

Scheduling Training Document

Scheduling New Classes

The scheduling features in PeopleSoft (Campus Solutions > Curriculum Management > Schedule of Classes) includes the following six components. Access to these components is dependent on an individual users security.

- 1. <u>Maintain Schedule of Classes:</u> Displays only the classes that have already been scheduled for a term. Instead of having to search through the list of all available courses in the course catalog, you can use the schedule of classes to view just those classes that have already had at least one class scheduled in a term.
- 2. <u>Schedule New Course:</u> Enables you to view all active courses from the course catalog that can be scheduled.
- 3. <u>Schedule Class Meetings:</u> Displays individual class sections that have been scheduled. You can use this link if you want to modify only the meeting pattern and enrollment control for scheduled sections. This is the selection you should choose if you intend to modify a combined section.
- 4. <u>Adjust Class Associations:</u> Displays the class associations, Class Components and Class Requisites for scheduled classes. You can use this link if you want to just modify and adjust these components.
- 5. <u>Update Sections of a Class</u>: This link will give you a horizontal list view of all the sections scheduled for a course. You can use this link to modify Class Status data and Class Enrollment Limits. It is a quick overview of all sections scheduled for a course.
- 6. <u>Update Sections of a Class</u>: Displays a snapshot summary of section information for a class. You can use this area to view and make changes to individual class sections so that when you save any changes to a section the system performs the save process faster.

READ THIS BEFORE YOU SCHEDULE A CLASS:

No changes should be made to class section numbers or meeting pattern (days, time, or session) after the class is made available to students. At this point, a snapshot process is run that pushes course data from PeopleSoft into Blackboard to create the Blackboard course shells. If the section number is changed after this process is run, Blackboard will not be able to put enrolled students into the correct course shell. If you absolutely need to change the class section number or meeting pattern after the class is made available to students, you must cancel the class and re-encode it. *NOTE: Please refer to the Calendar Planning spreadsheet in the Academic Operations SharePoint site to find the specific dates when classes will be made available to students.*

Things to determine before you schedule a class:

1. Determine sections, components, topics, attributes, and course administrator information on the **Basic Data** page.

2. Determine class meeting times, days, facilities, instructors, and room characteristics on the **Meetings** page. Key faculty information is entered on this page including Empl Rec, Assignment Type, Load value, and Pay Code (if required).





3. Define class status, capacity, auto enroll, and minimum enrollment numbers on the **Enrollment Ctrl** page

4. Determine class notes to class sections on the **Notes** page.

5. If you are manually scheduling exams for class sections, enter exam information on the **Exam** page.

Step	Action
1.	Begin by navigating to the Schedule New Course page. Click the Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course link.

		Curriculum Management		>	Schedule New Course
-	· · · · · ·	V	•		



Schedule New Course

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

Find an Existing Value			
Search Criteria			
Academic Institution:	= 🔻	FSCJ1	Q
Term:	= •		Q
Subject Area:	= 🔻		Q
Catalog Nbr:	begins with v]
Academic Career:	= •		T
Campus:	begins with V		Q
Description:	begins with ▼]
Course ID:	begins with V		Q
Course Offering Nbr:	= •		Q
Case Sensitive			
Search Clear	Basic Sear	rch 📳 Save Search Crite	ria



