SPECIAL CASE for Academic Scheduling
Placeholder Courses

Placeholder courses are used to reserve time and space for a class that should be approved for the term, but is not currently approved.

The placeholder section should have the same unit and component value as the section that will be approved.
>   Examples: If the real section will be a 3 hr/wk lecture, make sure the placeholder section you choose is also a 3 hr/wk lecture. If the real section has a 2 hr/wk lecture and a 2 hr/wk activity, make sure your placeholder section is also structured that way.

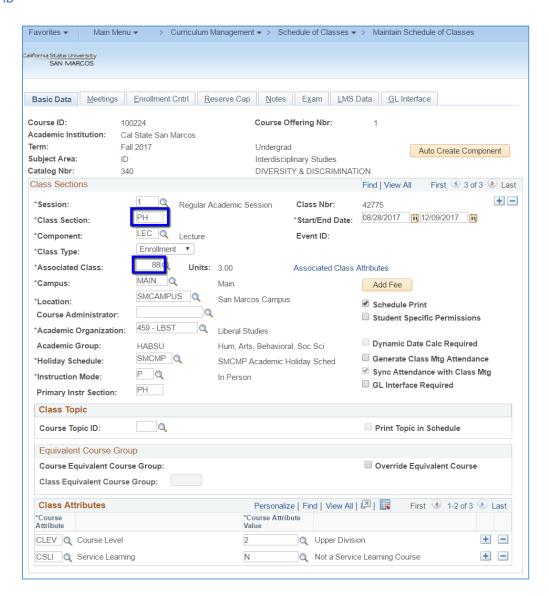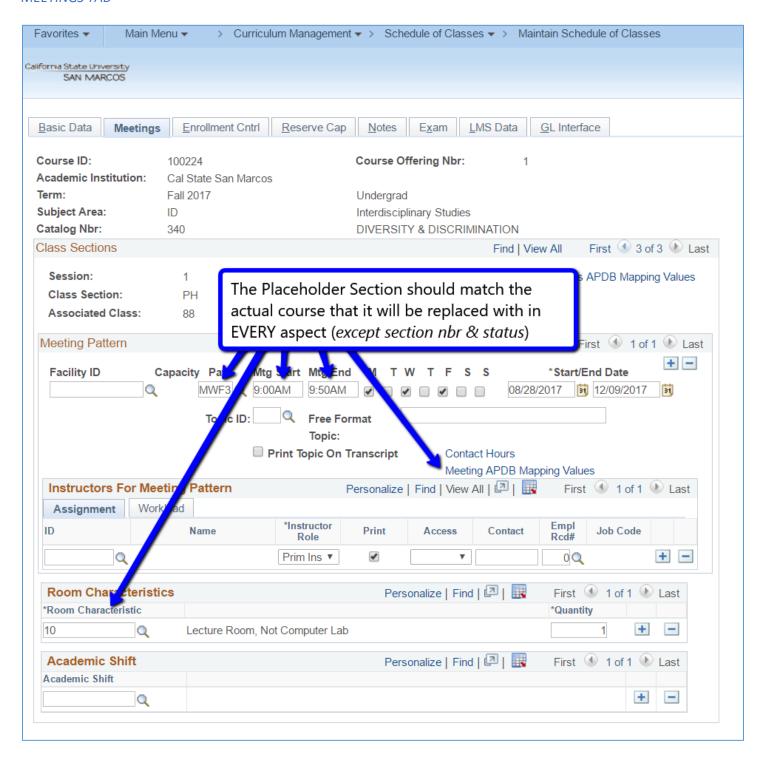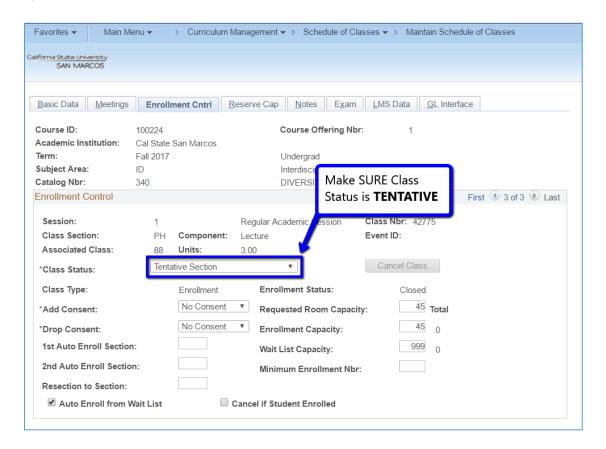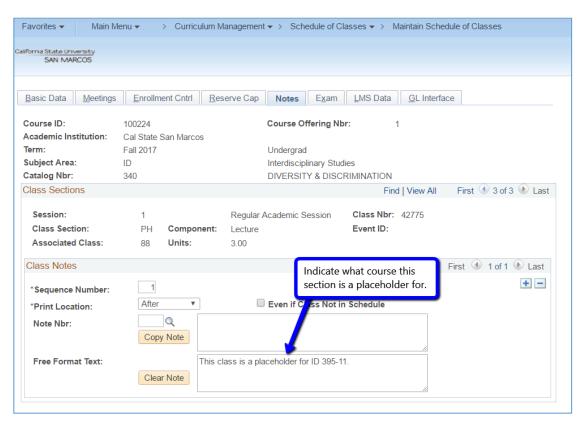|	
Section Number:	PH or PH1, PH2, PH3, PH4, etc.
Associated Class:	88
Class Status:	TENTATIVE
Note:	*The is a placeholder section for* [insert class description or number that section is being held for]

BASIC DATA TAB

| Favorites ▾ | Main Menu ▾ | > Curriculum Management ▾ > Schedule of Classes ▾ > Maintain Schedule of Classes |

California State University
SAN MARCOS

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

Course ID: 100224   **Course Offering Nbr:** 1
Academic Institution: Cal State San Marcos
Term: Fall 2017   Undergrad
Subject Area: ID   Interdisciplinary Studies
Catalog Nbr: 340   DIVERSITY & DISCRIMINATION

Class Sections   Find | View All   First ◀ 3 of 3 ▶ Last

Session: 1   s APDB Mapping Values
Class Section: PH
Associated Class: 88

> The Placeholder Section should match the actual course that it will be replaced with in EVERY aspect (*except section nbr & status*)

Meeting Pattern   First ◀ 1 of 1 ▶ Last

Facility ID	Capacity	Pa...	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date	
[ ] 🔍		MWF3...	9:00AM	9:50AM	✔	☐	✔	☐	✔	☐	☐	08/28/2017 📅 12/09/2017 📅	➕ ➖

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	
[ ] 🔍		Prim Ins ▾	✔	▾	[ ]	0 🔍		➕ ➖

Room Characteristics   Personalize | Find | 🗗 | 🖩   First ◀ 1 of 1 ▶ Last

*Room Characteristic		*Quantity	
10 🔍	Lecture Room, Not Computer Lab	1	➕ ➖

Academic Shift   Personalize | Find | 🗗 | 🖩   First ◀ 1 of 1 ▶ Last

Academic Shift		
[ ] 🔍		➕ ➖

ENROLLMENT CNTRL TAB

NOTES TAB