

## In-Person

This is In-Person format/modality. Students and the instructor will meet weekly in person, all dates and times will be listed on the class schedule.

### PeopleSoft things to look at for Primarily Only, Select In-Person Courses:

<b>Instruction Mode</b>	<b>P – In Person</b>
<b>Course Attribute/Value</b>	<b>PLAN/PERSON PLNB/SYNC</b>
<b>Facility ID</b>	Only enter the Classroom/Facility ID if it is a Regular Puzzle (that has met the parameters) or is Specialized Space (owned or prioritized for the department).
<b>APDB Learning Mode</b>	<b>09 – Face-to-face</b>
<b>Room Characteristic</b>	For the type of Classroom Needed for In Person Dates
<b>Note Number</b>	<b>111 In Person</b>

### Example: Meets In Person

MP	Facility ID	Day(s)	Start	End	Dates	APDB Mapping: Space Type
1		M	1:00 PM	2:50 PM	Full Semester	Based on CS Value

**BASIC DATA TAB**

Course ID 201365 Course Offering Nbr 1  
 Academic Institution Cal State San Marcos  
 Term Spring 2023 Undergrad  
 Subject Area GBST Global Studies  
 Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

**Class Sections**

\*Session 1 Regular Academic Session Class Nbr 21340  
 \*Class Section 01 \*Start/End Date 01/23/2023 05/12/2023  
 \*Component LEC Lecture Event ID  
 \*Class Type Enrollment Section  
 \*Associated Class 1 Units 3.00 Associated Class Attributes  
 \*Campus MAIN Main Add Fee  
 \*Location SMCAMPUS San Marcos Campus  
 Course Administrator  
 \*Academic Organization 375 - GBST Global Studies  
 Academic Group HABSU Hum, Arts, Behavioral, Soc Sci  
 \*Holiday Schedule SMCMP SMCMP Academic Holiday Sched  
 \*Instruction Mode P In Person  
 Primary Instr Section 01

**Class Topic**

Course Topic ID Print Topic in Schedule

**Equivalent Course Group**

Course Equivalent Course Group Override Equivalent Course  
 Class Equivalent Course Group

**Class Attributes**

*Course Attribute	Description	*Course Attribute Value	Description
PLAN	Instructional Plan	PERSON	In-Person
PLNB	Plan B or Backup Virtual Plan	SYNC	Synchronous

### BASIC DATA TAB

Instruction Mode:

P – In Person

Course Attribute/Value

**PLAN/PERSON**

**PLNB/SYNC**

(all classes must have a Plan B or “Shadow Schedule” value – SYNC is recommended, but any of the options can be inputted based on department/faculty preference)

**BEFORE YOU MOVE TO NEXT**

**STEP: SAVE**

**BASIC DATA TAB**

**FOR TENTATIVE CLASSES**

**Course Attribute/Value**

In Spring, if class should remain Tentative when class schedule is posted, please add the TENT Course Attribute with value of "Y"

**BEFORE YOU MOVE TO NEXT TAB: SAVE**

Class Attributes		Personalize   Find   View All   First 4-5 of 5 Last	
*Course Attribute	Description	*Course Attribute Value	Description
PLNB	Plan B or Backup Virtual Plan	SYNC	Synchronous
TENT	Class stays Tentative	Y	Class stays Tentative

**Meets In Person** **Pat=ARR** **No Days or Times listed**

**ENTER TBA HOURS**

**Meeting APDB Mapping Values**  
Space Type: 1 Lecture  
TBA Hours: 3.0

**Meetings Tab**

*NEW\*\* Meeting Pattern:*

**ARR:**

– **MUST** use “ARR” in PAT for Meeting Patterns with **NO** days or times but that meet in person.

