism | USCP                    | US Cultural Pluralism |



## TH 305. Topics in Diversity on the American Stage.

4 units

GE Area C4; USCP

Term Typically Offered: W

Prerequisite: Junior standing; completion of GE Area A with grades of C- or better; completion of one course in GE Area B1 with a grade of C- or better; and TH 210, TH 227, or TH 228 for Theatre majors or completion of GE Area C3 for all other majors. Recommended: TH 210 for all other majors.

Critical analysis of traditionally underrepresented groups in the American theatre, as writers, practitioners, story subjects. Investigation of dramatic literature and performance trends related to special interest topics. The Class Schedule will list topic selected. Total credit limited to 8 units. 4 lectures. Fulfills GE Area C4 and USCP.

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# PeopleSoft Course Catalog

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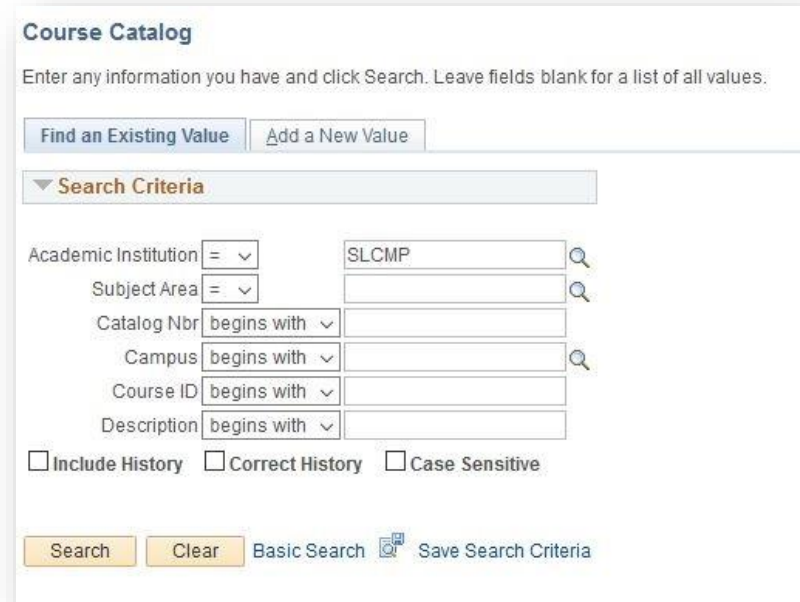
# The Course Catalog

**Main Menu > Curriculum Management > Course Catalog > Course Catalog**

You can search for a course using any of the following items:

- Subject Area (e.g., AERO, ENGL, etc.)
- Course Number (PeopleSoft = Catalog Nbr)
- Description (Title of Course)

TIP for searching: Wildcards!



The screenshot shows the 'Course Catalog' search interface. At the top, it says 'Course Catalog' and 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A section titled 'Search Criteria' contains several search fields: 'Academic Institution' with a dropdown set to '=' and a text box containing 'SLCMP'; 'Subject Area' with a dropdown set to '=' and an empty text box; 'Catalog Nbr' with a dropdown set to 'begins with' and an empty text box; 'Campus' with a dropdown set to 'begins with' and an empty text box; 'Course ID' with a dropdown set to 'begins with' and an empty text box; and 'Description' with a dropdown set to 'begins with' and an empty text box. Each text box has a magnifying glass icon. Below these fields are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom are four buttons: 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

# Course Catalog Data

- Course Offering (Subject Area & Course Number)
- Status
- Long Course Title
- Long Description
- Minimum/Maximum Units
- Repeat for Credit
- Total Units Allowed
- Class Attributes
- Course Topics

The screenshot shows a web-based form for entering course catalog data. Arrows from the list on the left point to the following fields in the form:

- Course Offering**: Points to the "Course Offering" dropdown menu (showing "1 of 2").
- Status**: Points to the "Status" dropdown menu (showing "Active").
- Long Course Title**: Points to the "Long Course Title" text field (containing "Topics in Diversity on the American Stage").
- Long Description**: Points to the "Long Description" text area (containing a detailed description of the course).
- Minimum/Maximum Units**: Points to the "Minimum Units" and "Maximum Units" input fields (both set to 4.00).
- Repeat for Credit**: Points to the "Repeat for Credit" checkbox (checked).
- Total Units Allowed**: Points to the "Total Units Allowed" input field (set to 8.00).
- Class Attributes**: Points to the "Course Attributes" table, specifically the "C4US" and "USCP" rows.
- Course Topics**: Points to the "Course Topics" table, specifically the "Performance of Social Activism" and "Contemporary Women Playwrights" rows.

The form includes sections for Course Units/Hours/Count, Course Grading, Repeat for Credit Rules, Additional Course Information, Course Attributes, and Course Topics.





# Offerings

- Description
- Catalog Nbr
- Course Typically Offered (Term Typically Offered (TTO))
- Enrollment Requirement Group

The screenshot shows a web-based form for managing course offerings. At the top, there are tabs for 'Catalog Data', 'Offerings', and 'Components'. The 'Offerings' tab is active, showing 'Course ID 009984'. Below this, there are fields for 'Effective Date' (06/24/2019) and 'Status' (Active). The 'Description' field is highlighted with an orange arrow and contains the text 'Topics in Diversity Amer Stage'. Below the description is the 'Course Offering' section, which includes fields for '\*Course Offering Nbr' (1), '\*Academic Institution' (SLCMP), '\*Academic Group' (UGRD), '\*Subject Area' (TH), 'Campus' (MAIN), '\*Academic Organization' (711-THD), '\*Academic Career' (UGRD), 'Course Typically Offered' (Winter), 'Tuition Group', and 'Dynamic Class Date Rule'. The '\*Catalog Nbr' field is highlighted with an orange arrow and contains '305'. To the right of the 'Course Offering' section is a box for '\*Course Approved' (Approved) with checkboxes for 'Allow Course to be Scheduled' and 'Exam Only Course'. Below this are several checked checkboxes: 'Catalog Print', 'Print Instructor in Schedule', 'Schedule Print', and 'Schedule Term Roll'. There are also unchecked checkboxes for 'Use Blind Grading', 'GL Interface Required', and 'Split Ownership'. Below the 'Course Offering' section is the 'Enrollment Requirement Group' section, which is highlighted with an orange arrow. It contains a 'Requirement Group' field (003128) and a 'Long Description' field. The 'Long Description' field contains the text: 'Prerequisite: Junior standing; completion of GE Area A with grades of C- or better; completion of one course in GE Area B1 with a grade of C- or better; and TH 210, TH 227, or TH 228 for Theatre majors or completion of GE Area C3 for all other majors.' At the bottom is the 'Taxonomy' section, which includes 'CIP Code' (50.0501) and 'HEGIS Code' (10.07).

Course ID 009984

Effective Date 06/24/2019 Status Active

Description Topics in Diversity Amer Stage

Course Offering

\*Course Offering Nbr 1 HEGIS \*Catalog Nbr 305 TH

\*Academic Institution SLCMP Cal Poly

\*Academic Group UGRD Undergraduate

\*Subject Area TH Theatre

Campus MAIN Main Cal Poly Campus

\*Academic Organization 711-THD Theatre and Dance

\*Academic Career UGRD Undergraduate

Course Typically Offered Winter

Tuition Group

Dynamic Class Date Rule

\*Course Approved Approved

☒ Allow Course to be Scheduled

☐ Exam Only Course

☒ Catalog Print

☒ Print Instructor in Schedule

☒ Schedule Print

☒ Schedule Term Roll

☐ Use Blind Grading

☐ GL Interface Required

☐ Split Ownership

Enrollment Requirement Group

Requirement Group 003128 GE A & 1 B1; TH 210/227/228/C3 Detail

Long Description Prerequisite: Junior standing; completion of GE Area A with grades of C- or better; completion of one course in GE Area B1 with a grade of C- or better; and TH 210, TH 227, or TH 228 for Theatre majors or completion of GE Area C3 for all other majors.

