Academic Scheduling User Guide

Scheduling Resources & Overview of PeopleSoft fields required for entering and proofing academic schedules

Office of the Registrar, University Scheduling
Cal Poly State University, San Luis Obispo
January 2019
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Academic Scheduling Resources

Office of the Registrar, University Scheduling Website: Academic Scheduling

“Office of the Registrar” > “Faculty and Staff” > “Academic Scheduling Overview”

The following information will assist with general information related to academic class scheduling:

- Approved Time Patterns
- Final Exam Information
- Lecture rooms by building and capacity
- Links to Production Calendar, Data Entry Guidelines, CS Numbers and K-Factors, CSU Learning Modes, FAD Information, and Training Guides

Production deadlines available in Outlook calendar

Important scheduling dates are viewable in your Outlook calendar by creating a link with Class Schedule’s calendar. Follow these instructions to create the link:

1. Open your Outlook Calendar
2. Click on Add Calendar (Online Version) or Open Calendar (Desktop Version)
3. Choose From directory (Online Version) or From Address Book (Desktop Version)
4. Find Class Scheduling (classschedule@calpoly.edu) and click Open
5. You should now see “Class Schedule’s Calendar” in your “Calendars” pane.

You will *not* receive pop-up notifications for these events, but they will appear in your Outlook calendar as long as the Class Schedule calendar is selected.

PolyData Dashboards (Data Warehouse)

Information on the Dashboard is extracted from the data warehouse, which reflects the previous day’s information.

- Enrollment and Scheduling Planning >
  - 50% outside “Prime Time”: Class Time Spread
  - Class schedules: Schedule of Classes
  - Historical course offerings: Schedule Planning
  - Enrollment Monitoring
  - Course Planning
  - Class Listing

Course Demand >
- PolyPlanner Course Demand data (Course Demand Summary)
  - Unmet Demand
  - Demand, Not Offered
  - Offered, No Demand
  - Course Demand
PeopleSoft Student Administration for Scheduling Info & Permission Numbers

The following pages in PeopleSoft will be helpful when managing your class schedule. More detail will be provided in later sections.

Curriculum Management >
- Current course information: Course Catalog > Course Catalog
- View specific section information: Schedule of Classes > Maintain Schedule of Classes
- At a glance you can review the associations and enrollment: Schedule of Classes > Update Sections of a Class
- Overview of components, unit values and prerequisites: Schedule of Classes > Adjust Class Associations
- View a schedule by term and department: Schedule of Classes > Class Search

Records and Enrollment >
- Permission Numbers: Term Processing > Class Permissions > Class Permissions

PASS - Preview
Available during the proofing phase based on security. This tool allows you to view the schedule of classes as students will see it on PASS. If you are unable to see the option for PASS – Preview during the Proofing Phase contact classschedule@calpoly.edu. Note that the option for PASS – Preview becomes available on the first day of the Proofing Phase and is removed when PASS publishes for the term.
- Schedule changes, such as instructor name, room change, etc..., update daily at 6am, 12pm & 6pm

PASS: Plan a Student Schedule
Students view the schedule of classes and build their schedules prior to and during registration. This tool allows a student to set their availability and search through available course offerings to create desired their desired schedule. Once determined, the schedule may be pushed to the Student Center.
- PASS updates every 5 minutes for enrollment items only
- Schedule changes, such as instructor name, room change, etc...update daily at 6am, 12pm & 6pm

Student Center
Registration is available via the Student Center. Keep in mind, this is not the same as PASS. While a schedule may be pushed from PASS to the Student Center, enrollment is not available directly in PASS. PASS may be accessed through the Portal. For additional information related to registration visit: https://registrar.calpoly.edu/registration-overview
Cal Poly uses 25Live to manage space assignments. Visit 25Live to find an open room before rescheduling a class or contacting University Scheduling. A series of location searches are available to view rooms and check facility usage. Visit: https://25live.collegenet.com/calpoly/

In the center of the page, there is a list of Public Location Searches. 
(Note: Do not login. While Cal Poly users may login to view information, once logged in the home screen view changes).

Select the search appropriate to your objective
View list of rooms that meet the criteria defined in the location search

<table>
<thead>
<tr>
<th>Name</th>
<th>Formal Name</th>
<th>Categories</th>
<th>Features</th>
<th>Layouts</th>
<th>Max Co</th>
</tr>
</thead>
<tbody>
<tr>
<td>005 - 0226</td>
<td>Architecture and Environmental Design 005 - 0226</td>
<td>Lecture Rooms, Quadrant 1</td>
<td>Chairs - Tablet, Classroom Technologies Supported, DVD/CD Combo Player, Digital Display, Ethernet Port, HDMI Cable, Screens, VGA Cable, Whiteboard - Large, Wireless Connection, Wireless Speech Equipment</td>
<td>Lecture</td>
<td>36</td>
</tr>
<tr>
<td>008 - 0121</td>
<td>Bioresources and Bioresource and Agricultural Engineering 009 - 0121</td>
<td>Lecture Rooms, Quadrant 2</td>
<td>Blackboard - Large, Chairs - Tablet, Classroom Technologies Supported, DVD/CD Combo Player, Digital Display, Ethernet Port, HDMI Cable, Screens, Sink, VGA Cable, Wireless Connection</td>
<td>Lecture</td>
<td>36</td>
</tr>
<tr>
<td>010 - 0111</td>
<td>Alan A. Ehret Agriculture 010 - 0111</td>
<td>Lecture Rooms, Quadrant 2</td>
<td>Chairs - Tablet, Classroom Technologies Supported, DVD/CD Combo Player, Digital Display, Ethernet Port, HDMI Cable, Screens, VGA Cable, Whiteboard - Large, Wireless Connection</td>
<td>Lecture</td>
<td>35</td>
</tr>
<tr>
<td>010 - 0115</td>
<td>Alan A. Ehret Agriculture 010 - 0115</td>
<td>Lecture Rooms, Quadrant 2</td>
<td>Chairs - Tablet, Classroom Technologies Supported, DVD/CD Combo Player, Digital Display, Ethernet Port, HDMI Cable, Screens, VGA Cable, Whiteboard - Large, Wireless Connection</td>
<td>Lecture</td>
<td>35</td>
</tr>
</tbody>
</table>

Select the location you would like to check for availability by selecting the actual location

The Details tab will show room image, maximum capacity, map to location, instructions associated with use of the space and any features of the space (i.e. multimedia, whiteboards, DVD/CD, etc.)