Step	Action
2.	When you open the Schedule New Course search page, the system displays the search criteria fields. It will populate any user default values you have set up. If you do not have user defaults set up enter the appropriate information to find the class you are wanting to schedule.
3.	Enter " FSCJ1 " into the Academic Institution field. FSCJ1 is the only Academic Institution ID for FSCJ.
4.	Enter into the Term field the term you are scheduling the new class. Ex: "2188" . If you do not know the code for the desired term, you can use the look up button located to the right of the term field box.
5.	Enter into the Subject Area field the subject for the class you are scheduling. Ex: " ECO ". If you do not know the code for the desired subject area, you can use the look up button located to the right of the term field box.
6.	Enter into the Catalog Nbr field the catalog number for the class you are scheduling. Ex: ''1931''. If you do not know the code for the Catalog Number, you can move on to step 7. This will display all available catalog numbers associated with the subject area.
7.	Click the Search button. Search If you entered enough data to pull up a specific course the basic data page for that course will populate after you click the search button. If PeopleSoft finds multiple courses that could match your search it will return a list of courses. You can click on the course you are wanting to schedule in the list and it will take you to the basic data page.
8.	 The Basic Data tab is used to define specific class offerings. Each row on this tab corresponds to a specific scheduled class. The information on the Basic Data tab includes: Defining sections Identify components Set permission requirements Associate classes Enter Course Administrator Designate any class attributes Set Campus and Location for the class For college credit you will always select the ACAD holiday schedule Initial entry of Instruction Mode should be made here Designate a class topic



Basic Data Meeting	s <u>E</u> nrollment Cntrl	<u>R</u> eserve Cap <u>N</u> otes E <u>x</u> am	<u>LMS Data</u> <u>Textbook</u> <u>GL Interface</u>
Course ID: Academic Institution: Term: Subject Area:	115302 FSCJ1 Spring 2018 NUR	Course Offering Nbr: Credit Nursing, Generic Undergrad	1 Auto Create Component
Catalog Nbr: Class Sections	1025C	NUR ILLNESS LSPN II	Find View All First 🚺 1 of 1 D Last
*Session: *Class Section: *Component: *Class Type: *Associated Class: *Campus: *Location: Course Administrator *Academic Organizatio Academic Group: *Holiday Schedule: *Instruction Mode: Primary Instr Section:	02 P		
Class Topic Course Topic ID:	<u> </u>		Print Topic in Schedule
Equivalent Course Gr Course Equivalent C Class Equivalent Course	ourse Group: 10473		Override Equivalent Course
Class Attributes Class Attribute Course Attribute DISC Q Discipline II fscj.edu//ESTABLISH_CO		Personalize Find \	View All [2] # First 1 1-2 of 2 Last + - Professional Courses + -

Step	Action			
9.	Select the Session for the class section of this course offering. The session will automatically populate the start and end dates for the section. If you do not know your session code, you may use the looking glass to the right to find all available sessions.			
10.	10. The Class Section field represents a unique alphanumeric designator for a c section. For example: Class NUR2243C has a lecture, lab, and clinical. The the example below represents it is one section (with multiple class numbers) term. Select a section number based on the offering of the class and compo			
	Enrollment limit	Section Number	Description	
	24	1	Lecture section	
	8	1LA	1 st lab section	
	8	1CA	1 st clinical section	
	8	1LB	2 nd lab section	
	8	1CB	2 nd clinical section	



Step	Action
11.	The Component field represents courses that have more than one course component. For example: NUR2243C has a lecture, lab and clinical component that make up one class offering. If the course you are scheduling has multiple components, each component must be scheduled and will have its own unique class number.
	The first section will auto populate the first component to schedule. Move on to schedule the remainder of the class section. Move through all steps to complete the first component.
12.	The system populates the Class Type field by default according to the Components tab on the course catalog. When a course has multiple components the system designates the component that is the graded component as the Enrollment class type. The graded and enrollment section is notated on only one component on the course offering, all other components are Non-Enroll.
	The class type of Enrollment indicates which section is the primary section at enrollment time. The class type of Non-Enrollment is used to indicate that the section choice is the student's auto-enrollment component.
13.	By using associated class numbers, you link class sections that constitute a single course offering. For example, you can gather a certain number of lecture, lab, and discussion sections into one associated class number to indicate that the three components are related to one class offering. If you are scheduling a new section, the system populates the Associated Class field with 1 by default. You must enter an association number greater than the last number assigned for the new class offering.
14.	The system populates the Campus field by default. A campus must be specified before you select a location. Input the campus that the course is going to be taught at in this field Ex. "North" . If a course is going to be taught offsite you will use the campus of OFF (Dual Enrollment, Military Bases). Online classes will use the campus of ONL.
15.	Select the location. Location Ex. "North" values are linked to campuses on the Campus Table page. For Cecil, you must select "H0800" - Cecil South or "H0801" - Cecil North. For Online, you must select "A7300" or "G7300".
16.	Select the Course Administrator for the course you are scheduling. If you have the Emplid you would enter it in the box. If you do not have the Emplid you may use the looking glass on the right of the box to locate the intended administrator by name.
17.	The system populates the academic organization by default from the Course Catalog . The academic organization refers to the organization that offers the class. Please Do Not modify this value.