Taxonomy

CIP Code 50.0501 Drama and Dramatics/Theatre Ar

HEGIS Code 10.07 DRAMATIC ARTS

# Course Term Typically Offered

<https://registrar.calpoly.edu/term-typically-offered>

- Displays the term(s) when a course is offered
- Filters allow the user to search by Subject or GE/GWR/USCP
- Link on the webpage allows departments to electronically request an update to a term outside of the annual review period
- Departments can request a custom table of their courses for their websites

my CalPoly login

Office of the Registrar

Home Plan Your Degree Register For Classes Student Records Forms Calendars Faculty & Staff Contact

Term Typically Offered

Use the below table to see when a course is typically offered. This information is provided by departments that offer the courses and is also available to students in PolyPlanner.

Departments can:

- Request updates by submitting a [Request to Change Term Typically Offered form](#).
- Request a custom table of their courses for their websites from the [Office of the Registrar](#).

Note: Due to the volume of data, it may take a few moments for the table to load and display.  
Data last refreshed : Thu Oct 03 2019 6:31:06 AM

The information provided below is searchable and can be filtered.

Filter by Subject:   
Filter by GE/GWR/USCP:   
Show:  entries

Search:

| COURSE   | CROSS LISTED | TITLE  | UNITS | SUMMER | FALL | WINTER | SPRING | TBD | AREA                   | GWR | USCP |
|----------|--------------|--|-------|--------|------|--------|--------|-----|------------------------|-----|------|
| AEPS-101 |              | Orientation to Horticulture and Crop Science | 1     |        | Fall |        |        |     |                        |     |      |
| AEPS-110 |              | People, Pests and Plagues                    | 4     |        | Fall | Winter | Spring |     | GE Area B2, GE Area B4 |     |      |
| AEPS-120 |              | Principles of Horticulture and Crop Science  | 4     |        | Fall | Winter | Spring |     |                        |     |      |
| AEPS-123 |              | Landscape Installation and Maintenance       | 4     |        |      | Winter |        |     |                        |     |      |
| AEPS-124 |              | Plant Propagation                            | 4     |        |      |        | Spring |     |                        |     |      |
| AEPS-126 |              | Landscape Construction                       | 3     |        | Fall |        |        |     |                        |     |      |
| AEPS-127 |              | Horticulture and Landscape Design            | 4     |        |      | Winter |        |     |                        |     |      |
| AEPS-132 |              | Pomology I                                   | 4     |        |      | Winter |        |     |                        |     |      |
| AEPS-133 |              | Pomology II                                  | 4     |        |      |        | Spring |     |                        |     |      |
| AEPS-150 |              | Forage Crops                                 | 4     |        | Fall |        |        |     |                        |     |      |

Showing 1 to 10 of 4,217 entries

Previous 1 2 3 4 5 ... 422 Next



# Components

- Course Component (Mode of Instruction)

- ✓ Activity
- ✓ Discussion
- ✓ Independent Study
- ✓ Laboratory
- ✓ Lecture
- ✓ Seminar

- Instructor Contact Hours

- Workload Hours

The screenshot displays a web-based form for managing course components. At the top, there are tabs for 'Catalog Data', 'Offerings', and 'Components', with 'Components' being the active tab. The form is for 'Course ID 009984'. It includes fields for 'Effective Date' (08/24/2019) and 'Status' (Active). A 'Course Offering' section shows 'TH' and '305'. The main 'Course Component' section has a dropdown menu set to 'Lecture', with orange arrows pointing to it and the 'Instructor Contact Hours' field (4.000). Other fields include 'Default Section Size' (35), 'Workload Hours' (4.00), 'OEE Workload Hours', '\*Final Exam' (Yes), 'Exam Seat Spacing' (1), 'Provider for Authentication', and 'LMS Extract File Type'. To the right, there are checkboxes for 'Auto Create', 'Graded Component' (checked), 'Primary Component' (checked), 'Optional Component', and 'Generate Class Mtg Attendance'. An 'Add Fee' button and 'CS Number' field are also present. Below this is the 'Course Attendance' section with 'Instruction Mode' (P) and 'Attendance Type' (Class Meeting), along with checkboxes for 'Use Present', 'Use Reason', 'Use Tardy', 'Use Left Early', 'Use Contact Minutes', 'Use To and From Time', and 'Override Template Date / Time'. At the bottom is the 'Room Characteristics Required' section with a table for adding characteristics.