Select the Availability (Weekly) tab
Narrow the number of search weeks to ‘1’

Define dates you are searching for:

View availability in the selected space during the defined timeframe. Any free space may be requested by contacting your designated campus scheduling entity. For additional information visit: https://registrar.calpoly.edu/event-scheduling
Submitting Changes to Class Scheduling

All changes must be received via email. **NO changes will be completed over the phone.**
Email all changes to classschedule@calpoly.edu.

Cancelling or Changing a Class

When sending a request to cancel or change a class, provide the Subject, Course, Section and Class number – for example, ENGL 134-25 (1234) – and any information being changed, like instructor name and Empl ID. This ensures that the correct class is cancelled or changed.

Once the schedule appears on PASS, changes to meeting days or times, consent type, topics, and other registration constraints requires cancellation of the existing section and a new section added to replace it. If students are enrolled, they will be dropped from the existing section. It is the department’s responsibility to notify students and assist with accommodating them in the new section, whenever possible. Keep in mind that students register based on progress to degree. Should a section be cancelled after students are enrolled it may negatively impact students, as they’ve planned other courses in their schedule. For this reason, it is imperative departments carefully review their schedule of classes during the Proofing Phase, and make any necessary changes prior to the start of registration.

Suggested format to submit changes to the Office of the Registrar, University Scheduling:

(Example) **Cancel Section for Spring 2018**

<table>
<thead>
<tr>
<th>Subject, Course, Section Number (class #)</th>
<th>SCM 150-65 (6789)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Related Information/Footnotes</td>
<td>Also remove note #414 from corresponding section, PHYS 141-04 (3456)</td>
</tr>
</tbody>
</table>

(Example) **Swap Rooms for Spring 2018**

<table>
<thead>
<tr>
<th>Subject, Course, Section Number (class #)</th>
<th>MATH 143-13 (3456) move to 52-E26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swap with</td>
<td>MATH 144-06 (2468) move to 186-C203</td>
</tr>
</tbody>
</table>

(Example) **Assign Instructor for Spring 2018**

<table>
<thead>
<tr>
<th>Subject, Course, Section Number (class #)</th>
<th>COMS 102-07 (5432)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign Instructor</td>
<td>John Doe / 001234567</td>
</tr>
</tbody>
</table>

Adding a Class

When sending a request to add a class, provide the following information:

- Subject, Course and Section number
- Instructor Name and Empl ID
- Print = Yes or No
- Requested room capacity
- Enrollment capacity
- Meeting days & times and/or TBA hours
- Room, if your own space, or if we’re holding one for you
- Variable unit course set to fixed unit value, Reserve seats, Topic or Notes, when applicable

- Cancel ENGL 134-01 (5678).
- Add new section: ENGL 134-02
- Associated Class 2
- Print to PASS
- 4 units
- Topic: Not applicable
- TR 4:10-6:00pm in 022 -0218
- Instructor: Doe, John empl#001234567
- Room Cap: 24, Enroll Cap: 18, Waitlist Cap: 99
- Reserve all seats for MATH Majors only
- Note: 717
### Requesting Room Changes

When requesting a room change, please provide the following information:

- **Subject, Course, Section and Class number** – e.g., ENGL 134-25 (1234)
- **Requested room capacity**
- **Special room characteristics required** (multimedia, distance learning, PC or Mac computer lab or tables and chairs)
- **Reason for change**

Keep in mind, users have access to check location availability via 25Live. Prior to submitting a request, feel free to visit 25Live to view what options, if any, are available. If the department is deciding when to offer a course, or if a change is even possible, oftentimes by viewing 25Live, one will get a clear picture if a location is even available at the requested time. If it is not, the department may need to evaluate their request prior to submitting it to University Scheduling.

If the problem is facility- or equipment-related, contact:

- Facilities Help Desk at x6-5550: Issues related to actual facility, lighting, windows or temperature
- Classroom Technologies at x6-7198: Issues related to the technology in the space

*Other classes are likely affected by the same problem so it is important to report any issues so they may be resolved in a timeline manner. Oftentimes, by resolving the issue, the need to relocate the class is eliminated.*
Sample Planning Phase Checklist

This checklist is provided as a sample only. A revised checklist will be included with every planning phase email distribution. New information is added when policies or procedures change.

Please read through this checklist before beginning your data entry.

Curriculum Management > Maintain Schedule of Classes > Basic Data (tab)

To add a new section, use the blue plus symbol.

To delete a section, use the blue minus symbol.

☐ Session – Default is ‘1’ for the Regular Academic Session.

☐ Class Section – Must be two digits.

☐ Component – All necessary components of a course (lecture/lab combinations, for example) must be scheduled for the correct number of contact hours.

☐ Class Type – Enrollment or non-enrollment. For single-component courses, class type will be Enrollment for all sections. For multi-component courses, i.e. lecture/lab courses, you’ll need to specify Enrollment or Non-Enrollment for each section, dependent on the component.

☐ Associated Class – Must reflect corresponding lecture/lab relationships.

☐ Schedule Print – If the box is checked, the class will be viewable on PASS. Please note that for multiple component courses, all related pieces MUST be scheduled to print for students to enroll. To regulate enrollment, please use Department Consent or request a Reserve Capacity be placed on the course. Contact University Scheduling if in doubt.

☐ Student Specific Permissions – Student Specific Permissions box should be checked if you will be entering Student EMPLID in lieu of creating permission numbers. This type of permission requires that Department Consent be selected on the Enrollment Control tab.

☐ Course Topic ID – Enter the correct topic ID on the BASIC DATA page. Note: Courses will not be allowed to print to PASS until the correct Topic is assigned.

Curriculum Management > Maintain Schedule of Classes > Meetings (tab)

If changing meeting pattern days or times, you may type over the existing information.

If changing instructor, delete row using blue minus symbol, SAVE, then enter new Instructor ID.

*Important* If deleting instructor only, use the blue minus symbol, then SAVE. This removes relationships that exist within Workload and HR tables.

If more than one instructor, add row using blue plus symbol, enter additional Instructor ID, then go to Workload tab and adjust Load Factors so that the total is 100 for the class section.

When adding or removing instructor, be mindful of the ‘Access’ field. It should be set to Approve in order for an instructor to have access to the section PolyLearn site, class roster and grade roster.
Facility ID – ONLY enter rooms that belong to your department. Room preferences should be included in your ‘Special Instructions’ sent after completing your data entry.

