



SR APDB Section Transaction Report Setup Guide

Last Revised: 10/03/2003

DRAFT

REVISION CONTROL

Document Title: APDB Section Transaction Report Setup Guide 10022003.doc
Author: Kevin O'Connor
File Reference: APDB Section Transaction Report Setup Guide 10022003.doc

Date	By	Action	Pages
01/11/02	Kevin O'Connor	Document Creation	All
01/14/02	Kevin O'Connor	Update Document	All
01/14/02	Jacque Lene Rogers	Edit Document	All
01/14/02	Kevin O'Connor	Edit and update Document	All
01/17/02	Kevin O'Connor	Edit and update Document After Peer Feedback	All
01/22/02	Kevin O'Connor	Edit Department and Faculty workload after campus feedback.	7, 13
03/01/02	Kevin O'Connor	Update document with latest CO changes to the report	All
03/21/02	Kevin O'Connor	Update to CS Number	13
04/25/02	Kevin O'Connor	Updated several screen shots	
08/12/02	Kevin O'Connor	Updated Line Sequence Description and added Run Control Screen shots and descriptions	12, 33, 34, 35
9/17/2003	Kevin O'Connor	Updated Run Control Screen Shots	33-35
10/03/03	Kevin O'Connor	Updated Run Control Screen Shots and APDB Prior Term Copy process screen shot.	37-40

Review/Approval History

Date	By	Action	Pages

This document is published as a baseline guide. Page shots may reflect campus specific information, provided as examples only. Any questions concerning this document should be addressed to the CMS SA team.

Table of Contents

	Page
Section 1 APDB Section Transaction Report Summary:	4
Section 2 APDB Data Elements	4
2.1 Record Type	4
2.2 Service Learning Indicator*	4
2.3 Section Duration Type	7
2.4 Discipline Code^	8
2.5 Course Level^	9
2.6 School Code	10
2.7 Department Code*	11
2.8 Course Abbreviation^	12
2.9 Course Number^	13
2.10 Course Suffix^	14
2.11 Section Number*	16
2.12 Line Sequence	16
2.13 C/S Number^*	17
2.14 Segment Credit Units^*	20
2.15 Enrollment	20
2.16 Space Type^*	21
2.17 Section Begin Time*	23
2.18 Section End Time*	24
2.19 Section Meet Days*	25
2.20 Facility Number	26
2.21 Facility Suffix	27
2.22 Space Number	28
2.23 Space Suffix	29
2.24 TBA Hours*	30
2.25 Social Security Number	31
2.26 Learning Mode*	31
2.27 Group Code Control (Formerly known as Group Code Bypass)*	33
2.28 Team Teaching Fraction*	35
2.29 Override WTU*	36
Section 3 APDB Process Run Controls	37
3.1 APDB Section Data Extraction	37
3.2 APDB Section Data Edit/Validation	38

3.3	APDB Section CO File Extract.....	39
3.4	APDB Prior Term Copy – Class Section Data	40

^These elements should be reviewed when a new Course is added to the Course Catalog.

***These elements should be reviewed when a new Class Section is added or when the Class Schedule is rolled to a new term.**

Section 1 APDB Section Transaction Report Summary:

The following is a guide to the APDB Course/Section Transaction Report. This guide will focus on each data element and where it will be captured in PeopleSoft 8.0. For further information, please refer to the Course Catalog Setup Guide as well as the Class Schedule Setup Guide. For detailed descriptions of the individual data elements, please refer to the APDB DED.

Section 2 APDB Data Elements

2.1 Record Type

Captured in the Run Control for the Report and will remain constant for all Section Transaction reports.

Value: S

S = Section

2.2 Service Learning Indicator*

This data element is used to identify courses designated as "service learning" by a particular CSU campus. In general terms, a service-learning course actively involves the student in a community service experience that directly relates to the content area of the course in question. Each CSU campus has a coordinator who implements and maintains policies and procedures for designating particular courses as service learning.

Collection Method: This data element will be captured using a Class Attribute.

Page Name: Course Attributes

Navigation: Manage Student Records → Establish Courses → Setup → Course Attributes

Course Attributes

Course Attribute: CSLI

View All First 1 of 1 Last

*Effective Date: 01/01/1901 *Status: Active

*Description: Service Learning

Short Description: Srvc Lrn

Attribute Values

View All First 1-2 of 2 Last

*Course Attribute Value: N Catalog Print Schedule Print

*Description: Not a Service Learning Course

*Formal Description: Not a Service Learning Course

*Course Attribute Value: Y Catalog Print Schedule Print

*Description: Service Learning Course

*Formal Description: Service Learning Course

Save Return to Search Next in List Previous in List Add Update/Display Include History Correct History

Page Name: Basic Data

Navigation: Manage Student Records → Establish Courses → Use → Schedule of Classes

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

Course ID: 000007 Course Offering Nbr: 1
Academic Institution: Test University
Term: Fall 2001 Undergrad
Subject Area: ART ART [Auto Create Component](#)
Catalog Nbr: 130 Art as the History of the Soul

Class Sections Find | View All First 1 of 1 Last

*Session: 1 Regular Academic Session Class Nbr: 1002 + -
*Class Section: 1 *Start/End Date: 08/27/2001 12/16/2001
*Component: IND Independent Study Event ID: 000021561
*Class Type: Enrollment
*Associated Class: 1 [Update Fee](#)
*Campus: MAIN Main
*Location: NORTHRIDG CSU Northridge
*Course Administrator: Schedule Print
*Academic Organization: 136 - ART Art Student Specific Permissions
Academic Group: UNDGR Undergraduate Programs Dynamic Date Calc Required
*Holiday Schedule: HOL Holiday Schedule Generate Class Mtg Attendance
*Instruction Mode: P In Person GL Interface Required
Primary Instr Section: 1

Class Topic Print Topic in Schedule

Equivalent Course Group Override Equivalent Course

Learning Management System

LMS File Type:
LMS Group ID:
LMS URL:
Class Ext Dttm: Enrl Ext Dttm:

Class Attributes View All First 1 of 1 Last

*Course Attribute	*Course Attribute Value
CSLI Service Learning	Y Service Learning Course

[Save](#) [Return to Search](#) [Next in List](#) [Previous List](#)

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

This Attribute will be attached to any class that is a Service Learning Course. All elements that require a Class Attribute will be attached to a class section in this manner. *(This will be the only screenshot showing the assignment of Course Attributes to the Class Schedule.)*

Values: Y, N or Blank

Considerations: Leave the Course Attribute fields blank for Service Learning Indicator and the element reported will be "Blank" This will be used to indicate that the course is "N" not a Service Learning course. Leave this value blank for courses except for those that are Service Learning Courses as Blank is equivalent to N for less data entry.

2.3 Section Duration Type

A code that identifies the time duration of a given section relative to the start and end dates of the term in which the section is offered.

Collection Method: This value will be derived from the start and end dates of the section matched against the dates on the term/session table.

