

# **ONLINE SCHEDULE BUILDING (OSB) USER'S MANUAL**

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# Introduction to Class Schedule Building

## The Class Schedule and Curriculum Development

Development of the class schedule begins with a review of courses offered by a program/department. Course Master Files can be run from [www.sfsu.edu/noindex/osb](http://www.sfsu.edu/noindex/osb). Any new courses, revisions to existing courses or courses that need to be taken out of the course reserve bank should be forwarded to the Curriculum Coordinator. It is the responsibility of the Coordinator, the Course Review Committee, and/or the Deans of Undergraduate and Graduate Studies to review these proposals. Once approved, the courses become part of the University Bulletin and the SIMS Course Master File.

## Class Schedule Building Process

Each semester, Academic Resources publishes the Class Schedule on the web to assist students in the selection of classes for the coming semester. The class schedule building process takes place three times a year, from September to November for Spring, from December to January for Summer, and from February to April for Fall.

You begin building your schedule using data from the last like term (e.g. to build Spring 2007, you will start with data copied from Spring 2006). Therefore, much of your task will be modifying section information from the previous term. Production of the final Class Schedule takes place in Academic Resources.

## Suggested Order of Work

Experienced users find it helpful to use the last like term file in the following order:

1. Delete unnecessary sections.
2. Modify any retained sections.
3. Add new sections.
4. Review proposed schedule on printed reports available at [www.sfsu.edu/noindex/osb](http://www.sfsu.edu/noindex/osb). Run the various reports in different sort orders to check for errors or missing classes.
5. Mark corrections on paper reports, then enter the data online.
6. Continue the process until data is correct.

## **Deadlines**

Each semester, Academic Resources distributes a Class Schedule Production Calendar that outlines the due dates for schedule building, Gator Reg registration, and the production of the Academic Planning Data Base (APDB). These calendars can be found at [www.sfsu.edu/~acadres/calendars/calendar.htm](http://www.sfsu.edu/~acadres/calendars/calendar.htm).

# How to Log In and Out of the OSB System

1. If you need a SIMS account, if you have forgotten your password, or need to update your expired password, go to [www.sfsu.edu/sims](http://www.sfsu.edu/sims), and follow the screen instructions.
2. To access OSB, go to [www.sfsu.edu/sims](http://www.sfsu.edu/sims)
3. Enter your SIMS username and password and click on Windows or Macintosh.
4. Click on "Log in SIMS/R".
5. When you get to the SIMS Logon Form, the cursor will be in the upper left-hand corner box, type in either:
  - OS20 for the section edit screen
  - OS21 for the duplicate section screen
6. <F8> to retrieve the selected screen
7. To Exit the SIMS screen, use the pull-down menu along the top.
8. Click on Action.
9. Select Exit Form.
10. This returns you to the intermediate screen.
11. Follow the normal procedures for closing your Web access.

# Forms

## OS20 Form

This form is used to add, delete, or modify section information, as well as to add or delete sections.

The screenshot shows the OS20 form interface with several callout boxes pointing to specific areas:

- Section Key:** Points to the 'ACCT' field in the header row.
- Physical Feature Block:** Points to the 'PHYSICAL FEATURES' section.
- System Message Line:** Points to the status bar at the bottom of the window.
- Form Name Field:** Points to the window title bar '- [ OS20 ]'.
- Section Basic Block:** Points to the 'TITLE' and 'CATALOG' fields.
- Footnote Block:** Points to the 'FOOTNOTES' section.
- Resource Line Block:** Points to the 'LINE' table at the bottom.
- Restrictive Scheduling Block:** Points to the 'RESTRICT LEV TYPE' and 'RESTRICT MAJOR TYPE' fields.
- Edit Message Line:** Points to the status bar at the bottom of the window.

The form displays the following data:

LINE	SEQ	CS	CRSE	ADJ	TBA	BEGIN	END	DAYS	BLDG	ROOM	BEGIN	END
10		04	LEC	3.0	0.0	0910	1000	MWF	BUS	104	082504	121004

Additional fields visible include: TITLE: PRINCIPLES-FINANCIAL ACCT, CATALOG: 27951, COURSE UNITS: 3.0, SCHED PRINT: P, ENROLL LIMIT: 77, WAIT LIST LIMIT: 10, CONTENT, GRADE METHOD: P, RESTRICT LEV TYPE, RESTRICT LEV CODE, RESTRICT MAJOR TYPE, MAJOR, RANGE, PRE-MJR, MJR, PRE-MIN, MIN.

## OS21 Form

This form is used to duplicate sections. Once duplicated, any changes should be entered on OS20.

The screenshot shows the OS21 form interface. The title bar reads "[ OS21 ]". The menu bar includes Action, Edit, Query, Block, Record, Field, Window, and Help. The main data area contains a table with the following fields: ABBR (ACCT), NUMB (0100), SECT (10), SES ( ), TERM (20044), and ADM (R). Below this table, the following information is displayed: TITLE: PRINCIPLES-FINANCIAL ACCT, STATUS: A, SCHED NUMBER: 21583, LOCATION: SCHOOL 40, DEPARTMENT: 101, and DISCIPLINE: 05021. A central dialog box titled "CREATE A NEW SECTION" contains the following fields: NEW SECTION IDENTIFICATION: COURSE ABBREV (ACCT), COURSE NUMBER (0100), SECTION NUMBER (10), and SESSION ID ( ). At the bottom of the form, a status bar displays the message "0010 COMMIT WAS SUCCESSFUL" and "Record: 1/1".

Callouts in the image point to the following elements:

- Form Name Field:** Points to the "[ OS21 ]" title bar.
- Section Key:** Points to the "ACCT" value in the ABBR field.
- System Message Line:** Points to the status bar at the bottom of the form.
- Edit Message Line:** Points to the "0010 COMMIT WAS SUCCESSFUL" message in the status bar.