Pattern – Enter “TBA” for TBA meeting pattern or enter days of week pattern (i.e., MW, TR, MTRF). If using a TBA meeting pattern, specify the number of TBA hours in the Meeting APDB Mapping Values area, calculated by multiplying the number of units by the component type meeting time requirements.

Meeting Start – Per approved meeting patterns

Meeting End – Per approved meeting patterns

Days of Week Check Boxes – Please make sure days of week checkboxes correspond with PAT field.

Meeting APDB Mapping Values – Specify number of TBA hours only.

Instructor Empl ID – To change or remove instructor, use the minus (-) symbol, SAVE, then enter new instructor EMPL ID.

Access = ‘Approve’ to ensure instructors will have access to PolyLearn, class rosters and grade rosters.

Room Characteristic – Specify request for multimedia room, PC lab, Mac lab, or distance learning technology. A room characteristic of tables and chairs may also be requested. Smart room requests no longer need to be identified in Maintain Schedule of Classes. All university lecture spaces have been equipped with smart room equipment. When more than one kind of room is needed, submit that information in your Special Scheduling Instructions when data entry is complete. With the limited availability of these special rooms, specifying them during the Planning Phase is a must.

Please note that PeopleSoft displays the Associated Class value and total course Units on the Meetings tab for easier reference. Verify section relationships and variable/fixed unit attributes without going to another page. Remember that this is the Total Units for the entire course, not the individual component units.

Curriculum Management > Maintain Schedule of Classes > Enrollment Control (tab)

Add Consent – specify ‘No Special Consent Required’ or ‘Department Consent Required’. Keep in mind permission numbers on sections that are set to ‘Department Consent’ will not push to the instructor’s portal.

Requested Room Capacity – Capacity of the room needed, used for room assignments. (Please be as realistic as possible to ensure you are placed in an adequate room during Planning, as opposed to requesting moves at a later time, which may not be possible.)

Enrollment Capacity – This is the maximum enrollment for the class. (This CANNOT be larger than room capacity.)

Wait List Capacity – Enter a value of ‘99’ to allow students to wait list for the class.

Note: Classes that have a concurrent enrollment requirement should not have a waitlist. The waitlist process would not allow students in such classes to enroll and therefore the waitlist is not enabled.

Curriculum Management > Maintain Schedule of Classes > Reserve Cap (tab)

This page is updated by University Scheduling. Information should be relayed via email with your Special Scheduling Instructions upon completing data entry during the Planning Phase.

Curriculum Management > Maintain Schedule of Classes > Notes (tab)

To add a note, use the blue plus symbol.

To delete a note, use the blue minus symbol.

Evaluate notes currently tied to the course which may have rolled from the previous like term to ensure accuracy and relevancy for the new term.
- Note Nbr – Specify a note that exists in the Class Notes table. (View the complete list of available notes at Curriculum Management > Schedule of Classes > Class Notes Table.)

- Free Format Text – Specify a section-specific note not already in the Class Notes table. Keep in mind these are not searchable and should not be used frequently. If necessary, discuss creating a standard note with University Scheduling.

Curriculum Management > Adjust Class Associations > Class Associations (tab)

Unit value – Classes roll with catalog unit values, not what was offered in the previous like term. If a variable unit course was fixed at a specific value, it has been returned to its variable range. You will need to communicate your request to University Scheduling via email with your Special Scheduling Instructions upon completing data entry.

Curriculum Management > Adjust Class Associations > Class Components (tab)

Contact Hours – Verify you have scheduled the correct number of contact hours for each component of your course.

Class Sections/Associations – View all associated components for your course.

Curriculum Management > Adjust Class Associations > Class Requisites (tab)

Enrollment controls can be reviewed under Adjust Class Associations. All prerequisites are enforced at the catalog-level. Changes to these prerequisites require a course modification to the catalog. Please contact catalog@calpoly.edu if you have questions.

Special Scheduling Instructions

Email University Scheduling (classschedule@calpoly.edu) when data entry is complete:

- Reserve Capacity (i.e. CBF classes, priority for your majors) – Indicate number of seats reserved, and for which student populations. Seats will lift on the first day of open enrollment.

- Combined Sections and/or Cross Listed Classes – Include course, section, class number, meeting pattern and total enrollment for all combined sections. Remember that departments should coordinate combined section information before contacting University Scheduling.

- Room conflicts scheduled intentionally, i.e. shared lab space for multiple sections.

- Special room requests not requested via Room Characteristics –
  - Instructor medical requests
  - Instructor special requests – note that due to the demand on University Lecture Rooms, special requests may not always be accommodated. It is the department’s responsibility to manage volume of requests submitted to University Scheduling. Only those of the highest priority should be submitted. All others should be evaluated internally at the department-level.
  - More than one special room request per section (Only one Room Characteristic can be specified for each section in PeopleSoft, but we can manually assign rooms to classes with multiple needs. As an example: MWF in a lecture room and T in a computer lab.)

- Variable unit courses that you intend to offer at a fixed unit value – Classes roll with catalog unit values, not what was offered in the previous like term. Review unit values for variable unit classes using the Class Associations page in PeopleSoft.

- Identify distance learning classes and fully online courses, so learning mode can be specified (asynchronous or synchronous) and appropriate room assignment can be made, if required.
REMEMBER to notify University Scheduling by emailing classschedule@calpoly.edu when you have completed your data entry for the planning phase. The Planning Phase Memo is a helpful document that can be used to submit complete information. Feel free to modify the document so it applies to your particular department. This means boxes may be deleted or added, if necessary.

Sample Planning Phase Memo

This memo is provided as a sample only. A revised memo will be included with every planning phase email distribution. New information is added when policies or procedures change. The memo is available for download on the University Scheduling website, https://registrar.calpoly.edu/academic-scheduling.

Department Information

In this section you will include your name, department, the appropriate term, and the date that you are submitting your Planning Phase notes.

| CLASS SCHEDULE                                     |
| PLANNING PHASE REQUESTS                           |
| To: University Scheduling, Office of the Registrar |
| From: Your Name                                    |
| Department: Your Department                        |
| Quarter: Winter 2019                               |
| Date: June 18, 2018                                |

Following is pertinent information to be considered and communicated during the planning phase for the class schedule.

Combined Section Information

In this section of the document you will include all information regarding combined sections that are being offered for the term. Remember to coordinate meeting patterns, enrollment capacities, instructor information, and seat distributions with all related departments prior to communicating any information to University Scheduling.
Reserve Capacity

In this section of the document you will include all information regarding sections that will have reserve capacities applied. There can be multiple reserve capacities for a course section.

