# Introduction

This document introduces class schedule-related vocabulary and describes HSU’s Class Schedule cycle. This is an all-encompassing document, detailing all PeopleSoft class schedule procedures.

## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Class Schedule Terminology</td>
</tr>
<tr>
<td>2.0</td>
<td>Class Schedule Production Timeline</td>
</tr>
<tr>
<td>3.0</td>
<td>Adding a New Class (not rolled from previous term)</td>
</tr>
<tr>
<td>3.1</td>
<td>Class Schedule Basics</td>
</tr>
<tr>
<td>3.2</td>
<td>Basic Data tab</td>
</tr>
<tr>
<td>3.3</td>
<td>Meetings tab</td>
</tr>
<tr>
<td>3.4</td>
<td>Enrollment Cntrl tab</td>
</tr>
<tr>
<td>3.5</td>
<td>Reserve Cap tab</td>
</tr>
<tr>
<td>3.6</td>
<td>Notes tab</td>
</tr>
<tr>
<td>3.7</td>
<td>Adjust Class Associations</td>
</tr>
<tr>
<td>4.0</td>
<td>Canceling a Class</td>
</tr>
<tr>
<td>4.1</td>
<td>Canceling Class without Enrollment</td>
</tr>
<tr>
<td>4.2</td>
<td>Canceling Class with Enrollment</td>
</tr>
<tr>
<td>5.0</td>
<td>Permission Numbers</td>
</tr>
<tr>
<td>5.1</td>
<td>Generating Permission Numbers</td>
</tr>
<tr>
<td>5.2</td>
<td>Retrieving Permission Numbers vis PS Query</td>
</tr>
<tr>
<td>5.3</td>
<td>Checking is a Permission Number is valid via PS Query</td>
</tr>
<tr>
<td>6.0</td>
<td>Schedule25 Procedures</td>
</tr>
<tr>
<td>6.1</td>
<td>Things to Look for in the Class Schedule Prior to Schedule25</td>
</tr>
<tr>
<td>6.2</td>
<td>Changes After Schedule25</td>
</tr>
<tr>
<td>FAQs</td>
<td>Q: How to add/change an instructor if the fields are “greyed out”?</td>
</tr>
<tr>
<td></td>
<td>Q: How to add/change class time or days if the fields are “greyed out”?</td>
</tr>
<tr>
<td></td>
<td>Q: How to set up registration restriction for majors only during early registration?</td>
</tr>
<tr>
<td></td>
<td>Q: How to add a Special Topic to a class?</td>
</tr>
<tr>
<td></td>
<td>Q: How to properly remove an Instructor from the schedule?</td>
</tr>
<tr>
<td></td>
<td>Q: How to give an instructor access to grading and approving grade rosters?</td>
</tr>
<tr>
<td></td>
<td>Q: How to change the unit value of a class?</td>
</tr>
</tbody>
</table>
Q: How to change a Grading Basis of a class? ................................................................. 36
Q: How to set up an online class? .................................................................................. 37
Q: How to set up a hybrid class? .................................................................................. 38
Q: How to set up multiple Instructors for a class? ....................................................... 40
Q: How to set up an instructor who only needs to see class rosters? ......................... 40
Q: How to create a class with multiple meeting patterns? ........................................... 41
Q: How to check what Pre-requisites/Co-Requisites are enforced for a class? ........... 42
Q: How to look up department’s building preferences? .............................................. 42
1.0 Class Schedule Terminology

**00 Sections** – (Optional) used for variable unit courses, such as directed study or thesis. When scheduling courses such as 499’s, 699’s, etc., the 00 section is the only one with the “Schedule Print” box checked on the Basic Data tab of the Maintain Schedule of Classes page, hence the only one visible in the online class schedule. This section must be set up as not-enrollable. The 00 sections indicate that a department offers directed studies or thesis courses and what unit range they span. Student must contact the department to obtain a permission number and a class number for the specific section in which they enroll.

![00 Section #]

**25Live** (formerly known as Resource25) – a room scheduling software used by Humboldt State University in addition to PeopleSoft. 25Live is used for both academic class and event scheduling in state-owned classrooms.

**Adjust Class Associations** – a page in PeopleSoft that defines the section unit values, grading basis, instructor workload, and class pre- and co-requisites. The default values are copied from the Course Catalog. The values on this page can be edited prior to the beginning of registration for a given term but must comply with the values found in the Course Catalog. After registration begins, the Academic Department Coordinators are locked out from all adjustments on this page and must request changes by emailing r25class@humboldt.edu.

![Adj Class Associations]
APDB Learning Mode (see also: Class APDB Mapping Values on page 5 of this guide) – determined by the Chancellor’s Office set of values describing the mode of instruction delivery. See the list of available values and their definitions below:

<table>
<thead>
<tr>
<th>Value</th>
<th>Former APDB Lrn Mode</th>
<th>Class Attribute(s)</th>
<th>Short Definition</th>
<th>Chancellor’s Office Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>A</td>
<td>ONL/ONLINE FONL/AB386</td>
<td>Asynchronous no meetings, AB386</td>
<td>Asynchronous instructional course section can be offered anywhere (no campus meetings) – AB386</td>
</tr>
<tr>
<td>02</td>
<td>S</td>
<td>ONL/ONLINE FONL/AB386</td>
<td>Synchronous no meetings, AB386</td>
<td>Synchronous instructional course section can be offered anywhere (no campus meetings) – AB386</td>
</tr>
<tr>
<td>03</td>
<td>F &amp; A</td>
<td>ONL/HYBRID</td>
<td>Asynchronous mtgs allowed FDE</td>
<td>Asynchronous instructional course section (orientation, mid-term, final campus meetings allowed) – Federal Distance Education</td>
</tr>
<tr>
<td>04</td>
<td>F &amp; S</td>
<td>ONL/HYBRID</td>
<td>Synchronous mtgs allowed FDE</td>
<td>Synchronous instructional course section (orientation, mid-term, final campus meetings allowed) – Federal Distance Education</td>
</tr>
<tr>
<td>05</td>
<td>F &amp; A</td>
<td>ONL/HYBRID</td>
<td>Asynchronous with mtgs, Hybrid</td>
<td>Asynchronous instructional course section segment with face-to-face course section segment (regular face-to-face meetings from every day to four or more times in the term) – aka Hybrid, list the course section and record the course credit units in online</td>
</tr>
<tr>
<td>06</td>
<td>F &amp; S</td>
<td>ONL/HYBRID</td>
<td>Synchronous with mtgs, Hybrid</td>
<td>Synchronous instructional course section segment with face-to-face course section segment (regular face-to-face meetings from every day to four or more times in the term) – aka Hybrid, list the course section and record the course credit units in online</td>
</tr>
<tr>
<td>07</td>
<td>n/a</td>
<td>n/a</td>
<td>Do not use</td>
<td>Asynchronous online supervision (Deprecated beginning Summer 2015)</td>
</tr>
<tr>
<td>08</td>
<td>n/a</td>
<td>n/a</td>
<td>Do not use</td>
<td>Synchronous online supervision (Deprecated beginning Summer 2015)</td>
</tr>
<tr>
<td>09</td>
<td>F</td>
<td>none</td>
<td>Face-to-face</td>
<td>Face-to-face</td>
</tr>
<tr>
<td>10</td>
<td>A &amp; S</td>
<td>ONL/ONLINE FONL/AB386</td>
<td>Async &amp; Sync no meetings AB386</td>
<td>Asynchronous instructional course section can be offered anywhere (no campus meetings) with synchronous instructional course section can be offered anywhere (no campus meetings) - AB386 – aka Hybrid (NEW beginning Summer 2015)</td>
</tr>
<tr>
<td>11</td>
<td>A &amp; F</td>
<td>ONL/HYBRID</td>
<td>Async &amp; Sync mtgs allowed FDE</td>
<td>Asynchronous instructional course section (orientation, mid-term, final campus meetings allowed) with synchronous instructional course section (orientation, mid-term, final campus meetings allowed) – federal Distance Education - aka Hybrid (NEW beginning Summer 2015)</td>
</tr>
</tbody>
</table>

Associated Class number – created in Basic Data tab of Maintain Schedule of Classes (default value is 1). Once it is created, the class unit values, grade basis, and class requisites may be adjusted. The Associated Class Number should be the same as the section number for all single-component courses. For multi-component courses (like lecture + lab/discussion/activity), the lecture and its accompanying labs need to have the same Associated Class Number to ensure proper student enrollment.
Additionally, in the case of variable unit courses, the Class Section number and the Associated Class number should correspond with the number of units the section is offered for. For example: a 1-unit section should be numbered within the range of 1 or 10-19, while a 5-unit section should be numbered within the range of 5 or 50-59.

**Census** – the day on which a snapshot of the registration related data (such as classes, registration, instructor assignments) is taken. Typically scheduled on the first day of the fifth week of classes.

**Class APDB Mapping Values** – the Class APDB Section Values **CS Number** and **Component Units** must correspond with the values in the Course Catalog. Any discrepancies between the Course Catalog and Class Schedule will be displayed in the appropriate semester’s Class and Curriculum Audits located at: [http://www2.humboldt.edu/irp/ClassSchedule.html](http://www2.humboldt.edu/irp/ClassSchedule.html). For APDB Learning Mode values refer **APDB Learning Mode** on page 4 of this guide. For detailed information on APDB visit the APDB Processes section of the APS Processing Guides website at [http://www.humboldt.edu/aps/deptresources/processguides.html](http://www.humboldt.edu/aps/deptresources/processguides.html).
Class Type – “Enrollment” or “Non-Enroll”. Used to determine if the students can enroll in the section. In multi-component courses used to designate which section must be selected by student to enroll into (“Enrollment”) and which section is added automatically (“Non-Enroll”). In the case of directed study or thesis-type courses, Non-Enroll class type is used for the 00 section.

NOTE: Because Permission Numbers are automatically created for “Enrollment” sections, to prevent over-enrollment of classes with one lecture and multiple labs it is best to setup the labs as “Enrollment” type and the lecture as “Non-Enroll” type.

Component – for example lecture, lab, activity, etc. The component is defined in the Course Catalog. It should correspond with the course classification standards. In the case of multi-component courses (for example: lecture + lab), every component must be scheduled for each semester.
Combined Sections – See also Resolution on HSU Policy for Cross-Listing of Courses. In PeopleSoft terms, classes are combined (cross-listed) so that they can meet at the same time and have the same Instructor(s), for example: PSYC 300/WS 300. Only classes with the same unit value, title, and CS number can be combined. When classes are combined, the maximum enrollment is controlled by the Enrollment Capacity for the combined section. Office of the Registrar manages the Combined Section table and adjusts the total enrollment capacity on the department’s behalf.

Identify Combined Sections

<table>
<thead>
<tr>
<th>Combined Sections</th>
<th>Class Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Nbr</td>
<td>Subject</td>
</tr>
<tr>
<td>45550</td>
<td>ENGR</td>
</tr>
<tr>
<td>45560</td>
<td>ENGR</td>
</tr>
<tr>
<td>Catalog Nbr</td>
<td>475</td>
</tr>
<tr>
<td>Section</td>
<td>12</td>
</tr>
<tr>
<td>Status</td>
<td>Open</td>
</tr>
<tr>
<td>Req Room Cap</td>
<td>24</td>
</tr>
<tr>
<td>Enrolled Cap</td>
<td>24</td>
</tr>
<tr>
<td>Wait List Cap</td>
<td>0</td>
</tr>
<tr>
<td>Wait Tot Cap</td>
<td>0</td>
</tr>
<tr>
<td>Acad Group</td>
<td>UNRS</td>
</tr>
</tbody>
</table>

If a class is combined with another class(es), more information on each section can be obtained by clicking on the “Combined Sections” link on the Meetings or Enrollment Cntrl tabs of the Maintain Schedule of Classes page:
**Grading Basis** – the grading mode of the class. Default value is inherited from the Course Catalog and should not be changed without consulting with the Academic Programs office. Most commonly used Grading Basis include:

<table>
<thead>
<tr>
<th>Grade Basis</th>
<th>Code</th>
<th>Description</th>
<th>Usage</th>
<th>Careers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mand C/NC</td>
<td>CNC</td>
<td>Mandatory Credit/No Credit course (all careers)</td>
<td>For courses that are graded Credit/No Credit ONLY</td>
<td>UGRD, PBAC, EXED</td>
</tr>
<tr>
<td>Ltr Grades</td>
<td>LTR</td>
<td>Letter Grades course (all careers)</td>
<td>For courses that are graded by a letter grade (e.g. A, A-, B+, B, B-, C+,…) ONLY</td>
<td>UGRD, PBAC, EXED</td>
</tr>
<tr>
<td>Opt PB</td>
<td>OPP</td>
<td>Optional Grade Basis course (Postbac)</td>
<td>For GRADUATE courses in which the student can opt to be graded by a letter grade or credit/no credit</td>
<td>PBAC</td>
</tr>
<tr>
<td>Opt Rem</td>
<td>OPR</td>
<td>Optional Grade Basis course (Remedial)</td>
<td>For REMEDIAL courses in which the student can opt to be graded by a letter grade or credit/no credit</td>
<td>UGRD</td>
</tr>
<tr>
<td>Opt UG</td>
<td>OPU</td>
<td>Optional Grade Basis course (Undergrad)</td>
<td>For UNDERGRADUATE courses in which the student can opt to be graded by a letter grade or credit/no credit</td>
<td>UGRD</td>
</tr>
<tr>
<td>Rem C/NC</td>
<td>RCR</td>
<td>Remedial Credit/No Credit course</td>
<td>For REMEDIAL courses that are graded Credit/No Credit ONLY</td>
<td>UGRD</td>
</tr>
<tr>
<td>Remedial</td>
<td>REM</td>
<td>Remedial Letter Grade course</td>
<td>For REMEDIAL courses that are graded by a letter grade ONLY</td>
<td>UGRD</td>
</tr>
</tbody>
</table>

Grading Basis can be reviewed and modified if necessary on the Class Components tab of the Adjust Class Associations page.
Meeting APDB Mapping Values – the Meeting APDB Section Values are driven by the meeting pattern type. Any errors or omissions will be identified in the appropriate semester’s Class and Curriculum Audits located at: http://www2.humboldt.edu/irp/ClassSchedule.html.

The fields that require data entry are:

- **Space Type**: typically driven by the Course Catalog values (usually 1 Lecture or 2 Laboratory).

- **If the class Facility ID on the Meeting Pattern has the value of OC, ONL, or TBA, the Space Type in the Meeting APDB Mapping Values should be set to “3 Non-Capacity”**.

- **TBA Hours**: If a class is scheduled with a TBA meeting pattern, the number of weekly TBA Hours must be entered under the Meeting APDB Section Values link.

- Beginning Fall 2015, the Old Learning Md value should be left blank (the Class APDB Mapping Values fields address the Learning Mode).

For detailed information visit the APDB Processes section of the APS Processing Guides website at http://www.humboldt.edu/aps/deptreresources/processguides.html.
Notes – A comment about a class visible in the class schedule can be created if necessary. Such Notes usually address additional meeting times/dates/locations/fieldtrips.

![Class Schedule](image)

In the [Online Class Schedule](http://pine.humboldt.edu/oaa/classes.shtml), the Notes are displayed at the very bottom of the page (and are often missed by students).

**Online Class Schedule** – HSU posts all active and set to “Schedule Print” classes online at: [http://pine.humboldt.edu/oaa/classes.shtml](http://pine.humboldt.edu/oaa/classes.shtml). This website is refreshed several times a day in order to provide the most up to date information.

**On-Module Meeting Pattern** – Standard meeting patterns developed by the Office of Academic Affairs to enable the ease of scheduling for students and to best utilize campus space resources. For the most recent list of approved meeting patterns go to: [http://pine.humboldt.edu/registrar/facstaff/documents/OnModPatterns.pdf](http://pine.humboldt.edu/registrar/facstaff/documents/OnModPatterns.pdf).

**Permission Numbers** – allow non-eligible students to register for a class by overriding class enrollment capacity, pre- and co-requisites, and instructor or department approval. Instructors can only view and distribute permission numbers; however Department Coordinators can generate new permission numbers by following the instructions in section 5.1 of this document or at: [https://training.humboldt.edu/doccenter/Permission_Numbers_9_0.pdf](https://training.humboldt.edu/doccenter/Permission_Numbers_9_0.pdf).

**Resource25** – see 25Live on page 3 of this guide.
Schedule25® – Schedule25® process places lectures and seminars in unrestricted classrooms. Only lecture and seminar-type classes scheduled according to the Course Scheduling Rules are placed in rooms by Schedule25®. Schedule25® places classes based on:

- requested room size
- requested room features
- department’s building preferences

Factors not considered by Schedule25® include, but are not limited to, class instructor, instructor’s office location, instructor’s room preferences, instructor’s status or schedule, historical class times and placements, placements of other classes within and outside of the department.

After S25 has been run for a term, all room placements for the PeopleSoft class schedule must be requested by emailing r25class@humboldt.edu.

SPA (Schedule Planning & Analysis) – a database designed to replace the College Scheduling Workbook. Effective with the start of 2013/14 academic year planning all departments enter their proposed courses and assigned time into the database, which will produce reports based on this data. More information on how to use SPA can be found on the CAHSS website.

Special Topics – special titles of classes not offered on a regular basis. Course Topic ID must first be added to the Course Catalog by Academic Programs office. Once the Course Topic has been entered in the catalog, it can be selected on the Basic Data tab in Maintain Schedule of Classes.

NOTE: Class Topics should NOT be added in the Meeting Pattern area of the Maintain Schedule of Classes page, because such addition may lead to the special topic being printed twice on the students’ transcripts.
2.0 Class Schedule Production Timeline

The class schedule planning and preparation for any given semester begins during the prior semester in accordance with the schedule below:

**Weeks 1-4**
- Departments plan and enter the class schedule into the Schedule Planning & Analysis database (SPA).

**Week 3**
- Departments submit new or renewal Classroom Pre-Scheduling Requests (based on room features, effect on neighboring classes, or faculty accommodations) to the Office of the Registrar.

**Week 4**
- Office of the Registrar prepares the new semester for data entry in PeopleSoft.
- Departments begin entering class schedule data into PeopleSoft. *(In the future this step will be replaced by a data import from SPA.)*
- Departments submit Computer Lab Requests / Disabled Faculty Room Request / Large Lecture Room Request to the Office of the Registrar.

**Weeks 5-7**
- Departments enter the class schedule into PeopleSoft, review audits and fix errors.

**Week 5**
- Deans review proposed class schedules in SPA, verify that the schedules have been prepared in accordance with scheduling rules and that the departments comply with the required class distribution percentages.
- Office of the Registrar assigns rooms to large lecture, computer lab, and approved disabled faculty requests.