# Form Processing

A form is a view of specific data elements from SIMS. Each form is composed of blocks, which are made up of rows and/or fields of data. Blocks are outlined and contain related information. When entering data in OSB, it is important to know the form structure and the uses of function keys.

Upper or Lower Case:

Whether you type in upper or lower case, the system automatically reformats characters to upper case.

Date Formats:

The only allowable date format is: MMDDYY.

Example: Enter July 21, 2003 as: 072103

Function Keys:

<F8> To retrieve a record

<F9> To show a list of values

<F10> To commit a record

To Delete/Change data:

Place the cursor in the field and backspace,

Or

Highlight the field, <delete>

To Move Between Fields:

Use Tab Key,

Or

Place cursor in field and click.

## Edit/System Messages

If data is incorrectly formatted or does not meet edit checks, the field will be highlighted in red and it must be corrected before you can continue.

Some error messages appear as soon as data is entered. Others appear when you move to another field or block, or try to commit the record.

**Important:** In some fields, a list of values appears if your entry is not valid. If a list of values exists for a field, you will see the message "List of Values" at the bottom of the screen. Hit F9 to display the list.

## Tab Movement

If a field has a fixed data length, the tab will jump to the next field as soon as it reaches the maximum. If the field has variable data length, you must manually tab to the next field or click on it.

# Move Between Forms

## Move Between Forms OS20 and OS21

To move between OS20 and OS21 without re-entering the key fields:

1. Enter the desired screen in the upper left-hand field.
2. Place the cursor in the section number field for Fall or Spring, and the session field for Summer. This retains the Key fields so you won't have to re-enter them.
3. <F8>

## Move Between OSB Forms and SIMS Form 10X

Remember that you are working in the live SIMS database. You can move to other SIMS forms at any time. Therefore, if you need a new catalog number, you can insert 10X in the Screen Name field, <F8>, and retrieve the new number.



# How to Update

## Section Key

### Section Key

The section key is used to retrieve data for a class schedule section. The key includes: course abbreviation, course number, section number, session ID (for summer only), term and administrative unit.

**ABBREVIATION [ABBR]:** The course abbreviation must match the abbreviation on the Course Master File. If the abbreviation is incorrectly entered (e.g. CW rather than C\_W) no section data appears; you will see a message on the top right-hand side "Ready for Insert." The system does not check abbreviations until you move into another block, at which point the catalog number is highlighted and at the bottom of the screen you will see a message: "Course abbreviation and number do not match course".

Lists of course abbreviations can be found at [www.sfsu.edu/~acadres/sims%20codes/sims\\_codes.htm](http://www.sfsu.edu/~acadres/sims%20codes/sims_codes.htm). An underscore ( \_ ) represents a space. When entering data, the underscore should be entered as a space.

**COURSE NUMBER [NUMB]:** A number which, when used in conjunction with the Course Abbreviation, serves to identify a course. Use 4 digits with leading zero. **Section numbers must be unique.**

**SECTION [SECT]:** This number serves to uniquely identify each section of a given course. Use 2 digits with leading zero.

**SESSION [SES]:** The Summer Semester has three sessions and these sessions must be used as part of the Section Key for classes scheduled during that term. Session codes **must** be entered for all sections offered during Summer. Use letter and number, R1, R2, R3.

**TERM [TERM]:** The first four digits are the year and the last digit is the term. This field defaults to the term being built. Values for terms are:

- 1 = Winter
- 2 = Spring
- 3 = Summer
- 4 = Fall

**ADMINISTRATIVE UNIT [ADM]:** This field indicates the unit of the university and defaults to R for Regular University.

## **Section Basic Block**

### **Course Title [TITLE]**

Value defaults to the Course Master File course title and cannot be updated. Make sure that you have the correct variable topic.

### **Catalog Number [CATALOG]**

A computer-generated five-digit number that uniquely identifies each course.

If you are adding a section, you must enter a catalog number active for the term being built. If you wish to update the catalog number on an existing course, insert the new catalog number on OS20. If necessary, update the CS#, units and scheduling information. Examples of this are courses that have been transferred on the Course Master File and variable topic courses.

### **Course Units [COURSE UNITS]**

Total course credit unit associated with the course. Field defaults to the total units from the Course Master file, and cannot be updated.

### **Schedule Print [SCHED PRINT]**

The print control code determines how a section will appear in the printed Class Schedule.

You must enter a print control code. Valid values are:

- P** Print all information in the Class Schedule
- N** Do not print section in the Class Schedule
- R** Do not print the Schedule Number in the Class Schedule
- S** Do not print the Schedule Number or Instructor's Name in the Class Schedule
- T** Do not print the Instructor's Name in the Class Schedule

The best way to ensure that students DO NOT enroll through Gator Reg in a section is by using a print control of R or N. Gator Reg will not allow enrollments in a section that is coded with an R or N even if a student has the schedule number. Zeroes in the enrollment limit field cause problems with enrollment and demand statistics.

## **Enrollment Limit [ENROLL LIMIT]**

The enrollment limit is a three-digit field that controls how many students may register in a section during Gator Reg.

You must enter a number in the enrollment limit field; it can be a zero. If enrollment limit is zero, there **must** be an explanatory footnote outlining enrollment procedures.

## **Wait List Limit [WAIT LIST LIMIT]**

A three-digit number limiting the number of students that may enroll on the wait list. Students are added into sections automatically as seats become available, either by a student dropping a class or an enrollment limit being raised. Exception: If the enrollment limit is increased, students are enrolled via a nightly batch job. Gator Reg will not allow a student to sign up on a waiting list if they are enrolled in another section of the same course. Wait lists are optional; you do not have to use them.

## **Grading Method [GRADE METHOD]**

Defaults to value on Course Master File.

