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- ASCII – Additional Section Information
- CRSE – Courses (to view only)
- CRUW – Classroom Usage Worksheet
- CSSC – Course Section Schedule
- ENST – Enrollment Statistics
- FASC – Faculty Section Assignment
- FCSI – Faculty Schedule Inquiry
- FGCL – Final Grading by Class Level
- FGRN – Final Grading by Name
- FWLR – Faculty Workload
- NAE – Name and Address Entry
- RSTR – Academic Roster Inquiry
- SECB – Section Billing Information
- SECT – Sections
- SFIN – Section Financial Information
- SOFF – Section Offering Information
- SREQ – Section Requisites
- SRES – Section Restrictions
- SROS – Section Roster
- SRSI – Section Roster Inquiry
- STSC – Student Schedule
- SXRF – Section Cross Listings
## Policy Overview

### What When Where

<table>
<thead>
<tr>
<th></th>
<th>Length</th>
<th>Term</th>
<th>SOFF Contact Hours and Clock Hours</th>
<th>SOFF and FASC Instructional Methods</th>
<th>SFIN Funding Acctg Method</th>
<th>SECB Refund and Withdrawal Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Face to face</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Full term</td>
<td>During spring or fall</td>
<td>Max contact hours, actual clock hours</td>
<td>LEC, LECO, LAB, LABO</td>
<td>WSCH</td>
<td>FTERM</td>
</tr>
<tr>
<td></td>
<td>Short-term</td>
<td>All terms</td>
<td>Actual contact and clock hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Open Entry/ Open Exit</td>
<td>All terms</td>
<td>Max contact and clock hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 or fewer meetings</td>
<td>All terms</td>
<td>Actual contact and clock hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Online</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Full term</td>
<td>During spring or fall</td>
<td>Max contact and clock hours</td>
<td>DLEC, DLECO, DLAB, DLABO</td>
<td>WSCH</td>
<td>ONLINE</td>
</tr>
<tr>
<td></td>
<td>Short-term</td>
<td>-During spring or fall</td>
<td>-All summer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hybrid</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Full term</td>
<td>During spring or fall</td>
<td>Max contact and clock hours</td>
<td>LEC, LECO, LAB, LABO + DLEC, DLECO, DLAB, DLABO</td>
<td>WSCH</td>
<td>ONLINE</td>
</tr>
<tr>
<td></td>
<td>Short-term</td>
<td>-During spring or fall</td>
<td>-All summer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>299</strong></td>
<td>Full term</td>
<td>Full term 299</td>
<td>Max contact hours (based on chosen unit value) zero load, zero clock hours</td>
<td>IS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Short-term</td>
<td>Short-term 299</td>
<td></td>
<td>ISTD</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>149</strong></td>
<td>Full term</td>
<td>Full term 149</td>
<td></td>
<td>IS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Short-term</td>
<td>Short-term 149</td>
<td></td>
<td>ISTD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Bring up Internet Explorer. Type in the web site colleague.msjc.edu and press Enter.

Read the Confidentiality Statement and click “Begin”.

Login with the same User ID and Password you have for your computer.
Creating a basic face-to-face full term section

**SECT: Sections**

At the top left, under Form Search, enter SECT.

Enter the Term ("FA12"), Course, Course Number, and Section Number ("3540") that you have assigned.

You are prompted to Add the section. Click on Add.(or shortcut-type “a”)

If needed, select the course with the appropriate date range for the term you are entering.
### Creating a basic face-to-face full term section

#### Type the section number 3540 into the Synonym field.

#### When creating a section, Colleague automatically assigns 3540 to Section, but will not enter that information into Synonym.
Creating a basic face-to-face full term section

The full term dates are automatically generated in the **Start** and **End** dates fields.
Creating a basic face-to-face full term section

The **National ID** field is the Dean field. Enter your Dean’s code if you know it or type the ellipsis (…) to get the complete list to make your selection.

**Location** is the campus or location the section is assigned to. Enter the Location code if you know it or type the ellipsis (…) to get the complete list to make your selection.
Creating a basic face-to-face full term section

From the SECT screen, click on Offering Info to detail into the SOFF screen.

NOTE: Entering information in the Offering Info screen first will auto-populate some of the necessary fields in the Faculty Assignment screen.
Creating a basic face-to-face full term section

Instruction Method, Instructor Load, and the maximum Contact Hours are automatically populated.

When creating sections, Contact Measure is left blank.

Clock Hours will be 0 when creating a new section.

Clock Hours will be populated during the updating of the clock hours process, later on.

NOTE: Contact Hours for SHORT-TERM sections need to match the Clock Hours.
Creating a basic face-to-face full term section

SOFF: Section Offering Info

<table>
<thead>
<tr>
<th>Instr Method</th>
<th>Instr Ld</th>
<th>Contact Hrs</th>
<th>Contact Measure</th>
<th>Clock Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 LEC Lecture</td>
<td>26.67</td>
<td>72.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Schedule Print Times**

Enter meeting information in the **Schedule Print Times** area.