**Week 7**
- Departments finalize class schedule entry in PeopleSoft in preparation for room assignments.

**Week 8-9**
- Schedule25® process places lectures and seminars in unrestricted classrooms. See the Schedule25® section in chapter one of this guide on more information on Schedule25®.
- Next, all remaining lectures and seminars not scheduled according to the rules, and other classes such as Activity, Lab, Tutorial, etc. are placed in the remaining available spaces.
- Departments and Office of the Registrar finalize the class schedule in preparation for advising.
  
  *Class Schedule is posted online at the end of week 9. From that point all day/time/room changes must be approved by the appropriate college dean. These changes are entered into PeopleSoft by the university scheduler.*

**Weeks 10-11**
- Mandatory Academic Advising.

**Week 12-13**
- Early registration for continuing students.
  
  *Once registration begins the departments are locked out of making changes to class units, grading modes, and requisites. All changes must be requested of and performed by the Office of the Registrar.*
3.0 Adding a New Class (not rolled from previous term)

3.1 Class Schedule Basics

Navigation: Menu > Curriculum Management > Schedule of Classes > Schedule a New Course

### PROCESSING STEPS

1. On the **Find an Existing Value** tab, input the following data:
   - Academic Institution (HMCMP),
   - Term,
   - Subject Area,

2. Click on the **Search** button.

3. From the **Search Results** pick the class you wish to schedule and click on it.
3.2 Basic Data tab

<table>
<thead>
<tr>
<th>PROCESSING STEPS</th>
<th>SCREEN SHOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Enter Class Section number.</td>
<td><img src="image" alt="Basic Data Tab Screen Shot" /></td>
</tr>
<tr>
<td>5. The Associate Class number will default to &quot;1&quot;; change it to match the Class Section number if necessary.</td>
<td></td>
</tr>
<tr>
<td>6. Confirm that the Start/End Date values are correct (they default to the term start/end). If you have to change the dates, you must change them on the Meetings tab first.</td>
<td></td>
</tr>
<tr>
<td>7. Make sure that the Schedule Print box is checked (unless you do not want to show the class to students).</td>
<td></td>
</tr>
<tr>
<td>8. If you are adding a special topic class, select the right Course Topic ID number.</td>
<td></td>
</tr>
<tr>
<td>9. Next, click on the Meetings tab.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** If a new section of a previously scheduled class is being added follow this navigation **Menu > Curriculum Management > Schedule of Classes > Schedule a New Course** and click on the plus (+) icon in the upper right corner of the page.
3.3 Meetings tab

**PROCESSING STEPS**

10. In the **Pat** field, enter the meeting pattern code or look it up using the magnifying glass icon. The weekday checkboxes will be populated automatically based on the meeting pattern.

11. Enter the time in the **Mtg Start** field. The **Mtg End** time will populate automatically. Adjust the **Mtg End** time if needed.

12. Select the magnifying glass icon next to the **Instructor's ID** field and pick the instructor from the list.

13. From the **Access** drop-down menu, select **Approve** to ensure that the instructor has access to enter grades and approve Grade Rosters.

14. In the **Room Characteristics** area, select the required room features, such as Smart Classroom (70), Movable Seating (22), Whiteboard (33).

15. Next, click on the **Class APDB Mapping Values** link.

**NOTE:** If the meeting pattern you need is not available, leave this field blank and check the boxes for the needed days directly.

**NOTE:** Enter time using the military format (e.g., 1000 for 10:00 AM or 1550 for 3:50 PM) to speed up data entry. PeopleSoft will convert the military 4-digit format into AM/PM format.

**NOTE:** In the **Facility ID** field, the departments should only enter the names/numbers of the rooms which they manage, or one of the following: OC (off campus), ONL (online), or TBA (to be announced). Unrestricted rooms are imported automatically from 25Live and should not be entered by the departments.

**NOTE:** If the desired instructor does not appear in the list of instructors available after selecting the magnifying glass icon next to the **ID** field, contact Academic Personnel Services office.
16. Confirm that the CS Number is correct (it defaults to the Course Catalog value, so it should not require adjusting).

17. Confirm that the Component Units value is correct or enter the correct number.

18. Enter the appropriate APDB Learning Mode value.

19. Select the OK button.

20. Next, in the Meeting Pattern section of the page click on the Meeting APDB Mapping Values.

21. Select the correct Space Type from the drop-down menu. If the class is scheduled in OC, ONL, or TBA space, select "3 Non Capacity".

22. If necessary, enter TBA Hours.

23. Do not enter any values in the OLD Learning Md field.

24. Click on the OK button.

25. Next, click on the Enrollment Cntrl tab.

NOTE: See the APDB Learning Mode section on page 4 of chapter 1 of this guide for more information.

NOTE: See the Meeting APDB Mapping Values section on page 8 of chapter 1 of this guide for more information.
3.4 Enrollment Cntrl tab

25. If necessary, select Instructor Consent or Department Consent option from the Add Consent drop-down menu. Most classes are scheduled as not requiring consent to add.

26. Enter the appropriate values in the Requested Room Capacity (dictates the size of the room assigned during Schedule2S) and Enrollment Capacity (the maximum number of students to be enrolled in the class).

27. Enter 99 in the Wait List Capacity field. You may also enter a different number or leave the field blank (if you do not wish to use the waitlist functionality).

28. Make sure that the Auto Enroll from Wait List box is checked.

29. These steps conclude the basic class setup. At this point, you can click on the Save button at the bottom of the page, or click on the Reserve Cap or Notes tab.

NOTE: Do not change the No Consent value in the Drop Consent field as it prevents students from dropping classes. This feature is not currently in used at HSU.

NOTE: Requested Room Capacity field value should typically be the same as the Enrollment Capacity value. For Online classes, enter 1 in the Requested Room Capacity field.

NOTE: Unchecking the Auto Enroll from Wait List box allows the students to get onto the waitlist but excludes the class from the process which places waitlisted students in open seats.
3.5 Reserve Cap tab

30. The Reserve Capacity tab is maintained by the Office of the Registrar. Prior to fall semester registration, the Office of the Registrar reserves 35% of seats in lower division General Education classes for new students.

31. At this point, you can return to one of the previous tabs, click on the Save button, or click on the Notes tab.

NOTE: Never make changes to the Reserve Capacity numbers. Contact Office of the Registrar to discuss any questions you have or changes you would like to make.