**TBA Hours:**

– Enter TBA hours for In-Person classes with **NO** days or times listed in the meeting pattern (**EXCLUDING Independent Studies/Supervision Classes**)

APDB Class Section Values	
CS Number:	02
Workload Factor:	K 1.0
Component Units:	3.00
Component Students:	
Group Code Control:	
*APDB Learning Mode:	09

**\*Session 1**  
**\*Class Section 01**  
**\*Component SUP**

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

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**Class Sections** Find | View All First 1 of 2 Last

Session 1 Regular Academic Session Class Nbr 21340  
 Class Section 01 Component Lecture Event ID  
 Associated Class 1 Units 3.00 [Class APDB Mapping Values](#)

**Meeting Pattern** Find | 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  
 [ ] [ ] [MWF3] [9:30AM] [10:20AM] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [01/23/2023] [05/12/2023]

Topic ID [ ] Free Format Topic [ ]

Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

**Instructors For Meeting Pattern** Personalize | Find | View All | [ ] First 1 of 1 Last

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
				Primary Instructor	<input checked="" type="checkbox"/>				

**Room Characteristics** Personalize | Find | [ ] First 1 of 1 Last

*Room Characteristic	Description	*Quantity
10	Lecture Room, Not Computer Lab	1

**Academic Shift** Personalize | Find | [ ] First 1 of 1 Last

Academic Shift	Description

## MEETINGS TAB

### Class APDB Mapping Values

- ONLY edit the Learning Mode field
- Make a note of CS Number/Value in Class APDB Mapping Values

### APDB Learning Mode

- 09 – Face-to-face

**APDB Class Section Values**

CS Number: 02

Workload Factor: K 1.0

Component Units: 3.00

Component Students: [ ]

Group Code Control: [ ]

\*APDB Learning Mode: 09

**BEFORE MOVING TO THE NEXT STEP: SAVE**

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID 201365 Course Offering Nbr 1  
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 Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

**Class Sections** Find | View All First 1 of 2 Last

Session 1 Regular Academic Session Class Nbr 21340  
 Class Section 01 Component Lecture Event ID  
 Associated Class 1 Units 3.00 [Class APDB Mapping Values](#)

**Meeting Pattern** Find | 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  
 [ ] [ ] [MWF3] [9:30AM] [10:20AM] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [01/23/2023] [05/12/2023]

Topic ID [ ] Free Format Topic [ ]

Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

**Instructors For Meeting Pattern** Personalize | Find | View All | [ ] First 1 of 1 Last

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
				Primary Instructor	<input checked="" type="checkbox"/>				

**Room Characteristics** Personalize | Find | [ ] First 1 of 1 Last

*Room Characteristic	Description	*Quantity
10	Lecture Room, Not Computer Lab	1

**Academic Shift** Personalize | Find | [ ] First 1 of 1 Last

Academic Shift	Description

## MEETINGS TAB

### Meeting Pattern (MP):

**ONLY enter Facility ID if any of the following are true:**

- Regular Puzzle & the puzzling parameters are met
- Specialized Space owned by the Department
- Department has priority scheduling in the room

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

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**Class Sections** Session 1 Regular Academic Session Class Nbr 21340  
 Class Section 01 Component Lecture Event ID  
 Associated Class 1 Units 3.00

**Meeting Pattern** Facility ID Capacity Pat MWF3 Mtg Start 9:30AM Mtg End 10:20AM M T W T F S S  
 \*Start/End Date 01/23/2023 05/12/2023  
 Topic ID Free Format Topic

**Instructors For Meeting Pattern**  
 Assignment Workload  
 ID Name \*Instructor Role Print Access Contact Empl Recpt Job Code  
 Primary Instructor

**Room Characteristics**  
 \*Room Characteristic Description \*Quantity  
 10 Lecture Room, Not Computer Lab 1

**Academic Shift**  
 Academic Shift Description

## MEETINGS TAB

### Meeting Pattern (MP):

Standard Pattern (**Pat**) is helpful for entering the days and times. Select the Pat for the number of schedule hours, such as MWF3 (Mon, Wed, Friday 3 hours/week).

- Enter the Mtg Start time in Military Time (ex: 1730 instead of 5:30 PM)
- The Mtg End will auto-populate, and the days will automatically be checked off correctly.

The Mtg Start, Mtg End, and Days can also be entered one-by-one.

