



Multiple Component Courses User Guide

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REVISION CONTROL

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Table of Contents	Page
1.0 Add Heading	4
2.0 User Guide Multiple Component Courses	4
2.1 BASIC DATA page.....	5
3.0 Class Sections	6
3.1 Component.....	6
3.2 Class Type	6
3.3 Associated Class Number.....	7
3.3.1 Example A – Lecture/Paired Lab:	7
4.0 ENROLLMENT CONTROL page.....	8
4.1 Example B – One Lecture/Multiple Paired Labs	9
4.2 Example C – Multiple Lectures/Multiple Paired Labs	10
4.3 Example D – Multiple Lectures/Multiple Unpaired Labs	11

1.0 Add Heading

Please refer to the [Guidelines for Creating Accessible Documentation](#), for standards to follow when using this template to create accessible documentation. Please delete this text before starting your document.

2.0 User Guide Multiple Component Courses

Multiple component courses such as lecture and laboratory (or lecture and activity, or lecture and supervision etc.) need to have at least two sections created—one for the enrollment component (normally the lecture/seminar) and one section for the non-enrollment component (normally the lab/activity). In many cases the Associated Class Number is also the same for the enrollment and the non-enrollment section. The Associated Class Number tells the system how multi-component sections are linked together for student enrollment.

Navigate to Curriculum Management>Schedule of Classes

If there are no existing sections of the course in the term continue navigating to Schedule New Course

Find and Existing Value

Enter search criteria. Academic Institution and Term are required fields

Find an Existing Value

Use Saved Search:

Academic Institution:

Term:

Subject Area:

Catalog Nbr:

Academic Career:

Campus:


Description:

Course ID:

Course Offering Nbr:

Case Sensitive

[Basic Search](#) [Delete Saved Search](#)

 Click Search

2.1 BASIC DATA page

Sections are added and deleted from the Basic Data page only. Additional information regarding class sections is available in CSUSB Course Schedule Build and Maintenance.

PeopleSoft.

Term: Fall 2007 Subject Area: ETEC Instructional Technology **Auto Create Component**
 Catalog Nbr: 644 DESIGN&DEV INSTR MATERIALS II

Class Sections Find | View: 1 First 1-2 of 2 Last

*Session: 1 Regular Academic Session Class Nbr: 0
 *Class Section: *Start/End Date: 09/20/2007 12/21/2007
 *Component: SEM Seminar Event ID:
 *Class Type: Enrollment
 *Associated Class: 1 Add Fee

*Campus: MAIN MAIN
 *Location: CSUSB CSU, San Bernardino Schedule Print
 Course Administrator: Student Specific Permissions
 *Academic Organization: 240 Education Dynamic Date Calc Required
 Academic Group: 50 Education Generate Class Mtg Attendance
 *Holiday Schedule: STUDNT SA Holiday Schedule Sync Attendance with Class Mtg
 *Instruction Mode: P Classroom Instruction GL Interface Required
 Primary Instr Section:

Class Topic

Course Topic ID: Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group: Override Equivalent Course
 Class Equivalent Course Group:

Class Attributes Customize | Find | View: All First 1 of 1 Last

Course Attribute	Course Attribute Value
CLEV Course Level	3 Graduate Level

*Session: 1 Regular Academic Session Class Nbr: 0
 *Class Section: *Start/End Date: 09/20/2007 12/21/2007
 *Component: ACT Activity Event ID:
 *Class Type: Non-Enroll
 *Associated Class: 1 Add Fee

*Campus: MAIN MAIN
 *Location: CSUSB CSU, San Bernardino Schedule Print
 Course Administrator: Student Specific Permissions
 *Academic Organization: 240 Education Dynamic Date Calc Required
 Academic Group: 50 Education Generate Class Mtg Attendance
 *Holiday Schedule: STUDNT SA Holiday Schedule Sync Attendance with Class Mtg
 *Instruction Mode: P Classroom Instruction GL Interface Required

Auto Create Component is used for courses with multiple components to set up a separate section for each component when no other multiple component section exists for the course. It can only be used one time. If sections exist Auto Create component will not create additional sections.

To add a section manually click on the + sign. there must be at least two sections per term for multiple component courses.