18.	The system populates the holiday schedule by default from the Course Catalog page. The ACAD holiday calendar includes all non-class meeting days for the term. Unless specifically directed you will leave this to the default ACAD.
19.	The system defaults the Instruction Mode to "P", leave this in P at this point unless this class is a face-to-face class with no meeting pattern. In that case only shift to "F" at this point.
20.	Select the Schedule Print check box if you want the class to show in the class search. If the class section you are scheduling is a component that is a non-enroll class type that the student will be auto-enrolled into, you should <u>uncheck</u> this box.
21.	In the class attributes field, the system will populate all attributes that are on the course in the course catalog. If the class you are scheduling requires any additional attributes, click the plus sign to add a new row. Enter the attribute code in the course attribute field. Then enter the appropriate value in the Course Attribute Value field.
22.	The system populates the start/end date of the class based on the session chosen above. Now <u>save</u> your class section at the bottom of the page





Step	Action
23.	Now that you have saved your section, your class number will auto populate.
	Course ID: 115302 Course Offering Nbr: 1 Academic Institution: FSC.11 Term: Fall 2017 Subject Area: NUR Acatelog Nbr: 1025C NUR ILLNESS LSPN II
	*Session: 1 Regular Academic Session Class Nbr:: 6627 + *Class Section: 1 *Sfart/End Date: 08/28/2017 12/09/2017 *Component: LEC Q Lecture Event ID: *Class Type: Non-Enroll
	*Associated Class: 1 Units: 5.00 Associated Class Attributes *Campus: OFF 02 Add Fee *Location: G2502 Nas Jacksonville Schedule Print Course Administrator: 1011957 Henning, Neal Lynn Student Specific Permissions *Academic Organization: 12301 Health Occupations - Voc Student Specific Permissions
	Academic Group: 02 Postsecondary Vocational Dynamic Date Calc Required *Holiday Schedule: ACAD Academic Holidays Generate Class Mtg Attendance *Instruction Mode: P Non-Enrollment Section GL Interface Required Primary Instr Section: 1 GL Interface Required
	Course Topic ID: Q. Print Topic in Schedule
	Equivalent Course Group Course Equivalent Course Group: Class Equivalent Course Group:
	Class Attributes Personatize Find View All Image:
	** You should record this number on the scheduling Excel file
24.	Click the Meetings tab.
	<u>M</u> eetings





Step	Action
25.	Use the Meetings page to define class meeting patterns and facilities, link instructors to classes, and specify room characteristics (for future use).
	Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook
	Course ID: 115302 Course Offering Nbr: 1 Academic Institution: FSCJ1 F Term: Fail 2017 Credit Subject Area: NUR Nursing Generic Undergrad Catalog Nbr: 1025 NUR ILLNESS LSPN II
	Catalog NDr: 1025C NUR ILLNESS LSPN II Class Sections Find Mew All First 1 25 of 25 10 Lest
	Session: C7 Seven Week - C Class Nbr: 6627 Class Section: 26 Component: Lecture Event ID: Associated Class: 26 Units: 5.00
	Meeting Pattern First 🚺 1 of 1 🛄 Last
	Facility ID Capacity Pat Mtg Start Mtg End M T W T F S * Start/End Date Q Q Free Format 10/23/2017 12/09/2017 12/09/2017 Topic ID: Q Free Format Topic: Print Topic On Transcript Contact Hours
	Instructors For Meeting Pattern Personalize Find View All 🖾 🗰 First 🖬 1 of 1 🔯 Last
	ID Name Engl Rcd# Instructor Role Print Access Assign Type Load Factor Work Load Auto Cade Pay WLU Pay Group Q 0Q Prim Instr Image: Cade
	Room Characteristics Personalize Find Image:
	Academic Shift Personalize Find Image: Image
26.	Enter the desired information into the Facility ID field, like "A306A1001H". If the meeting pattern you are scheduling is an online section you will choose a facility of ONLINE. If the facility is at an offsite location (clinical site, high school or correctional facility) you will choose the facility of OFF. If the facility is NAS Jax, Mayport or Kings Bay, you will select those locations by name.
27.	In the Mtg Start field enter the start time for the class. The system populates an end time of one hour after the meeting start time. If the end time of the course is not one hour you can input the correct end time in the Mtg End field.
28.	Check the appropriate days of the week that the class is going to meet in the check box next to the corresponding day.