- Make sure the appropriate days box(es) are checked

***Always use Approved Class Meeting Days & Times***

**BEFORE MOVING TO THE NEXT STEP: SAVE**

## MEETINGS TAB

### Meeting APDB Mapping Values:

- **ONLY** edit the Space Type field

### Space Type

- To edit this value, reference the CS Number/Value (from the CLASS APDB Mapping Values link) & page 2 on the PeopleSoft Schedule Build Entry Connections (on the [Process Guides Page](#))

- **FYI: EXCEPTION:** When class is offered Online, ALWAYS use "3 Non-Capacity"

**BEFORE MOVING TO THE NEXT STEP: SAVE**

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
000000114	Stoddard-Holmes,Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	2360

**Meeting APDB Mapping Values**

Space Type: 1 Lecture

TBA Hours:

OLD Learning Md:

## MEETINGS TAB

### Faculty Assignment:

If you have a faculty ready to assign, input under the Instructors for Meeting Pattern Section

Input ID directly into field or use the Magnifying glass to search for the faculty by name.

### If you cannot find your faculty:

Make sure you spelled name right. Make sure you have the faculty's legal name. Are they new? (If so, fill out New Faculty Form online)

**BEFORE MOVING TO THE NEXT STEP: SAVE**

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
000000114	Stoddard-Holmes,Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	2360

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

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**Class Sections** Find | View All First 1 of 2 Last  
 Session 1 Regular Academic Session Class Nbr 21340 Class APDB Mapping Values  
 Class Section 01 Component Lecture Event ID  
 Associated Class 1 Units 3.00

**Meeting Pattern** Find | 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  
 Topic ID Free Format Topic  
 Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

**Instructors For Meeting Pattern** Personalize | Find | View All | First 1 of 1 Last  
 Assignment Workload Print  

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd	Job Code
000000114	Stoddard-Holmes,Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	2360

**Room Characteristics** Personalize | Find | View All | First 1 of 1 Last  
 \*Room Characteristic Description  
 10 Lecture Room, Not Computer Lab

**Academic Shift** Personalize | Find | View All | First 1 of 1 Last  
 Academic Shift Description

## MEETINGS TAB

### Faculty Assignment:

Access should **ONLY** be APPROVE

- In very rare exceptions, Grade can be used. This is only for Teaching Assistants who should not have access to Permission Numbers and Submitting Grades. Know or ask your DC before using this option!

**BEFORE MOVING TO THE NEXT STEP: SAVE**

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

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**Class Sections** Find | View All First 1 of 2 Last  
 Session 1 Regular Academic Session Class Nbr 21340 Class APDB Mapping Values  
 Class Section 01 Component Lecture Event ID  
 Associated Class 1 Units 3.00

**Meeting Pattern** Find | 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  
 Topic ID Free Format Topic  
 Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

**Instructors For Meeting Pattern** Personalize | Find | View All | First 1 of 1 Last  
 Assignment Workload Print  

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd	Job Code
000000114	Stoddard-Holmes,Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	2360

**Room Characteristics** Personalize | Find | View All | First 1 of 1 Last  
 \*Room Characteristic Description  
 10 Lecture Room, Not Computer Lab

**Academic Shift** Personalize | Find | View All | First 1 of 1 Last  
 Academic Shift Description

## MEETINGS TAB

### Room Characteristics:

Based on the type of the Room the In-Person portion of the class needs.

Most classes use 10 – Lecture Room, Not Computer Lab.

**BEFORE MOVING TO THE NEXT TAB: SAVE**

## ENROLLMENT CNTRL TAB

### Class Status:

Only use ACTIVE or TENTATIVE

- Do NOT use CANCEL during Schedule Build. Classes should be DELETED (on the Basic Data Tab) during the build.
- In Spring, classes will need to be built as Tentative once the Winter Class Schedule is posted.
- If Spring Classes should remain Tentative when Spring is Posted, use the TENT class attribute on the Basic Data Page.

**BEFORE MOVING TO THE NEXT STEP: SAVE**

Course ID 201365 Course Offering Nbr 1  
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Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

Enrollment Control Find | View All First 1 of 2 Last

Session 1 Regular Academic Session Class Nbr 21417  
Class Section 01 Component Lecture Event ID  
Associated Class 1 Units 3.00

\*Class Status Active Cancel Class

Class Type Enrollment Enrollment Status Open  
\*Add Consent No Special Consent Required Requested Room Capacity 45 Total  
\*Drop Consent No Special Consent Required Enrollment Capacity 45 0  
1st Auto Enroll Section Wait List Capacity 999 0  
2nd Auto Enroll Section Minimum Enrollment Nbr  
Resection to Section