Reserve capacities roll from the previous like term, make sure to review these thoroughly during the Planning Phase.

Seats may not be reserved for minors only or specific concentrations.

<table>
<thead>
<tr>
<th>Subject-Course #</th>
<th>Section Class #</th>
<th>Meeting Days</th>
<th>Meeting Time</th>
<th>Combined with Subject-Course #</th>
<th>Enrollment Capacity</th>
<th>Distribution of Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 1: MATH 141-70 (Class #2974)</td>
<td>Example: MWRF</td>
<td>Example: 9:30-10am</td>
<td>Example 1: HNRS 141-70</td>
<td>Example: 35</td>
<td>Example: MATH 141-70 allow 35 seats  HNRS 141-70 allow 10 seats</td>
<td></td>
</tr>
<tr>
<td>Example 2: MATH 141-70 (Class #2974)</td>
<td>Example: MWRF</td>
<td>Example: 9:30-10am</td>
<td>Example 2: HNRS 141-70</td>
<td>Example: 35</td>
<td>Example: MATH 141-70 allow 35 seats  HNRS 141-70 allow 35 seats</td>
<td></td>
</tr>
</tbody>
</table>

Medical Requests

In this section of the document you will include instructor medical requests. Make sure to provide information that clearly explains the actual need. To respect privacy of our faculty, specific details related to the condition are not necessary outside of information related to how we can help to accommodate the need.

Medical requests will be accommodated based solely on the medical need. For example, a mobility issue may mean that a suitable room will be located, but the meeting pattern may need to be adjusted. Another example, if a specific time is
required based on a medical need, it does not guarantee that a specific location will be assigned. Rooms are assigned based on best utilization of student workstations.

**Medical Requests**

Provide brief information on medical need, not specifics about the condition. (e.g. mobility issue). Medical requests will be accommodated based on need. This means a suitable room will be located, but meeting days and times may need to be adjusted based upon room availability.

<table>
<thead>
<tr>
<th>Subject-Course #</th>
<th>Section Class #</th>
<th>Instructor</th>
<th>Requested Room Capacity</th>
<th>Medical Request - Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: IME 141-01 (Class #8019)</td>
<td>Example: Smith, Jayne</td>
<td>Example: 24</td>
<td>Example: Mobility issues, request room near handicap accessible parking</td>
<td></td>
</tr>
</tbody>
</table>

**Room Preferences**

In this section of the document you will include instructor room preferences that are not requested via the Room Characteristics field in PeopleSoft. Some examples include more than one room characteristic (e.g. classroom MTW and MAC computer lab R), Room setup based on pedagogical needs of a course (e.g. moveable desks), back-to-back sections, etc.

Keep in mind that special requests will be reviewed, but are not guaranteed placement. If you request back-to-back sections, keep in mind room placement is done as “all or nothing.” If all sections cannot be assigned none of them will be and it may mean your left negotiating for a room assignment for these sections.

**Room Preferences**

Placement based on pedagogical need will be prioritized. (e.g. moveable tables and chairs for group work). Meeting days and times may need to be adjusted, based upon room availability. Due to demand on University Lecture Rooms, back-to-back and requests for specific locations may not be possible.

*Note: if back-to-back is requested and cannot be accommodated during initial room assignments, indicate if the requested DAY/TIME or* back-to-back request is the priority. This is only applicable to back-to-back requests.

<table>
<thead>
<tr>
<th>Subject-Course #</th>
<th>Section Class #</th>
<th>Instructor</th>
<th>Requested Room Capacity</th>
<th>Room Requirements</th>
<th>*Preference: Day/Time or Back-to-Back Meeting Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: IME 141-01 (Class #4546)</td>
<td>Example: Doe, John</td>
<td>Example: 48</td>
<td>Example: Moveable desks – instructor uses group work during course delivery</td>
<td>Examples: N/A</td>
<td></td>
</tr>
<tr>
<td>Example: STAT 217-01 (Class #5071)</td>
<td>Example: Doe, John</td>
<td>Example: 48</td>
<td>Example: Back to Back in same room as STAT 217-02 (Class #1234)</td>
<td>Examples: Prefer time</td>
<td></td>
</tr>
<tr>
<td>Example: STAT 217-02 (Class #4720)</td>
<td>Example: Doe, John</td>
<td>Example: 48</td>
<td>Example: Back to Back in same room as STAT 217-01 (Class #1235)</td>
<td>Examples: Prefer time</td>
<td></td>
</tr>
<tr>
<td>Example: ENGL 148-01 (Class #4300)</td>
<td>Example: Smith, Jayne</td>
<td>Example: 24</td>
<td>Example: TWRF 12-1, F in PC Computer Lab</td>
<td>Examples: N/A</td>
<td></td>
</tr>
</tbody>
</table>

As a reminder, classes requesting prime time spots will be placed following the 50/50 rule. If your department exceeds the 50/50 scheduling rule during prime time, do not expect all sections will be placed. For sections that are not placed, the department has the option to review the entire schedule and swap times and room assignments internally, in order to best accommodate all required course offerings.
For example, PSY 252-01 has requested to be placed TR 12:10pm-2:00pm due to childcare issues and has not been placed. PSY 252-02, requested the same time slot in the same size classroom and has been placed, but the instructor has a more flexible schedule. The PSY department may elect to give PSY 252-01 the room assignment on TR 12:10pm -2pm and work with University Scheduling on an alternate time for PSY 252-02.

**Intentional Conflicts**

In this section of the document you will include intentional room conflicts.

<table>
<thead>
<tr>
<th>Subject-Course #:Section Class #</th>
<th>Meeting Days</th>
<th>Meeting Time</th>
<th>Conflicts with Subject-Course #:Section</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: IME 341-01 (Class #4567)</td>
<td>Example: MW</td>
<td>Example: 2:10pm-4pm</td>
<td>Example: Conflicts with IME 341-01; MW 3:10-4pm</td>
<td>Example: 192-0220</td>
</tr>
</tbody>
</table>

**Sections with Non-Standard Meeting Patterns**

In this section of the document you will include any classes that are requesting non-standing meeting patterns. Note that non-standard meeting patterns are subject to review and approved on an exception basis only.