| *Room Characteristic | Description | *Room Characteristic Quantity |
|----------------------|-------------|-------------------------------|
|                      |             | 1                             |



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# Schedule of Classes

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# The Schedule of Classes

**Main > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes**

- Codes for each term (e.g. Fall 2019 = 2198)
- Course “roll” - Schedule of Classes created rolling previous “like” term

# Basic Data

- Class Section
- Component
- Class Type
- Associated Class
- Schedule Print
- Course Topic ID
- Class Attributes
- Student Specific Permission (Department Consent)

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Course ID 003832 Course Offering Nbr 1  
 Academic Institution Cal Poly  
 Term Fall Quarter 2019 Undergrad  
 Subject Area ENGL English  
 Catalog Nbr 134 Writing and Rhetoric

Auto Create Component

**Class Sections** Find | View All First 1 of 56 Last

\*Session 1 Regular Academic Session Class Nbr 2307  
 \*Class Section 01 \*Start/End Date 09/19/2019 12/06/2019  
 \*Component LEC Lecture Event ID 000248566  
 \*Class Type Enrollment Section  
 Associated Class 1 Units 4.00  
 \*Campus MAIN Main CPSLO  
 \*Location SLO Cal Poly-San Luis Obispo  
 Course Administrator  
 \*Academic Organization 254-ENGL English  
 Academic Group UGRD Undergraduate  
 \*Holiday Schedule AHS Academic Holiday Schedule  
 \*Instruction Mode P In Person  
 Primary Instr Section 01

**Associated Class Attributes**  
 Add Fee  
☒ Schedule Print  
☐ Student Specific Permissions  
☒ Dynamic Date Calc Required  
☐ Generate Class Mtg Attendance  
☒ Sync Attendance with Class Mtg  
☐ GL Interface Required

**Class Topic**  
 Course Topic ID   ☒ Print Topic in Schedule

**Equivalent Course Group**  
 Course Equivalent Course Group  ☐ Override Equivalent Course  
 Class Equivalent Course Group

**Class Attributes** Personalize | Find | View All 1-2 of 3 Last

| *Course Attribute | Description   | *Course Attribute Value | Description    |
|-------------------|---------------|-------------------------|----------------|
| CLEV              | Course Level  | 1                       | Lower Division |
| E01               | State Support | E01                     | State Support  |

Save Return to Search

# Meetings

- Facility ID
- Pat
- Mtg Start
- Assignment Information (Faculty)
- Room Characteristics

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

Course ID 003832 Course Offering Nbr 1  
Academic Institution Cal Poly  
Term Fall Quarter 2019 Undergrad  
Subject Area ENGL English  
Catalog Nbr 134 Writing and Rhetoric

**Class Sections** Find | View All First 1 of 56 Last

Session: 1 Regular Academic Session Class Nbr: 2307 [Class APDB Mapping Values](#)  
Class Section: 01 Component: Lecture Event ID: 000248566  
Associated Class: 1 Units: 4.00

**Meeting Pattern** Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
022 -0220 24 MTRF 8:10AM 9:00AM ☒ ☒ ☐ ☒ ☒ ☐ ☐ 09/19/2019 12/06/2019  
022 0220 Topic ID: Free Format  
Topic:   
☐ Print Topic On Transcript [Contact Hours](#)  
[Meeting APDB Mapping Values](#)