Click into the **Instr Meth** field on line 1 to automatically populate from the Instruction Method above.
Creating a basic face-to-face full term section

**SOFF: Section Offering Info**

<table>
<thead>
<tr>
<th>Section: ENGL-101-3540</th>
<th>Term: FA12 Fa</th>
<th>Status: Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Freshman Composition</td>
<td>Synonym: 3540</td>
<td>Status Date: 08/07/12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instr Method</th>
<th>Instr Ed</th>
<th>Contact Hrs</th>
<th>Contact Measure</th>
<th>Clock Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEC Lecture</td>
<td>26.67</td>
<td>72.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule Print Times</th>
<th>Bldg</th>
<th>Room</th>
<th>Additional Meeting Information</th>
<th>Days of Week</th>
<th>St Date</th>
<th>Frequency</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>300M</td>
<td>303</td>
<td></td>
<td></td>
<td>08/20/12</td>
<td>Weekly</td>
<td>12/21/12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Calendar Status:** Needs Rebuild
**Rebuild Calendar:**

**Number of Weeks:** 18
**Schedule Type:** D Day
**Fac Comm Cd/Stat:**
**Stu Comm Cd/Stat:**

**Enter Room number if you know it.** Using the ellipsis (…) in the Room field will list only the rooms that are contained in the building that you’ve chosen.

If you choose a building that is not associated with the location on the SECT screen, you will see a warning like this. Choose another building or go back to SECT and change the location.

The room capacity of 10 does not accommodate a section capacity of 25

If you see this error, then you have assigned a room that is too small for the capacity of your section. Click OK. You will lower your section capacity in the later steps in the Restrictions screen.

**WARNING:** Section location MVC does not match building location SJC

Tab over to Bldg. Enter the Bldg if you know it or use the ellipsis (…) for a complete list to make your selection.
Creating a basic face-to-face full term section

### SOFF: Section Offering Info

<table>
<thead>
<tr>
<th>Section: ENGL-101-3540</th>
<th>Term: FA12 Fa</th>
<th>Status: Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Freshman Composition</td>
<td>Synonym: 3540</td>
<td>Status Date: 06/07/12</td>
</tr>
</tbody>
</table>

#### Instr Method

| 1 | LEC Lecture | 26.67 | 72.00 | 0.00 |
| 2 |

#### Schedule Print Times

<table>
<thead>
<tr>
<th>Instr Meth</th>
<th>Bldg</th>
<th>Room</th>
<th>St Time</th>
<th>End Time</th>
<th>Days of Week</th>
<th>St Date</th>
<th>End Date</th>
<th>St Date Frequency</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lecture</td>
<td>300M</td>
<td>303</td>
<td>08:00AM</td>
<td>09:50AM</td>
<td>TTH</td>
<td>06/20/12</td>
<td>12/21/12</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Calendar Status

- Needs Rebuild
- Rebuild Calendar
- Calendar Details

#### IMPORTANT:

Go to Page 16 on how to calculate Clock Hours.

---

Enter **Start** and **End Time**. For example, for AM times, enter “0800a”, Colleague will read the entry as “8:00AM”.

For PM times, enter “0500p”, Colleague will read the entry as “5:00PM”.

Enter the **Days of Week**.

- **Day**: Use MTWTHFSSU in any combination, no spaces, no commas.

  - Monday - M
  - Tuesday - T
  - Wednesday - W
  - Thursday - TH
  - Friday - F
  - Saturday - S
  - Sunday - SU

Once the times and days have been entered, build the meeting dates by typing “Y” in Rebuild Calendar.

**NOTE**: If you have a room conflict, click “OK”. Click on “N” for Book anyway (unless it’s a valid conflict, then “Y”). Check on room information. Re-enter when no conflicts, Rebuild.

For sections starting before 4:00PM, type **D** for Day in the Schedule Type field.

For sections starting at 4:00PM and later, type **E** for Evening in the Schedule Type field.

F9 to update.

---

**IMPORTANT**: Go to Page 16 on how to calculate Clock Hours.
Calculating Clock Hours

When calculating Clock Hours for sections, there is a formula to use OR you can use the Calculating Clock Hours worksheet.

FORMULA:
Figure out how many minutes from start time to end time (2:00-3:50 is 110 minutes). Add the ten minute passing period to that (120 minutes). Multiply the total minutes (120) by the total meetings (32 Mon/Wed). Divide that number (3840) by 60 to get hours (64). Add the 2-hour final to that number to get total number of Clock Hours (66).

\[ 110 + 10 = 120 \]
\[ 120 \times 32 = 3840 \]
\[ 3840 / 60 = 64 \]
\[ 64 + 2 = 66 \]

On the Calculating Clock Hours worksheet, click the “Load and Hour Range Associate” tab to check the range of hours for that course.

IMPORTANT:
For sections meeting less than 50 minutes, DO NOT add the ten minute passing period when calculating clock hours. For LEC/LAB sections, add the ten minute passing period to the LAB portion only.

Calculating Clock Hours Worksheet:
Click on the “Times (Working Copy)” tab to enter the section information. Enter the Days, Start Time, End Time and #Mtgs. The Total Hrs, Clock Hours and Total with final will auto-populate.