At Cal Poly, classes are scheduled using an approved set of meeting patterns. These approved meeting patterns are enforced regardless of space type, i.e. department managed space or University Lecture space. The list of approved patterns is available for download, [https://registrar.calpoly.edu/academic-scheduling](https://registrar.calpoly.edu/academic-scheduling). Standardized meeting patterns have several benefits:

1) Promote consistency in meeting time blocks which helps minimize course conflicts for students due to time overlaps
2) Allows maximum use of University Lecture Rooms as time blocks nest neatly together resulting in the ability to effectively use space throughout the day
3) Approved patterns correlate to the published Final Exam schedule
In the example above, RPTA 203 is a 3 unit lecture course, requesting a LAB meeting pattern.

**Additional Considerations**

In this section you will include any additional considerations that were not specified in the above sections.

---

**Additional Considerations**

The following section may be used to provide information that needs to be brought to the attention of the University Scheduling Office but has not yet been noted above.

In addition, please list notes related to variable unit classes that should have “fixed” unit values in this section.

---

<table>
<thead>
<tr>
<th>Subject-Course #</th>
<th>Instructor</th>
<th>Meeting Days</th>
<th>Meeting Time</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: MATH 241-01 (Class #1278) and MATH 241-02 (Class #2467)</td>
<td>Example: Smith, Jayne</td>
<td>Example: MTWF</td>
<td>Example: 8:10am-9am</td>
<td>TBD</td>
<td>Example: Instructor teaches large lecture MWF 8:10-9am for MATH 241-01 and MATH 241-02 and individual small lecture (35 cap) Tuesday and Thursday respectively. Sections should be group coded so workload is calculated correctly.</td>
</tr>
</tbody>
</table>

| Example: AEPS 400-01 (Class #1235) | Example: Smith, Jayne | Example: TBA | Example: TBA | Example: NA | Example: Section should be fixed at 2 units |

Keep in mind the Planning Phase Memo is a template. It is ideal to have a consistent manner in which term notes are received by University Scheduling. Likewise, the template includes key scheduling areas, so when using the document a department has fewer opportunities to omit conveying pertinent information to the Scheduling team in a timely manner. Should sections not apply to your particular department, you have the option to modify your Planning Phase Memo information prior to submitting it to University Scheduling. For example, if your department does not use Reserve Capacities, you can simply delete that section from the document, or indicate NA in the open text box.
Sample Proofing Phase Checklist

This checklist is provided as a sample only. A revised checklist will be included with every proofing phase email distribution. New information is added when policies or procedures change.

**Proofing Phase Checklist & Instructions**

<table>
<thead>
<tr>
<th>Schedule of Classes Report (Excel spreadsheet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Courses with Multiple Components – Verify that all components (LEC, LAB, SEM, etc.) of a course are being offered</td>
</tr>
<tr>
<td>□ Associated Class Value – Must reflect corresponding LEC/LAB relationships</td>
</tr>
<tr>
<td>□ Combined Sections – Classes combined with another section are indicated with a ‘C’ in the ‘Combined’ column.</td>
</tr>
<tr>
<td>□ Schedule Print – Classes that will appear on PASS are indicated with a ‘Y’.</td>
</tr>
<tr>
<td>□ Consent Required – A ‘D’ value indicates that permission is required for students to register for the section. An ‘N’ value indicates that no permission is required. (See Permissions notes below.)</td>
</tr>
<tr>
<td>□ Enrollment Capacity – Should not exceed requested room capacity or the assigned facility’s capacity.</td>
</tr>
<tr>
<td>□ Waitlist Capacity – Classes that allow students to waitlist should have ‘99’.</td>
</tr>
<tr>
<td>□ Course Topic ID/Title – Topic courses without an assigned topic will not appear on PASS.</td>
</tr>
<tr>
<td>□ Meeting Pattern – Start/End times, days of week, verify correct number of contact hours.</td>
</tr>
<tr>
<td>□ Instructor – Provide Empl ID when adding an instructor.</td>
</tr>
<tr>
<td>□ Room Assignment – Lecture room information can be found on your list of General Purpose Lecture Rooms, available for download from the University Scheduling website, <a href="https://registrar.calpoly.edu/academic-scheduling">https://registrar.calpoly.edu/academic-scheduling</a>. Note that each room link will direct the user to an image of the room, instructions for use, and room features.</td>
</tr>
<tr>
<td>□ Class Notes – Verify that ALL class notes are correct and support the enforced requisites and reserve capacities applied to the section.</td>
</tr>
</tbody>
</table>

- Please **do not delete** information from the spreadsheet.
- **To submit changes**, insert a row BELOW the class you are changing, and use **RED** text to indicate changes in the appropriate column of the new row.
  - **To remove a specific note or instructor to a class with multiple lines**, enter the class number and ‘REMOVE ABOVE NOTE’ text in the ‘Note Text’ field.
  - **To delete a section**, enter the class number and ‘REMOVE ABOVE SECTION’ in the ‘Subject’ column.
  - **To add or change an instructor**, enter the instructor’s Empl ID and full name in the ‘Empl ID’ and ‘Instructor Name’ columns.
- **To communicate special needs**, insert a row BELOW the class and enter your instructions in **RED** text.

If we don’t see **RED** text, we will assume you have no changes.

REMEMBER to send your updated spreadsheet – with changes indicated in **RED** – to University Scheduling (classschedule@calpoly.edu) when you have completed the proofing phase.
Permissions

- Department Schedulers can generate permission numbers for classes requiring department consent.
- General permission numbers generate a set of random numbers for a class.
- Student-specific permissions can only be used by that student.
- Once registration begins, the consent type cannot be changed.
- Department Consent courses remain the same throughout the registration process.
- The department must provide instructors with permission numbers for classes set to Department Consent. These permission numbers will not push to the instructor’s portal.

The “Schedule of Classes” Dashboard is also available for proofing purposes. Two different views (“Schedule of Classes” and “Classes with Reserved Seats”) present your schedule in a format similar to our Excel spreadsheet, but they are built using the data warehouse, which is updated nightly. If you need to verify settings, please refer to PeopleSoft Student Administration.

PeopleSoft Pages for Reviewing Data Online

For Basic Data

Curriculum Management > Schedule of Classes > Update Sections of a Class
- Session
- Section Number
- Component
- Class Type – Enrollment or Non-enroll
- Associated Class
- Consent
- Schedule Print
- Enrollment Capacity
- Wait List Capacity
- Number of Enrolled Students
  (once registration begins)

For Basic Data

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
- Meeting Pattern
- Faculty Assignment
- Course Title
- Section Number
- Component
- Class Type – Enrollment or Non-enroll
- Class Status
- Unit Value

For Reserve Capacity

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

- Select the Reserve Cap tab.
- Information should reflect your request for the number of seats ‘held’ for which population and duration. If no information appears, there is no reserve cap set for this class.