## **Schedule Number**

A computer-generated five-digit number that uniquely identifies each section. During schedule building this is a temporary number; the final schedule number (used by students to enroll in the section) is available only after the schedule is finalized. This data element appears as display only on Screen OS21.

## Footnote Block

### Footnotes

Footnotes are used to clarify any special class requirements. You can enter up to 4 footnotes. For footnotes 1-6 (TBA hours), you must enter the matching number of hours in the TBA field on the resource line. Items to include in footnotes are university wide footnotes (e.g.: GE, 25 for weekend classes, etc.), additional course fees, specific off-campus locations and special enrollment procedures.

Any information listed in the bulletin should be excluded from footnotes (e.g.: prerequisites, cross-listed classes, enrollment restrictions, concurrent enrollment, etc.)

### Standard University Footnotes

These footnotes are shared by all colleges and departments.

- GE** REFER TO THE GENERAL EDUCATION SECTION OF THIS CLASS SCHEDULE OR THE SFSU WEBSITE.
- 01** PLUS ONE HOUR TO BE ARRANGED.
- 02** PLUS TWO HOURS TO BE ARRANGED.
- 03** PLUS THREE HOURS TO BE ARRANGED.
- 04** PLUS FOUR HOURS TO BE ARRANGED.
- 05** PLUS FIVE HOURS TO BE ARRANGED.
- 06** PLUS SIX HOURS TO BE ARRANGED.
- 07** REFER TO "ENGLISH COMPOSITION REQUIREMENT, SECOND YEAR" SECTION OF THIS CLASS SCHEDULE WHICH IMMEDIATELY FOLLOWS "ENGLISH" FOR A COMPLETE LISTING OF 214 SECTIONS, SCHEDULE NUMBERS AND MEETING TIMES.
- 08** STUDENTS MUST HAVE AN APPROVED GAP AND AN APPROVED PROPOSAL FOR CULMINATING EXPERIENCE ON FILE IN THE GRADUATE DIVISION (ADM 254) IN ORDER TO REGISTER FOR THE CULMINATING EXPERIENCE COURSE.
- 09** PERMISSION OF INSTRUCTOR REQUIRED.
- 10** SEE UNIVERSITY BULLETIN OR DEPARTMENT FOR CONCURRENT ENROLLMENT REQUIREMENTS AND/OR PREREQUISITES.
- 11** COMPLETE REGISTRATION PRIOR TO THE END OF THE ADD PERIOD.

- 12 CLASS MEETS DURING THE FIRST HALF OF THE SEMESTER ONLY.
- 13 CLASS MEETS DURING THE SECOND HALF OF THE SEMESTER. STUDENTS MUST ATTEND THE FIRST MEETING DAY OF THE FIRST SESSION TO VERIFY ENROLLMENT.
- 14 CLASS MEETS DURING THE FIRST FIVE WEEKS OF THE SEMESTER ONLY.
- 15 CLASS MEETS DURING THE SECOND FIVE WEEKS OF THE SEMESTER. STUDENTS MUST ATTEND THE FIRST MEETING DAY OF THE FIRST SESSION TO VERIFY ENROLLMENT.
- 16 CLASS MEETS DURING THE LAST FIVE WEEKS OF THE SEMESTER. STUDENTS MUST ATTEND THE FIRST MEETING DAY OF THE FIRST SESSION TO VERIFY ENROLLMENT.
- 17 PRIORITY REGISTRATION IS NOT ALLOWED. A PETITION FOR COURSE BY INDIVIDUAL STUDY MUST BE COMPLETED AND APPROVED.
- 18 *(No current footnote is assigned to this number.)*
- 19 CLASS MEETS AT THE DOWNTOWN CENTER, 425 MARKET STREET/FREMONT ST, SF. CALL 415.405.7700 FOR ROOM NUMBER.
- 20 *(No current footnote is assigned to this number.)*
- 21 CLASS MEETS AT CANADA COLLEGE, 4600 FARM HILL BLVD, REDWOOD CITY. FOR ROOM ASSIGNMENTS GO TO [HTTP://WWW.CANADACOLLEGE.NET/UNIVERSITY/SCHEDULES.HTML](http://www.canadacollege.net/university/schedules.html).
- 22 MEETS PART OF THE U.S. HISTORY AND GOVERNMENT REQUIREMENTS. CONSULT THE U.S. HISTORY AND GOVERNMENT SECTION OF THIS CLASS SCHEDULE.
- 23 REFER TO "QUANTITATIVE REASONING COURSES THAT MEET GE REQUIREMENT" FOR INDIVIDUAL SECTIONS, SCHEDULE NUMBERS AND MEETING TIMES.
- 24 *(No current footnote is assigned to this number.)*
- 25 WEEKEND CLASS: CHECK CLASS LISTING FOR MEETING TIMES AND DAYS. IF NOT INDICATED, REFER TO OTHER FOOTNOTES FOR SCHEDULING INFORMATION.
- 26 STUDENTS MAY REGISTER FOR VARYING UNITS OF THIS COURSE. CONTACT DEPARTMENT FOR MORE INFORMATION AND REGISTRATION PROCEDURE.

## Physical Features Block

### Physical Features

Physical features should be entered as individual items, one per line. They are:

1. Enhanced AV  
(consisting of a video projector, VCR, standard or video overhead projector, computer jack, data jack and screen/monitor.)
2. Tab/Moveable Chairs
3. Geography Maps
4. History Maps

**Important:** If a physical feature is requested, Schedule 25 will **not** place the class in a room without that feature. This could result in the class not being assigned a room. See the Appendix for a definition of Enhanced AV.

## **Restrictive Scheduling Block**

### **Restrictive Level Codes**

Restrictive level type should be entered as:

A = to accept levels

R = to reject levels

These codes control whether students at certain levels will be accepted or rejected during Gator Reg. This field identifies up to three (3) separate or a range of student level codes used to allow/prohibit entrance into a section.