On the Calculating Clock Hours worksheet, click the “Load and Hour Range Associate” tab to check the range of hours for that course.

Go to Page 17 to continue creating the section.
Creating a basic face-to-face full term section

From the SECT screen, click on Faculty Assignment to detail into the FASC screen.
Creating a basic face-to-face full term section

**FASC: Faculty Section Assignment**

- **Section:** ENGL-101-3540
- **Term:** FA12 Fa
- **Status:** Pending
- **Title:** Freshman Composition
- **Synonym:** 3540
- **Status Date:** 06/07/12

Faculty Assignment begins by choosing a faculty member. Enter faculty name. Click “OK”.

First, there is a message saying that the employee has a privacy code. Click “OK”.

If the “No Faculty Qualifications exists for this person” appears, then Click “OK”.

Faculty Member
- **Start Dt:**
- **End Dt:**
- **Instr Meth:**
- **Percent:**
- **Load:**
- **Teach Period:**
- **Arrgt:**

Section Meeting
- **Instr Meth:**
- **Bldg:**
- **Room:**
- **St Time:**
- **End Time:**
- **Days of Week:**
- **St Dt:**
- **End Dt:**

Section Instr Method
- **Instr Method:**
- **Instr Load:**
- **Contact Hours:**
- **Clock Hours:**
Creating a basic face-to-face full term section

FASC: Faculty Section Assignment

Section: ENGL-101-3540
Title: Freshman Composition
Synonym: 3540
Status: Pending
Status Date: 06/07/12
Term: FA12 Fa

Faculty Member
Start Dt: 08/20/12
End Dt: 12/21/12
Instr Meth: LEC
Percent: 100.00
Load: 26.67
Teach Arrgt: FA12
Contr Type: CRFT

Teaching Arrangement
T: Temporary Staff
(Associate Faculty)
NSO: Reg Staff, not overload
(Full-time faculty)
SO: Reg Staff, overload
(Full-time faculty)

Contract Type
CRPT: Credit, Part-time
( Associate Faculty)
CRFT: Credit, Full-time
(Full-time faculty)
OVLD: Credit, Overload
(Full-time faculty)

NOTE: SUMMER SECTIONS For Full-Time Faculty ONLY
Teaching Arrangement is “SO”.
Contract Type is “CRFT”
Instructor Method is “LEC” or “LAB”

The Instructor Method, Percent and Load will automatically populate.

Enter Teach Arrgt.

Tab over and enter Contr Type.

NOTE: SUMMER SECTIONS For Full-Time Faculty ONLY
Teaching Arrangement is “SO”.
Contract Type is “CRFT”
Instructor Method is “LEC” or “LAB”
Creating a basic face-to-face full term section

FASC: Faculty Section Assignment

<table>
<thead>
<tr>
<th>Section</th>
<th>ENGL-101-3540</th>
<th>Title</th>
<th>Freshman Composition</th>
<th>Term</th>
<th>FA12 Fa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synonym</td>
<td>3540</td>
<td></td>
<td></td>
<td>Status</td>
<td>Pending</td>
</tr>
<tr>
<td>Status Date</td>
<td>06/07/12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Start Dt</th>
<th>End Dt</th>
<th>Contr Type</th>
<th>Position</th>
<th>Instr Meth</th>
<th>Contr</th>
<th>Percent</th>
<th>Load</th>
<th>Teach Period</th>
<th>Argrt Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>01113342 B. Ganin</td>
<td>08/20/12</td>
<td>12/21/12</td>
<td>CRFT</td>
<td>LEC</td>
<td>100.00</td>
<td>26.67</td>
<td>NSO Reg. Staff.</td>
<td>FA12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Meeting</th>
<th>Instr Meth</th>
<th>Bldg</th>
<th>Room</th>
<th>St Time</th>
<th>End Time</th>
<th>Days of Week</th>
<th>St Dt</th>
<th>End Dt</th>
<th>No Fac</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LEC</td>
<td>300M</td>
<td>303</td>
<td>08:00AM</td>
<td>09:50AM</td>
<td>TTH</td>
<td>08/20/12</td>
<td>12/21/12</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tab over to Position. Use the ellipsis (…) to bring up the faculty positions.

Click on “Y” to bring up all current positions.

Select the appropriate position and press enter. Contact HR if the appropriate position is not available.

F9 to update.
Creating a basic face-to-face full term section

NOTE: If the room capacity has no error message, there is no need to detail into the Restrictions screen.

If a room capacity error message was received, click on Restrictions to detail into the SRES screen and follow steps on the next page.
Creating a basic face-to-face full term section

SRES: Section Restrictions

Section: ENGL-101:3540
Title: Freshman Composition
Term: FA12
Synonym: 3540
Status: P
Status Date: 06/07/12

Section Capacity: 25
Schedule Capacity: 25
Minimum Enrollment: 
Reg Restrictions: PENG_101 Fa12 Frwrq-Prereq Rule for
Other Restrictions: 
Reg Retake Policy: May be taken 1 time for credit
Equipment/Quantity: 
Supplies: BFOL Curriculum approved
Room Characteristics: 
Room Types: 
Instructor Consent: No
Petition Required: No
Allow Audit: Yes
Only Pass/No Pass: No
Allow Pass/No Pass: Yes
Allow Waitlist: No
Waitlist Maximum: 
Waitlist Rating: 
Waitlist Enroll No Days: 
Waitlist Mult No Days: 
Cross-Listing: 

If needed, the section capacity can be lowered to match the room capacity. In this example, change the Section Capacity AND the Schedule Capacity to 10.