29.	 The start and end date for the first meeting pattern defaults from the session chosen on the basic data page. Now click the Contact Hours hyperlink except for non-enroll sections that were left in "P" or you shifted to "F" on the basic data tabl For all others you should click "contact hours". Do NOT click the Contact Hours hyperlink if the section meets any of the following: A non-enroll component Instruction Mode P entered on the Basic Data tab. Facility ID, with no meeting pattern i.e Internships, Independent Studies, etc. (EXCEPT ONLINE) Instruction Mode F entered on the Basic Data tab.
30.	The Instructors for Meeting Pattern section is where you input the faculty or adjunct information.
31.	In the ID field, enter the EMPLID of the faculty or adjunct that is teaching the class. If you do not have the EMPLID you can click the looking glass to the right of the box. This will generate a pop-up box with a list of instructors that are credentialed to teach the course. Faculty names will auto populate.



32.	Click the Empl Rcd # box. The empl record must match what has been selected as the assignment type. If the instructor is a full-time faculty member, teaching during their off term, which is considered Extra Load, they should have an assignment type of "Extra Load" and the correct empl record should indicate "1". Fulltime college employees that also adjunct should have an assignment type of "Staff hrs" and the empl record should be different from their primary job role.
	Department ID: begins with ▼ 26 Job Code: begins with ▼ 26 Look Up Clear Cancel Basic Lookup Search Results 0
	View 100 First 1-2 of 2 Last Empl Rcd Department Department Job Code Job Title Organizational Employee Nbr ID Department Gode Job Title Organizational Employee 0 501161 PSV Nursing 5003 Professor Level 2 Emp Active 1 501161 PSV Nursing 5120 XL PSV WLU FT FACULTY Emp Active e ie Image: Find First 1 of 1 Last
33.	The Instructor Role box indicates if the Instructor is the primary instructor or Secondary Instructor.
34.	The Print box is checked by default and should remain checked on all enrollment components. For multiple component classes you may uncheck this box on the non-enroll sections. You may also uncheck this box on multiple meeting patterns.
35.	Click the Access dropdown list. The options on this list are Post, Approve, and Grade. Grade will only allow the instructor to input grades. Approve will allow the instructor to input grades and approve the grade roster as final. Primary instructors should always have the ability to Approve their roster. Post is not an appropriate option for any instructor, <u>DO NOT</u> select this option.
36.	Click the Assignment Type dropdown list. The options on the list will indicate the instructors pay category for the class Ex. "FT Fac Reg" , " Staff Hrs" , " WLU ADJ" , " TC ADJ" , etc. Refer to Initial Assignment Type Doc. For a detailed explanation of assignment types and their uses, please review the "Assignment Types" training document.



