

Overview of Class Schedule for Department Coordinators

Overarching concept: the **catalog** in PeopleSoft “rules”. You cannot create a class that differs from how the catalog has it set up. To see your department’s catalog, run the HSU – Course Catalog Report in PS.

Part 1: Building the Classes in PeopleSoft

1. Department Coordinators work on their classes after Prior Term Copy is completed in PS for new term. (Generally, the spring class schedule is built late September to October and the fall class schedule is built February to March.) Office of the Registrar will give you more information on what exactly will roll forward. Generally, we do the prior term copy from fall to fall or spring to spring (for example, Spring 2010 is copied to Spring 2011 term).
2. Use On Modular Meeting patterns in lectures and seminars. Schedule25 prioritizes placement of rooms for those seminar and lecture classes that are within the on modular patterns. On Mod patterns help the students’ ability to build their class schedule at registration; and the patterns assure top utilization of campus spaces.
3. Dept Coordinators pre-assign in PS the departmentally owned rooms before Schedule25.
4. Dept Coordinators send requests for large lectures, academic computing labs, and disabled faculty to Office of the Registrar.
5. O.R. sends all Large Lecture, Computer lab and Disabled Faculty placement results back to the Coordinators.
6. Dept Coordinators enter the pre-approved rooms into PS before the S25 run. (O.R. may want to do the Large Lecture entry into PS, to avoid inadvertent double-booking by departments because PS does not check for time conflicts with rooms.)

Part 2: Further Prepare Classes for Schedule25 Run

1. Decide on which Combined Sections will be offered. If the Combined Sections are cross-subject and need a Schedule25 room, then the departments must work with O.R. as to how to proceed. (S25 does not place Combined Sections well unless certain conditions are met.)
2. Make sure the Requested Room Capacity is more than the default of 1 in the new sections.
3. Enter max enrollment for all classes.
4. Let O.R. know about non-combined-section classes that must meet together (“Shared Spaces”). Examples: NURS 268, 368 Labs. ENGL 100/100A.
5. Identify any essential Room Characteristics on Meeting tab for sections (ex: Tablet Armchairs).
6. Designate lectures and seminars that do not need an S25 room as TBA in the Facility ID box when appropriate.

7. Run HUM_SR_CLASS_SCHEDULE_PROMPT query to check for correct dates, times, enroll caps, requested room capacity. End times for classes cannot be at the hour or half hour.

Part 3: How to get room after Schedule25 Run

1. Even if you “own” a restricted classroom, **you should not directly put the room into PeopleSoft after the Schedule25 run. You also should not change the time a class meets in PS if it has a room already. ROOM AND TIME CHANGES NEED TO BE DONE IN R25.** For all classroom assignments and/or time-date changes after S25, you must request these via email to r25class@humboldt.edu. There is an Interface between Resource25 and PS that is activated once the S25 run is completed. R25 is the system that keeps track of all room assignments; PeopleSoft does not have this capability.
2. You can check the R25 WebViewer to see what rooms are already used at certain times/days. The WV url is http://its-resource25b.humboldt.edu/wv3/wv3_servlet/urd/run/wv_space.DayList?spfilter=4239,spdt=0,lbdvi
3. If you are struggling to find a room via the WV, email r25class@humboldt.edu and ask for help finding a room at a particular time.
4. If you need a room for an “Ad Hoc” class meeting (meaning that it is not going to be entered into the PeopleSoft class schedule), contact Room Reservations at x4414.

Part 4: Prepare Class Schedule for Registration

1. Set the “Consent” on the Enrollment Control tab to Instructor Consent, Department Consent, or No Consent.
2. Make sure the Associated Class Number is correct for multiple sections of a course offering. If it is a single-component course, then the Associated Class Number should be the same as the section number. For Independent Study type courses, you can re-use an Associated Class Number if you know what you are doing! If it is a multi-component course (like a lecture/lab), then the lecture and its accompanying labs need to share the same Associated Class Number. When in doubt, contact the Office of the Registrar.
3. Last minute changes to when a class meets should be done before registration starts.
4. Make sure the Grade Basis is correct for the sections. If an instructor does not want to leave a course at Optional grade basis, then it needs to be locked down to LRT or CNC in Adjust Class Associations.
5. Variable Unit courses must have the unit value correctly defined in Adjust Class Associations.
6. Make sure the Class Type of Enrollment or Non-Enroll is correct for the Multi-Component courses.
7. If a Co-requisite course is required as per the catalog, make sure it is being offered; or consult the office of the registrar for advice.