3.0 Class Sections


3.1 Component

The default for the primary component assignment is set up at the Course Catalog level. Single component courses will not have an additional component values in the lookup table. Multiple-component courses need to have at least two sections—one for the “primary” Enrollment component and one for the Non-enrollment component. The primary enrollment component is the graded component. Auto Create Component can be used, one time, to add sections for multiple-component courses that do not have existing sections in a term.

3.2 Class Type

Class Type = Enrollment for lecture/seminar or single component courses and Non-enroll for lab/activity/supervision component in multiple component courses. Only one of the components can be set to Enrollment. The default class type of Enrollment must be changed to Non-enroll manually for lab/activity/supervision sections. Students can be automatically enrolled in the Non-enrollment component (set up on Enrollment Control page) or given a choice of the non-enrollment section, when there is more than one non-enrollment section, after they have selected the enrollment component.

*Component:	LEC  Lecture
*Class Type:	Enrollment ▼
*Associated Class:	1

*Class Section:	02
*Component:	LAB  Laboratory
*Class Type:	Non-Enroll ▼
*Associated Class:	1

3.3 Associated Class Number

Setting up the Associated Class Number is an important element in all courses. There are several ways to set up Associated Class for multiple-component courses. In the following examples a course with lecture and laboratory components is used for the purpose of demonstrating the options.

3.3.1 Example A – Lecture/Paired Lab:

Each Lecture section is paired with a specific Lab section. Student enrolls in the Lecture and is enrolled in the Lab automatically.

Component Section #	Class Type	Assoc Cls #	1 st Auto Enr
LEC 01	Enrollment	1	02
LAB 02	Non-Enroll	1	

The screenshot displays the 'Class Sections' configuration for a course. It shows two sections: a Lecture (LEC) and a Laboratory (LAB). Both sections are configured with an Associated Class number of 1. A callout box highlights this field in both sections, emphasizing that the numbers must match.

Section 1 (Lecture):

- *Session: 1
- *Class Section: 01
- *Component: LEC (Lecture)
- *Class Type: Enrollment
- *Associated Class: 1

Section 2 (Laboratory):

- *Session: 1
- *Class Section: 02
- *Component: LAB (Laboratory)
- *Class Type: Non-Enroll
- *Associated Class: 1

Callout Box: The Associated Class Numbers **MUST** match

4.0 ENROLLMENT CONTROL page

Auto enroll section information is entered on the Enrollment Control page for the enrollment component of a multiple component course. Auto enroll can also be set on the Update Sections of a Class in the Schedule of Classes menu. Additional information on Update Sections of a Class is available in the CSUSB course Schedule Build and Maintenance guide.

The screenshot displays the 'Enrollment Control' page for a course. At the top, there are navigation tabs: Basic Data, Meetings, **Enrollment Ctrl**, Reserve Cap, Notes, Exam, LMS Data, and GL Interface. Below the tabs, course information is shown: Course ID: 000467, Academic Institution: CSU San Bernardino, Term: Fall 2007, Subject Area: ART, Catalog Nbr: 370, Course Offering Nbr: 1, Undergrad, Art, GLASS II.

The main area shows two class sections:

- Section 1:** Regular Academic Session, Class Nbr: 81527, Class Section: 01, Component: Lecture, Event ID: 000002654. Class Status: Active. Class Type: Enrollment, Enrollment Status: Open. Consent: No Consent. Requested Room Capacity: 10, Enrollment Capacity: 10, Wait List Capacity: 0. Minimum Enrollment Nbr: [blank].
- Section 2:** Regular Academic Session, Class Nbr: 81529, Class Section: 02, Component: Activity, Event ID: 000001623. Class Status: Active. Class Type: Non-Enroll, Enrollment Status: Open. Consent: No Consent. Requested Room Capacity: [blank], Enrollment Capacity: 10, Wait List Capacity: 0. Minimum Enrollment Nbr: [blank].

At the bottom, there are buttons for Save, Return to Search, and Notify.

Annotation: A red box highlights the 'Enrollment Ctrl' tab. Another red box highlights the '1st Auto Enroll Section' field for the Activity section (Class Section 02), with an arrow pointing to it. A text box on the right states: "Enter the non-enrollment (lab) section number in the 1st auto enroll field on the enrollment (lecture) section."

4.1 Example B – One Lecture/Multiple Paired Labs

Student enrolls in the Lecture section and the system prompts the student to select from any of the paired Lab sections.