Page Name: Schedule of Classes

Navigation: Manage Student Records → Establish Courses → Use → Schedule of Classes

PEOPLE Soft

Home Worklist Help

Home > Manage Student Records > Establish Courses > Use > Schedule of Classes [New Window](#)

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam GL Interface

Course ID: 000001 Course Offering Nbr: 1
Academic Institution: Test University
Term: Fall 2001 Undergrad
Subject Area: ECON Economics
Catalog Nbr: 100 Micro Economics

Class Sections Find | View All |< 1 of 2 >|

*Session: 1 Regular Academic Session Class Nbr: 1004
*Class Section: 1 *Start/End Date: 08/27/2001 12/16/2001
*Component: LEC Lecture Event ID: 000021560
*Class Type: Enrollment
*Associated Class: 1
*Campus: MAIN Main
*Location: NORTHRIDGE CSU Northridge
Course Administrator:
*Academic Organization: 235 - ECON Economics
Academic Group: UNDGR Undergraduate Programs
*Holiday Schedule: HOL Holiday Schedule
*Instruction Mode: P In Person
Primary Instr Section: 1

Update Fee

Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 GL Interface Required

Values: C, X, or Blank

C = Section start and/or end dates are interior - "Concentrated"

X = Outside the start and end dates of the regular term - "external"

Blank = Section start and end times coincide with those of the regular term

"Blank" is the default value for the extract report.

2.4 Discipline Code[^]

A standard code that is used throughout the California State University System which uniquely identifies a discipline also known as the Higher Education General Information Survey (HEGIS) Code (COSAR Table 06). The term "discipline" refers to a specific academic area of study offered at a particular campus.

Collection Method: A new sub page has been added to the Course Catalog Offerings Page. When a new course is added to the Catalog, this code will need to be added manually at that time.

Page Name: Offerings

Navigation: Manage Student Records → Establish Courses → Use → Course Catalog → Offerings

The screenshot shows the PEOPLE Soft web application interface. The breadcrumb navigation is: Home > Manage Student Records > Establish Courses > Use > Course Catalog. The 'Offerings' tab is selected. The 'Course Offering' form is displayed with the following details:

- Course ID: 000001
- Effective Date: 01/01/1901
- Status: Active
- Description: Micro Economics

The 'Course Offering' section includes the following fields and options:

- *Course Offering Nbr: [input field]
- *Catalog Nbr: 100
- *Academic Institution: CSUN Test University
- *Academic Group: UNDERGRAD Undergraduate Programs
- *Subject Area: ECON Economics
- *Academic Organization: 235 - ECON Economics
- *Academic Career: UGRD Undergraduate
- Tuition Group: [input field]
- Dynamic Class Date Rule: [input field]
- OEE Dynamic Date Rule: [input field]
- *Course Approved: Approved (dropdown)
- Allow Course to be Scheduled:
- Allow OEE Enrollment:
- Options: Catalog Print, Print Instructor in Schedule, Schedule Print, Schedule Term Roll, Use Blind Grading, GL Interface Required, Split Ownership

The 'HEGIS' link is circled in red, and an arrow points to it from the text below.

Click on the HEGIS link and enter the valid value on the sub-page below.

The screenshot shows the 'CSU Catalog Hegis Value' sub-page. The breadcrumb navigation is: Home > Manage Student Records > Establish Courses > Use > Course Catalog. The page displays the following information:

- CSU Hegis Code: 05011
- Discipline Code: 0724
- Abbr: BUS
- Short Title: BUSINESS
- Long Title: BUSINESS

At the bottom, there are 'OK' and 'Cancel' buttons.

Values: COSAR Table 06

2.5 Course Level^

Course Level is a code that indicates the academic level of instruction of a particular course.

Collection Method: A Course Attribute will be used to capture this element. This attribute should be associated at the Course Catalog level. When a new Class Section is added, the section will inherit this element.

Page Name: Course Attributes

Navigation: Manage Student Records → Establish Courses → Setup → Course Attributes

PEOPLE Soft

Home Worklist Help

Home > Manage Student Records > Establish Courses > Setup > Course Attributes [New Window](#)

Course Attributes

Course Attribute: CLEV

View All | < 1 of 1 >

*Effective Date: 01/01/1901 *Status: Active + -

*Description: Course Level

Short Description: CLEV

Attribute Values

View 2 | < 1-3 of 3 >

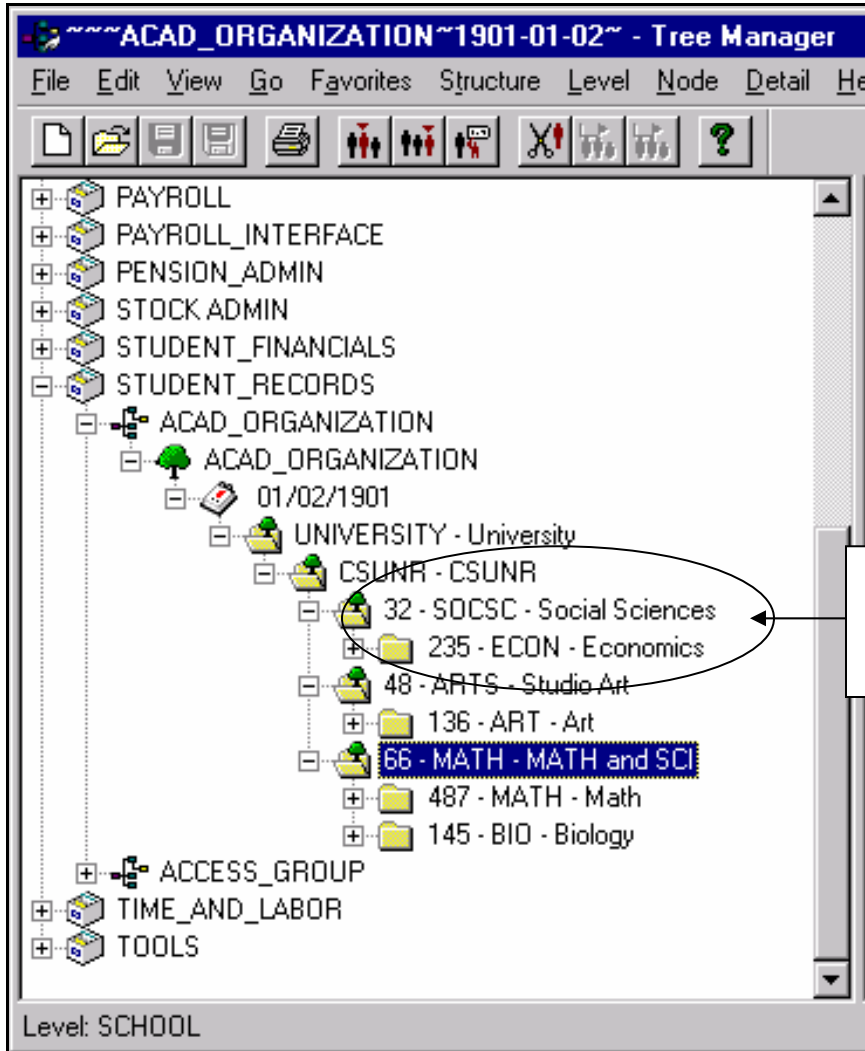
*Course Attribute Value: 1	<input type="checkbox"/> Catalog Print	<input type="checkbox"/> Schedule Print	+ -
*Description: Lower Division			
*Formal Description: Lower Division			
*Course Attribute Value: 2	<input type="checkbox"/> Catalog Print	<input type="checkbox"/> Schedule Print	+ -
*Description: Upper Division			
*Formal Description: Upper Division			
*Course Attribute Value: 3	<input type="checkbox"/> Catalog Print	<input type="checkbox"/> Schedule Print	+ -
*Description: Graduate Division			
*Formal Description: Graduate Division			

Values: 1, 2, 3

2.6 School Code

A standard code for all CSU campuses that uniquely identifies an academic division or school of study at the campus, each of which comprises one or more departments.