If the Minimum Enrollment field populates, click in that field and press delete.

F9 to update.

IMPORTANT NOTE: You must include the note, from the Standard Notes Language, in the printed comments for any section that meets Off Campus. Location pneumonic is in parenthesis. Example (SFEC). See page 24 for steps.
Creating a basic face-to-face full term section

**SECT: Sections**

Section: ENGL-101-3540

<table>
<thead>
<tr>
<th>Section</th>
<th>Term</th>
<th>National ID</th>
<th>Local IDs</th>
<th>Course Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>3540</td>
<td>FA12 Fall 2012</td>
<td>DMHS Dean of Arts, H</td>
<td>196100</td>
<td>NB 1 NOT a Basic</td>
</tr>
<tr>
<td>Start/End</td>
<td>08/20/12</td>
<td>Location</td>
<td>MVC Menifee Valley C</td>
<td></td>
</tr>
</tbody>
</table>

**Credit Type**: Degree Applicable

**Course Lvs**: 1 E 1 Non-Occupational

**Acad. Lvl**: UG Undergraduate

**Grade Scheme**: UG Undergraduate

**Status**: Pending

**Faculty Assignment**: Yes

**Restrictions**: Yes

**Reg Dt Ranges**: Yes

**Offering Info**: Yes

**Financial Info**: Yes

**Cross-Listings**: Yes

**Additional Info**: Yes

**Billing Info**: Yes

**Credit Type**: D Credit Degree Applicable

**Min/Max/Inc**: 0.0000

**CEUs**:

**Min/Max/Inc**: 0.0000

**Course Lvs**: 1 E 1 Non-Occupational

**Acad. Lvl**: UG Undergraduate

**Grade Scheme**: UG Undergraduate

**Status**: Pending

**Faculty Assignment**: Yes

**Restrictions**: Yes

**Reg Dt Ranges**: Yes

**Offering Info**: Yes

**Financial Info**: Yes

**Cross-Listings**: Yes

**Additional Info**: Yes

**Billing Info**: Yes

**Expense Codes**

<table>
<thead>
<tr>
<th>Expense Code</th>
<th>Proj Expense</th>
<th>Actual Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>WSCH</td>
<td>Weekly Census</td>
</tr>
<tr>
<td>2</td>
<td>DISCH</td>
<td>Daily Census</td>
</tr>
<tr>
<td>3</td>
<td>TPHA</td>
<td>Positive Attendance</td>
</tr>
<tr>
<td>4</td>
<td>NCTPH</td>
<td>Non-Credit TPHA</td>
</tr>
<tr>
<td>5</td>
<td>RWID</td>
<td>Ind Study/Exp Daily</td>
</tr>
</tbody>
</table>

**Funding Acctg Method**: WSCH Weekly Census

**Funding Sources**:

**Periodic Billing**: No

**Bill Credits**: 4.0000

**Schedule Type**: D Day Class

**Drop Reg Rgl Pol**: FTERM Full Term

**Wdrw Reg Rgl Pol**: FTERM Full Term

**Tax Status/Fees**:

Section is complete.

As a general rule, no action is required in the Requisites (SREQ) screen.

In Financial Info (SFIN), Funding Acctg Method will use the default, WSCH, for a full term section.

Do not make changes to Reg Dt Ranges (SRGD) screen.

This full term section has no Cross-Listings (SXRF).

No Additional Info (ASCI) is needed for this section.

F9 to update and close section.

In Billing Info (SECB), Drop Reg and Wdrw Reg will use the default, FTERM for a full term section.

In Billing Info (SECB), Drop Reg and Wdrw Reg will use the default, FTERM for a full term section.
Creating a face-to-face short-term section

Start with following the steps to creating a basic full term section on Page 5.

When at the Start and End dates step, change the dates to meet short-term.  

NOTE: All short-term sections need to end BEFORE finals week.

Follow the rest of the steps through Page 20.

NOTE: SUMMER INFO on Page 18 for FT Faculty

From the SECT screen, click on Financial Info to detail in.

Change Funding Acctg Method to DSCH.

F9 to update.

From the SECT screen, click on Billing Info to detail in.

Type “STERM” in both Drop Reg and Wdrw Reg fields.

F9 to update.
Creating a face-to-face short-term section

From the SECT screen, click on Additional Info to detail in.

Click “OK” to open up the ASCI screen.

ASCI:
In the Additional Info screen, notes are typed here to explain information to students about the section.

Click on Printed Comments to open up box for typing.

Type the Short-Term or Summer note from the Standard Notes Language.

F9 once, then F9 again to update. It will take you back to the SECT screen.

Click on Update to close the section.
Creating an Online full term section

Start with the steps for creating a basic section on Page 5.

