CSUN Fall 2021 Class Build Instructions

Schedule of Classes (SOC) Bulletin

News & Updates

Updates

1. The current list of **Common Numbered Notes That All Colleges May Use** is now published on the [Self-Paced SOC Guides website](#) under "Before You Begin."

2. **Learning Mode:** Effective Summer 2015, the Chancellor's office requires all CSUs to track the mode of instruction of their classes in order to identify the learning mode of courses more distinctly.

   Definition: Learning Mode - A two-character code that, for a given course offering, identifies the instructor/ enrolled students environment as either live instructor with physically present students ("Face-to-Face" mode) or prescheduled (days/hours) remote broadcast of instruction ("Synchronous" mode) or web delivered instruction available to students 24/7 ("Asynchronous" mode). Campus reported Learning Mode and Space Type codes allow for a quantitative assessment of the extent to which the use of available remote instructional technology reduces the need for traditional lecture and laboratory SFDB space (From the CO APDB Reference Manual 05/20/2015).

   a. **01**: FOA/AB386
   b. **02**: FOS
   c. **03**: COA
   d. **04**: COS
   e. **05**: OH
   f. **06**: OH
   g. **09**: Default
   h. **10**: FOI
   i. **11**: COI

View the Brief Sheet: [Learning Modes, a Supplement to APDB Class Scheduling Instruction](#)

Experimental or Selected Topics Courses

New or Previously Offered Experimental Topics Courses must be approved by the undergraduate Educational Policies Committee (EPC) or the Graduate Studies Committee (GSC) prior to scheduling the course. Consult your associate dean regarding Fall 2021 Experimental and Selected Topics Course deadlines. The associate dean and college SOLAR coordinator are notified once Experimental Topics and new Selected Topics Courses can be added to the Schedule of Classes.

Cannot Schedule a Course – If the course is not in the SOC or Schedule New Course component, then check the Course Catalog. The course is either inactive or an experimental course that is valid only for one semester. Contact the appropriate catalog office (undergrad/grad) for help.

Online Degree Planning Tools

Degree Progress Report/Planner & Registration Planner

Courses that students have planned in the Degree Progress Report/Planner are now available for import into Registration Planner. See instructions in the How To Guide at www.csun.edu/current-students/registration-planner-features#import

Registration Planner

The Registration Planner in myNorthridge Portal is a tool that helps students easily create a preferred schedule based on the options they select. Students select the courses they want in Registration Planner and define the times when they cannot attend class. The tool then generates every possible schedule based on the existing Schedule of Classes.

- A new feature allows students to Validate enrollment requirements (course pre- and corequisites, unit load, etc.)
- The University can use Registration Planner data to gauge course demand.
- Registration Planner How To Guides: www.csun.edu/current-students/registration-planner

Registration Highlights

1. In Fall 2021, first-time freshmen (FTF) can enroll with their advisors starting with Early Registration on April 5, 2021.
2. **Maximum Enrollment Limits** – Students in good standing can enroll in a maximum of 17 units starting with Early Registration. Graduating seniors may enroll in 19 units. Previously disqualified students are limited to 13 units.

   ➔ *Unit limits are subject to change.* For updates and exceptions, see www.csun.edu/process-repository/maximum-unit-load
3. **Repeating Courses** is permitted starting July 6, 2021.

Standard Class Time Chart

The Class Time Standard chart in these build instructions was revised a while ago to eliminate confusion as to which courses are allowed to have break time and for how long. Each section of the chart includes information for every meeting frequency for 3-CCU courses. The chart is based on a 16-week semester.

What is the Schedule Build?

The process of scheduling classes is called the "Schedule Build" (the build). Chairs begin planning and scheduling their classes approximately 5 to 7 months prior to the start of registration.

ℹ️ View SOC requirements, tutorials, definitions of terms, and SOLAR brief sheets using the "Self-Paced SOC Guides" at https://www.csun.edu/admissions-records/soc-guides. SOC training with your College SOLAR coordinator is highly recommended for new users as we work on creating a new training workshop with the SOC administrator.

Before the Build

- **SOC Access**—Staff responsible for scheduling classes must have access to the Student Administration (SA) Module in SOLAR. Your College SOLAR coordinator will request access for new users.