Auto Enroll from Wait List  Cancel if Student Enrolled

## ENROLLMENT CNTRL TAB

### Add Consent:

- Instructor/Department Consent Required means a student need to contact assigned faculty or the department to obtain a permission number to enroll.
- Instructor or department email **must be entered in the class note.**

### Drop Consent:

- Do NOT use

**BEFORE MOVING TO THE NEXT STEP: SAVE**

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Enrollment Control Find | View All First 1 of 2 Last

Session 1 Regular Academic Session Class Nbr 21417  
Class Section 01 Component Lecture Event ID  
Associated Class 1 Units 3.00

\*Class Status Active Cancel Class

Class Type Enrollment Enrollment Status Open  
\*Add Consent No Special Consent Required 45 Total  
\*Drop Consent No Special Consent Required 45 0  
1st Auto Enroll Section Wait List Capacity 999 0  
2nd Auto Enroll Section Minimum Enrollment Nbr  
Resection to Section

Auto Enroll from Wait List  Cancel if Student Enrolled

Do NOT Use Drop Consent

Basic Data Meetings **Enrollment Cntrl** Reserve Cap Notes Exam LMS Data Textbook GL Interface

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Session 1 Regular Academic Session Class Nbr 21417  
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\*Class Status Active Cancel Class

Class Type Enrollment Enrollment Status Open

\*Add Consent No Special Consent Required Requested Room Capacity 45 Total  
 \*Drop Consent No Special Consent Required Enrollment Capacity 45 0  
 1st Auto Enroll Section Wait List Capacity 999 0  
 2nd Auto Enroll Section Minimum Enrollment Nbr  
 Resection to Section

Auto Enroll from Wait List  Cancel if Student Enrolled

### ENROLLMENT CNTRL TAB

#### Requested Room Capacity:

- Should be equal to the Enrollment Capacity.
- This field tells the Optimizer what size classroom is needed.

Basic Data Meetings **Enrollment Cntrl** Reserve Cap Notes Exam LMS Data Textbook GL Interface

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 Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

**Enrollment Control** Find | View All First 1 of 2 Last

Session 1 Regular Academic Session Class Nbr 21417  
 Class Section 01 Component Lecture Event ID  
 Associated Class 1 Units 3.00

\*Class Status Active Cancel Class

Class Type Enrollment Enrollment Status Open

\*Add Consent No Special Consent Required Requested Room Capacity 45 Total  
 \*Drop Consent No Special Consent Required Enrollment Capacity 45 0  
 1st Auto Enroll Section Wait List Capacity 999 0  
 2nd Auto Enroll Section Minimum Enrollment Nbr  
 Resection to Section

Auto Enroll from Wait List  Cancel if Student Enrolled

### ENROLLMENT CNTRL TAB

#### Enrollment Capacity:

- Number of Students that can enroll in this section

Basic Data Meetings **Enrollment Cntrl** Reserve Cap Notes Exam LMS Data Textbook GL Interface

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**Enrollment Control** Find | View All First 1 of 2 Last

Session 1 Regular Academic Session Class Nbr 21417  
 Class Section 01 Component Lecture Event ID  
 Associated Class 1 Units 3.00

\*Class Status Active Cancel Class

Class Type Enrollment Enrollment Status Open

\*Add Consent No Special Consent Required Requested Room Capacity 45 Total  
 \*Drop Consent No Special Consent Required Enrollment Capacity 45 0  
 1st Auto Enroll Section Wait List Capacity 999 0  
 2nd Auto Enroll Section Minimum Enrollment Nbr  
 Resection to Section

Auto Enroll from Wait List  Cancel if Student Enrolled

### ENROLLMENT CNTRL TAB

#### Wait List Capacity:

- If class needs a Wait List, enter "999" in this field
- Auto enroll from Wait List:**
- If using the Wait List, this box **MUST BE** checked (as shown)

**BEFORE MOVING TO THE NEXT TAB: SAVE**



Basic Data Meetings Enrollment Cntrl **Reserve Cap** Notes Exam LMS Data Textbook GL Interface

Course ID 201365 Course Offering Nbr 1  
 Academic Institution Cal State San Marcos  
 Term Spring 2022 Undergrad  
 Subject Area GBST Global Studies  
 Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