When at the Location step, type “ONLIN” in the Location field.
Creating an Online full term section

SOFF: Section Offering Info

Section: ENGL-101-3540
Title: Freshman Composition
Term: FA12 Fa
Status: Pending
Status Date: 06/07/12

From the SECT screen, click on Offering Info to detail in.

Click in the Instr Method field and type “DLEC”. If the class is a lab, then type “DLAB”.

Tab down to Schedule Print Times Instr Method. “Distance” will automatically populate.

Tab over to Bldg and type “ONLI”.

Tab over to Room and type “ONLINE”.

F9 to update. No need to Rebuild Calendar.

NOTE: After F9 update, a WARNING message will appear.

Click OK then update.
Creating an Online full term section

From the SECT screen, click on Faculty Assignment to detail in.

Follow the same steps for entering a Faculty on Page 16.

NOTE: Instr Meth for Online sections will auto-populate as DLEC and lab classes, DLAB.

Finish the Faculty Assignment steps.

F9 to update.
From the SECT screen, click on Restrictions to detail in.

Click in the Equipment/Quantity field and type “BFOL”.

NOTE: For Online sections, if the Section/Schedule Capacity shows more than 35, follow steps on Page 20 on how to lower to 35.

F9 to update.
Creating an Online full term section

**SECB: Section Billing Information**

From the SECT screen, click on **Billing Info** to detail in.

Click in the **Drop Reg** field and type “ONLINE”.

Click in the **Wdrw Reg** field and type “ONLINE”.

F9 to update.

**NOTE:** In the Financial Info screen, Funding Acctg Method will use the default, WSCH, for a full term section.
Creating an Online full term section

**ASCI: Additional Section Info**

From the SECT screen, click on Additional Info to detail in.

Click “OK” to open up the ASCI screen.

Click on Printed Comments to open up box for typing.

Type the Online full term note from the Standard Notes Language.

F9 once, then F9 again to update. It will take you back to the SECT screen.

Click on Update to close the section.
Creating an Online short-term section

Steps are the same as an Online full term section except:

- **Start /End dates**
- **Financial Info screen**
- **Additional Info screen**

From the SECT screen, change the **Start/End** dates to meet short-term.

Continue steps for entering an Online full term section.

Go to next page for **Financial Info** and **Additional Info** screens.
From the SECT screen, click on **Financial Info** to detail in.

Change **Funding Acctg Method** to **DSCH**.

F9 to update.
From the SECT screen, click on **Additional Info** to detail in.

Type the Online Short-Term note from the Standard Notes Language.

F9 once, then F9 again to update. It will take you back to the SECT screen.

Click on Update to close the section.
Creating a Hybrid full term section

Hybrid sections have both face-to-face and online components.

Start with the steps to creating a basic section on Page 5.

Before clicking on Offering Info, open up “Calculating Clock Hours” worksheet (tab at bottom “LEC-get split from hours”) to determine the LEC/DLEC split for the course.

Contact and Clock hours are calculated based on maximum hours for the course.

The LEC Clock hours are the actual face-to-face meeting times (F2F meetings should be no less than 50 minutes). The remaining DLEC Clock hours are online.

For example, ENGL-101 meets a maximum of 72 hours for a 26.67 percent load. Actual meetings are TH 6:00-7:50PM for full term. 16 Thursdays at 2 hours per meeting = 32 FTF hours (LEC). The remaining 40 hours are online (DLEC).

For this example, type in the maximum Contact and Clock hours at the top of the worksheet. Type the FTF hours in the yellow box on line 1. Type the Online hours in the yellow box on line 2.

**IMPORTANT NOTE:**
To make sure your numbers calculate automatically, Click on the “Formulas” tab on the toolbar. To the right of the toolbar, Click on “Calculation Options” and select “Automatic.”

<table>
<thead>
<tr>
<th>Instr Method</th>
<th>Load (SOFF) &amp; FASC</th>
<th>Contact (SOFF)</th>
<th>Clock (SOFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: LEC</td>
<td>11.85</td>
<td>32.00</td>
<td>32</td>
</tr>
<tr>
<td>2: LEC</td>
<td>14.82</td>
<td>40.00</td>
<td>40</td>
</tr>
<tr>
<td>3: LEC</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4: LEC</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**CHECK YOUR NUMBERS BELOW:**
All should be zero

<table>
<thead>
<tr>
<th></th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
</tr>
</thead>
</table>

- | Inst Method | Instr Ld | Contact | Clock Hrs |
- | SOFF       |          |         |           |
- | LEC        | 11.85    | 32.00   | 32.00     |
- | LEC        | 14.82    | 40.00   | 40.00     |
Creating a Hybrid full term section

SOFF: Section Offering Info

From the SECT screen, click on Offering Info to detail in.

For line 1, the Instr Method “LEC” will auto-populate. According to Calculating Worksheet, type 11.85 in Instr Ld field. Type 32.0 in both Contact Hrs and Clock Hrs fields.