Part 5: Post Registration Issues

1. Cancelling a class with enrollment in it: follow directions that have been posted.
2. Want to change time of class? Work with office of registrar if class already has enrollment. How this would affect the students' schedules needs to be considered.
3. Need to correct units or change grade basis after students are already enrolled? Contact office of registrar.

Part 6: Before Census

1. Make sure the Workload tab for the Instructors is ok. This information in the class schedule is used in the APDB (Academic Planning Data Base) process to calculate the instructors' WTU's (Weighted Teaching Units) for the term.
2. Have all room placements/changes for the class schedule completed.
3. Academic Personnel Services office will keep you apprised of what else needs to be completed in the schedule of classes by census.
4. Registration changes must be done by census. So, having students move from one lab section to another, for instance, must be completed by this deadline.

Addendum to Overview of Class Schedule

00 Sections – (Optional) used for variable unit courses only so that you only need to have one section with the “Schedule Print” box checked in Maintain Schedule of Classes. This will be the only one that shows up then in the online class schedule.

Adjust Class Associations – where the Unit value and the Grade Basis are defined. The default values are pulled in from the catalog.

Associated Class Number – created in Basic Data tab of Maintain Schedule of Classes (default is 1). Then, it is further defined in Adjust Class Associations. Contact Office of the Registrar for help with the Associated Class Number; it is too complicated to briefly explain.

Generally, if it is a single-component course, the Associated Class Number should be the same as the section number. For Independent Study type courses, you can re-use an Associated Class Number if you know what you are doing!

If it is a multi-component course (like a lecture/lab), then the lecture and its accompanying labs need to share the same Associated Class Number.

Census – Important date for each term that is used to take snapshot of all classes, registration, instructor assignments.

Class Notes – You can create a Comment for a class, if necessary, on Class Notes tab in Maintain Schedule of Classes.

Class Type – Enrollment or Non-Enroll. Used in multi component courses to designate which component will have the permission numbers attached to it. If the lecture is the enrollment type, then Permission Numbers are used for that section; and the lab sections would be called the non-enroll types.

Component – the schedule type; as in lecture, lab, activity, etc. This is defined in the catalog. For instance, if the catalog says there are two components for a course, then both of these must be built in the class schedule as separate sections.

Combined Sections – Classes that are combined so that they meet at the same time and have the same Instructor(s). Ex: PSYC 300/WS 300. When classes are combined, the ultimate max enrollment is controlled via the Total Enroll Cap for all sections.

Grade Basis – grading mode. Default value is pulled from the catalog. If the catalog says it is Optional grade basis, you could “lock down” a grade basis by going to Adjust Class Associations>Class Components tab. Only lock down to LTR or CNC if it is not a Remedial course.

Online Class Schedule – HSU developed a website with the class schedule posted. It is NOT real-time. It gets refreshed several times a day though.

On Modular – Standard meeting patterns developed by Office of Academic Affairs to enable ease of scheduling for students and to best utilize campus space resources. See posted list.

Permission Numbers – overrides all restrictions to getting into a class. Department Coordinators can generate new permission numbers; Instructors cannot. Instructors can see the permission numbers in the Faculty Center after at least one student is enrolled in the section. When a student registers using a permission number, they must first put in the Class Number.

Resource25 – Scheduling software bundle that includes Schedule25, the WebViewer and an Interface with PeopleSoft. We needed this third party software because PS cannot do room scheduling on its own. R25 is used both for Event Scheduling in state-side classrooms and for room placement in the Schedule of Classes. R25 works via an Interface with PeopleSoft for the class schedule. After S25 has been run for a term, all room placements for the PS class schedule must be requested by emailing r25class@humboldt.edu

Schedule25 – Scheduling software in the Resource25 suite that places all the Lecture and Seminars that need rooms into classrooms.

Special Topics – Course Topic ID is defined initially in the catalog. To submit a request for a new special topic, contact the office of academic programs. If you have questions about special topics, call them at x4192. Once the Course Topic is in the catalog, it can be selected on the Basic Data tab in Maintain Schedule of Classes.

WebViewer – Resource25 website with Classroom schedules. Located at http://its-resource25b.humboldt.edu/wv3/wv3_servlet/urd/run/wv_space.DayList?spfilter=4239,spdt=0,lb dvi