**Class Sections** Find | View All First 1 of 2 Last  
 Session 1 Regular Academic Session Class Nbr 21417  
 Class Section 01 Component: Lecture Event ID  
 Associated Class 1 Units 3.00

**Reserve Capacity** Find | View All First 1 of 1 Last  
 \*Reserve Capacity Sequence 1 Enrollment Total 0

**Reserve Capacity Requirement Group** Personalize | Find | View All First 1-2 of 2 Last

*Start Date	*Requirement Group	Cap Enrl
10/05/2021	009102 GBST 301 Plans	1
06/16/2021	009102 GBST 301 Plans	0

**RESERVE CAP TAB**

**Reserve Capacity Requirement Group:**

- Mainly used for **GEM ERGs** For classes that have **both General Education and Major/Minor Requirements**. GEM ERGs reserve seats for the majors/minors that need seats in the section.

Basic Data Meetings Enrollment Cntrl **Reserve Cap** Notes Exam LMS Data Textbook GL Interface

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**Class Sections** Find | View All First 1 of 2 Last  
 Session 1 Regular Academic Session Class Nbr 21340  
 Class Section 01 Component: Lecture Event ID  
 Associated Class 1 Units 3.00

**Reserve Capacity** Find | View All First 1 of 1 Last  
 \*Reserve Capacity Sequence 1 Enrollment Total 0

**Reserve Capacity Requirement Group** Personalize | Find | View All First 1-2 of 2 Last

*Start Date	*Requirement Group	Cap Enrl
09/30/2022	009102 GBST 301 Plans	1
12/16/2022	009102 GBST 301 Plans	0

**RESERVE CAP TAB**

**Add two rows**  
(using the plus “+” button)

Basic Data Meetings Enrollment Cntrl **Reserve Cap** Notes Exam LMS Data Textbook GL Interface

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 Session 1 Regular Academic Session Class Nbr 21340  
 Class Section 01 Component: Lecture Event ID  
 Associated Class 1 Units 3.00

**Reserve Capacity** Find | View All First 1 of 1 Last  
 \*Reserve Capacity Sequence 1 Enrollment Total 0

**Reserve Capacity Requirement Group** Personalize | Find | View All First 1-2 of 2 Last

*Start Date	*Requirement Group	Cap Enrl
09/30/2022	009102 GBST 301 Plans	1
12/16/2022	009102 GBST 301 Plans	0

**RESERVE CAP TAB**

**Start dates:**  
 1<sup>st</sup> Row: Today’s date  
 2<sup>nd</sup> Row: Sunset date (check note for this date)

**BEFORE MOVING TO THE NEXT STEP: SAVE**

## RESERVE CAP TAB

### Requirement Group:

GEM ERGs can be found with SUBJ & CATALOG NBR & the word "Plans" (example: GBST 301 Plans)

**Do NOT use any ERG that has "Requirement" on the end of the description.** It is NOT a GEM ERG and should NOT be used.

Both lines should have the same Requirement Group Number.

**BEFORE MOVING TO THE NEXT STEP: SAVE**

*Start Date	*Requirement Group	Cap Enrl
09/30/2022	009102 GBST 301 Plans	1
12/16/2022	009102 GBST 301 Plans	0

## RESERVE CAP TAB

### Cap Enrl:

**Row with earliest date:** Should have the number of seats being reserved.

**Row with latest date:** Should always be ZERO (0)

**Warning:** The rows may change places when you go out & back in. Please make sure when you make changes that you are doing it on the right row!