For line 2, type “DLEC” in Instr Method field. Type 14.82 in Instr Ld field. Type 40.0 in both Contact Hrs and Clock Hrs fields.
Creating a Hybrid full term section

SOFF: Section Offering Info

Tab down to Schedule Print Times.
(Enter Line 1 as a face-to-face section and Line 2 as an Online section)

Line 1 Instr Meth will auto-populate with Lecture. Tab over and enter Bldg, Room, St Time, End Time and Days of Week.

Click in Line 2 under Instr Meth. It will auto-populate with Distance. Tab over to Bldg and type “ONLI”. Tab over to Room and type “ONLINE”.

(If either warning appears, click “OK”)

Since this section has a face-to-face component, the calendar needs to be rebuilt. Type “Y” in Rebuild Calendar and press enter. If a room conflict message appears, see room conflict section.

F9 to update.
Creating a Hybrid full term section

From the SECT screen, click on Faculty Assignment to detail in.

Enter Faculty name for the face-to-face component as in previous steps. Tab over to the Load field and type 11.85 (from the Calculating Hours Worksheet).

Continue the steps to entering a faculty. After entering the Position field, click on line 2 to enter the faculty for the online component.

When in the Instr Meth field, type “DLEC”. Tab over to Teach Arrgt and the balance of the Load should auto-populate to 14.82.

Finish entering the faculty information on line 2.

NOTE: For Hybrids, the Percent field stays at 100.00 for both lines.

F9 to update.
Creating a Hybrid full term section

SRES: Section Restrictions

<table>
<thead>
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<th>Section Capacity</th>
<th>25</th>
</tr>
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<tbody>
<tr>
<td>Schedule Capacity</td>
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<tr>
<td>Minimum Enrollment</td>
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<tr>
<td>Reg Restrictions</td>
<td>1</td>
</tr>
<tr>
<td>Other Restrictions</td>
<td>1</td>
</tr>
<tr>
<td>Reg Retake Policy</td>
<td>May be taken 1 time for credit</td>
</tr>
<tr>
<td>Equipment/Quantity</td>
<td>BHYB Hybrid Online</td>
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<tr>
<td>Supplies</td>
<td>BFOL Curriculum approved Online an</td>
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<tr>
<td>Room Characteristics</td>
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<tr>
<td>Room Types</td>
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<td>Instructor Consent</td>
<td>No</td>
</tr>
<tr>
<td>Petition Required</td>
<td>No</td>
</tr>
<tr>
<td>Allow Audit</td>
<td>Yes</td>
</tr>
<tr>
<td>Only Pass/No Pass</td>
<td>No</td>
</tr>
<tr>
<td>Allow Pass/No Pass</td>
<td>Yes</td>
</tr>
<tr>
<td>Allow Waitlist</td>
<td>No</td>
</tr>
<tr>
<td>Waitlist Maximum</td>
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<tr>
<td>Waitlist Rating</td>
<td></td>
</tr>
<tr>
<td>Waitlist Enroll No Days</td>
<td></td>
</tr>
</tbody>
</table>

From the SECT screen, click on Restrictions to detail in.

Type BHYB in the Equipment/Quantity field.

F9 to update.
Creating a Hybrid full term section

From the SECT screen, click on **Billing Info** to detail in.

Click in the **Drop Reg** field and type “ONLINE”.

Click in the **Wdrw Reg** field and type “ONLINE”.

F9 to update.
Creating a Hybrid full term section

**ASCI: Additional Section Info**

From the SECT screen, click on Additional Info to detail in.

Click “OK” to open up the ASCI screen.

Click on Printed Comments to open up box for typing.

Type the Hybrid, Full Term note from the Standard Notes Language.

F9 once, then F9 again to update. It will take you back to the SECT screen.

Click on Update to close the section.
Steps are the same as a Hybrid full term section except:

Start /End dates
Financial Info screen
Additional Info screen

From the SECT screen, change the Start/End dates to meet short-term.
From the SECT screen, click on Financial Info to detail in.

Change **Funding Acctg Method** to DSCH.

F9 to update.
From the SECT screen, click on Additional Info to detail in.

Click “OK” to open ASCI.

Click on Printed Comments to open up box to type notes.

Type the Hybrid, Short-Term note from the Standard Notes Language.

F9 once, then F9 again to update. It will take you back to the SECT screen.

Click on Update to close the section.
Start with steps to creating a basic section on Page 5.

In the SECT screen, type in the unit value of this section in the **Min** field.

Select and delete the **Max** unit value.
Creating an Independent Study (299) or Occupational Internship (149) section

From the SECT screen, click on Offering Info.

IS will auto-populate in the Instr Method field.
(OI for 149)

Type in the appropriate number of Contact Hrs (each unit is 18 hours).

Type “0” in Instr Ld and Clock Hours.

Remember to tab down to the Schedule Print Times.

Independ will auto-populate in the Instr Meth field.
(Occupati for 149)

F9 to update.

After F9 to update, WARNING message will appear.

Click “OK”.

46
Creating an Independent Study (299) or Occupational Internship (149) section

From the SECT screen, click on Faculty Assignment.

Enter Faculty using same steps as previously.

NOTE: Instr Meth will auto-populate with “IS” or “OI”. Load will be “0”.