**RESERVED SEATS**
- 35% of all lower division General Education classes, HIST 110, HIST 111, MATH 115, and PSCI 110 (EXCLUDE ENGL 103),
- 25% in CHEM 107, PHYX 106, STAT 109,
- 20% in BIOL 105,
- 15% in CD 109Y, CD 109Z,
- 5% in MATH 105, MATH 109, PHYX 107, PHYX 109.
3.6 Notes tab

<table>
<thead>
<tr>
<th>PROCESSING STEPS</th>
<th>SCREEN SHOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>32. To add a note to the class, use the magnifying glass icon next to the Note Nbr field and look up one of the delivered notes or enter custom text in the Free Format Text field.</td>
<td><img src="image1.png" alt="Screen Shot" /></td>
</tr>
<tr>
<td>33. At this point, you can return to one of the previous tabs or click on the Save button at the bottom of the page.</td>
<td><img src="image2.png" alt="Screen Shot" /></td>
</tr>
</tbody>
</table>

**NOTE:** To remove a Note, click on the minus icon in the upper right corner of the Class Notes section.

3.7 Adjust Class Associations

**Navigation:** Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations

<table>
<thead>
<tr>
<th>PROCESSING STEPS</th>
<th>SCREEN SHOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>34. Once you save the newly added class, you will notice that the Class Nbr has been generated for the class and that the Units values are visible next to the Associated Class number.</td>
<td><img src="image3.png" alt="Screen Shot" /></td>
</tr>
<tr>
<td>35. Follow the navigation above this table to adjust the unit values and/or grading basis associated with this section.</td>
<td><img src="image4.png" alt="Screen Shot" /></td>
</tr>
</tbody>
</table>

**NOTE:** Classes may share the Associated Class number (if multiple sections have the same Associated Class number) so it is important to understand how the changes made to one number may affect multiple sections.
36. On the **Class Associations** tab, ensure that the Minimum Units, Maximum Units, Academic Progress Units, and FA Units have the same values, consistent with the Course Catalog and with the Component Units field value on the Meetings tab of the Maintain Schedule of Classes page.

37. Click on the **Class Components** tab.

38. On the **Class Components** page, you may adjust the section’s Grading Basis if needed. For more information on grading basis see the Grading Basis section on page 7 of this guide.

39. For variable unit classes, enter the number of Contact hours and Workload Hours based on the class classification. View the [APDB Data Element Dictionary](#) for more information.

40. **Class Sections** area lists all the sections that share the same Associated Class number and that are affected by and changes made to a given Associated Class number.

41. Click on the **Class Requisites** tab.
42. There are two levels of **Requisites** on the **Class Requisites** tab:
   a. **Catalog Requisite** driven by the class setup in the Course Catalog – should not be changed at the class level.
   b. **Class Association Requisites** can be set up on a semester by semester and class by class basis. Contact Office of the Registrar to discuss any changes to the class requisites.

43. Click on the **Save** button at the bottom of the page to save any changes you made.

### Catalog Requisite

<table>
<thead>
<tr>
<th>Requirement Group</th>
<th>Detail</th>
<th>KINS 474</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Description</td>
<td></td>
<td>Prereq: Junior standing or above</td>
</tr>
</tbody>
</table>

### Class Association Requisites

<table>
<thead>
<tr>
<th>Associated Class</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement Group</td>
<td>001028</td>
</tr>
<tr>
<td>Long Description</td>
<td>Enrollment open to KINS majors only.</td>
</tr>
</tbody>
</table>

**NOTE:** Major restrictions during early registration (the first two weeks of registration) are setup by adding one of the following **Requirement Group** numbers in the **Class Association Requisites**:
- # 584 for ART major only
- # 956 for EMP, ENVS, FOR, RRS majors only
- # 985 for SOC and CJS majors only
- # 988 for PSYC major only
- # 1028 for KINS major only
4.0 Canceling a Class

4.1 Canceling Class without Enrollment

If no students are enrolled in a class section and the department no longer wishes to offer it, to remove the class from the schedule and prevent further registration, change the class status from “Active” to “Tentative”.

**Navigation:** Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

**processing steps**

1. On the Find an Existing Value tab, search for the class you wish to cancel.

2. Go to the Enrollment Cntrl tab. Ensure that you are in the section you wish to cancel (Tip: Use the Find feature).

3. Make sure that no students are currently enrolled in the class. You must see “0” in the Total column next to the Enrollment Capacity value.

4. Change the Class Status from Active to Tentative Section.

5. Do not change the Enrollment Capacity to 0.

6. Do not remove any information from the Meetings tab.
7. **Do not** uncheck the “Print in Schedule” box on the Basic Data tab.

8. Next, navigate to the **Meetings** tab.

9. To ensure that the instructor can no longer see this cancelled section in their Faculty Center, click on the minus icon to the right of the instructor’s name.

10. A window will pop up to confirm the removal of the instructor. Select the **OK** button.

11. Then click on the **Save** button at the bottom of the page.

12. Email bookstore@humboldt.edu to let the staff know that the class will no longer be offered.

**NOTE:** This action will remove the class from the PeopleSoft class schedule and the online class schedule, remove the class from registration and prevent any further enrollment in the course. This action will not remove the class from its instructor’s Faculty Center.
4.2 Canceling Class with Enrollment

If the department decides to cancel a class after students already enrolled in it, the registration in the class must be stopped, students must be notified of the class cancellation. Next, the Office of the Registrar cancels the class and ensures that the students are dropped.

**Navigation:** Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

**PROCESSING STEPS**

1. On the **Find an Existing Value** tab, search for the class you wish to cancel.

   **NOTE:** If the class to be cancelled is a lab or activity, and the department wants to move students to another lab, contact the Office of the Registrar.

2. Next, go to the **Enrollment Cntrl** tab. Ensure that you are in the section you wish to cancel (Tip: Use the **Find** feature).

3. Change the **Class Status** to **Stop Further Enrollment**.

4. Then click on the **Save** button at the bottom of the page.

**NOTE:** This action will remove the class from the PeopleSoft class schedule and online class schedule, and prevent any further enrollment in the course. This action does not prevent the students from dropping the class from their schedule through the Student Center.
5. Next search for the Class Roster of the class you wish to cancel.