37.	The Work Load box is auto populated from the course catalog. The work load	
	units should be verified.	

Step	Action
38.	The Auto Calc box is checked by default. This should only be unchecked if manual work load calculation is required. Please remember you should not be assigning a total load value greater than the workload value for the class.
39.	The Pay Code box designates the pay rate value. Click the looking glass next to Pay Code to see available options.For a detailed explanation of Pay Codes and their uses, please review the
	"Assignment Types" training document.
40.	Now <u>save</u> your class section at the bottom of the page
	Save



Favorites Main Menu 🔿	Curriculum	n Management	> Schedule of Classes > Maintain Schedule of Classes
	Enroll	ment Cntrl	Reserve Cap Notes Exam LMS Data Textbook GL Interface
Course ID:	100096		Course Offering Nbr: 1
	FSCJ1		
	Fall 2017		Credit
	ACG		Accounting General
	2021		FINANCIAL ACTG
Enrollment Control			<u>Find</u> View All First 💶 1 of 1 🛄 Last
Session:	1		Regular Academic Session Class Nbr: 1164
Class Section:	1		Lecture Event ID: 000002606
Associated Class:	1		3.00
Associated classi	-		
*Class Status:	Active	•	Cancel Class
Class Type:		Enrollment	Enrollment Status: Open
*Add Consent:		No Consent	Requested Room Capacity: 99999 Total
*Drop Consent:		No Consent	Enrollment Capacity: 99999 1
1st Auto Enroll Sectio	n:		Wait List Capacity: 0
2nd Auto Enroll Section	on:		Minimum Enrollment Nbr:
Resection to Section:			
Auto Enroll from V	Vait List	🗆 Ca	Cancel if Student Enrolled
Save 🔍 Return to Sea	rch 🖃 N	otify	

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

Step	Action
41.	Use the Enrollment Cntrl page to set enrollment limits and capacity requirements, and to identify sections for which you want the system to auto enroll students.
42.	The class status populates to Active by default. Available class statuses are: Stop Further Enrollment, Cancelled Section, or Tentative Section.
	When you select Stop Further Enrollment, Cancelled Section, or Tentative Section, the system sets enrollment status to "closed". Classes with class statuses of Stop Further Enrollment, Cancelled Section, or Tentative Section do not appear in class search.
43.	Values for the Add Consent and Drop Consent fields default from the Catalog Data page as "No Consent". If you select Instructor Consent or Department Consent is required the student will not be able to register without assistance.
	If registration for a class is being held for a specific population of students you would select the Dept. Consent. This would require students to receive an override at the time of registration in order to register for the class.
44.	The requested room capacity field indicates the number of seats that the room will hold. This information will be used once we use 25 Live to schedule rooms.
Step	Action

FLORIDA STATE COLLEGE

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45.	The Enrollment capacity field indicates the maximum number of students that can								
	enroll in the class. This is a required field for the enrollment status to change to open. If								
	the enrollment status stays closed, students will not be able to register for the class.								
	Enrollment capacity <u>must not</u> be larger than the room it is scheduled in.								
46.	The 1 st Auto	Enroll S	ection and 2 nd	Auto Enroll Section	fields should b	be populate	ed on		
	the class with	h the class	type of Enrol	Iment . The auto enro	ll sections show	uld be the i	non-		
	enrollment s	ection nun	nbers that are a	ssociated with the sar	ne class offerir	ıg.			
	Example:								
		[~		1	Leat i —	and	1		
	Enroll	Sect #	Class Type	Description	1 st Auto Enr	2 nd			
	Cap					Auto			
						Enr	-		
	24	1	Non-enroll	Lecture section					
	8	1LA	Non-enroll	1 st lab section			_		
	8	1CA	Enrollment	1 st clinical section	1LA	1	-		
	8	1LB	Non-enroll	2 nd lab section			_		
	8	1CB	Enrollment	2 nd clinical section	2LA	1			
47.	If there is a r	ninimum	number of stud	ents that are needed to	o enroll in orde	er to not ca	ncel		
				the Minimum Enro					
	5	1							
48.	The Wait Li	ist Canaci	ty is is not cur	rently being used by I	ESCI (as of Fal	12018) F	lor		
-10.			ing leave this s			1 2010). 1	01		
40			2			1 1			
49.				te of the class based of	on the session c	chosen abo	ve.		
		our class s	ection at the bo	ttom of the page					
	Save								
50.	The Reserve	e Can nag	e is not current	ly being used by FSC	L (as of Fall 2	018)			
50.		- Cak had		ing about by 1 DC		,			



51.	Use the Notes page to assign pre-defined class notes or add free-form notes to class sections.
	Class notes are printed in the Schedule of Classes to provide students with information on the class. If free-form notes are used, please ensure proper spelling, grammar, and punctuation are used.
52.	The system populates the start/end date of the class based on the session chosen above. Now <u>save</u> your class section at the bottom of the page.