For Enrollment Requirements

Curriculum Management > Schedule of Classes > Adjust Class Associations

- Go to Class Requisites page to view the enrollment controls.

REMEMBER to send your updated spreadsheet – with changes indicated in RED – to University Scheduling (classschedule@calpoly.edu) when you have completed the proofing phase.
PeopleSoft Data Entry Guide - Overview

The following information guides users to key areas of PeopleSoft where you will complete your data entry and can proof schedule information. Some information is entered only by the Scheduling office. If you need changes in those areas, email information in your special instructions at the planning deadline.

Schedule New Course

Basic Data
- Add new sections of a course that is NOT currently scheduled for the term.
- Refer to next section, “Maintain Schedule of Classes | Basic Data”, for details.

Maintain Schedule of Classes

Basic Data
- Add and delete section of a course that is currently scheduled for the term.
- Identify enrollment and associated components.
- Identify Print settings, Topic (if applicable), and Student-Specific Permissions.

Meetings
- Enter meeting and instructor information.
- Multiple meeting patterns are needed if meeting in different locations regularly throughout the term (i.e., M in computer lab, TWR in lecture room) or if there are additional TBA hours needed to fulfill the course requirement.

Enrollment Control
- Enter enrollment controls such as consent, enrollment capacity and waitlist capacity.

Reserve Capacity
- Identify number of seats reserved for specific student population (major, new freshmen/transfers, class level).
- ALL INFORMATION WILL BE ENTERED BY University Scheduling. Communicate needs in your special instructions during the planning phase.
- Cannot be coded if Enrollment Capacity = 0. Enrollment Capacity must be greater than or equal to a Reserve Capacity.

Notes
- Communicate important information to students related to the course or their participation in the course. Example: contact department for permission to enroll; this course will be taught in an online format; seats are reserved for ART majors until the first day of open enrollment, must be 21 years of age to participate.
  o Information should not re-state what is already listed at the catalog-level.

Adjust Class Associations

Class Associations
- Identify fixed or variable unit values for each enrollment component.
• ALL INFORMATION WILL BE ENTERED BY University Scheduling. Communicate unit value-related needs in your special instructions during planning phase.

Class Components
• Identify contact and workload hours for each enrollment and component.
• ALL INFORMATION WILL BE ENTERED BY University Scheduling. Communicate unit value-related needs in your special instructions during planning phase.

Class Requisites
• Identifies which catalog requisites are being enforced.
• ALL INFORMATION WILL BE ENTERED BY University Scheduling. Communicate requisite-related needs in your special instructions during planning phase.

Update Sections of a Class

Class Status
• Identify and update enrollment and associated components.
• Identify and update Print setting and Consent type.
• Check class status (active or cancelled).

Class Enrollment Limits
• Identify and update enrollment and wait list capacities.
• Monitor enrollment and wait list totals.

Catalog

Catalog Data
• View course title and description, unit value, grading basis, repeat rules, requirement designations, course attributes, and approved topics. These parameters are set during the course approval process

Offerings
• Identify terms when a course is typically scheduled.
• Identify which requirements are being enforced at the catalog-level.

Components
• Identify required component types, and, if more than one, which is the primary component and the graded component.
• Identify contact hours and workload hours for each component.

PeopleSoft Data Entry Guide
★ = Mandatory information for every section. Additional information can be found on the University Scheduling website at https://registrar.calpoly.edu/academic-scheduling

Schedule New Course | Basic Data
• Add new sections of a course not currently scheduled for the term.
• Refer to next section, “Maintain Schedule of Classes | Basic Data”, for details.
- **Add and delete sections completely.**
- **Identify enrollment and associated components.**
- **Identify Print settings, Topic (if applicable), and Student-Specific Permissions.**

**Session:** *Summer only* Specify First 5 weeks, Second 5 weeks, 8 weeks or Regular 10 week session. All other terms will have a value of 01 (Regular Session).

**Class Section:** Should always be two digits, e.g. 01, 45, 70, etc.

*The -70 section range identifies combined sections. The -80 section range identifies distance learning sections.*

- **Component:** Based on catalog/curriculum requirements. Classes can contain more than one type (i.e., LEC/LAB).
- **Class Type:** Enrollment or non-enrollment. Classes with more than one Component type require both Enrollment and Non-enrollment sections.
• **Associated Class:** Creates relationship between Enrollment and Non-enrollment sections. To associate a non-enrollment section with any enrollment section, i.e. student can take any lab with any lecture, use value ‘9999’.

**Location:** Defaults to SLO. Identify off-site classes (Swanton Pacific Ranch, Vandenberg AFB, study abroad).

**Instruction Mode:** *Online sections only* (All TBA IND classes are In Person/Face-to-Face.)

**Class Nbr:** Automatically generates when you first save your new section.

‘+’ and ‘-’: Add or delete a section permanently using these buttons.

• **Start/End Date:** *Summer only* First day of session to last day of class. For other terms, use default dates.

• **Schedule Print:** Check to allow section to appear on PASS/Student Center.

**Student Specific Permissions:** Check to enter Empl ID on Permission page instead of using randomly-generated permission numbers. You cannot change permission types once registration begins.

**Course Topic ID:** Choose from list of previously-approved topics for topic courses. (Only applies to selected topic and subtopic courses.) If topic has not yet been approved, leave blank. You will receive a *warning* message when you save if this field is needed and is blank. It’s okay to proceed. Topics must be assigned prior to classes being made available on PASS. All topics must be approved through a process outlined in the Curriculum Handbook, [https://registrar.calpoly.edu/selected-topics](https://registrar.calpoly.edu/selected-topics). Topics must be approved a minimum of one month prior to the start of registration for the term.
Schedule New Course | Meetings

Maintain Schedule of Classes | Meetings

- Enter meeting and instructor information.
- Multiple meeting patterns are needed if meeting in different locations regularly throughout the term (i.e., M in computer lab, TWR in lecture room).

`+` and `-`: Add or delete a meeting pattern permanently using these buttons. There are several reasons why a class may have multiple meeting patterns. Be sure to assign the instructor, if known, for all patterns. You will receive a *warning* message when you save. It’s okay to proceed.
• **Facility ID:** Enter if department-controlled space, most frequently used for ACT/LAB sections. University lecture rooms will be assigned to LEC/SEM/DIS sections by the University Scheduling office during the Planning Phase.