**NOTE:** Class information will carry forward from the class schedule to the class roster search page. You can also enter the Class Nbr to access the roster for the specific class section directly.

6. When the Class Roster opens, click on the Select All link, then click on the Notify selected students button below.
7. On the Send Notification page, the To: field will automatically populate with your email address so you will get a copy of the email.

8. To notify Office of the Registrar (who completes the cancellation process) and the Bookstore add r25class@humboldt.edu and bookstore@humboldt.edu to the BCC: field.

9. The BCC: field will populate with HSU email addresses of students to maintain confidentiality.

10. In the Subject: field enter SUBJ, CAT NO, and SECTION number of the cancelled class at the beginning of the subject line.

11. Enter the content of the email in the Message Text: field.

12. When you are done, select the Send Notification button.

NOTE: Remind the students to go to their Student Center and drop the course. If they don’t drop the cancelled class within one week, Office of the Registrar will drop them administratively. Offer alternative class(es) if available.
5.0  Permission Numbers

Class Permission Numbers allow the students to register for courses for which they don’t meet all of the enrollment conditions.

Permission Numbers override the following:
- class enrollment capacity,
- class requisites,
- Instructor Approval,
- reserve capacity (seats reserved for first time students),
- waitlist position.

Permission Numbers do not override the following:
- time conflicts,
- student’s enrollment unit cap,
- holds preventing registration.

Permission Numbers are generated in bulk by the Office of the Registrar before the class schedule is posted online. After that process, Permission Numbers must be generated manually for newly added sections adhering to the steps below.

5.1  Generating Permission Numbers

*Navigation: Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions*

<table>
<thead>
<tr>
<th>PROCESSING STEPS</th>
<th>SCREEN SHOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. On the Find an Existing Value tab, enter the Academic Institution (HMCMP), Term, Subject Area and Catalog Nbr values.</td>
<td><img src="image1.png" alt="Screen Shot" /></td>
</tr>
<tr>
<td>2. Select the “Search” button.</td>
<td><img src="image2.png" alt="Screen Shot" /></td>
</tr>
</tbody>
</table>
3. Keep all of the **Defaults** checkboxes checked.
4. The **Expiration Date** will default to the term’s census date – do not change it.
5. In the **Assign More Permissions** field enter the amount of permission numbers you would like to generate. The standard amount is 20, but you may enter any number.
6. Next, select the **Generate** button.

7. You will notice that the table below fills with newly generated Permission Numbers.
8. Be sure to select the **Save** button at the bottom of the page before you leave this screen.

5.2 Retrieving Permission Numbers vis PS Query

*Navigation: Menu > Reporting Tools > Query > Query Viewer*

Find the **HUM_SR_REG_CLS_PERM_NBR** query

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select the <strong>HTML</strong> or <strong>Excel</strong> link next to the query name.</td>
<td><img src="image" alt="Screen Shot" /></td>
</tr>
</tbody>
</table>
2. Enter the **Term** (4-digit format) and one of the following:
   a. **Academic Organization** (e.g. 145-BOT for BIOL BOT, and ZOOL),
   b. **Subject** (e.g. ENGL),
   c. Or a 5-digit **Class Nbr.**
3. Select the **View Results** button.

4. A list of permission numbers will be displayed. You may choose to print it or export it as an Excel spreadsheet or a CSV text file.

5.3 Checking is a Permission Number is valid via PS Query

*Navigation: Menu > Reporting Tools > Query > Query Viewer*

Find the **HUM_SR_CLS_PERM_NBR_LOOKUP** query.

**PROCESSING STEPS**

5. Select the **HTML** or **Excel** link next to the query name.

6. Enter the **Term** (4-digit format).
7. Enter the provided permission number.
8. Select the **View Results** button.

9. A list of the class or list of classes for which the Permission number is valid will be displayed. You may choose to print it or export it as an Excel spreadsheet or a CSV text file.

**NOTE:** **Prmsn Used** column shows the following values:
- **U** to indicate that the permission number has been used
- **N** for permission numbers not yet used.
6.0 Schedule25 Procedures

The Schedule25® process places lectures and seminars in unrestricted classrooms. Only lecture and seminar-type classes scheduled according to the Course Scheduling Rules are placed in rooms by Schedule25®. Schedule25® places classes based on:

- **Requested Room Capacity** – set it to as close to the class Enrollment Capacity of the class as reasonably possible. Inflating the Requested Room Capacity lowers the possible number of rooms in which the class can be placed and in extreme cases may lead to no room assignment.

- **Room Characteristics** – request only the essential Room Characteristics, for example: Smart Classroom (70), Movable Seating (22), Whiteboard (33). Listing too many or conflicting Room Characteristics lowers the possible number of rooms in which the class can be placed and in extreme cases may lead to no room assignment.

- **Department’s Building Preferences** – these are not typically changed on a regular basis because they should not change frequently. It is best not to exclude any building from department’s preferences as it lead to limiting the number of rooms in which the classes can be placed. Instructions on how to check Department’s Building Preferences can be found at the end of this guide in the FAQ section or here: [https://training.humboldt.edu/docs/r25/r25docs/25Live_Partition_Preferences.pdf](https://training.humboldt.edu/docs/r25/r25docs/25Live_Partition_Preferences.pdf).

Factors not considered by Schedule25® include but are not limited to: class instructor, instructor’s office location, instructor’s room preferences, instructor’s status or schedule, historical class times and placements, placements of other classes within and outside of the department.

Next, all remaining lectures and seminars not scheduled according to the rules, and other classes such as Activity, Lab, Tutorial, etc. are placed in the remaining available spaces.
6.1 Things to Look for in the Class Schedule Prior to Schedule25

- Ensure that classes are scheduled during regular instruction hours. Avoid accidentally scheduling classes at 2:00-2:50 AM instead of 2:00-2:50 PM.
- Review Audit 104 on the list of current audits to ensure that all classes are scheduled for the prescribed number of hours.
- Identify any essential Room Characteristics on Meeting tab for sections, e.g. Tablet Armchairs, Movable Seating, Smart Classroom, Chalkboard, Whiteboard. Keep in mind that when Schedule25 runs it attempts to place the class in a room that has ALL of the requested features. Adding an unnecessary number of Room Characteristics may lead to the class not getting a room during Schedule25.
- Enter the appropriate Facility ID in the Meeting Pattern section for all the classes that are to be placed in:
  - Restricted labs and classrooms scheduled by your department,
  - Unrestricted classrooms based on Approved Pre-Scheduling Requests found at here.
  - OC (off-campus), ONL (online), TBA (to be announced) if the class will not need a classroom.
- Enter the appropriate Enrollment Capacity for all classes.
- Make sure the all classes have the corrected Requested Room Capacity. It should not exceed the class Enrollment Capacity (except for special cases) and it should be more than the default of 1.
- Notify Office of the Registrar about non-combined-section classes that must meet together (“Shared Spaces”), e.g. EC 640/EMP 620, ENGL 420/620, DANC 110/110T.
- 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 Office of the Registrar on making one of the classes Tentative for the duration of the Schedule25 process.
- Ensure that all classes that need a room have complete meeting patterns and Active status.
- Ensure that all not offered classes are set to Tentative status.

