

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

The screenshot shows the 'Maintain Schedule of Classes' interface for California State University San Marcos. The 'Basic Data' tab is active, displaying course information for Course ID 100224, Course Offering Nbr 1, and Term Fall 2017. The 'Class Sections' section shows a placeholder section with Session 1, Class Section PH, Component LEC (Lecture), and Class Type Enrollment. The associated class is 88, with 3.00 units. The 'Class Attributes' section shows Course Level 2 (Upper Division) and Service Learning N (Not a Service Learning Course).

*Course Attribute	*Course Attribute Value	
CLEV Course Level	2	Upper Division
CSLI Service Learning	N	Not a Service Learning Course

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California State University
 SAN MARCOS

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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 **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** **Pat** **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
<input type="text"/>		Prim Ins	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	0	

Room Characteristics Personalize | Find | First 1 of 1 Last

***Room Characteristic** ***Quantity**

 Lecture Room, Not Computer Lab 1

Academic Shift Personalize | Find | First 1 of 1 Last

Academic Shift

ENROLLMENT CNTRL TAB

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California State University
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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 Interdisci
Catalog Nbr: 340 DIVERSI

Enrollment Control First 3 of 3 Last

Session: 1 Regular Academic Session Class Nbr: 42775
Class Section: PH Component: Lecture Event ID:
Associated Class: 88 Units: 3.00

*Class Status: **Tentative Section** Cancel Class

Class Type: Enrollment Enrollment Status: Closed
*Add Consent: No Consent Requested Room Capacity: 45 Total
*Drop Consent: No Consent 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

Make SURE Class Status is TENTATIVE

NOTES TAB

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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 Regular Academic Session Class Nbr: 42775
Class Section: PH Component: Lecture Event ID:
Associated Class: 88 Units: 3.00

Class Notes First 1 of 1 Last

*Sequence Number: 1
*Print Location: After Even if Class Not in Schedule
Note Nbr: Copy Note
Free Format Text: Clear Note
This class is a placeholder for ID 395-11.

Indicate what course this section is a placeholder for.