F9 to Update.
SFIN: Section Financial Info

Section: ANAT-299·3541  Term: FA12  Status: P
Title: Spec Proj: Anat & Phy  Synonym: 3541  Status Date: 07/16/12

Course Cost

GL Number

Description

Expense Codes  Proj Expense  Actual Expense

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Funding Sources 1 N NOT VATEA FUNDING
Funding Acctg Method ISWW  Ind Study/Wk Exp Wkly C
Disability Status N Not a special class
Stipend X
Comments 1

From the SECT screen, click on Financial Info.

For a full term section, the Funding Acctg Method will use the default ISWW.

NOTE: For a short-term section, the Funding Acctg Method will need to be changed to ISWD.

F9 to Update.
From the SECT screen, click on Billing Info.

In the Billing Credits field, type the number of units for the section.

For a full term section, FTERM will default in the Drop Reg and Wdrw Reg fields.

NOTE: For a short-term section, type “STERM” in the Drop Reg and Wdrw Reg fields.

F9 to Update.
From the SECT screen, click on Additional Info to detail in.

Click “OK” to open ASCI.

Click on Printed Comments to open up box to type notes.

Type the 149’s or 299’s note from the Standard Notes Language.

F9 once, then F9 again to update. It will take you back to the SECT screen.

Click on Update to close the section.
Creating an Open Entry/Open Exit section

Start with steps to creating a basic section on Page 5.

Open Entry/Open Exit sections do not meet at specific times or days, so no St Time, End Time, or Days of Week are needed.

It is open to the students.

F9 to Update.

From the SECT screen, click on Offering Info.

Enter the Bldg and Room, although sometimes a room may not be given.

SOFF: Section Offering Info

From the SECT screen, click on Faculty Assignment to detail into the FASC screen.

Enter Faculty using same steps as previously.

F9 to Update.
From the SECT screen, click on Financial Info.

Change the Funding Acctg Method to TPHA.

F9 to Update.
Creating an Open Entry/Open Exit section

**SECB: Section Billing Information**

<table>
<thead>
<tr>
<th>Section</th>
<th>LNSK-051-3540</th>
<th>Term</th>
<th>FA12 Fa</th>
<th>Status</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Learning Disabilities Wo</td>
<td>Synonym</td>
<td>3540</td>
<td>Status Date</td>
<td>10/09/12</td>
</tr>
</tbody>
</table>

- **Billing Method**: T From Tables
- **Billing Period Type**: T Term
- **Periodic Billing**: No
- **Billing Credits**: 0.50000
- **Schedule Type**
- **Drop Reg Ref Pol**: OPEN Open Entry Open Exit
- **Wdrw Reg Ref Pol**: OPEN Open Entry Open Exit
- **Tax Statuses/Dates**: 1

From the SECT screen, click on Billing Info.

In the Drop Reg and Wdrw Reg fields type OPEN. (Open Entry Open Exit will auto-populate)

F9 to Update.
Creating an Open Entry/Open Exit section

NOTE: Section #3540 is an Open-Entry/Open-Exit class. TBA hours are to be arranged. A minimum of 8 instructional hours required.

From the SECT screen, click on Additional Info to detail in.

Click “OK” to open ASCI.

Click on Printed Comments to open up box to type notes.

Type the Open-Entry/Open-Exit note from the Standard Notes Language.

F9 once, then F9 again to update. It will take you back to the SECT screen.

Click on Update to close the section.
Creating Learning Community sections

Create each section that is part of the Learning Community.

**NOTE:** All section caps need to match the lowest section cap. Done in the SRES screen.

Each section will need to be “linked” to the other. For each section do the following:

From the SECT screen, click on Requisites to detail in to SREQ.

Starting with line 1 under Corequisite Sections, enter the section(s) that are “linked” to the section you are in. Leave Number Corequisite Sections Needed at the default “All.”

**NOTE:** If there are Honors sections attached, go to Page 56 before F9 to update.

F9 to update.
Creating Learning Community sections

If a Learning Community has an Honors section attached, under Corequisite Sections, enter the regular section and the Honors section. Number Corequisite Sections Needed should be changed to “1”.

F9 to update.
Each section needs to have the Learning Community note.

From the SECT screen, click on Additional Info to detail in.

Click “OK” to open ASCI.

Click on Printed Comments to open up box to type notes.

Type the Learning Community note from the Standard Notes Language.

F9 once, then F9 again to update. It will take you back to the SECT screen.

Click on Update to close the section.
Creating Cross-listed/Stacked sections

Create each section that will be cross-listed/stacked with each other.

For the primary section do the following:

From the SECT screen, click on Cross-Listings to detail in to SXRF.

**NOTE:** The secondary section should have only the Contact Hours populated. The Instr Load and Clock Hours should be “0”.

The dates, days, times and faculty must match for each section.

Line 1 will show Yes as Primary section. Click in line 2 and add the secondary section. Select the section and Enter. It will auto-populate No under Primary.

Enter the Global Capacity of the highest cap of all sections. **DO NOT ADD SECTION CAPS.**

F9. If you are prompted "Total section capacity and global capacity are not equal", just Click “OK”.

F9 to update.