Collection Method: The School Code will be derived from the Department Code. When the Department Code (Academic Organization) is attached to a class section, the school code will be derived from that selection.



The Department code is 235-Economics and the **School Code** is 32-Social Sciences.

Values: COSAR Table 08

2.7 Department Code*

A standard code used throughout the CSU which uniquely identifies an academic department.

Collection Method: The Department Code (Academic Organization) will be inherited from the Course Catalog and can be changed at the Schedule of Classes level. See Screen shot above for School Code.

Page Name: Offerings

Navigation: Manage Student Records → Establish Courses → Use → Schedule Of Classes → Basic Data

PEOPLE Soft

Home Worklist Help

Home > Manage Student Records > Establish Courses > Use > Schedule of Classes [New Window](#)

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam GL Interface

Course ID: 000012 Course Offering Nbr: 1
Academic Institution: Test University
Term: Fall 2001 Undergrad
Subject Area: MATH MATH [Auto Create Component](#)
Catalog Nbr: 105 College Algebra

Class Sections Find | View All |< 1 of 1 >|

*Session: 1 Regular Academic Session Class Nbr: 1011 [+](#) [-](#)
*Class Section: 1 *Start/End Date: 08/27/2001 12/16/2001
*Component: LEC Lecture Event ID:
*Class Type: Enrollment
*Associated Class: 1 [Add Fee](#)
*Campus: MAIN Main
*Location: NORTHRIDGE CSU Northridge
Course Administrator:
*Academic Organization: 487 - MATH Math Schedule Print
 Student Specific Permissions
Academic Group: UNDGR Undergraduate Programs Dynamic Date Calc Required
*Holiday Schedule: HOL Holiday Schedule Generate Class Mtg Attendance
*Instruction Mode: P In Person GL Interface Required
Primary Instr Section: 1

Class Topic

Values: Cosar Table 09

2.8 Course Abbreviation^

A prefix used in conjunction with the Course Number and Course Suffix to identify a course.

Collection Method: This element will be collected from the Subject field on the course catalog.

Page Name: Offerings

Navigation: Manage Student Records → Establish Courses → Use → Course Catalog → Offerings

The screenshot shows the PEOPLE Soft web application interface. The breadcrumb navigation is: Home > Manage Student Records > Establish Courses > Use > Course Catalog. The page title is 'Offerings'. The course details are: Course ID: 000001, Effective Date: 01/01/1901, Status: Active, Description: Micro Economics. The 'Course Offering' section shows: *Course Offering Nbr: 1 (with a 'HEGIS' link), *Catalog Nbr: 100 (with a '+' and '-' button), *Academic Institution: CSUNF (with a search icon) - Test University, *Academic Group: UNDFG (with a search icon) - Undergraduate Programs, *Subject Area: ECON (with a search icon) - Economics (circled in red), Campus: (with a search icon), *Academic Organization: 235 - ECON (with a search icon) - Economics, *Academic Career: UGRD (with a search icon) - Undergraduate, Tuition Group: (with a search icon), Dynamic Class Date Rule: (with a search icon), and OEE Dynamic Date Rule: (with a search icon). There are also checkboxes for 'Allow OEE Enrollment' and 'Allow Course to be Scheduled' (checked). A list of options is shown on the right: *Course Approved: Approved (dropdown), and checkboxes for Catalog Print, Print Instructor in Schedule, Schedule Print, Schedule Term Roll, Use Blind Grading, GL Interface Required, and Split Ownership.

Values: Various 5-character values defined by the campus. Trailing blanks are allowed.

2.9 Course Number[^]

This element is used in conjunction with the Course Abbreviation and Course Suffix to identify a course. If a decimal numbering system is used, this field is the whole number portion of the Course Number.

Collection Method: Course Catalog Number.

Page Name: Offerings

Navigation: Manage Student Records → Establish Courses → Use → Course Catalog → Offerings

PEOPLE SOFT

Home Worklist Help

Home > Manage Student Records > Establish Courses > Use > Course Catalog [New Window](#)

Catalog Data Offerings Components GL Interface

View All |< 1 of 1 >|

Course ID: 000001
Effective Date: 01/01/1901 Status: Active
Description: Micro Economics

Course Offering View All |< 1 of 1 >|

*Course Offering Nbr: 1 HEGIS *Catalog Nbr: 100 ECON + -

*Academic Institution: CSUNF Test University
*Academic Group: UNDF Undergraduate Programs
*Subject Area: ECON Economics
Campus:
*Academic Organization: 235 - ECON Economics
*Academic Career: UGRD Undergraduate
Tuition Group:
Dynamic Class Date Rule:
OEE Dynamic Date Rule:
 Allow OEE Enrollment

*Course Approved: Approved
Allow Course to be Scheduled

Catalog Print
 Print Instructor in Schedule
 Schedule Print
 Schedule Term Roll
 Use Blind Grading
 GL Interface Required
 Split Ownership

Values: 0001-9999

2.10 Course Suffix[^]

This element is used in conjunction with Course Abbreviation and Course Number to identify a course. If a decimal numbering system is used, this field is the fractional part of the Course Number.

Collection Method: Schools may use Alpha as part of the course number (last 6 digits, only first 3 digits would be extracted) or they may use course attributes. It must be set up as one choice or the other and the run control will ask the preference. Each campus according to pre-determined numbering systems that vary among CSU campuses defines acceptable values. Value must be left justified.

Page Name: Offerings

Navigation: Manage Student Records → Establish Courses → Use → Course Catalog → Offerings

The screenshot displays the 'Course Offering' form in the PEOPLE Soft application. The form is divided into several sections:

- Course Information:** Course ID: 000004, Effective Date: 01/01/1901, Status: Active, Description: Introductory Biology.
- Course Offering Details:** *Course Offering Nbr: 1 (with a link to HEGIS), *Catalog Nbr: 1A (circled in red), BIO.
- Academic Information:** *Academic Institution: CSUNF (Test University), *Academic Group: UNGDF (Undergraduate Programs), *Subject Area: BIO (Biology), *Academic Organization: 145 - BIO (Biology), *Academic Career: UGRD (Undergraduate).
- Other Fields:** Campus, Tuition Group, Dynamic Class Date Rule, and OEE Dynamic Date Rule.
- Options and Checkboxes:** *Course Approved: Approved (dropdown), Allow Course to be Scheduled (checked), Allow OEE Enrollment (checked), Catalog Print (checked), Print Instructor in Schedule (checked), Schedule Print (checked), Schedule Term Roll (checked), Use Blind Grading (unchecked), GL Interface Required (unchecked), Split Ownership (unchecked).

OR

Page Name: Course Attributes

Navigation: Manage Student Records → Establish Courses → Setup → Course Attributes

PEOPLE Soft

Home Worklist Help

Home > Manage Student Records > Establish Courses > Setup > Course Attributes [New Window](#)

Course Attributes

Course Attribute: CSFX

View All |< 1 of 1 >|

*Effective Date: 01/01/1901 *Status: Active + -

*Description: Course Suffix

Short Description: Crse Suffix

Attribute Values

View All |< 1 of 1 >|

*Course Attribute Value: A Catalog Print Schedule Print + -

*Description: A

*Formal Description: A

Save Return to Search Next in List Previous in List Add Update/Display Include History Correct History

Values: Various 3-Character values defined by the campus.