• **Pat:** Enter approved meeting day pattern, if available. This is the fastest and best way to ensure you correctly choose the meeting days. Find the Approved Time Patterns on the University Scheduling website. Classes with no required meeting time should be entered ‘TBA’ with the corresponding numbers of contact hours.

• **Mtg Start:** Enter approved meeting start time, typically :10 or :40 after the hour. Find the Approved Time Patterns on the University Scheduling website.

• **Mtg End:** Enter approved meeting end time, typically at the top (:00) or bottom (:30) of the hour. Find the Approved Time Patterns on the University Scheduling website. Always verify that your meeting times are correct.

• **M, T, W, T, F, S, S:** Check meeting days. Will auto-populate if you enter information in the Pat field. If the pattern is not available in Pat field, check meeting days here.

• **Start/End Dates:** *Summer only* First day of session to last day of class. All other terms use default dates.

**Topic ID** and **Free Format Topic:** DO NOT USE THESE FIELDS. Enter your approved topic on the ‘Basic Data’ tab.

**Instructor ID:** 9-digit instructor Empl ID. If instructor is not available or comes up as error, contact University Scheduling to update the instructor table and allow the instructor to be assigned. Multiple instructors may be assigned if team-teaching. Be sure to designate teaching percentages in the Load Factor field on the ‘Workload’ tab (see below).

**Instructor Role:** Leave as Prim Inst. DO NOT CHANGE THIS FIELD.

**Access:** Must set to ‘Approve’ after assigning instructor to allow information to appear in Faculty portal and instructor to access class through PolyLearn.

**Room Characteristics:** Enter code for Multi-Media, Distance Learning, Computer Lab (PC or MAC), Tables and Chairs, or GIS/CAD requirements to be placed in a room with the appropriate equipment. All university lecture rooms contain, at minimum, Smart technology.

**Assign Type:** Should always be IFF for first meeting pattern. Subsequent meeting patterns should be set to ‘Not Include’ to avoid miscalculating the WTUs.

**Load Factor:** If section is team-taught, enter percentage of workload for each instructor. Must total 100 or you will receive a *warning* message. Verify workload (WTU) has calculated correctly in the ‘Work Load’ field to the right.
TBA Hours: For all sections scheduled TBA, designate the number of contact hours based on the component type and unit value. Find more information about CS Numbers and K-Factors on the Office of the Registrar – Academic Scheduling website.

Schedule New Course | Enrollment Control
Maintain Schedule of Classes | Enrollment Control

- Enter enrollment controls like consent and capacity.

Class Status: Should always be ‘Active’ to offer the class. If a section needs to be cancelled before appearing on PASS, the section will be deleted using Basic Data tab. Section will appear as ‘Cancelled’ here if the section is cancelled after it has appeared on PASS. All cancellations are completed by University Scheduling. DO NOT CHANGE THIS FIELD.
**Add Consent:** Defaults to ‘No Consent’. ‘Department Consent’ is also an available option. ‘Department Consent’ requires a student to use a permission number to enroll. Permissions will not appear in the Faculty Center if set to ‘Department Consent.’

**Drop Consent:** Defaults to ‘No Consent’. DO NOT CHANGE THIS FIELD.

- **Requested Room Capacity:** Defaults to value defined at the catalog-level. This value is determined by the department office and provided to the Catalog and Curriculum team. Requested room size will determine lecture room placement. The value must be greater than or equal to Enrollment Capacity. Historical and PolyPlanner data can also be used to request a realistic size for the section.

- **Enrollment Capacity:** Defaults to value pulled from the catalog, based on information provided by the department i.e. Requested Room Capacity. Note that when creating a new section, the Enrollment Capacity and Requested Room Capacity will default to the capacity listed at the catalog-level.

- **Wait List Capacity:** Defaults to 0. Enter ‘99’ for all sections eligible to use a wait list. (Mutual corequisites are not eligible to use a wait list. Concurrent enrollment must be processed simultaneously, and the wait list engine will only process one transaction at a time, so students will never be enrolled via the wait list. Contact University Scheduling if you have questions.)

**Auto Enroll from Wait List:** De-select only if section is not eligible for wait list. (See mutual corequisite information above.)
Schedule a New Course | Reserve Capacity
Maintain Schedule of Classes | Reserve Capacity

This section will be managed by the University Scheduling team. Information should be sent with your Planning Phase Memo Information when data entry is complete.

- Identify number of seats reserved for specific student population (major, new freshmen/transfers, class level).
- ALL INFORMATION WILL BE ENTERED BY UNIVERSITY SCHEDULING. Communicate needs in your special instructions during the Planning Phase.
- Cannot be coded if ‘Enrollment Capacity’ = 0. Enrollment Capacity must be greater than or equal to Reserve Capacity.

Start Date: The day that PASS is available. A second date will be added to identify the date any remaining reserved seats are released to any eligible student, i.e. the first day of open enrollment. Must include a footnote to identify the student population and when the reserve seats will be made available to any eligible student.

Requirement Group: Identifies student population eligible to use reserved seats.

Cap Enr: Number of reserved seats. Must be less than or equal to Enrollment Capacity. Will be ‘0’ for date seats are released to any eligible student. NOTE: Once registration begins University Scheduling cannot reduce the Enrollment Capacity below the number of students enrolled against the reserve capacity.
Communicate important information to students prior to registration.

Communicate any special needs in your special instructions during planning phase (e.g. medical request). Information in these fields are viewable on PASS and through the Student Center.

**Note Nbr:** Enter note number for frequently-used notes, i.e., note 0005 is ‘Contact instructor for consent’ and note 0007 is ‘Contact department for permission to enroll.’

**Sequence Number:** The sequence number displays order in which notes will publish in the description on PASS. Departments should review sequence number and renumber during the Planning Phase so the messaging is in a consistent and logical order.

**Free Format Text:** Enter free-format text when specific information and note text not available in standard notes. These notes are not searchable and should not be used frequently. If necessary, contact University Scheduling to discuss creating a new standard note instead.

**+ and - :** Add or delete a class note permanently using these buttons. Be sure to use appropriate punctuation. Multiple notes display as one paragraph in PASS and Student Center.
Adjust Class Associations | Class Associations
Identify fixed or variable unit values for each enrollment component.