F9 to update and close the section.
Cross-listing Regular/Early College sections

Make sure the caps are correct. If the regular section has a cap of 25 and there are 10 for Early College, then lower the regular section cap to 15.

When cross-listing the sections, make the regular section the primary and the Early College section the secondary.

Add the two section caps for the Global Capacity. In this case, the total would be 25.

It’s important to keep the Early College section as Pending.
Cancelling a Section Before Registration

Prior to registration, sections may be canceled by selecting any of the canceled codes under the Status field. Click on the dropdown arrow and choose the appropriate code.

You will get a warning message this action is irreversible. Click “OK”.

**NOTE**: Once the section is saved after cancelling, the code cannot be changed.

If you cancel a cross-listed section, all secondary sections will be canceled.

If you only want the primary section canceled, then change it to the secondary and choose another section as the primary.
Cancelling a section after registration has started requires a pre-cancellation step.

**BEFORE** cancelling the section, print a student roster under the pneumonic SROS.

Type “Yes” in the Separate Cross-List field. Type “No” in the Print Dropped/Withdrawn and Print Waitlisted fields. Select HOME and CELL in the Print Phone Types field.

Enter the correct term in the Section Date field.

Look up the section in the Sections field (FA12 3028).

F9 to update THREE TIMES. The same screen will come up twice.

F9 to update and print the roster.
Cancelling a Section After Registration

Students need to be notified of the section cancellation.

Send the student roster to Business Services for possible student refunds.

Cancel the section by choosing the appropriate canceled code under the Status field. Click on the dropdown arrow and choose the appropriate code.

You will get a warning message this action is irreversible. Click “OK”.

NOTE: Once the section is saved after cancelling, the code cannot be changed.
An instructor has an overload when they have gone over their 100% load, including any extra duty assignment like Department Chair, Coordinator, etc. For example, an instructor is teaching 100% and has Department Chair duties for 16%. The total load is 116%, therefore 16% is their overload.

Your next step is to split the load of one of the sections. In this example, a 20% load would be split into 4% regular load (LEC) and 16% overload (LECO).

Next, you figure the hours and percent split with the Calculating Clock Hours worksheet.

Open up the file and click on the “LECO-get split from hours&load” tab. In the yellow boxes at the top enter the contact and clock hours from the section.

In the yellow boxes under Load enter the LEC load (4) and the LECO overload (16). The Contact Hours, Clock Hours and Percent will auto-populate.
Entering an Overload

In Colleague, open up the section that will be split. Click on Offering Info to detail in.

Add LECO on line 2 under Instr Method.

From the Calculating Clock Hours worksheet enter the numbers from Load into Instr Ld, from Contact into Contact Hrs, and from Clock into Clock Hrs.

F9 to update.
Entering an Overload

Click on Faculty Assignment to detail in. Delete the instructor from the assignment and then put them back in.

On Line 1 enter the faculty. When at the Percent field, enter the Percent from the Calculating Clock Hours worksheet. The Load should auto-populate, but if not, enter the Load from the worksheet. Enter the rest of the fields as normal.

Enter the faculty again on Line 2. If needed, manually enter “LECO” under the Instr Meth field. After entering that, the Percent and Load should auto-populate. If not, manually enter the Percent and Load from the worksheet.

In the Teach Arrgt field, enter “SO” for the overload. Enter “OVLD” in the Contr Type field. Enter the rest of the fields as normal.

F9 to update.

F9 to update and close the section.
Running a Loadsheet

In Colleague, type FWLR in Search to run a faculty loadsheet. Make sure the correct term is in the Start/End Date field.

Enter the faculty's name in the Faculty Members field.

F9 to update.
You can either view the loadsheet or print it. In the Output Device field, “P” is the default for printing or you can enter “H” to view it only.

F9 to update.

Click on “Finish” to view or print your loadsheet.
### Running a Loadsheet

**INSTRUCTOR:** Vargas Gary P. 0148519  
15435 Brava Lane  
Moreno Valley CA 92555

<table>
<thead>
<tr>
<th>COURSE SECTION</th>
<th>MIN</th>
<th>CREDS</th>
<th>ACTIVE</th>
<th>STUDENTS</th>
<th>TERM</th>
<th>INSR</th>
<th>START</th>
<th>END</th>
<th>DAYS</th>
<th>TIME</th>
<th>TIME</th>
<th>LOAD</th>
<th>HOURS</th>
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</thead>
<tbody>
<tr>
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<td>40</td>
<td>SP13</td>
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<td>LECO</td>
<td>01/22/13 05/30/13</td>
<td>11:00AM</td>
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<td>4.00</td>
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<td>40</td>
<td>SP13</td>
<td>0</td>
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<td>10:45AM</td>
<td>20.00</td>
<td>47.33</td>
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<td>SP13</td>
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<td>LECO</td>
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<td>12:30PM</td>
<td>01:45PM</td>
<td>20.00</td>
<td>47.33</td>
<td></td>
<td></td>
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**Instructional Assignment Totals:** 100.00 240.91

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**Non-Instructional Assignments**

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**Non-Instructional Assignment Totals:** 16.00 2.40

**Instructor Totals:** 116.00 243.31

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