2.11 Section Number*

The Section Number is a number that uniquely identifies each section of a given course. Assigned by each campus according to a campus-determined system. The report uses the first 2 digits/characters in the Section Field for the report.

Collection Method: Class Section on Schedule of Classes component.

Page Name: Basic Data

Navigation: Manage Student Records → Establish Courses → Use → Schedule of Classes

The screenshot shows the PEOPLE Soft web application interface. The top navigation bar includes 'Home', 'Worklist', and 'Help'. The breadcrumb trail is 'Home > Manage Student Records > Establish Courses > Use > Schedule of Classes'. The 'Basic Data' tab is active, showing course details: Course ID: 000012, Academic Institution: Test University, Term: Fall 2001, Subject Area: MATH, Catalog Nbr: 105, Course Offering Nbr: 1, Undergrad, MATH, and College Algebra. An 'Auto Create Component' button is visible. Below this is the 'Class Sections' section with a table of class sections. The first row is selected, showing: *Session: 1, Regular Academic Session, Class Nbr: 1011, *Start/End Date: 08/27/2001 to 12/16/2001, *Component: LEC (Lecture), *Class Type: Enrollment, *Associated Class: 1, *Campus: MAIN (Main), *Location: NORTHRIDGE (CSU Northridge), *Academic Organization: 487 - MATH (Math), Academic Group: UNDGR (Undergraduate Programs), *Holiday Schedule: HOL (Holiday Schedule), *Instruction Mode: P (In Person), and Primary Instr Section: 1. On the right side of the class section form, there is an 'Add Fee' button and several checkboxes: 'Schedule Print' (checked), 'Student Specific Permissions' (unchecked), 'Dynamic Date Calc Required' (checked), 'Generate Class Mtg Attendance' (unchecked), and 'GL Interface Required' (unchecked).

Values: 01-99 and A-Z

2.12 Line Sequence

A two-digit number used to uniquely identify each resource segment within a given section record.

Collection Method: Within a given section that contains multiple resource segments, the first segment must have a lower line sequence than the second, which in turn is lower than that of the third, etc. A resource can be an instructor or a row in the meeting pattern. Derived by a summation of the number of rows from the instructor and the meeting pattern rows and from the room resource table. Only create one sequence per unduplicated emplid for instructor resource.

Values: 01 – 99

2.13 C/S Number^{^*}

This data element identifies a particular mode of instruction for a resource segment activity.

Collection Method: A new Setup Page will capture the C/S number and C/S factor to be used on the Course Catalog, a new sub page on the Components Page of the Course Catalog will capture the C/S number. This element needs to be added to each component of a course when a new course is added to the Course Catalog. When a component of the course is scheduled as a class, the class section will inherit this element.

Page Name: CSU CS Number Setup

Navigation: CSU SA Baseline → CSU CO Reporting → APDB Setup → CSU CS Number Setup

PEOPLE Soft

Home Worklist Help

Home > CSU SA Baseline > CSU CO Reporting > APDB Setup > CSU CS Number Setup [New Window](#)

Csu Co Cs Number

CS Number: 07

Workload Factor Type: K Factor: S Factor:

Save Return to Search Add Update/Display

Page Name: Components

Navigation: Manage Student Records → Establish Courses → Use → Course Catalog

PEOPLE
Soft

Home Help

Home > Manage Student Records > Establish Courses > Use > Course Catalog [New Window](#)

Catalog Data Offerings Components GL Interface

View All First 1 of 1 Last

Course ID: 000001
Effective Date: 01/01/1901 Status: Active
Description: Micro Economics

View All First 1 of 1 Last

*Course Component: Lecture Auto Create
Instructor Contact Hours: Graded Component
Default Section Size: 20 Primary Component
Workload Hours: 3.00 Optional Component
OEE Workload Hours: Generate Class Mtg Attendance
*Final Exam: Yes [CS Number](#)
Exam Seat Spacing: 1
LMS File Type:

View All First 1 of 1 Last

Course Attendance

Instruction Mode: P In Person
*Attendance Type: Class Meeting
 Use Present Use Contact Minutes

Page Name: Component Subpage

Navigation: Manage Student Records → Establish Courses → Use → Course Catalog

PEOPLE
Soft

Home > Manage Student Records > Establish Courses > Use > Course Catalog

Component Subpanel

CS Number: 01 Workload Factor: K
Component Units: 3.00 Component Students:
Space Type: 1 Lecture

1.0

The CS "K or S" Factor multiplied by the Component Units (K) or Component Students (S) will determine the workload hours for a particular course component. The Units/Students for a component need to be added manually. Workload hours will be established for each component by an automatic calculation when the page is saved. The Workload hours will default to the Class Schedule when an instructor is added to a class section. The CS Number, Units and Space type will be inherited by the Class Schedule for each component as it is scheduled.

PEOPLE Soft Home Help

Home > Manage Student Records > Establish Courses > Use > Schedule of Classes [New Window](#)

Basic Data Meetings Enrollment Cntrl Reserve Cap

Course ID: 000001
 Academic Institution: Test University
 Term: Fall 2001
 Subject Area: ECON
 Catalog Nbr: 100

Undergrad
 Economics
 Micro Economics

Class Sections Find | View All First 1 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 1004 [APDB Mapping Values \(Cls\)](#)
 Class Section: 1 Component: Lecture Event ID: 000021560

Meeting Pattern View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
MAIN HALL	30	MWFF	1:00PM	1:50PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/27/2001 12/16/2001

Topic ID: Free Format Topic: Print Topic On Transcript

[Contact Hours](#) [APDB Mapping Values \(Mtg\)](#)

Instructors For Meeting Pattern View All First 1 of 1 Last

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		Prim Ins	<input checked="" type="checkbox"/>			0	

The C/S Number is inherited at the Class Schedule Section level on this sub-page.

PEOPLE Soft Home

Home > Manage Student Records > Establish Courses > Use > Schedule of Classes

Class APDB Attributes

CS Number: 01 Workload Factor: K
 Component 3.00 Component
 Units: Students:
 Group Code: N Control:

Values: 01 - 04, 05, 06, 07 - 14, 15 to 16, 17 to 21, 23-25, 36, 48, 77, 78.
 Valid values are in COSAR Table 012

2.14 Segment Credit Units^{^*}

The number of credit units associated with a given mode of instruction Course Classification Number (CS Number).

Collection Method: The Component Units will be used to report the Segment Credit Units for each section of a course. The Component Units will be entered at the Course Catalog level and then inherited by the Schedule of Classes as each Component is scheduled. For example, 3.00 Component Units will be reported as 030.

Page Name: Component Subpage

Navigation: Manage Student Records → Establish Courses → Use → Course Catalog

PEOPLE
Soft

Home

Home > Manage Student Records > Establish Courses > Use > Course Catalog

Component Subpanel

CS Number: 01 Workload Factor: K

Component Units: 3.00 Component Students: 1.0

Space Type:

Values: 000-999

2.15 Enrollment

The number of students enrolled for academic credit in a given section as of census date. This figure includes enrollments via offering campus registration process only.

