

quick tips

Curriculum Component changes

Curriculum changes occur in the fall semester. Correcting the Method of Instruction and unit value is required at the time of entry.

Details of all program and course proposals can be viewed at:

<http://www.curricUNET.com/palomar>





Two steps are necessary to complete the modification of the course. Example: AT 125 (see page 4)

1. Pull up Adjust Class Associations

Home > Curriculum Management > Schedule of Classes > Adjust Class Associations

- a. Under Class Associations, you will need to verify unit value. If your value needs to be adjusted, minimum and maximum units should be changed to the new unit value. Both fields should equal the same number. **Do not touch anything else on this panel.**

- b. Under Class Components, you will need to correct the following:
 - i. Under Class Association Components: Graded Component and Primary Component
 - ii. Under Class Components: add new Course Component(s).

- c. Select the correct component in both the graded and primary component fields.
- d. Hit the   (plus key) to add lecture and/or laboratory component. Contact hours should reflect the new catalog hours. Save
- e. Hit the   (minus key) on the L/L Course Component row. Save

Term:	2011 Fall	Credit
Subject Area:	AT	Automotive Technology
Catalog Nbr:	125	AUTOMOTIVE MACHINING
Session:	FUL	Full-Semester

Class Association Components Find | View All | First 1 of 1

Associated Class: 1

*Grading Basis: ABC/PNP Grading

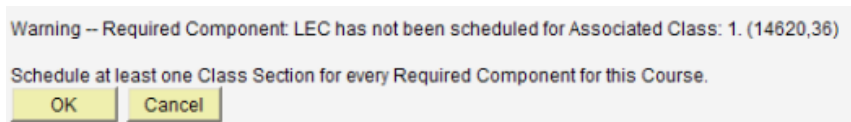
Graded Component: *Grade Roster Print:

Requirement Designation: Primary Component:

Class Components Customize | Find | View All | First 1-2 of 2 | Last

*Course Component	Contact	Optional	*Final Exam	Auto Create
<input type="text" value="Laboratory"/>	<input type="text" value="4.500"/>	<input type="checkbox"/>	<input type="text" value="No"/>	<input type="checkbox"/> + -
<input type="text" value="Lecture"/>	<input type="text" value="1.500"/>	<input type="checkbox"/>	<input type="text" value="No"/>	<input type="checkbox"/> + -

i. Ignore the error message, click okay and save.



2. Pull up Maintain Schedule of Classes

Home > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

a. On the Basic Data panel, click on the magnifying glass to open field for Component

Term:	2011 Fall
Subject Area:	AT
Catalog Nbr:	125

Class Sections

*Session: Full-Semester

*Class Section:

*Component: Lecture/Laboratory



Click on Lecture

Subject Area:	AT
Catalog Nbr:	125

Class Sections

*Session: Full-Semester

*Class Section:

*Component: Lecture

On the same Basic Data panel, click on Instruction Mode and correct to 02 (lecture)

Subject Area: AT
Catalog Nbr: 125

Class Sections

*Session: FUL Full-Semester
*Class Section: 1
*Component: LEC Lecture
*Class Type: Enrollment
*Associated Class: 1
*Campus: MAIN Main
*Location: SAN MARCOS San M
Course Administrator:
*Academic Organization: TRADEIND Trade
Academic Group: I Occup
*Holiday Schedule: HLS Acade
*Instruction Mode: 04 04-La
Primary Instr Section: 1

Search Results

View All First 1-15 of 15 Last

Instruction Mode	Description
02	02-Lecture
04	04-Laboratory
11	11-Tutoring

Term: 2011 Fall
Subject Area: AT
Catalog Nbr: 125

Class Sections

*Session: FUL Full-Semester
*Class Section: 1
*Component: LEC Lecture
*Class Type: Enrollment
*Associated Class: 1
*Campus: MAIN Main
*Location: SAN MARCOS San Marcos
Course Administrator:
*Academic Organization: TRADEIND Trade & Ind
Academic Group: I Occupation
*Holiday Schedule: HLS Academic F
*Instruction Mode: 02 02-Lecture

If this class is a full semester, save. If your class is in a **different** session, you would need to go to the Meetings panel and *adjust the dates* before saving.

AT 125 is a two component course. You would need to create a new class with the LAB component. If it is an auto enrolled class, you would have to number your class section

and associated class accordingly. Don't forget to auto enroll the class on the lecture portion, under Enrollment Cntrl if need be.

Term:	2011 Fall	Credit
Subject Area:	AT	Automotive Technol
Catalog Nbr:	125	AUTOMOTIVE MACH
Class Sections		
*Session:	FUL <input type="text"/>	Full-Semester
*Class Section:	2 <input type="text"/>	
*Component:	LAB <input type="text"/>	Laboratory
*Class Type:	Non-Enroll <input type="text"/>	
*Associated Class:	1 <input type="text"/>	
*Campus:	MAIN <input type="text"/>	Main
*Location:	SAN MARCOS <input type="text"/>	San Marcos Campus
Course Administrator:	<input type="text"/>	
*Academic Organization:	TRADEIND <input type="text"/>	Trade & Industry Department
Academic Group:	I	Occupational Education
*Holiday Schedule:	HLS <input type="text"/>	Academic Holiday Schedule
*Instruction Mode:	04 <input type="text"/>	04-Laboratory

Example: Catalog Information (2010-2011)

Course ID:	001325	Find View All First 2 of 2
*Effective Date:	08/01/2004 <input type="text"/>	*Status: Active <input type="text"/>
*Description:	AUTOMOTIVE MACHINING	AT 125
Long Course Title:	AUTOMOTIVE MACHINING	
Long Description:	6 hours lecture/laboratory (3)	

Example: Catalog Information (2011-2012)

Course ID:	001325	Find View All First 1 of 9
*Effective Date:	08/01/2011 <input type="text"/>	*Status: Active <input type="text"/>
*Description:	AUTOMOTIVE MACHINING	AT 125
Long Course Title:	AUTOMOTIVE MACHINING	
Long Description:	1.5 hours lecture - 4.5 hours laboratory (3)	