0 = First Time Freshman

1 = Freshman (0-29 units)

2 = Sophomore (30-59 units)

3 = Junior (60-89 units)

4 = Senior (90 - above)

5 = Graduate and Second BA's

### **Restrictive Major Codes**

Restrictive major type should be entered as:

A = to accept majors

R = to reject majors

These codes control whether students with certain major codes will be accepted or rejected during Gator Reg. Restrictive major codes can be entered as single values in a list down the left-hand side of the block. They can also be listed as a range of values, with the lowest range in the left-hand column; the highest range in the right-hand column. You can use a combination of these techniques, if appropriate. These restrictions must be noted in the course description in the Class Bulletin.

For a complete list of major code, move the cursor to the major field then <F9>.

**Important:** The other fields in this block are not used at this time.

## Resource Block

The Resource Block contains time, day and instructor data.

### Time Begin

The scheduled starting time of a section.

### Time End

The scheduled ending time of a section. Meeting times are entered using International Time (24-hour clock).

### Change the Time

The time must be entered using a 24-hour clock. If you have entered days, you **must** enter begin and end times and vice-versa. If you use ARR in the days field for a non-supervision class, there must be an explanatory footnote containing class days, times and meeting place or where to get this information. The system does not check for standard time blocks or for the correct amount of faculty contact hours for the units and CS number.

**Important:** Times and days can not be changed on classes that have been preassigned. Call your contact person for assistance.

Conventional Time														
a.m.					p.m.									
8:00	9:00	10:00	11:00	12 noon	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00
0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200

### International Time



## Standard Time Blocks for Fall and Spring

In order to fully utilize the limited number of university classrooms, you are strongly encouraged to use standard time blocks as shown below.

Classes meeting three hours per week:

MWF	TTH	One Day Per Week (include a required 15-min break)
0810-0900	0810-0925	1535-1820
0910-1000	0935-1050	1610-1855
1010-1100	1100-1215	1900-2145
1110-1200	1235-1350	
1210-1300	1410-1525	
1310-1400	1535-1650	
1410-1500		

Classes meeting four hours per week:

MW or TTH	One Day Per Week (include a required 15-min break)
0810-0950	1810-2150
1010-1150	
1220-1400	
1410-1550	
1610-1750	

### Standard Time Blocks for Summer

These time blocks are based on a 3-unit lecture course (CS 1-6). Time blocks are established around three standard begin times: 0900, 1215 and 1800. The ending times vary because of the session, CS number and unit values, and meeting days per week. When scheduling classes other than 3-unit lecture courses, try to remain within the standard starting times listed below.

#### Five Week Sessions: R1 and R3 for 3-unit Lecture Classes

	DAILY	MTWTH	MWF*	MW/TTH*
Contact Time	1h30m	1h55m	2h45m	4h
Morning	0900-1030	0900-1055	0900-1145	0900-1300
Afternoon	1215-1345 1415-1545	1215-1410	1215-1500	1315-1715
Evening		1800-1955	1800-2045	1800-2200

\*Classes meeting 2 hours or longer have a 15-minute break added to the time.

#### Eight Week Sessions: R2 for 3-unit Lecture Classes

	DAILY	MTWTH	MWF	MW/TTH*
Contact Time	1h	1h10m	1h35m	2h35m
Morning	0900-1000 1045-1145	0900-1010 1045-1155	0900-1035	0900-1135
Afternoon	1215-1315 1415-1515	1215-1325 1415-1525	1215-1350 1415-1550	1215-1450
Evening	1800-1900	1800-1910	1800-1935	1800-2035

\*Classes meeting 2 hours or longer have a 15-minute break added to the time.

#### Eight Week Sessions: R2 for 4-unit Lecture Classes

	DAILY	MTWTH	MWF*	MW/TTH*
Contact Time	1h15m	1h35m	2h20m	3h25m
Morning	0900-1015 1030-1145	0900-1035	0900-1120	0900-1225
Afternoon	1215-1330 1345-1500	1215-1350 1415-1550	1215-1420	1215-1540
Evening	1800-1915	1800-1935	1800-2020	1800-2125

\*Classes meeting 2 hours or longer have a 15-minute break added to the time.

### Eight Week Sessions: R2 for 5-unit Lecture Classes

	DAILY	MTWTH	MWF*	MW/TTH*
Contact Time	1h35m	1h57m	2h50m	4h10m
Morning	0900-1035	0900-1100	0900-1150	0900-1310
Afternoon	1215-1350 1415-1550	1215-1415 1430-1630	1215-1505	
Evening	1800-1935	1800-2000	1800-2050	

\*Classes meeting 2 hours or longer have a 15-minute break added to the time.

### Special Considerations for Building the Summer Schedule

The Summer semester has three sessions, R1 (first half); R2 (second half); and R3 (entire summer). The session indicator is required to call up any summer semester sections. Course section numbers **must be unique**. For example, you cannot have BICS 0263 **01R1** and BICS 0263 **01R2**. All non standard time blocks must approved by Academic Resources.

