

SPECIAL CASE for Academic Scheduling

Adding Supervising Faculty

Example HIST 130

Some classes have faculty who supervise the course or distribute permission numbers, who do not get workload credit. They are not shown on the schedule (they will show in the People Soft queries though, just not on the online schedule the students see).

Curriculum Management > Schedule of Classes > Schedule Class Meetings
Meetings (Tab) > Instructors For Meeting Pattern (Section) > Assignment (Tab)

Term: Fall 2015 **Undergrad**
Subject Area: HIST **History**
Catalog Nbr: 130 **US HIST 1500-1877**

Class Sections Find | View All First 2 of 30 Last

Session: 1 **Regular Academic Session** **Class Nbr:** 41456 **Class APDB Mapping Values**
Class Section: 11A **Component:** Second Lecture **Event ID:** 000027621
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**

MARK 203 36 D1 9:00AM 9:50AM 08/31/2015 12/12/2015

MARK 203 **Topic ID:** **Free Format Topic:**

Print Topic On Transcript **Contact Hours**
Meeting APDB Mapping Values

Assignment Workload Personalize | Find | View 2 | First 1-2 of 2 Last

ID	Name	Role	Acc	Empl Rcd#	Job Code
003390683	Cooper, Zane GT	TA	<input checked="" type="checkbox"/> Approve	0	2354
000555565	Hijar, Katherine N	Prim Instr	<input type="checkbox"/> Approve	0	2360

Meetings (Tab) > Instructors For Meeting Pattern (Section) > Workload (Tab)

Term: Fall 2015 Undergrad
Subject Area: HIST History
Catalog Nbr: 130 US HIST 1500-1877

Class Sections Find | View All First 2 of 30 Last

Session: 1 Regular Academic Session Class Nbr: 41456 Class APDB Mapping Values
Class Section: 11A Component: Second Lecture Event ID: 000027621
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
MARK 203			9:00AM	9:50AM					<input checked="" type="checkbox"/>			08/31/2015 12/12/2015
MARK 20												

Topic ID: Free Format Topic:

Instructors For Meeting Pattern Find

Assignment **Workload**

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
003390683	IFF	348 - HIST	<input checked="" type="checkbox"/>	100.0000	1.00	<input checked="" type="checkbox"/>	6.25
000555565	Not Includ	348 - HIST	<input type="checkbox"/>			<input type="checkbox"/>	

5 - Go to Workload Tab

6 - Select "Not Includ"

7 - Input zero (0) nothing will show