Collection Method: The number of students enrolled for academic credit in a given section as of census date. This figure includes enrollments through the Regular and Second campus registration process only.

Values: 000-999

2.16 Space Type^{^*}

A code that identifies the type of space, i.e., room, in which a particular course is most appropriately taught.

Collection Method: Collected on the Course Catalog Components Page, new CS Number Sub-Page.

Page Name: Components

Navigation: Manage Student Records → Establish Courses → Use → Course Catalog

PEOPLE Soft
Home Help
Home > Manage Student Records > Establish Courses > Use > Course Catalog
Catalog Data Offerings Components GL Interface
View All First 1 of 1 Last
Course ID: 000001
Effective Date: 01/01/1901 Status: Active
Description: Micro Economics
Course Component View All First 1 of 1 Last
*Course Component: Lecture
Instructor Contact Hours:
Default Section Size: 30
Workload Hours: 3.00
OEE Workload Hours:
*Final Exam: Yes
Exam Seat Spacing: 1
LMS File Type:
Add Fee CS Number
Course Attendance View All First 1 of 1 Last
Instruction Mode: P In Person
*Attendance Type: Class Meeting
Use Present Use Contact Minutes

Click on the CS Number link and the sub-page below is displayed

PEOPLE Soft
Home > Manage Student Records > Establish Courses > Use > Course Catalog
Component Subpanel
CS Number: 01 Workload Factor: K
Component 3.00 Component
Units: Students:
Space Type: 1 Lecture
OK Cancel

The Space Type value will be entered at the Course Catalog Level and will be inherited by the Class Schedule for each Component that is scheduled. This value can be changed at the Class Schedule Level. *See Next Screen Shots for more detail about the elements inherited and captured at the Class Schedule Level.

Values: 0, 1, 2, 3, 4

PEOPLE Soft

Home Help

Home > Manage Student Records > Establish Courses > Use > Schedule of Classes [New Window](#)

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam QL Interface

Course Offering Nbr: 1

dergrad
conomics
ro Economics

Find | View All First 1 of 2 Last

Class Nbr: 1004 [APDB Mapping Values \(Cls\)](#)

Event ID: 000021560

View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date

MAIN HALL 30 MWVF 1:00PM 1:50PM 08/27/2001 12/16/2001

Topic ID: Free Format Topic:

Print Topic On Transcript

[APDB Mapping Values \(Mtg\)](#)

Instructors For Meeting Pattern

Assignment Workload

ID	Name	Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		Prim Ins	<input checked="" type="checkbox"/>			0	

New sub-pages have been added at the Schedule of Classes Level. These Sub-Pages will capture various elements such as C/S Number, Component Units/Students, Group Code Control, Space Type, TBA Hours and Learning Mode. *See the Screen Shots below for more detail.

PEOPLE Soft

Home

Home > Manage Student Records > Establish Courses > Use > Schedule of Classes

Space Type: **Lecture**

TBA Hours:

Learning Mode: F Face to Face

OK Cancel

This is the Sub-Page for APDB Mapping Values at the Meeting Pattern Level. The Space Type value is inherited from the Course Catalog level and can be changed here. *See each description for these elements for further details

2.17 Section Begin Time*

The scheduled starting time of a resource segment activity, denoted in standard 24-hour military time.

Collection Method: The Class Meeting Start Time.

Page Name: Meetings

Navigation: Manage Student Records → Establish Courses → Use → Schedule of Classes → Meetings

PEOPLE Soft

Home Help

Home > Manage Student Records > Establish Courses > Use > Schedule of Classes [New Window](#)

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam GL Interface

Course ID: 000001 Course Offering Nbr: 1
Academic Institution: Test University
Term: Fall 2001 Undergrad
Subject Area: ECON Economics
Catalog Nbr: 100 Micro Economics

Class Sections Find | View All First 1 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 1004 [APDB Mapping Values \(Cls\)](#)
Class Section: 1 Component: Lecture Event ID: 000021560

Meeting Pattern View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
MAIN HALL	30	MWFF	1:00PM	1:30PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/27/2001 12/16/2001

Topic ID: Free Format Topic: Print Topic On Transcript

[Contact Hours](#) [APDB Mapping Values \(Mtg\)](#)

Instructors For Meeting Pattern View All First 1 of 1 Last

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		Prim In	<input checked="" type="checkbox"/>			0	

Values: 0500-2200

2.18 Section End Time*

The Scheduled ending time of a resource segment activity, denoted in standard time.

Collection Method: The Class Meeting End Time.

Page Name: Meetings

Navigation: Manage Student Records → Establish Courses → Use → Schedule of Classes → Meetings

The screenshot displays the 'Meetings' tab within the 'Schedule of Classes' section. The interface includes a navigation breadcrumb: Home > Manage Student Records > Establish Courses > Use > Schedule of Classes. Below the breadcrumb are tabs for Basic Data, Meetings (selected), Enrollment Cntrl, Reserve Cap, Notes, Exam, and GL Interface. The main content area shows course details: Course ID: 000001, Academic Institution: Test University, Term: Fall 2001, Subject Area: ECON, Catalog Nbr: 100, Course Offering Nbr: 1, Undergrad Economics, and Micro Economics. The 'Class Sections' section shows Session: 1, Class Nbr: 1004, and Event ID: 000021560. The 'Meeting Pattern' section is the primary focus, showing a table with columns for Facility ID, Capacity, Pat, Mtg Start, Mtg End, and days of the week (M, T, W, T, F, S, S). The 'Mtg Start' field is set to 1:00 PM and 'Mtg End' to 1:50 PM, both circled in red. The 'Start/End Date' is 08/27/2001 to 12/16/2001. Below this is the 'Instructors For Meeting Pattern' section, showing an instructor with the role 'Prim In' and 'Print' checked.

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
MAIN HALL	30	MWWF	1:00 PM	1:50 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/27/2001 12/16/2001

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		Prim In	<input checked="" type="checkbox"/>			0	

Values: 0500-2400

2.20 Facility Number

The numerical designation assigned by a campus to a facility. A facility is an independent structural aggregation of related spaces, i.e., a building. When the facility in question is located on the main campus, the reported facility number should be identical to the number assigned to the facility in question by the Space and Facilities Database (SFDB) maintained at the Chancellor's Office.

Collection Method: New fields on the Building Setup Page to map the SFDB number (Facility Number) to the Building ID. When a Facility is selected for a section of a class, the report will reference the SFDB number from the building table.

Page Name: Building Table

Navigation: Design Student Administration → Define Student Administration → Setup → Building Table

The screenshot displays the 'Building Table' setup page in the PEOPLE Soft system. The page title is 'Building Table' and the building is set to 'MAIN'. The form includes the following fields:

- *Effective Date: 01/01/1901
- Status: Active
- *Description: Main Building
- *Short Description: Main
- CO Campus Code: 25 (California State University, Fresno)
- APDB Facility Number: 001 (circled in red)
- APDB Facility Suffix: (empty)

Navigation buttons at the bottom include Save, Return to Search, Add, Update/Display, Include History, and Correct History. The breadcrumb trail is: Home > Design Student Administration > Define Student Administration > Setup > Building Table.

Values: SFDB Facility Numbers

2.21 Facility Suffix

A designation used in conjunction with the facility number to uniquely identify a structure of related spaces which are part of a facility, but which are to be considered separately for SFDB reporting purposes. The facility suffix reported by the campus should be identical with the suffix value assigned to the facility in question by the Space and Facilities Database (SFDB) maintained at the Chancellor's Office.