### Summer Semester Contact Hours

#### Five Week Sessions: R1 and R3

CS#	5 Class Days per Week				4 Class Days per Week				3 Class Days per Week			
	DAILY				MTWTH				MWF			
	Contact hours per meeting:				Contact hours per meeting:				Contact hours per meeting:			
	One Unit	Two Units	Three Units	Four Units	One Unit	Two Units	Three Units	Four Units	One Unit	Two Units	Three Units	Four Units
1-6	0h 30m	1h	1h 30m	2h	0h 38m	1h 15m	1h 53m	2h 30m	0h 50m	1h 40m	2h 30m	3h 20m
7-14	1h	2h	3h	4h	1h 15m	2h 30m	3h 45m	5h	1h 40m	3h 20m	5h	6h 40m
15-17	1h 30m	3h	4h 30m	6h	1h 53m	3h 45m	5h 38m	7h 30m	2h 30m	5h	7h 30m	10h

CS#	2 Class Days per Week				1 Class Day per Week		
	MW/TTH				Contact hours per meeting:		
	Contact hours per meeting:				One Unit	Two Units	Three Units
	One Unit	Two Units	Three Units	Four Units	One Unit	Two Units	Three Units
1-6	1h 15m	2h 30m	3h 45m	5h	2h 30m	5h	
7-14	2h 30m	5h	7h 30m	10h			
15-17	3h 45m	7h 30m	11h 15m	15h			

## Eight Week Session: R2

CS#	5 Class Days per Week Contact hours per meeting:				4 Class Days per Week Contact hours per meeting:				3 Class Days per Week Contact hours per meeting:			
	DAILY	DAILY	DAILY	DAILY	MTWTH	MTWTH	MTWTH	MTWTH	MWF	MWF	MWF	MWF
	One Unit	Two Units	Three Units	Four Units	One Unit	Two Units	Three Units	Four Units	One Unit	Two Units	Three Units	Four Units
1-6	0h 19m	0h 38m	0h 56m	1h 15m	0h 23m	0h 47m	1h 10m	1h 34m	0h 31m	1h 3m	1h 34m	2h 5m
7-14	0h 38m	1h 15m	1h 53m	2h 30m	0h 47m	1h 34m	2h 21m	3h 8m	1h 5m	2h 5m	3h 8m	4h 10m
15-17	0h 56m	1h 53m	2h 49m	3h 45m	1h 10m	2h 21m	3h 1m	4h 41m	1h 34m	3h 8m	4h 41m	6h 15m

CS#	2 Class Days per Week Contact hours per meeting:				1 Class Day per Week Contact hours per meeting:		
	MW/TTH	MW/TTH	MW/TTH	MW/TTH	One Unit	Two Units	Three Units
1-6	0h 47m	1h 34m	2h 21m	3h 8m	1h 34m	3h 8m	4h 41m
7-14	1h 34m	3h 8m	4h 41m	6h 15m	3h 8m	6h 15m	
15-17	2h 21m	4h 41m	7h 2m		4h 41m		

### Change the Day

There is a pull-down list of day values <F9>, but not all of them are valid for the Regular University's Class Schedule. In order to ensure placement by Schedule25, you must use the Academic Resources standard day abbreviations listed below.

- M** Monday
- T** Tuesday
- W** Wednesday
- TH** Thursday
- F** Friday
- S** Saturday
- U** Sunday
- MWF** Monday, Wednesday, Friday
- TTH** Tuesday, Thursday
- SU** Saturday, Sunday
- ARR** Arranged (TBA hours must be included except for supervision classes.)

**Important:** For weekend classes (scheduled Friday evening from 5 pm or later and/or Saturday and/or Sunday), you must include Footnote 25.

### Building

The building abbreviation assigned to a facility by the campus that serves to uniquely identify an independent physical structure.

## Room Number

This data element identifies a designator assigned by the campus to each space associated within a given facility and serves to uniquely identify that space.

## Change the Building/Room

You cannot enter the building and room for university classrooms controlled by Academic Resources. For other spaces use the values listed below.

<b>BH</b>	Burk Hall
<b>BUS</b>	Business
<b>CAND COLL</b>	Canada College (must be used with CAND in the BLDG field and COLL in the ROOM field)
<b>CA</b>	Creative Arts
<b>COX FLD</b>	Cox Stadium (must be used with COX in the BLDG field and FLD in the ROOM field)
<b>DOWN TOWN</b>	Downtown Center (must be used with DOWN in the BLDG field and TOWN in the ROOM field)
<b>EP</b>	Ethnic Studies and Psychology (previously PSY)
<b>FA</b>	Fine Arts
<b>FHS FLD</b>	F. Hale Stevenson Field (must be used with FHS in the BLDG field and FLD in the ROOM field)
<b>GYM</b>	Gymnasium
<b>HH</b>	Hensill Hall
<b>HSS</b>	Humanities and Social Sciences
<b>HUM</b>	Humanities
<b>LIB</b>	Library
<b>MAL FLD</b>	Maloney Field (must be used with MAL in the BLDG field and FLD in the ROOM field)
<b>MWH</b>	Mary Ward Hall
<b>ML</b>	Moss Landing Marine Laboratories
<b>OFF CMPS</b>	Off Campus (must be used with OFF in the BLDG field and CMPS in the ROOM field).

<b>ON LINE</b>	On Line (must be used with ON in the BLDG field and LINE in the ROOM field)
<b>SCI</b>	Science
<b>TH</b>	Thornton Hall
<b>TNIS CRTS</b>	Tennis Courts (must be used with TNIS in the BLDG field and CRTS in the ROOM field)

## Dates, Begin

This date defaults to the first day of instruction from the Academic Calendar and should not be changed for Fall and Spring Semester schedules. For Summer, actual meeting begin date should be **adjusted only if it is later than the session begin date.**

## Dates, End

This date defaults to the last day of instruction from the Academic Calendar and should not be changed for Fall and Spring Semester schedules. For Summer, actual meeting end date should be **adjusted only if it is earlier than the session end date.**

## Faculty ID Number

This nine-digit assigned number identifies the faculty member's ID number.

## Faculty Name

This data element identifies the name of the individual employed by the university to teach the section. After entering the Faculty ID, the name will appear. If there is no instructor assigned, both faculty name and ID number should be left blank.

## Add an Instructor

Enter the appropriate Team Teaching Fraction (e.g. 1.000, 0.500, etc.) in the TTF field, then enter the Faculty ID in the field. If you receive an error message, check your list of valid Faculty IDs. In order to insert an instructor, s/he must exist on the SIMS Faculty Base file. If you need to add a new instructor to the Base File, call your contact person. Academic Resources requires an E.A.R. form to enter a new faculty or change the name of an existing faculty.