Favorites | Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course

Course ID: Academic Institution:	108787 FSCJ1	Course Offering N	br: 1	
erm:	FSCJ1 Fall 2016	Credit		
Subject Area:	ECO	Economics		
atalog Nbr:	1931	SP TPCS ECON FI	N LIT	
Class Sections			<u>Find</u> Vi	ew All 🛛 First 🚺 1 of 1 🚺 Last
Session:	1	Regular Academic Session	Class Nbr: 0	
Class Section:	TEST Component:	Lecture	Event ID:	
Associated Class:	1			
Class Notes			Find Vie	w All 🛛 First 💶 1 of 1 💵 Last
	1			Ŧ =
*Sequence Number:	After	Even if Class Not	in Cabadula	
*Print Location:		Even if Class Not	in Schedule	
Note Nbr:	Q			
	Copy Note			
Free Format Text:				
Thee Format Text.	Clear Note			

Save QReturn to Search +Previous in List +Next in List



Step	Action	
53.	Use the Exam page to manually schedule exam times for the class sections. If fall 2018 you will not need to enter final exams.	For

Favorites | Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course

Basic Data Meetings	Enrollment Cntrl	Reserve Cap Notes Exam	LMS Data <u>T</u> extbook	<u>G</u> L Interface
Course ID:	108787	Course Offering Nbr:	1	
Academic Institution:	FSCJ1			
Term:	Fall 2016	Credit		
Subject Area:	ECO	Economics		
Catalog Nbr:	1931	SP TPCS ECON FIN LI	Т	
Class Sections			Find View All	l 🛛 First 🚺 1 of 1 🕨 Last
Session: Class Section: Associated Class: Exam Seat Spacing:	1 TEST Compone 1 1 Final Exa		Class Nbr: 0 Event ID:	
Class Exam			Personalize Find 🖾 🛗	First 🚺 1 of 1 🚺 Last
	mbined Exam bate	Exam Start Exam End Type	Facility ID Building	Room
Q.		ii Final 🗸	٩	± =

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

Save Return to Search +Previous in List +Next in List

Step	Action					
54.	If you indicate that a final exam will occur on the Course Catalog - Components page, the system populates the Exam Seat Spacing field by default from that page. It indicates the number of seats between students during the final exam and is for informational purposes only. You can override this number.					
55.	If this exam can share a facility with another exam select the Combined Exam check box. If you do not select the Combined Exam check box, the system verifies that no conflicts exist in room and time period scheduling. The stated room and time period is used for only one class exam.					
56.	In the Exam Start field enter the day of the exam. Input in the Exam Start and Exam End field the start and end time for the exam.					
57.	In the Facility ID field enter the facility number for the room where the exam will be given.					



Step	Action
58.	The system populates the start/end date of the class based on the session chosen above. Now save your class section at the bottom of the page
59.	The LMS Data page is not currently being used by FSCJ. (as of Fall 2018)

Florida			<u>)</u> E		c	choduling I	
60.		-	-	is implementing a to the Textbook tal	n interfa	ce with Foller	
61.	If this is a	non-enro	ll section	be sure to select N	o textbo	oks assigned	to class
Term: Subjec Catalog Class	e ID: mic Institution: t Area:	Enrollment C 113658 FSCJ1 Spring 2018 MAT 1033	ntrl <u>R</u> eserve	Cap Notes Exam Course Offering Nbr: Credit Mathematics INTERMEDIATE ALGEBF	1	Fextbook <u>All</u> First ■ 1 of 100 1033	D Last
Ass	ss Section: sociated Class:	1	Component: Units:	Lecture 4.00	Event ID:	000006345	
Cor Seq	*Course *Co		Pending	Textbook entry complete Copy Textbooks Persons ISBN	<u>liize Find</u> 🔎 Author		D Last