Collection Method: New field on the Building Setup Page to map the SFDB number (Facility Suffix) to the Building ID. When a Facility is selected for a section of a class, the report will reference the SFDB number from the building table.

The screenshot shows the 'Building Table' setup page in the PEOPLE Soft system. The page header includes the PEOPLE Soft logo and navigation links for Home, Worklist, and Help. The breadcrumb trail is: Home > Design Student Administration > Define Student Administration > Setup > Building Table. The main content area is titled 'Building Table' and shows the configuration for a building named 'MAIN'. The form includes the following fields:

- Effective Date: 01/01/1901
- Status: Active
- Description: Main Building
- Short Description: Main
- CO Campus Code: 25 (California State University, Fresno)
- APDB Facility Number: 001
- APDB Facility Suffix: (empty)

The APDB Facility Number field is circled in red. At the bottom of the form, there are buttons for Save, Return to Search, Add, Update/Display, Include History, and Correct History.

Values: SFDB Facility Suffix

2.22 Space Number

A numeric or alphanumeric designation that uniquely identifies a space or room within a facility. The space number reported by the campus should be identical to the number assigned to the space in question by the Space and Facilities Database (SFDB) maintained at the Chancellor's Office.

Collection Method: A new sub-page off of the Facility setup page will capture the Space Number and Suffix. When a Facility is selected for a section of a class, the report will reference the Space Number from the Facility Table.

Page Name: Facility Table

Navigation: Manage Student Records → Establish Courses → Setup → Facility Table

PEOPLE Soft
Home Worklist Help
Home > Manage Student Records > Establish Courses > Setup > Facility Table New Window
Facility Table Facility Component Facility Characteristic
View All First 1 of 1 Last
SetID: CSUNR
Facility ID: MAIN HALL
Effective Date: 01/01/1901 Status: Active
Description: Main Hall
Short Description: Main Hall Facility Group
Building: MAIN Main Building
Room: 226 Capacity: 30 APDB Mapping
Location Code: NORTHRIDGE CSU Northridge
Facility Type: Lecture Rm Partition:
Academic Organization:
Minimum Utilization Percent: 0
General Assignment
Check for Facility Conflict
Save Return to Search Next in List Previous in List Add Update/Display Include History Correct History
Facility Table | Facility Component | Facility Characteristic

Click on APDB Mapping and the ERS APDB sub-page will be displayed.

Page Name: ERS APDB Facility Mapping

Navigation: Manage Student Records → Establish Courses → Setup → Facility Table

PEOPLE Soft
Home Worklist Help
Home > Manage Student Records > Establish Courses > Setup > Facility Table New Window
ERS APDB Facility Mapping
APDB Space Number: 0024
APDB Space Suffix:
OK Cancel

Values: Various 4 - digit numbers with leading zeroes as needed. Some campuses have space numbers in the format XNNN, XXNN, or NXNN where "X" represents a letter A through Z and "N" represents a digit 0 through 9. The Space Number is considered the Room Number.

2.23 Space Suffix

The space suffix allows the campus, at its discretion, to accommodate room remodeling and identify functional areas without modifying the present numbering system. The value reported by the campus should be identical to the suffix assigned to the space in question by the Space and Facilities Database (SFDB) maintained at the Chancellor's Office. Included: Offices, classrooms, laboratories, seminar and conference rooms, libraries, file rooms, storage rooms, special purpose rooms, etc. Excluded: Freestanding columns or architectural and structural projections.

Collection Method: A new sub-page off of the Facility setup page will capture the Space Number and Suffix. When a Facility is selected for a section of a class, the report will reference the Space Suffix from the Facility table.

Page Name: Facility Table

Navigation: Manage Student Records → Establish Courses → Setup → Facility Table

The screenshot shows the PEOPLE Soft interface for the Facility Table. The breadcrumb trail is: Home > Manage Student Records > Establish Courses > Setup > Facility Table. The page title is 'Facility Table'. The form contains the following fields:

SetID:	CSUNR	
Facility ID:	MAIN HALL	
*Effective Date:	01/01/1901	*Status: Active
*Description:	Main Hall	
*Short Description:	Main Hall	<input type="checkbox"/> Facility Group
*Building:	MAIN	Main Building
Room:	226	Capacity: 30 APDB Mapping
*Location Code:	NORTHRIDGE	CSU Northridge
*Facility Type:	Lecture Rm	Partition:
Academic Organization:		<input checked="" type="checkbox"/> General Assignment
Minimum Utilization Percent:	0	<input checked="" type="checkbox"/> Check for Facility Conflict

Buttons at the bottom: Save, Return to Search, Next in List, Previous in List, Add, Update/Display, Include History, Correct History.

The screenshot shows the PEOPLE Soft interface for the ERS APDB Facility Mapping dialog box. The breadcrumb trail is: Home > Manage Student Records > Establish Courses > Setup > Facility Table. The page title is 'ERS APDB Facility Mapping'. The dialog box contains the following fields:

APDB Space Number:	0024
APDB Space Suffix:	

Buttons at the bottom: OK, Cancel.

Values: 0-9, A-Z

2.24 TBA Hours*

The number of hours per week that have not been formally scheduled for a given resource segment.

Collection Method: TBA Hours will be captured on the Class Schedule Meetings Pattern Level Sub-Page. 1 TBA Hour would be reported as 010.

Page Name: Meetings

Navigation: Manage Student Records → Establish Courses → Use → Schedule of Classes

PEOPLE Soft

Home Help

Home > Manage Student Records > Establish Courses > Use > Schedule of Classes

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam QL Interface

Course ID: 000001 Course Offering Nbr: 1
Academic Institution: Test University
Term: Fall 2001 Undergrad
Subject Area: ECON Economics
Catalog Nbr: 100 Micro Economics

Class Sections Find | View All First 1 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 1004 APDB Mapping Values (Cls)
Class Section: 1 Component: Lecture Event ID: 000021560

Meeting Pattern View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
MAIN HALL	30	MWVF	1:00PM	1:50PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/27/2001 12/16/2001

Topic ID: Free Format Topic: Print Topic On Transcript

Contact Hours APDB Mapping Values (Mtg)

Instructors For Meeting Pattern View All First 1 of 1 Last

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		Prim In:	<input checked="" type="checkbox"/>			0	

PEOPLE Soft

Home

Home > Manage Student Records > Establish Courses > Use > Schedule of Classes

Space Type: Lecture

TBA Hours: 3.0

Learning Mode: F Face to Face

OK Cancel

TBA Hours will be captured on the Class Schedule Meetings Pattern Level Sub-Page. 3.0 TBA Hours will be reported 030.

Values:001-999

2.25 Social Security Number

The unique number identification assigned by the Social Security Administration. If the individual has no assigned number, the campus should designate a facsimile Social Security Number using the following scheme:

Code YYCC0NNNN where:

YY = Year

CC = Campus Code

0 = Numeric Zero

NNNN = Sequential number starting with 0001

Collection Method: Derived from the instructor's National ID.

Values: 00000000-99999999

2.26 Learning Mode*

A six-character alpha code that distinguishes the utilization of class space between Face-to-Face, Synchronous and Asynchronous modes. The intent of this code, in conjunction with Space Type, is to help assess the extent to which the use of instructional technology reduces the need for traditional lecture and laboratory space facilities. For further details, please refer to the APDB DED for a detailed description.