**Instructors For Meeting Pattern** Personalize | Find | View All | First 1 of 1 Last

Assignment Workload

| ID                   | Name | *Instructor Role | Print                               | Access               | Contact              | Empl Rcd# | Job Code |
|----------------------|------|------------------|-------------------------------------|----------------------|----------------------|-----------|----------|
| <input type="text"/> |      | Prim Ins         | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> | 0         |          |

**Room Characteristics** Personalize | Find | First 1 of 1 Last

| *Room Characteristic | *Quantity |
|----------------------|-----------|
| <input type="text"/> | 1         |

**Academic Shift** Personalize | Find | First 1 of 1 Last

| Academic Shift       |
|----------------------|
| <input type="text"/> |

# Enrollment Cntrl

- Add Consent

(No Consent vs Department Consent)

- Requested Room Capacity
- Enrollment Capacity
- Wait List Capacity

The screenshot shows the 'Enrollment Cntrl' web application. At the top, there are tabs for 'Basic Data', 'Meetings', 'Enrollment Cntrl' (selected), 'Reserve Cap', and 'Notes'. Below the tabs, course information is displayed: Course ID 003832, Course Offering Nbr 1, Academic Institution Cal Poly, Term Fall Quarter 2019, Undergrad, Subject Area ENGL, English, and Catalog Nbr 134, Writing and Rhetoric. The 'Enrollment Control' section is highlighted in orange. It includes a 'Find | View All' link and pagination 'First 1 of 56 Last'. The main form area shows details for Session 1, Regular Academic Session, Class Nbr 2307, Class Section 01, Component Lecture, Event ID 000248566, Associated Class 1, and Units 4.00. The '\*Class Status' is set to 'Active' with a dropdown arrow. A 'Cancel Class' button is present. The 'Class Type' is 'Enrollment'. The '\*Add Consent' dropdown is set to 'No Special Consent Required'. The '\*Drop Consent' dropdown is also set to 'No Special Consent Required'. There are input fields for '1st Auto Enroll Section', '2nd Auto Enroll Section', and 'Resection to Section'. The 'Enrollment Status' is 'Closed'. On the right, capacity information is shown: 'Requested Room Capacity' 24, 'Enrollment Capacity' 22, 'Wait List Capacity' 99, and 'Minimum Enrollment Nbr' with an empty input field. A 'Total' column shows values 23 and 0. At the bottom, there are checkboxes for 'Auto Enroll from Wait List' (checked) and 'Cancel if Student Enrolled' (unchecked). 'Save' and 'Return to Search' buttons are at the bottom left.

| Field                   | Value | Total |
|-------------------------|-------|-------|
| Requested Room Capacity | 24    | 23    |
| Enrollment Capacity     | 22    | 23    |
| Wait List Capacity      | 99    | 0     |



# Reserve Cap

- Page Managed by University Scheduling
- Department must proof
- Reserve Cap = Hold seats for specific student population
- Start Date = Only one lift date
- Enrollment Total = Seats used out of Reserve Cap

**Basic Data** | Meetings | Enrollment Cntrl | **Reserve Cap** | Notes

Course ID 003832      Course Offering Nbr 1

Academic Institution Cal Poly

Term Fall Quarter 2019      Undergrad

Subject Area ENGL      English

Catalog Nbr 134      Writing and Rhetoric

**Class Sections** Find | View All First 1 of 56 Last

Session 1      Regular Academic Session      Class Nbr 2307

Class Section 01      Component: Lecture      Event ID 000248566

Associated Class 1      Units 4.00

**Reserve Capacity** Find | View All First 1 of 1 Last

\*Reserve Capacity Sequence 1      Enrollment Total 23

**Reserve Capacity Requirement Group** Personalize | Find | 1-2 of 2 First 1-2 of 2 Last

| * Start Date | * Requirement Group | Cap Enrl |
|--------------|---------------------|----------|
| 08/16/2019   | 001383 NFTF or RTUA | 0        |
| 05/10/2019   | 001383 NFTF or RTUA | 23       |