6.2 Changes After Schedule25

- Requests for all room/day/time changes after Schedule25 has run must be submitted to the Office of the Registrar or the Campus Event Coordinator by emailing r25class@humboldt.edu. That applies also to changes made to classes placed in restricted rooms.
- Instructions on how to look for open rooms after Schedule25 can be found at: https://training.humboldt.edu/docs/r25/r25docs/25Live_Find_Classroom.pdf
- Reservations for one-time additional class meetings (which will not be entered into PeopleSoft and the official class schedule) can be made by contacting the University Center Room Reservations at ext. 4414.
FAQs

Q: How to add/change an instructor if the fields are “greyed out”?

A: On Maintain Schedule of Classes page the Meeting Pattern fields are “greyed out” when two or more classes are combined to prevent changes from being made hastily and without realizing that they impact more than one class. A quick way of confirming that the class in question is combined with another is the presence of the Combined Section link above the Meeting APDB Mapping Values on the Meetings tab. In order to make the change, navigate to Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings and follow the steps for adding or changing the instructor.

Q: How to add/change class time or days if the fields are “greyed out”?

A: On Maintain Schedule of Classes page the Meeting Pattern fields are “greyed out” when two or more classes are combined to prevent changes from being made hastily and without realizing that they impact more than one class. A quick way of confirming that the class in question is combined with another is the presence of the Combined Section link above the Meeting APDB Mapping Values on the Meetings tab. In order to make the change, navigate to Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings and follow the steps for adding or changing the instructor.
presence of the **Combined Section** link above the Meeting APDB Mapping Values on the Meetings tab. In order to make the change, navigate to *Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings* and follow the steps for adding or changing the instructor.

**Q: How to set up registration restriction for majors only during early registration?**

**A:** Major restriction during early registration must be approved by the University Registrar. Once it is approved, prior to the beginning of early registration, navigate to *Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings*. In the **Requirement Group** field enter one of the following values: **584** (ART), **956** (EMP, ENVS, FOR, RRS), **985** (SOC & CJS), **988** (PSYC), or **1028** (KINS). Contact the Registrar if you would like to restrict registration in certain classes to majors only. After the first two weeks of early registration Office of the Registrar removes the major restriction without contacting the department.

**Q: How to add a Special Topic to a class?**

**A:** Only Topics approved by the Academic Program’s office and set up in the Course Catalog can be added to classes. To add a special topic to a class, navigate to *Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes*. Select the magnifying glass icon next to the **Course Topic ID** field and select the desired topic from the list of available topics. Contact Academic Programs if the desired topic is not available. The **Print Topic in Schedule** box will be checked by default. Leave it checked so that the students can see the new topic in the class schedule.

**NOTE:** Class Topics should NOT be added in the Meeting Pattern area of the Maintain Schedule of Classes page, because such addition may lead to the topic being printed twice on the students’ transcripts.
Q: How to properly remove an Instructor from the schedule?
A: Navigate to Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes, Meetings tab, Instructors for Meeting Pattern area. Click on the minus sign icon to the right of the instructor’s name to remove the instructor from the class.

NOTE: Deleting the ID number from the ID field, although it makes the instructor’s name disappear from the page, is not the correct way of removing the instructor from the class.

Q: How to give an instructor access to grading and approving grade rosters?
A: First, navigate to Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes, Meetings tab. Then, from the drop-down menu called Access to the right of the instructor’s name select Approve. Make sure to Save the page.
Q: How to change the unit value of a class?

A: Departments can only change class unit values prior to the start of registration for a given semester. After registration starts contact the Office of the Registrar to request changes.

In order to change the class unit values, first navigate to Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations. Change all the following fields to the same new unit value: Minimum Units, Maximum Units, Academic Progress Units, and FA Units.

Next, click on the Class Components tab and correct the Contact hours and Workload Hours, based on the APDB C/S Number, Faculty Contact Hours per CCSU and Workload K-Factor listed here. Save the page.
Next, navigate to **Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes**, **Meetings** tab, **Meeting APDB Mapping Values** link. In the **Component Units** field, enter the new unit value, then click on the **OK** button.

![APDB Class Section Values](image)

Lastly, in the **Instructors For Meeting Pattern** section, navigate to the **Workload** tab and in order for the instructor’s Work Load to recalculate, uncheck the **Auto Calc** button, then check it again. You should see the instructor’s Work Load value change upon re-checking the **Auto Calc** box. Make sure to **Save** the page.

![Instructors For Meeting Pattern](image)

**Q: How to change a Grading Basis of a class?**

**A:** Departments can only change Grading Basis prior to the start of the registration for a given semester. After registration starts contact the Office of the Registrar to request changes.

In order to change a class grading basis, first navigate to **Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations**. Enter the new grading basis in the **Grading Basis** field or lookup the value using the magnifying glass icon to the right of that field. Make sure to **Save** the page before you navigate to another page. For information on Grading Basis types see page 8 of chapter 1 of this guide.

![Class Associations](image)
Q: How to set up an online class?
A: To setup a fully online class first, navigate to Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes, Meetings tab.

- **Classes meeting asynchronously** – add ONL in the Facility ID and TBA in the Pat field. Next, click on the Class APDB Mapping Values and in the APDB Learning Mode field enter the appropriate value, for example 01, then click on the OK button. The possible values with descriptions can be found on page 4 of this guide.

  Then, click on the Meeting APDB Mapping Values and from the Space Type drop-down menu select 3 Non-Capacity and in the TBA Hours field enter the appropriate number of weekly hours. Click on the OK button.