Collection Method: Learning Mode will be collected from the Class Schedule Meeting Pattern Level Sub-page. (Please refer to the APDB DED for more details)

The screenshot displays the PEOPLE Soft system interface for a class. The breadcrumb trail is: Home > Manage Student Records > Establish Courses > Use > Schedule of Classes. The class details are as follows:

Course ID:	000001	Course Offering Nbr:	1
Academic Institution:	Test University		
Term:	Fall 2001	Undergrad	
Subject Area:	ECON	Economics	
Catalog Nbr:	100	Micro Economics	

The 'Class Sections' section shows:

Session:	1	Regular Academic Session	Class Nbr:	1004	APDB Mapping Values (Cls)
Class Section:	1	Component: Lecture	Event ID:	000021560	

The 'Meeting Pattern' section includes a table with the following data:

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
MAIN HALL	30	MWTF	1:00PM	1:50PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/27/2001 - 12/16/2001

Below the meeting pattern table, there is a 'Free Format Topic' field and a 'Print Topic On Transcript' checkbox. A link for 'APDB Mapping Values (Mtg)' is circled in red.

The 'Instructors For Meeting Pattern' section shows a table with the following data:

ID	Name	Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		Prim Ins	<input checked="" type="checkbox"/>			0	

PEOPLE Soft Home

Home > [Manage Student Records](#) > [Establish Courses](#) > [Use](#) > **Schedule of Classes**

Space Type:

TBA Hours:

Learning Mode: Face to Face

The learning Mode Data Element will be collected on the Schedule of Classes Meeting Pattern Level Sub-Page. If the value of "F" or "A" is selected, only one value will be reported. In accordance with the recent Learning Mode Changes, if the value of "S" is selected, additional values can be associated with the "S". *See the Screen shot below for more details.

PEOPLE Soft Home

Home > [Manage Student Records](#) > [Establish Courses](#) > [Use](#) > **Schedule of Classes**

Space Type:

TBA Hours:

Learning Mode: Synchronous

Learning Mode: Hayward

Learning Mode: Humboldt

Learning Mode:

Learning Mode:

Learning Mode:

If "S" is selected, 5 additional fields will open up and can be populated with the appropriate data. *Please refer to the APDB DED for more details.

Values: F, S, A, Sx, Sn

2.27 Group Code Control (Formerly known as Group Code Bypass)*

An Element which controls the following three functions: a) When an instructional segment has Learning Mode "F" or "S", whether or not it will be bypassed from consideration for "synchronous" group coding. B) When an instructional segment has Learning Mode of "F" and Section Duration Type of "C" or "X", whether or not it will be bypassed from consideration for "traditional" group coding. c) When an instructional segment has Learning Mode "A", Whether or not it will be evaluated as a possible candidate for "asynchronous" group coding.

Collection Method: Group Code Control will be collected on the Class Schedule section level APDB mapping values sub-page.

Page Name: Class APDB Attributes

Navigation: Manage Student Records → Establish Courses → Use → Schedule of Classes

PEOPLE Soft

Home Help

Home > Manage Student Records > Establish Courses > Use > Schedule of Classes [New Window](#)

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam GL Interface

Course ID: 000001 Course Offering Nbr: 1
Academic Institution: Test University
Term: Fall 2001 Undergrad
Subject Area: ECON Economics
Catalog Nbr: 100 Micro Economics

Class Sections Find | View All First 1 of 2 Last
Session: 1 Regular Academic Session Class Nbr: 004 [APDB Mapping Values \(Cls\)](#)
Class Section: 1 Component: Lecture Event ID: 000021560

Meeting Pattern View All First 1 of 1 Last
Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
MAIN HALL 30 MWF 1:00PM 1:50PM [x] [] [x] [] [x] [] [] [] 08/27/2001 12/16/2001
Topic ID: Free Format Topic: Print Topic On Transcript
[Contact Hours](#) [APDB Mapping Values \(Mtg\)](#)

Instructors For Meeting Pattern View All First 1 of 1 Last
Assignment Workload
ID Name *Instructor Role Print Access Contact Empl Rcd# Job Code
[redacted] [redacted] Prim Ins [x] [redacted] [redacted] 0 [redacted]

PEOPLE
Soft

Home

Home > Manage Student Records > Establish Courses > Use > Schedule of Classes

Class APDB Attributes

CS Number: 01 Workload Factor: K

Component 3.00 Component

Units: Students:

Group Code: N

Control:

OK Cancel

The default value will be Blank, which is equal to "N". If "A" is selected (*see screen shot below), an additional field will open up and allow for the digits 01 through 99 to be entered. (*Please refer to the APDB DED for further details about the correct entry of this element as it has recently changed.)

PEOPLE
Soft

Home

Home > Manage Student Records > Establish Courses > Use > Schedule of Classes

Class APDB Attributes

CS Number: 01 Workload Factor: K

Component 3.00 Component

Units: Students:

Group Code: A 01

Control:

OK Cancel

Values: A01-A99, N, B or Blank

Considerations: "Blank" may be used to indicate N.

2.28 Team Teaching Fraction*

The Team Teaching Fraction (TTF) is the fraction of the instructional workload within a given course classification, i.e., non-zero CS Number, that is assigned to each faculty member comprising a team teaching group for a given section. The sum of such fractions within a team-taught course classification must total 1.000.

Collection Method: This fraction will be captured using the Load Factor on the Workload tab of the Instructors for Meeting Pattern on the Class Meeting Page of the Schedule of Classes Component. The total load factor will be converted to a non-decimal number 0000-1000 from its delivered 00.00-100.00 format.

Page Name: Meetings

Navigation: Manage Student Records → Establish Courses → Use → Schedule of Classes → Meetings

The screenshot displays the PEOPLE Soft interface for the 'Schedule of Classes' component. The 'Instructors for Meeting Pattern' tab is active, showing a table of instructor assignments. The 'Load Factor' column is highlighted with a red circle, indicating the value 100.0000 for the instructor Ambers, Kyle.

ID	Name	Assign Type	DeptID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
000000003	Ambers, Kyle	IFF	136 - ART	<input checked="" type="checkbox"/>	100.0000	2.00	<input checked="" type="checkbox"/>	13.33

Values: 0000-1000

2.29 Override WTU*

When a class instructional segment is taught synchronously or asynchronously, the instructor frequency is, in reality, engaged in either more WTU workload or less WTU workload than would be generated by pure face to face instruction, depending on such factors as class size and frequency of exams. "Override WTU" serves as a vehicle for campuses to specify what they consider fair value WTU for a particular class segment that is offered by some type of technological interface between instructor and student. Override WTU is reported on the Section Transaction report as a numeric value, which when non-zero, has relevance for Learning Modes "S" (Synchronous) and "A" (Asynchronous), but is ignored for "F" (Face to Face). When it is relevant, the Section Audit job posts Override WTU directly to the element "Weighted Teaching Units", in lieu of computing the latter via the K-formula. This posting process is bypassed when Override WTU is zero, regardless of Learning Mode.

Collection Method: When the Auto Calc checkbox is un-checked, the Workload hours will be used to report this value.