# Notes

- Sequence
- Note Nbr
- Note Text

Basic Data

Meetings

Enrollment Cntrl

Reserve Cap

Notes

Course ID

003832

Course Offering Nbr

1

Academic Institution

Cal Poly

Term

Fall Quarter 2019

Undergrad

Subject Area

ENGL

English

Catalog Nbr

134

Writing and Rhetoric

Class Sections

Find | View All

First

1 of 56

Last

Session

1

Regular Academic Session

Class Nbr

2307

Class Section

01

Component

Lecture

Event ID

000248566

Associated Class

1

Units

4.00

Class Notes

Find | View All

First

1 of 1

Last

\*Sequence Number

1

\*Print Location

After

Even if Class Not in Schedule

Note Nbr

0529

Copy Note

Seats are reserved for new freshman or transfer students. Any remaining seats will be made available to all students on the first day of the second round of

Free Format Text:

Clear Note

# Update Section of a Class

Main Menu > Curriculum Management > Schedule of Classes > Update Sections of a Class

- Class Status
- Associated Class
- Add Consent
- Schedule Print

## Update Sections of a Class

Course ID 003832 Course Offering Nbr 1  
Academic Institution Cal Poly  
Term Fall Quarter 2019 Undergrad  
Subject Area ENGL English  
Catalog Nbr 134 Writing and Rhetoric

### Class Sections

Personalize | Find | View All | First 1-8 of 56 Last

| Class Status |         | Class Enrollment Limits |           |                   |             |             |        |             |             |           |              |               |                                     |
|--------------|---------|-------------------------|-----------|-------------------|-------------|-------------|--------|-------------|-------------|-----------|--------------|---------------|-------------------------------------|
| Session      | Section | Class Nbr               | Component | Enrollment Status | *Class Type | *Class Stat | *Assoc | Auto Enrl 1 | Auto Enrl 2 | Resection | *Add Consent | *Drop Consent | Schd Print                          |
| Regular      | 01      | 2307                    | Lecture   | Closed            | E           | A           | 1      |             |             |           | N            | N             | <input checked="" type="checkbox"/> |
| Regular      | 02      | 5535                    | Lecture   | Closed            | E           | A           | 2      |             |             |           | N            | N             | <input checked="" type="checkbox"/> |
| Regular      | 03      | 7427                    | Lecture   | Closed            | E           | A           | 3      |             |             |           | N            | N             | <input checked="" type="checkbox"/> |
| Regular      | 04      | 2343                    | Lecture   | Closed            | E           | A           | 4      |             |             |           | N            | N             | <input checked="" type="checkbox"/> |
| Regular      | 05      | 1471                    | Lecture   | Closed            | E           | A           | 5      |             |             |           | N            | N             | <input checked="" type="checkbox"/> |
| Regular      | 06      | 5529                    | Lecture   | Closed            | E           | A           | 6      |             |             |           | N            | N             | <input checked="" type="checkbox"/> |
| Regular      | 07      | 2531                    | Lecture   | Closed            | E           | A           | 7      |             |             |           | N            | N             | <input checked="" type="checkbox"/> |
| Regular      | 08      | 7426                    | Lecture   | Closed            | E           | A           | 8      |             |             |           | N            | N             | <input checked="" type="checkbox"/> |

# Update Section of a Class

- Enrollment Cap
- Enrollment Total
- Waitlist Cap
- Waitlist Total

## Update Sections of a Class

Course ID 003832 Course Offering Nbr 1  
Academic Institution Cal Poly  
Term Fall Quarter 2019 Undergrad  
Subject Area ENGL English  
Catalog Nbr 134 Writing and Rhetoric