**BEFORE MOVING TO THE NEXT TAB: SAVE**

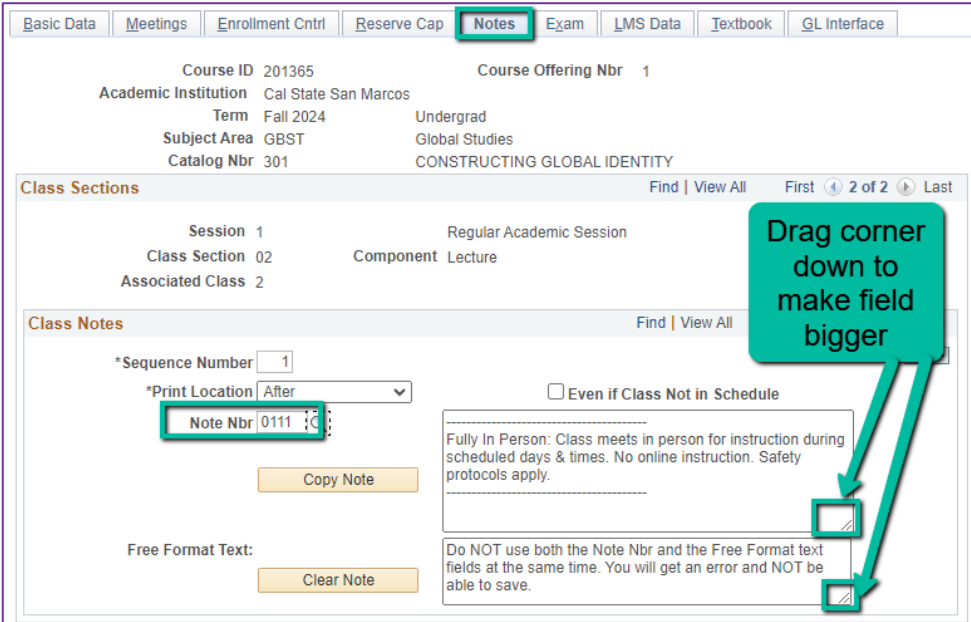
*Start Date	*Requirement Group	Cap Enrl
09/30/2022	009102 GBST 301 Plans	1
12/16/2022	009102 GBST 301 Plans	0

**NOTES TAB**

**Note Nbr:**

- **111** In Person
- The Note Nbr text box cannot be edited.

Tip: You can drag the corner of each note field down to make it bigger. Especially helpful for long notes!



**NOTES TAB**

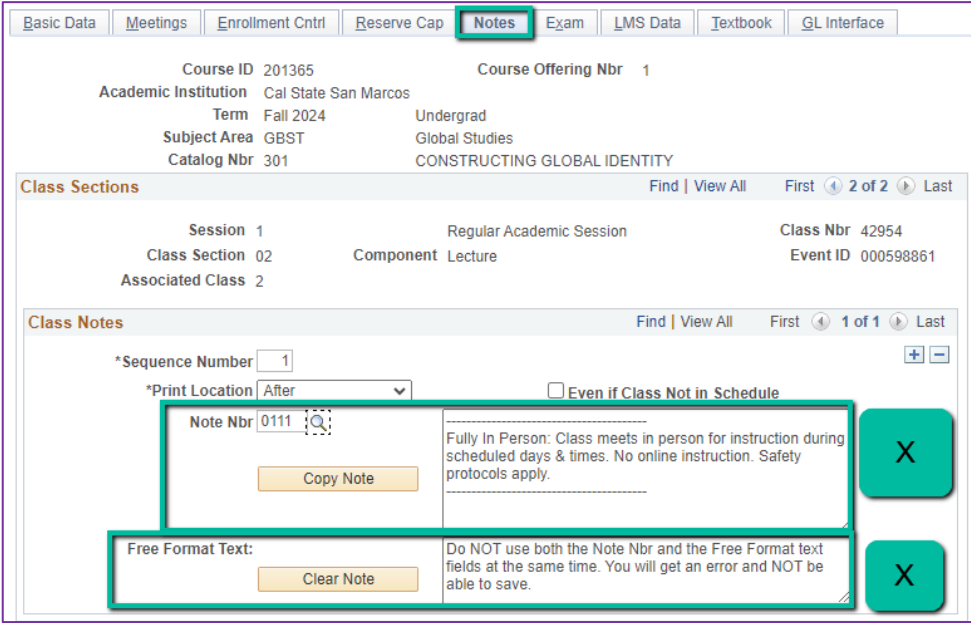
**Do NOT use Note Nbr and Free Format Text Fields in the same Note Group (Sequence Number)**

- You will not be able to save if you do this. It will give you an error.
- **Use the plus (+) button to add a new note** of either type.

Also, use the **minus (-) button to remove a note**. Do not just delete notes from the text fields.

- You will not be able to save if you do this. It will give you an error.

**BEFORE MOVING TO THE NEXT STEP or IF DONE: SAVE!**



**IGNORE All Other Tabs:**

Ignore Exam, LMS Data, Textbook, and GL Interface Tabs (if you can see them ignore them, if you can't see them, you're good)