Page Name: Meetings

Navigation: Manage Student Records → Establish Courses → Use → Schedule of Classes → Meetings

The screenshot shows the PEOPLE Softe system interface. The breadcrumb trail is: Home > Manage Student Records > Establish Courses > Use > Schedule of Classes. The 'Meetings' tab is selected. The course information is: Course ID: 000019, Course Offering Nbr: 1, Academic Institution: Test University, Term: Fall 2001, Subject Area: ART, Catalog Nbr: 25, Undergrad, ART, Asian History. The 'Class Sections' section shows Session: 1, Class Section: 1, Component: Lecture, Class Nbr: 1021, Event ID: [link]. The 'Meeting Pattern' section shows a table with columns: Facility ID, Capacity, Pat, Mtg Start, Mtg End, M, T, W, T, F, S, S, *Start/End Date. The 'Instructors For Meeting Pattern' section has tabs for 'Assignment' and 'Workload'. The 'Workload' tab is active, showing a table with columns: ID, Name, Assign Type, DeptID, App Load, Load Factor, Work Load, Auto Calc, Assignment FTE %. The 'Auto Calc' checkbox is un-checked, and the 'Work Load' field contains '4.00'. An arrow points from a text box below to the 'Auto Calc' checkbox.

ID	Name	Assign Type	DeptID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
000000001	Allen, Harold	IFF	235 - ECON		100.0000	4.00	<input type="checkbox"/>	26.67

Values: 00.0-99.9

If the Auto Calc check box is un-checked, the report will use the value in the Workload field as the value to be reported for Learning Modes of "S" or "A" only. For example 4.00 would be reported as 040.

Section 3 APDB Process Run Controls

3.1 APDB Section Data Extraction

Use the APDB Section Data Extraction Page to identify which Institution and Term that are to be run for the Data Extraction. You will also identify how your campus identifies Self Support or Extended Education classes that are not reported in the APDB Section Transaction Report. This process will populate the CSU_APDB_SECTN record for the Term specified in the Run Control. You can view the data by using the Query tool. When the edit program is run, it will use the data in this record.

Page Name: APDB Section Data Extraction

Navigation: CSU SA Baseline → CSU CO Reporting → APDB Proc → APDB Section Data Extraction

The screenshot shows the 'APDB Section Data Extraction' web application interface. At the top left is the 'PEOPLE Soft' logo. The navigation bar includes 'Home', 'Worklist', and 'Help' icons. Below the navigation bar is a breadcrumb trail: 'Home > CSU SA Baseline > CSU CO Reporting > APDB Proc > APDB Section Data Extraction'. A 'New Window' link is visible on the right. The main heading is 'APDB Section Data Extraction'. Below this, the 'Run Control ID' is 'KOCONNOR'. There are three buttons: 'Report Manager', 'Process Monitor', and 'Run'. The 'Process Request Parameters' section contains two rows: '*Academic Institution:' with a search box containing 'CSUNR' and a dropdown showing 'Test University'; and '*Term:' with a search box containing '2037' and a dropdown showing 'Fall 2003'. Below this is the 'Method to Identify Self Supported and Extended Ed. Classes' section, which has two radio buttons: 'Academic Group' (selected) and 'Session Code'. Underneath is a 'Select Values To Exclude' section with a search box containing 'EXT' and a dropdown showing 'Extension Group'. There are '+', '-', and 'Update/Display' buttons. At the bottom are 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Add', and 'Update/Display' buttons.

***Note1: To determine which Class Sections to exclude from the report, select the method to identify Self Supported and/or Extended Education courses. The choices are Academic Group or Session. Once you identify the method, select the specific values to use for exclusion.**

3.2 APDB Section Data Edit/Validation

The APDB Section Data Edit will look at the CSU_APDB_SECTN record and run the CO specified edits against the data that has been extracted for the term identified in the Run Control. The process will produce a report of all of the elements that did not pass the edits.

Page Name: APDB Section Edit

Use the CSU APDB Section Edit to determine if your data has any errors before submitting your file to the Chancellor's Office for official review

Navigation: CSU SA Baseline → CSU CO Reporting → APDB Proc → APDB Section Data Edit

The screenshot shows a web application interface for 'APDB Section Data Element Edit/Validation'. At the top left is the 'PEOPLE Soft' logo. The navigation bar includes 'Home', 'Worklist', and 'Help' icons. Below the navigation bar is a breadcrumb trail: 'Home > CSU SA Baseline > CSU CO Reporting > APDB Proc > APDB Section Data Edit'. The main heading is 'APDB Section Data Element Edit/Validation'. Below this, the 'Run Control ID' is 'KOCONNOR'. There are links for 'Report Manager' and 'Process Monitor', and a yellow 'Run' button. A 'Report Request Parameters' section contains two rows: '*Academic Institution' with a dropdown set to 'CSUNR' and a search icon, and '*Term' with a dropdown set to '2037' and a search icon. At the bottom, there are several buttons: 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Add', and 'Update/Display'.

3.3 APDB Section CO File Extract

After all of the edits have been finished and the campus feels comfortable to produce the CO file that will be transmitted, use this Run Control to produce the CO File Layout. Specify the term and file name and then run this process. **Note: You must use the same Run Control ID and OperID that you used when you ran the Section Report Extract earlier.*

Page Name: Output File

Navigation: CSU SA Baseline → CSU CO Reporting → APDB Proc → APDB Section Data Edit

The screenshot shows a web application interface for 'PEOPLE Soft'. The top navigation bar includes 'Home', 'Worklist', and 'Help'. The breadcrumb trail is 'Home > CSU SA Baseline > CSU CO Reporting > APDB Proc > APDB Section CO File Extract', with a 'New Window' link on the right. The main heading is 'APDB Section CO File Extract'. Below this, the 'Run Control ID' is 'KOCONNOR', and there are links for 'Report Manager' and 'Process Monitor', along with a yellow 'Run' button. A 'Process Request Parameters' section contains three rows: '*Academic Institution' with a dropdown set to 'CSUNF' and a search icon, and the text 'Test University'; '*Term' with a dropdown set to '2037' and a search icon, and the text 'Fall 2003'; and '*Output File Name' with a text input field containing 'Report Output Path - Campus Specific'. At the bottom, there are several buttons: 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Add', and 'Update/Display'.

3.4 APDB Prior Term Copy – Class Section Data

CMS has provided an Application Engine process to roll all of the ADPB values forward to the next term(s). **Important Note: This process must be run after the PeopleSoft delivered Term Copy process is run.*

Page Name: APDB Class Prior Term Copy

Navigation: CSU SA Baseline → CSU CO Reporting → APDB Proc → APDB Class Prior Term Copy

PEOPLE
Soft

Home Worklist

Home > CSU SA Baseline > CSU CO Reporting > APDB Proc > APDB Class Prior Term Copy

Class Prior Term Copy

Run Control ID: KOCONNOR [Report Manager](#) [Process Monitor](#)

Class Prior Term Copy Parameters

*Academic Institution:	<input type="text" value="CSUNR"/> <input type="button" value="Q"/>	Test University
*Academic Career:	<input type="text" value="Undergrad"/> <input type="button" value="v"/>	
*Roll From Term:	<input type="text" value="2037"/> <input type="button" value="Q"/>	Fall 2003
*Roll To Term:	<input type="text" value="2047"/> <input type="button" value="Q"/>	Fall 2004

Note: Choose the Roll From Term and the Roll To Term for each career that you would like to roll data forward for.