- **Classes meeting synchronously** – add ONL in the Facility ID. Enter or select the day(s) in the Pat field and enter the Mtg Start and Mtg End times. Next, click on the Class APDB Mapping Values and in the APDB Learning Mode field enter the appropriate value, for example 02. The possible values with descriptions can be found on page 4 of this guide. Click on the OK button. Then,
click on the Meeting APDB Mapping Values and from the Space Type drop-down menu select 3 Non-Capacity. Click on the OK button.

- Lastly, regardless of the meeting pattern of the class, click on the Basic Data tab and in the Class Attributes section using the plus sign icon add a row with the following values: Course Attribute - ONL, Course Attribute Values - ONLINE. Make sure that you Save the page before navigating to another page.

Q: How to set up a hybrid class?

A: To setup a hybrid class follow these steps. First, navigate to Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes, Meetings tab. Create one meeting pattern for the face-to-face portion of the class by entering the class days in the Pat field, Mtg Start, and Mtg End times. In the Instructors for Meeting Pattern area select the desired instructor by using the magnifying glass icon next to the ID field. Make sure to select Approve from the Access drop-down menu. Next, click on the Class APDB Mapping Values link and in the APDB Learning Mode field enter the appropriate value, for example 05. The possible values with descriptions can be found on page 4 of this guide. Click on the OK button.

Then, click on the Meeting APDB Mapping Values and from the Space Type drop-down menu select the appropriate type of space, usually 1 Lecture or 2 Laboratory. Click on the OK button.
Next, using the plus icon in the upper right corner, add an additional meeting pattern for the online portion of the class. Use **ONL** in the **Facility ID**, and **TBA** in the **Pat** field (unless the class meets synchronously, in which case follow the instructions above on adding such classes on page 37). Then, click on the **Meeting APDB Mapping Values** link and select **3 Non-Capacity** from the **Space Type** drop-down menu and enter the number of online weekly hours (total number of class hours as dictated by the Course Catalog and the CS number minus the number of face-to-face hours scheduled in the previous meeting pattern).

You will notice that the instructor added to the first meeting pattern, was automatically added to the second meeting pattern. If there is only one instructor teaching the class, their name must be added only to the first meeting pattern. Remove the instructor from the second (and any additional) meeting pattern by clicking on the minus icon to the right of their name.

If you forget to remove the instructor from the second meeting pattern you will see the following Message. Click on the **OK** button and remove the instructor from the second meeting pattern to avoid workload errors and future warnings.

Lastly, navigate to the **Basic Data** tab and in the **Class Attributes** section using the plus sign icon add a row with the following values: **Course Attribute** - **ONL**, **Course Attribute Values** - **HYBRID**. Make sure that you **Save** the page before navigating to another page.
Q: How to set up multiple Instructors for a class?
A: To manage class instructors, navigate to Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes, Meetings tab, Instructors For Meeting Pattern area, Assignment tab. Use the plus sign icon to add additional class instructors. If both instructors are to be visible in the class schedule, make sure to check the Print box (un-check the box to make the instructor invisible to students). If both instructors should have access to grade and approve the grade rosters, select Approve from the Access drop-down menu.

On the Workload tab, setup up the Assign Type as IFF for both instructors, then enter percentage of the Load Factor as agreed to be split between the instructors. The total Load Factor must always add up to 100%. Make sure that the Auto Calc boxes are checked for both instructors.

Q: How to set up an instructor who only needs to see class rosters?
A: To manage class instructors, navigate to Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes, Meetings tab, Instructors For Meeting Pattern area, Assignment tab. To add an instructor who only needs to see the class roster, use the plus sign icon to add the additional class instructor. In the example below, the first instructor is the “instructor of record”, and the second instructor is only added to the class to access class rosters. For the “view-only” instructor uncheck the Print box to make the instructor invisible to students. If both instructors should have access to grade and approve the grade rosters, select Approve from the Access drop-down menu.
On the Workload tab, setup the Assign Type as Not Incl(ude) for the “view-only” instructor, then enter the percentage of the Load Factor for that instructor as 1.

<table>
<thead>
<tr>
<th>ID</th>
<th>Assign Type</th>
<th>APDB Dept ID</th>
<th>App Load</th>
<th>Load Factor</th>
<th>Work Load</th>
<th>Auto Calc</th>
<th>Assignment FTE %</th>
</tr>
</thead>
<tbody>
<tr>
<td>987654321</td>
<td>IFF</td>
<td>178-CHEM</td>
<td></td>
<td>100,000</td>
<td>2.00</td>
<td></td>
<td>13.33</td>
</tr>
<tr>
<td>987654321</td>
<td>Not Incl</td>
<td>178-CHEM</td>
<td></td>
<td>1,0000</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When you Save the page, you will see a total workload factor Message shown below. Click on the OK button.

**Q: How to create a class with multiple meeting patterns?**

**A: To set up a class has multiple meeting patterns, navigate to Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes, Meetings tab and start with creating the first meeting pattern. In some cases, the class Start/End Date may need to be adjusted.

Next, using the plus icon in the upper right corner of the Meeting Pattern area, add an additional meeting pattern. Fill out the detail of the second meeting pattern and save the page. Remember to update the Space Type under the Meeting APDB Mapping Values link.

**NOTE:** When multiple meeting patterns are set up, the instructor from the first meeting pattern is copied into the additional meeting patterns. Remember to delete instructors from the additional meeting patterns in order to avoid double workload creation. Delete the instructors by clicking on the minus icon to the right of instructor’s name.
Q: How to check what Pre-requisites/Co-Requisites are enforced for a class?
A: Navigate to Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations, Class Requisites tab. You can view the description of the catalog-driven Requirement Group (registration restriction) in the Catalog Requisite area, in the Long Description field. To view the more detail for this Requirement Group, click on the Detail link.

Q: How to look up department’s building preferences?
A: Follow the steps below:

1. Navigate to 25Live and click on the Sign in link in the upper right corner. Sign in using your HSU user name and password.
   
   **NOTE:** If you do not sign in, you will not be able to see the partition preferences.

2. Click on the Organizations tab.

3. In the Search by Keyword field enter your organization code, for example: 145-BIOL, then click on the Go button.
4. Click on the name of your organization in the list of results below the search field.

5. Make sure that you are looking at the Details tab.

6. You will find your department’s Schedule25 Partition Preferences in the right column.

7. Send an email to r25class@humboldt.edu if you wish to change your department’s partition preferences.