- **ALL INFORMATION WILL BE ENTERED BY UNIVERSITY SCHEDULING.** Communicate unit value-related needs in your special instructions during planning phase.

**Minimum Units** and **Maximum Units**: Identify minimum and maximum units for variable unit sections. These two fields will match for fixed unit sections. Fixed unit sections cannot be adjusted.

**Course Contact Hours**: Determined by the Component Type(s) and Unit Value. Note that the contact hours shown here apply to all associated components of a class. Find more information about CS Numbers and K-Factors on the University Scheduling website, [https://registrar.calpoly.edu/academic-scheduling](https://registrar.calpoly.edu/academic-scheduling).
Adjust Class Associations | Class Components

- Identify contact and workload hours for each enrollment and component.
- ALL INFORMATION WILL BE ENTERED BY UNIVERSITY SCHEDULING. Communicate unit value-related needs in your special instructions during planning phase.

**Contact Hours:** Determined by the Component Type and Unit Value. Find more information about CS Numbers and K-Factors on the University Scheduling website.

**Workload Hours:** Determined by the Component Type and Unit Value. Find more information about CS Numbers and K-Factors on the University Scheduling website.

**Class Sections:** Identifies Enrollment/Non-Enrollment status for each section and associated sections, as well as Active and Cancelled classes.
Adjust Class Associations | Class Requisites

- Identifies which catalog requisites are being enforced.
- ALL INFORMATION WILL BE ENTERED BY UNIVERSITY SCHEDULING. Communicate requisite-related needs in your special instructions during planning phase.

Catalog Requisite: Identifies which catalog requisites are being enforced. (All prerequisite courses listed in the catalog description are enforced.)

Class Association Requisites: Requirements enforced for a specific section or term. This field is not frequently used. Prior approval is required.
Update Sections of a Class | Class Status
Identify and update enrollment and associated components.

- Identify and update Print setting and Consent type.
- Check class status (active or cancelled).

**Class Type:** Enrollment (E) or Non-Enrollment (N) sections.

**Class Stat:** Active (A) or Cancelled (C) sections.

**Assoc:** Associated Class Value. Identifies associated components.

**Add Consent:** Defaults to ‘No Consent’. ‘Department Consent’ is also available. ‘Department Consent’ requires a student to use a permission number to enroll. Reminder: Permissions will not appear in the Faculty Center if set to ‘Department Consent’.

**Drop Consent:** Defaults to ‘No Consent.’ DO NOT CHANGE THIS FIELD.

**Schd Print:** Check to allow section to appear on PASS/Student Center.
Update Sections of a Class | Class Enrollment Limits

- Identify and update enrollment and wait list capacities.
- Monitor enrollment and wait list totals.

**Enrl Cap:** Enrollment Capacity. Defaults to value pulled from the catalog, based on information provided by the departments.

**Enrl Tot:** Enrollment Total. Number of enrolled students.

**Wait Cap:** Wait List Capacity. Defaults to 0 but based on campus policy, should be set to ‘99’ for all sections. An exception is made for courses with concurrent course requirements.

**Wait Tot:** Wait List Total. Number of wait listed students.
Catalog | Catalog Data

In the PeopleSoft Course Catalog you can view course title and description, unit value, grading basis, repeat rules, requirement designations, course attributes, and approved topics. These parameters are set during the course approval process.

**Effective Date:** A new effective date is assigned each time there is a change to a course offering. New rows are added as needed. Effective dates enable you to track historical course changes.

**Status:** *Active* courses are available for scheduling. *Inactive* courses are no longer available for scheduling.
**Description:** Course title.

**Long Description:** Catalog description including topics covered and expected learning outcomes. Also includes administrative information, such as required component hours, prerequisite information, and general education area credit.

**Minimum Units** and **Maximum Units:** Identify minimum and maximum units for variable unit sections. Fields will match for fixed unit sections.

**Course Contact Hours:** Determined by the Component Type and Unit Value. Find more information about CS Numbers and K-Factors on the University Scheduling website.

**Grading Basis:** Grading type.

**Repeat for Credit:** Designates whether a class may be taken multiple times for additional credit, as opposed to repeating for grade improvement only.

**Allow Multiple Enroll in Term:** If the ‘Repeat for Credit’ box is checked and this box is checked, a student may take multiple sections of a class within the same term. This is most commonly available for courses with selected topics or subtopics.

**Total Units Allowed:** If the ‘Repeat for Credit’ box is checked, this will indicate how many units may be taken for credit.

**Total Completions Allowed:** If the ‘Repeat for Credit’ box is checked, this will indicate how many times the class may be taken.

**Course Attributes:** General characteristics that describe the course, including GE and USCP designation, course level and participation in service learning.

**Course Topics:** Approved special or subtopics that can be scheduled. These are assigned to a course on the ‘Basic Data’ tab in Maintain Schedule of Classes.
Catalog | Offerings

- Identify terms when a course is typically scheduled.
- Identify which requirements are being enforced at the catalog level.

**Course Typically Offered**: Terms in which a class is typically scheduled. The Catalog and Curriculum team within the Office of the Registrar solicits feedback from departments related to this field each year. This field drives accessibility of courses in PolyPlanner.

**Requirement Group**: Requisites enforced at the catalog level.
Catalog | Components

- Identify required component types, and, if more than one, which is the Primary Component and Graded Component. If more than one component, there will be multiple pages on the ‘Course Component’ section of this tab.
- Identify contact hours and workload hours for each component.
- Default Section Size indicates anticipated enrollment capacity for the section.
**Course Component**: Based on catalog/curriculum requirements. Classes can contain more than one type (i.e., LEC/LAB).

**Instructor Contact Hours**: Determined by the Component Type and Unit Value. Find more information about CS Numbers and K-Factors on the University Scheduling website.

**Default Section Size**: Determined by department offices. This is the capacity at which the department intends to offer the course/section on a regular basis. Note that the default section size for a course comprised as lecture/laboratory will have two default section sizes. One is set for each component of the course. A lecture default section size may be set to 48, while the laboratory section size may have a default section size of 24 if the department is offering multiple labs that are associated with a single lecture.

**Workload Hours**: Determined by the Component Type and Unit Value. Find more information about CS Numbers and K-Factors on the University Scheduling website.
Graded Component: Only one component can have a final grade.

Primary Component: Identifies the primary component of the course. This is typically the Enrollment Component.

The PeopleSoft Catalog is maintained by the Catalog and Curriculum team within the Office of the Registrar.