## Team Teaching and Team Teaching Fractions (TTF)

This data element identifies the fraction of the workload for each individual of a team teaching group or the whole number 1.000 if taught by one instructor.

To add an instructor to a section that is team taught:

1. Create the dependent line (see *Add Extra Resource Lines* in CS Number section) and insert the Faculty ID for the additional instructor(s).
2. Enter the Team Teaching Fraction for each instructor.
3. Be sure that the total TTF for associated lines is equal to 1.000.
4. If the TTF is not correct, you will get a warning message, but the system will allow you to commit incorrect values.
5. Click OK to the warning message only after verifying TTF.

## Delete an Instructor

To delete an instructor, highlight the FAC ID field, <Delete>, then <F10> to commit. The TTF automatically defaults to 0.000.

## Course Classification (CS) Numbers/Split Classifications

The CS number identifies and sequences resource segments associated with a given section. It must match the value(s) on the Course Master File. This field will show a list of valid values for the specific course if an incorrect value is entered. This list also shows the correct adjusted CCU values, which must be manually entered.

**If there is only one CS number and there is only one segment**, the line number must be 10. Number any other segments associated with line 10, in increments of 2: 12, 14, 16, etc.

**If there are two CS numbers**, the line numbers must be 10 and 20, respectively. Number any other resource segments associated with line 20, in increments of 2: 22, 24, 26, etc.

### Add Extra Resource Lines: Line 10, 12, 14, 20 etc

You must add the resource lines in the correct numerical order; the system will not re-order them for you. To insert a resource line in the correct sequence:

1. Place the cursor in the line sequence field on the line above where you want the new resource line to be. For example, if you want to add in a line 12, place your cursor in line sequence 10; if you want to add a line 22, place your cursor in line sequence 20.
2. Go to the menu along the top of the screen; select Record/Insert.
3. A new, blank resource line appears.

### Delete a Resource Line

1. Place cursor on the line to be deleted.
2. Go to the menu along the top of the screen; select Record/Remove.
3. The resource line is immediately removed.
4. <F10> to commit the record.

**Important:** On all dependent resource lines (12, 14, 16, 22, 24, etc.) the CS number must be entered as 00. The adjusted CCU defaults to 0.0. **Do NOT duplicate other data (e.g. adj CCU, TBA, begin and end time, bldg and room).**

### Course Type

This data element indicates the mode(s) of instruction for a particular course. Course type is determined by the CS number. Valid values are:

ABBREVIATION	COURSE TYPE	CS NUMBER
LEC	lecture	01-04, 06
SEM/DISC	seminar/ discussion (grad level)	05
ACT	activity	07-14, 18-21
LAB	laboratory	15-17
SUPV	undergraduate supervision	36
SUPV	graduate supervision	25
SUPV	non-traditional supervision	78



The CS number also determines the number of required meeting hours per week:

C1-6	1 hour weekly/unit
C7-12	2 hours weekly/unit
C15-21	3 hours weekly/unit

## Adjusted Course Credit Units

The units of credit associated with each mode of instruction (CS number). If there are two CS numbers, the sum of the adjusted CCUs equals the total CCUs that a student receives for successful completion of the class.

## To Be Arranged (TBA) Hours

The number of TBA hours associated with each course type. These "arranged" hours must be part of the approved course description in the University Bulletin. The scheduled hours, plus the TBA hours, must equal the weekly contact hours determined by the CS number and the units. TBA hours can be entered as a single digit and the system inserts a leading zero.

**Important:** For TBA with values 1-6, this field is tied to the footnote field. If you enter 1-6 in the TBA hours field, then a matching number must be entered in the footnote field and vice-versa.

## Add a Section

1. Enter the KEY:  
[ABBR][NUMB][SECT][SES][TERM]
2. <F8>

**Note:** You must <F8> before moving into any other block so that the system can verify that the section does not already exist. You will see a message in the upper right-hand corner "Ready for Insert".

3. Enter the catalog number. This is a required field.

As soon as you move the cursor from the Section Basic block, values for course units and grade method will default. All other data must be entered.

4. <F10> to commit the new record.

## Delete a Section

1. To delete a section, place the cursor in the catalog number field.
2. Go to the Record menu at the top of the screen.
3. Select Remove.
4. You will see a message "Confirm Delete Request". Click Yes.
5. The section is deleted immediately. You do not need to commit the record. You will see "Delete Was Successful" message at the bottom of the screen.

## Duplicate (Copy) a Section

1. To copy a section, use screen OS21.
2. Enter the key for the class and section you wish to copy.
3. <F8>
4. The box displays a duplicate section, with the SAME section number as the one you are copying.
5. Enter the new section number.
6. <F10> to commit the record.
7. You will see a message "This action copies the course data to a new section." Click OK.
8. You can return to OS20 screen to edit the new section.
9. If you wish to continue creating new sections, stay in screen OS21, and repeat steps 4-7.

**Important:** Section Number can not be duplicated. Even in summer, if there are different session codes, section numbers **must** be different.

## Change a Variable Topic

1. Enter the new catalog number in the catalog field. The new course title, course unit and grade method will default once you move the cursor into any other block on the form.
2. If the variable topic has a different CS number and/or different unit values, you **must** enter the new values on the resource line.
3. Adjust meeting times and days if necessary.
4. <F10> to commit the record.

## Course-listed Courses

If any part of a cross-listed course is offered, **all parts** must be offered. As a reminder, when you call up a cross-listed course, or add a new class and try to commit it, you will see a warning message: "Cross listed course. All parts of a cross list must be offered". Cross-listed courses should be carefully audited on Report R06.