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Special Instructions

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Save Return to Search + Previous in List + Next in List

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



Basic Data Meetings	Enrollment Cntrl	<u>R</u> eserve Cap <u>N</u> o	otes E <u>x</u> am <u>L</u> i	MS Data Textbook	<u>New Wi</u>			
Academic Institution: FS	5302 SCJ1 II 2017	Course Credit	Offering Nbr:	1 Auto Create	Componen			
Subject Area: NU Catalog Nbr: 10	JR 25C		Generic Undergrad NESS LSPN II	1410 010410	Component			
Class Sections				<u>Find View All</u> <u>First</u>	26 of 26			
*Session: *Class Section: *Component:	C7 C Seven V 26 LEC C Lecture	Veek - C	Class Nbr: *Start/End Date: Event ID:	6627 10/23/2017 12/09/2017 000006274	7			
*Class Type: *Associated Class: *Campus:	OFF	5.00 02	Associated Class	Attributes Add Fee				
*Location: Course Administrator: *Academic Organization:	G2502 Q 1011957 Q 12301 Q	Nas Jacksonville Henning,Neal Lynn Health Occupation		 Schedule Print Student Specific Permi 				
Academic Group: *Holiday Schedule: *Instruction Mode: Primary Instr Section:	02 ACAD HB 1	Postsecondary Voo Academic Holidays Hybrid		 Dynamic Date Calc Red Generate Class Mtg Att Sync Attendance with GL Interface Required 	tendance			
Class Topic	Class Topic							
Course Topic ID:	Q			Print Topic in Schedul	le			
Equivalent Course Group Course Equivalent Course Class Equivalent Course	se Group: 10473			Override Equivalent C	ourse			
Class Attributes *Course Attribute		<u>*Course Attr Value</u>	<u>Personalize Find Vie</u> ribute	w All 🖾 📶 🛛 First 🚺 1	-2 of 2 🖸 La			
DISC Q Discipline ID ELEC Q Elective Used	For	2300 PROF	Q Health Q Associate Pr	ofessional Courses	+			



63.	If the course has m and choose the corr				Scheduling Nev		
					<u>N</u>	ew Window	
	Basic Data Meetings	Enrollment Cntrl [Reserve Cap	⊧s E <u>x</u> am ∐	MS Data <u>T</u> extbook		
	Course ID: 1153	02	Course O	ffering Nbr:	1		
	Academic Institution: FSCJ	11					
	Term: Fall 2017		Credit		Auto Create Component		
	Subject Area: NUR		Nursing, Generic Undergrad				
	Catalog Nbr: 1025C		NUR ILLNESS LSPN II				
	Class Sections				Find View All First 1 26	of 26 🚺 Last	
	*Session:	C7 Q Seven We	ek - C	Class Nbr:	6627	+ -	
	*Class Section:	26		*Start/End Date:	10/23/2017 12/09/2017		
	*Component:	LEC Q Lecture		Event ID:	000006274		
	*Class Type:	Enrollment •					
	*Associated Class:	26 Q Units:	5.00	Associated Class	<u>Attributes</u>		
	*Campus:	OFF Q	02		Add Fee		
	*Location:	G2502 Q	Nas Jacksonville				
			Henning,Neal Lynn		Schedule Print		
	0	12301 Q			Student Specific Permission	15	
	Academic organization.		Health Occupations -		Dunamic Data Calo Poquiro		
		02 ACAD	Postsecondary Voca	tional	Dynamic Date Calc Require		
	filling seneduler		Academic Holidays		Generate Class Mtg Attenda		
	*Instruction Mode:	HB	Hybrid		Sync Attendance with Class	Mtg	
	Primary Instr Section:	f			GL Interface Required		
	Class Topic						
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64.

If you are done scheduling the course and need to schedule a different course, hit the "Return to Search" button at the bottom of the page.

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