Component	Section #	Class Type	Assoc Cls #	1st Auto Enr
LEC	01	Enrollment	1	
LAB	02	Non-Enroll	1	
LAB	03	Non-Enroll	1	

Associated Class number is the same for all 3 sections linking the non-enrollment sections (labs) to the enrollment section (lecture). Student will be prompted to choose a related lab when enrolling in the lecture

4.2 Example C – Multiple Lectures/Multiple Paired Labs

There are several Lecture sections and each Lecture section is paired with several Lab sections. Students enroll in Lecture section 01 and can choose from paired Lab sections 02 or 03 or the student enrolls in Lecture section 04 and can choose from paired Lab sections 05 and 06.

Component	Section #	Class Type	Assoc Cls #	1st Auto Enr
LEC	01	Enrollment	1	
LAB	02	Non-Enroll	1	
LAB	03	Non-Enroll	1	
LEC	04	Enrollment	4	
LAB	05	Non-Enroll	4	
LAB	06	Non-Enroll	4	

*Session: 1 Regular Academic Session Class Nbr: 0
 *Class Section: 01 *Start/End Date: 09/20/2007 12/21/2007
 *Component: LEC Lecture Event ID:
 *Class Type: Enrollment
 *Associated Class: 1 Add Fee
 *Campus: MAIN

*Session: 1 Regular Academic Session Class Nbr: 0
 *Class Section: 02 *Start/End Date: 09/20/2007 12/21/2007
 *Component: LAB Laboratory Event ID:
 *Class Type: Non-Enroll
 *Associated Class: 1 Add Fee

*Session: 1 Regular Academic Session Class Nbr: 0
 *Class Section: 03 *Start/End Date: 09/20/2007 12/21/2007
 *Component: LAB Laboratory Event ID:
 *Class Type: Non-Enroll
 *Associated Class: 1 Add Fee

First paired lecture and labs. Associated Class Number is the same for all three sections.

*Session: 1 Regular Academic Session Class Nbr: 0
 *Class Section: 04 *Start/End Date: 09/20/2007 12/21/2007
 *Component: LEC Lecture Event ID:
 *Class Type: Enrollment
 *Associated Class: 4 Add Fee

*Session: 1 Regular Academic Session Class Nbr: 0
 *Class Section: 05 *Start/End Date: 09/20/2007 12/21/2007
 *Component: LAB Laboratory Event ID:
 *Class Type: Non-Enroll
 *Associated Class: 4 Add Fee

*Session: 1 Regular Academic Session Class Nbr: 0
 *Class Section: 06 *Start/End Date: 09/20/2007 12/21/2007
 *Component: LAB Laboratory Event ID:
 *Class Type: Non-Enroll
 *Associated Class: 4 Add Fee

Second paired lecture and labs. Associated Class Number is the same for all three sections but different than first paired lecture and labs.

4.3 Example D – Multiple Lectures/Multiple Unpaired Labs

There are several lecture sections and several unpaired lab sections. Students enroll in one of the lectures and can choose from any of the lab sections. The Associated Class Number is set to the 9999 “wild card.”

Component Section #	Class Type	Assoc Cls #	1st Auto Enr
LEC 01	Enrollment	1	
LEC 02	Enrollment	2	
LAB 03	Non-Enroll	9999	
LAB 04	Non-Enroll	9999	
LAB 05	Non-Enroll	9999	

The screenshot displays five class section entries for 'BIOL OF THE CELL' (Catalog No: 200). Each entry is a 'Regular Academic Session' with 'Class Nbr: 0' and dates from 09/20/2007 to 12/21/2007. The entries are:

- Session 1, Class Section 01, Component LEC, Class Type Enrollment, Associated Class 1, Campus MAIN.
- Session 1, Class Section 02, Component LEC, Class Type Enrollment, Associated Class 2, Campus MAIN.
- Session 1, Class Section 03, Component LAB, Class Type Non-Enroll, Associated Class 9999, Campus MAIN.
- Session 1, Class Section 04, Component LAB, Class Type Non-Enroll, Associated Class 9999, Campus MAIN.
- Session 1, Class Section 05, Component LAB, Class Type Non-Enroll, Associated Class 9999, Campus MAIN.

Lectures have Associated Class numbers matching sections number

Labs have "wild card" Class Association number 9999