# Reports as Audit Tools

There are a variety of reports available on the Web to assist you in auditing your class schedule during the building process.

You can print reports from the Web for your specific discipline or an entire college. All current employees with PAC numbers can access OSB reports on the web. Contact Human Resources at x87152 to get a pac number or if you can't remember your assigned number.

**Important:** Your PAC number is the number you use to access the personal leave accounting screen.

## To Print Reports

1. Open your Web browser.
2. Go to: [www.sfsu.edu/noindex/osb](http://www.sfsu.edu/noindex/osb)
3. Enter your ID and PAC (Personal Access Code).
4. Click "Get report choices".
5. Select the report and sort or selection options.
6. Click "Get Report" to print.

## Description of Reports

The reports described below provide summaries of the class schedule in a variety of sort orders. These reports can be printed from the Web by college and/or department personnel. The data on these reports is "live".

**R01 • CLASS SCHEDULE REPORT:** This report contains all of the data that will eventually be printed in the Class Schedule purchased by the students. The report is sorted by section ID (course abbreviation, course number and section number).

**R02 • FACULTY CLASS SCHEDULE REPORT:** This report displays the same data as the Class Schedule Report, but is sorted by faculty name and course ID.

**R03 • UNHOUSED CLASS REPORT:** This report displays unhooused sections. You can sort this report by day or begin time.

**R04 • ROOM UTILIZATION REPORT:** This report is sorted by building and room. The room capacity is printed in parentheses next to the building and room. You can sort this report by days or by begin time.

**R05 • INVALID COURSES REPORT:** Because the course review process occurs during the class schedule-building cycle, previously authorized courses may become invalid for the semester being built. This report displays such courses.

**R06 • CROSS-LISTED COURSES REPORT:** This report displays all components of cross-listed courses. If a component is missing from the schedule, the report will indicate "no section". All components should be verified for consistency in scheduling. Remember: in order for Schedule25 to group cross-listed courses correctly, an instructor must exist for all components. Use your test faculty IDs when necessary. Test faculty IDs are:

FIRST	MIDDLE	LAST	FAC ID
BSS	TEST	COLLEGE	900.429.990
BUS	TEST	COLLEGE	900.725.389
CA	TEST	COLLEGE	901.007.099
EDUC	TEST	COLLEGE	901.301.445
ETHS	TEST	COLLEGE	902.966.394
HHS	TEST	COLLEGE	906.615.273
HUM	TEST	COLLEGE	906.621.578
SCI	TEST	COLLEGE	906.668.209

**R07 • FACULTY WTU REPORT:** This report displays faculty workload by section. Because WTUs for supervision classifications are based on projected enrollment, faculty whose workload includes supervision sections may appear with inflated workloads.

# Schedule Building Checklist

Before finalizing your schedule, you should run a full series of OSB reports to assist you in auditing your SIMS data. Find OSB reports at [www.sfsu.edu/noindex/osb](http://www.sfsu.edu/noindex/osb). Here are some suggestions:

1. **R01 Class Schedule Report, R08 Course Master File and R10 Course Master File - New and Revised**
  - Are all courses/sections there?
  - Are the sections offered on the correct days/times?
  - Are print control codes, footnotes, and request for physical features correct?
  - If summer, are session codes correct?
  - If course has been transferred, have you used the correct catalog number?
2. **R02 Faculty Class Schedule Report**
  - Have you double-scheduled anyone?
  - Have you brought faculty back from any leaves?
  - Have you checked your FERPs?
  - Have lecturers with entitlement been re-appointed correctly?
  - If you expect Schedule25 to house 1)paired classes, 2)multiple sections meeting at the same time and same place, or 3)cross listed classes and the instructor is not hired, you must insert the test faculty ID for your college in order to get all parts of the group housed in the same room.
3. **R03 Unhoused Class Report**
  - Are all labs and activities housed?
4. **R04 Room Utilization Report**
  - Are there any day/time conflicts?
  - Are your large lectures assigned correctly?
  - Are your enrollment limits appropriate for the room you have assigned?
5. **Invalid Courses Report**
  - Any problems with invalid classes must be resolved before schedule building ends.
6. **R06 Cross-listed Courses Report and R09 Cross-listed Course Master File**
  - Are all parts of the cross list group offered?
  - Are times/days/instructors the same on all parts of the cross list?
  - If there is no instructor assigned, you must insert the test faculty ID for your college.
  - If course is cross listed across colleges, consult with college contact person in other college on enrollment limits, restrictions, etc.

7. **R07 Faculty WTU Report**

- Are workloads appropriate for faculty appointment?
- Check your FERPs, faculty coming back from leaves.

## 8. Resource Lines

Be sure that resource line numbers and the types of information shown are correct. Number resource lines by tens for each CS number change; e.g. Line 10 for CS-1, Line 20 for CS-2. See sample 1. Number resource lines by twos for other related resource requirements: e.g. line 12, 14, 16, etc. for data related to line 10. See sample 2. Line 22, 24, 26 for data related to line 20. Examples of related data are team-taught segments, or additional meeting times, days, and/or locations.