### Class Sections

Personalize | Find | View All | First 1-8 of 56 Last

| Class Status | Class Enrollment Limits |           |           |          |          |          |          |          |
|--------------|-------------------------|-----------|-----------|----------|----------|----------|----------|----------|
| Session      | Section                 | Class Nbr | Component | Enrl Cap | Enrl Tot | Wait Cap | Wait Tot | Min Enrl |
| Regular      | 01                      | 2307      | Lecture   | 22       | 23       | 99       |          |          |
| Regular      | 02                      | 5535      | Lecture   | 22       | 22       | 99       | 2        |          |
| Regular      | 03                      | 7427      | Lecture   | 22       | 23       | 99       | 3        |          |
| Regular      | 04                      | 2343      | Lecture   | 22       | 22       | 99       | 1        |          |
| Regular      | 05                      | 1471      | Lecture   | 22       | 22       | 99       |          |          |
| Regular      | 06                      | 5529      | Lecture   | 22       | 23       | 99       | 1        |          |
| Regular      | 07                      | 2531      | Lecture   | 22       | 23       | 99       | 3        |          |
| Regular      | 08                      | 7426      | Lecture   | 22       | 23       | 99       | 2        |          |

# Class Associations

Main Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations

- Minimum Units
- Maximum Units
- Course Contact Hours

Class Associations

Class Components

Class Requisites

Course ID 003832

Course Offering Nbr 1

Academic Institution Cal Poly

Term Fall Quarter 2019

Undergrad

Subject Area ENGL

English

Catalog Nbr 134

Writing and Rhetoric

Session 1

Regular Academic Session

Class Roll

Class Associations

Find | View All

First

1 of 56

Last

Associated Class 1

Minimum Units 4.00

Maximum Units 4.00

Academic Progress Units 4.00

FA Units 4.00

Course Count 1.00

Course Contact Hours 4.00

Billing Factor 1.000

\*Instructor Edit No Enrollment Choice

Tuition Group

Use Blind Grading

# Class Associations

- Contact Hours
- Workload Hours

Class Associations

Class Components

Class Requisites

Course ID 003832

Course Offering Nbr 1

Academic Institution Cal Poly

Term Fall Quarter 2019

Undergrad

Subject Area ENGL

English

Catalog Nbr 134

Writing and Rhetoric

Session 1

Regular Academic Session

Class Association Components

Find | View All

First 1 of 56 Last

Associated Class 1

\*Grading Basis OPT Student Option

Graded Component Lecture

\*Grade Roster Print Component

Requirement Designation GEA1 GEA1

Primary Component LEC

Associated Class Attributes

Find

First 1 of 1 Last

\*Attribute

Class Components

Personalize | Find | View All

First 1 of 1 Last

\*Course Component

Contact

Optional

Workload Hours

\*Final Exam

Auto Create

Lecture

4.000

4.00

Yes

Class Sections

Personalize | Find | View All

First 1 of 1 Last

| Section | Class Nbr | Component | Class Type         | Class Status |
|---------|-----------|-----------|--------------------|--------------|
| 01      | 2307      | Lecture   | Enrollment Section | Active       |

Class Association 9999

Personalize | Find | View All

First 1 of 1 Last

| Section | Class Nbr | Component | Class Type | Class Status |
|---------|-----------|-----------|------------|--------------|
|         |           |           |            |              |

# Class Associations

- Catalog Requisite  
Enforced from Catalog
- Class Association Requisites  
Enforced at Section  
(e.g. ME 470 taken concurrently with ME 471 during Winter term)

Class Associations

Class Components

Class Requisites

Course ID 003832

Course Offering Nbr 1

Academic Institution Cal Poly

Term Fall Quarter 2019

Undergrad

Subject Area ENGL

English

Catalog Nbr 134

Writing and Rhetoric

Session 1

Regular Academic Session

Catalog Requisite

Requirement Group 004170

Detail

EPT or GE A1 eligible Writ Com

Long Description

Prerequisite: Satisfactory score on the English Placement Test or GE A1 eligibility for Written Communication placement upon admissions.

Class Association Requisites

Find | View All

First 1 of 56 Last

Associated Class 1

☒ Also Use Catalog Requisite

Requirement Group

Detail

Long Description

# RECAP

## What we learned in this session....

- View courses in Cal Poly Catalog and PeopleSoft Course Catalog
- Identify key data entry areas in the Schedule of Classes
- Understand the relationship between data in the Course Catalog and the Schedule of Classes in PeopleSoft



# Contact Us

## Catalog, Curriculum and Scheduling

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