

# Schedule Proofing Checklist

Use the [MyQueries](#) listed below to download class schedule data and [resolve errors](#) before Go Live.

## I. Class Schedule by Term Only Query

List of all class sections for the semester.

- ✓ Sections with days & times must have a **Facility ID**.  
If you cannot find a room, please remove the section from the schedule before Go Live.
- ✓ Use the delete [-] button to remove sections. There are no sections in Cancelled status.
- ✓ **Associated Class Number must match the Section Number.**  
Associated Class Number defaults to 01.  
This field greys out and we cannot correct it after students register.  
Exception: [multicomponent classes](#).

Sample multi-component setup:

Section 01 = Lecture
<ul style="list-style-type: none"><li>• Section 01 is associated with itself.</li><li>• Section 01 = Enrollment Section</li><li>• Section 01: Auto Enroll Section field = Section 02. *This is how the system knows to automatically enroll students into the Lab, when they enroll in the Lecture.</li></ul>
Section 02 = Lab
<ul style="list-style-type: none"><li>• Section 02 is associated with Section 01.</li><li>• Section 02 = Non-enrollment Section</li><li>• Section 02: Auto Enroll Section field is blank.</li></ul>
Class Note = #0966

- ✓ **Enrollment Capacity cannot exceed Room Capacity.**
- ✓ **Do not set Enrollment Cap to zero.**  
This throws off reporting percentages.  
Use Stop Further Enrollment or Tentative instead.
- ✓ Check for odd times, e.g., 2am instead of 2pm.

- ✓ **Graduate Level Courses:**  
500- or 600- Level courses CANNOT be variable units.  
Each section must have a fixed unit value.

## II. Class Section Topics Query

List of variable topics classes for the semester.

- ✓ **Verify the correct topic is added to each section.**  
Note: Topics are printed on student transcripts.  
This is critical to review.

## III. Class Section Notes Query

List of class notes attached to each section.

Class notes roll from the previous year to the next.

- ✓ **Review, add/remove class notes as needed.**  
You will not have access to this after Go Live.

## IV. Learning Mode & Space Type Query

Learning Mode defaults to 09 – Face to Face.

- ✓ Use the [online sections checklist](#) to assign the correct values for:
  - Instruction Mode
  - APDB Learning Mode
  - Space Type

## V. Combined Sections Table with Section Data Query

List of combined sections for the semester.

- ✓ Email [scheduling@fullerton.edu](mailto:scheduling@fullerton.edu) if any cross-listings or combinations need to be set up or removed.

## VI. Sections with no grade access Query

List of sections missing Approve access or instructor.

- ✓ Grant **Approve** access for *every meeting pattern* that has an instructor attached.
- ✓ Assign the instructor through the *Schedule Class Meetings* screen in CMS.