Sample 1

Section Key: NURS 0711 01, Period: 20054, Admin Unit: R, Section Status: A, Sched is final: Y

Title: ADV PHYS HLTH PRDM/MAINT, Sched Number: 15040, Section Status: A, Course Units: 2.0

Catalog: 27482, Sched Print: P, Day/Time Chg: [blank]

Enroll Limit: 16, Begin Date: 082405, End Date: 120905

Content: [blank], Sort Code: N11

Grade Method: P, Co-Req Ind: [blank], Location: [blank]

Fees (0): [blank], Wait List Limit: [blank]

OU Fees (420): 21, Restrict Maj Type: A

Transcript Auth: R, Restrict Lev Code: [blank], Self Support Type: [blank]

Prog Category: [blank]

Restrict Lev Type: [blank]

Service Learn Ind: N

Spec Edit (1-5): [blank]

Spec Edit (6-10): [blank]

Seq	CS	Type	CCU	TBA	Begin	End	Days	Bldg	Room	Ln Mode	TTF
10	05	SEM	1.0	1.0	0900	1000	w	BH	354	F	1.000
900005501 AG RENWANZ-BOYLE											
20	15	LAB	1.0	1.0	0930	1230	TH	BH	343	F	1.000
900005501 AG RENWANZ-BOYLE											

Sample 2

Section Key: FR 0102 01, Period: 20052, Admin Unit: R, Section Status: A, Sched is final: Y

Title: SECOND SEMESTER FRENCH, Sched Number: 13182, Section Status: A, Course Units: 5.0

Catalog: 02751, Sched Print: P, Day/Time Chg: [blank]

Enroll Limit: 30, Begin Date: 013105, End Date: 052005

Content: [blank], Sort Code: F81

Grade Method: P, Co-Req Ind: [blank], Location: [blank]

Fees (0): [blank], Wait List Limit: 10

OU Fees (1050): 21, Restrict Maj Type: [blank]

Transcript Auth: R, Restrict Lev Code: [blank], Self Support Type: [blank]

Prog Category: [blank]

Restrict Lev Type: [blank]

Service Learn Ind: N

Spec Edit (1-5): [blank]

Spec Edit (6-10): [blank]

Seq	CS	Type	CCU	TBA	Begin	End	Days	Bldg	Room	Ln Mode	TTF
10	04	LEC	5.0	0.0	1010	1100	DAILY	HUM	477	F	0.600
900002680 E FOURNIER											
12	00		0.0	0.0						F	0.400
906563260 C SABATIER											



9. **Contact Hours**

Verify that the total contact hours (including TBA hours) are correct for the CS number. (Note: A class hour = 50 minutes.)

<u>CS Number</u>	<u>Course Type</u>	<u>Wkly Class Hrs Per Unit of Credit</u>
01-04, 06	LEC	1
05 (Undergrad)	SEM	1
05 (Grad)	SEM or DISC	1
07-14	ACT	2
15-17	LAB	3
18-21	ACT	More than 3
25, 36	SUPV	-
78	SUPV (non-traditional)	-

10. **ARR in Meeting Days**

- For all non –supervision courses that are meeting by arrangement, scheduling information or at least a contact name/phone number/website should be contain in the footnote.
- Is the class meeting for the required contact hours based on CS number and units?
- Where necessary have these classes been included on the request for pre-assignment?

11. **Time Slot Reports**

- All large lecture hall assignments and pre-assigned classes count against your time slot allocation.
- Cross listed class should be counted in the time slot of the college offering/paying the class.

12. **Pre-assigned Procedure**

- If you request a pre-assignment for a disabled faculty member, please be sure that they have a "Reasonable Accommodation Request Form" on file in the Office of Disability Programs Unit, located in SSB 109. Forms are available on the web at <http://www.sfsu.edu/~dprc/raform.html>.
- Mini-classes (classes that meet only part of the semester) and one-time meetings scheduled in footnotes (e.g. for online classes) must be included on the Classes Needing Pre-assigned Rooms Form.

13. **Lectures in Labs**

You are required to continue housing the same number of lectures/seminars in lab/activity space as you did in the like prior term. Lists are distributed at the start of the schedule building cycle.

14. **699s and 899s**

- Consider using footnote 26 and displaying only a single 3 unit section. Section display on the web schedule is controlled by the Print Control Code.
- Check print control carefully. Students cannot enroll in 699s/899s until the first day of classes.

15. **Restrictive Scheduling Major and Level Codes**

Code these during schedule building to avoid having to do it later on change forms.

16. **Weekend Classes**

- Weekend classes are defined as meeting anytime from 5:00 p.m. on Friday through midnight Sunday. Any classes meeting during these times **MUST** be coded with University footnote "25" which states: "Weekend Class: Check class listing for meeting times and days. If not indicated, refer to other footnotes for scheduling information."
- For those classes meeting all 15 weekends, (e.g. every Saturday) code the begin time, end time and "S", "U", or "SU" in the days field.
- Classes that meet sporadically throughout the semester (e.g. every other Saturday, one or two weekends only, etc.) should code "ARR" in the days field and state specific dates in a department defined footnote. ***These classes must be included on the Classes Needing Pre-assigned Rooms form***

17. **Online Classes**

Should insert "ON" in the building field and "LINE" in the room field. Any other information should be clearly defined in a department footnote including any meeting times associated with these classes. ***These meeting times must be included on the Classes Needing Pre-assigned Rooms form.***

## 18. Off Campus Classes

Classes meeting at the Downtown Center should be coded "DOWN" in the building field and "TOWN" in the room field; use footnote 19 for location information. Classes meeting at Canada College should be coded "CAND" in the building field and "COLL" in the room field; use footnote 21 for location information. All other classes meeting off campus should insert "OFF" in the building field and "CMPS" in the room field. Meeting locations, times and/or days should be defined in specific fields or in a department footnote. If the lecture takes place on campus and the lab or activity takes place off campus, the lab or activity should be coded "OFF CMPS". ***If a class meets off campus and on weekends, please use the "OFF CMPS" designation and do not use footnote 25.***

## Related URLs

1. SIMS on the Web  
<https://www.sfsu.edu/sims>
2. OSB Reports  
<https://www.sfsu.edu/noindex/osb/osbrpts.htm>
3. Class Schedule  
<http://www.sfsu.edu/online/clssch.htm>
4. Class Demand  
[http://www.sfsu.edu/online/enr\\_analysis.htm](http://www.sfsu.edu/online/enr_analysis.htm)
5. Online Classroom Database  
<http://www.sfsu.edu/%7Eavitv/building.html>