- **Term Roll**—Two weeks after Census, 80% of class data is rolled to the next like term (fall-to-fall or spring-to-spring) to create a tentative schedule published on Class Search.

- **Build Instructions**—This document provides term-specific class scheduling requirements, such as business process changes, a comprehensive calendar, and a contact list for help. The instructions are sent to the chair and their college SOLAR coordinator for distribution to department scheduling staff one week before the class schedule build begins.

- **Build Dates**—After term roll, chairs work with their department coordinators to produce a schedule for their dean's final approval before registration begins.

  Note these important dates:

  - Build begins ....October 26, 2020
  - Publish Fall 2021 tentative courses on Class Search ....October 27
  - **Chair's Build/Review period** ....Oct 26, 2020-Jan 21, 2021
  - **Chair's Final Reconciliation** ....January 22- February 4
  - **Dean's Final Review period** ....February 5-March 4
  - Audit results are reported to the colleges beginning...........................March 5
  - Rooms Revert to University control ....March 12
  - Open Lecture Room Inventory available (table/chair count) ....August TBD

After the Build

- During the **Chair's Build/Review period** (**October 26, 2020-January 21, 2021**), chairs plan their fall schedule, review rolled class data and report desired changes to their department coordinator for updating in SOLAR during this period prior to the start of the fall semester.

- During the **Chair's Final Reconciliation period** (**January 22-February 4**), class schedules and FTES are finalized in preparation for submission to the dean.

- During the **Dean's Final Review period** (**February 5-March 4**), SOLAR coordinators are responsible for reconciling outstanding scheduling and room assignment issues, as well as providing reports to the dean for final approval of their college schedule.

- **Room Allocations Revert to University Control** (**starting March 12**). This is a time to resolve, at the university level, facility/room conflicts.

  🛑 Starting March 12, new classes must have room assignment approval from Room Reservations before they can be scheduled.

Best Practices for Class Scheduling

1. Class Section number:
   a. Must be <u>unique</u> (in a term and across sessions) and always have two digits (**01, 02**)

2. Associated Class number:
   a. Must <u>match</u> the Class Section number (they have no leading zero 1, 2, 3)

3. Class Section Attributes (they don't roll, so you'll need to add them for <u>special course types</u>):
   a. Add: ACEL, CRT, CSLI, FONL, ONLF, ONLC, ONLH, IS/XM, TBLT (iPad), STWY, UNIV, or WKND
   b. Orphaned Class Notes –
      In the 36 Report, use the filter called "contains" to list classes that have these notes:
      9924 (GEPA), 9925 (CSLI), 9931 (TBLT), 9999 (OF), 9998 (OC), 9997 (OH), 9994 (COI), 9995 (FOI), 9990 (Res Cap)

4. Meeting Patterns:
   a. Ensure class times comply with the *Standard Class Meeting Times* chart in these instructions.
   b. Enter ARR only for truly arranged classes.
   c. Classes must end no later than 9:45 pm (2145).
   d. Check specific dates for accelerated and weekend classes.

5. Enter the Learning Mode and Space Type for each of your classes, as shown below:

   a. Helpful SOLAR Brief Sheet:
      Learning Modes, A Supplement to APDB Class Scheduling Instructions (PDF)

6. Rooms:
   a. Ensure that any on-campus class with a day and time has a room assigned.
   b. Do not enter a room in SOLAR for a class that meets only once or twice per semester.
      i. During Room Free-for-All, reserve an open lecture room directly in EMS and add a class note so students know where to go.

ii. Once rooms revert to University control, contact reservearoom@csun.edu and then add a class note so students know where to go.

c. Do not assign a room to a tentative, non-active lecture class because that interferes with finding rooms for active classes (exception: labs or locked lecture rooms).

d. See also "Room Issues" in these build instructions.

7. Consent Fields:

a. Only use the <u>Add Consent</u> to restrict a class. Do not use Drop Consent; any value other than No Consent in this field will prevent students from dropping classes.

8. Hybrid Classes (50% on-campus and 50% online):

a. <u>Always schedule the on-campus meeting pattern first</u>. The Exam Scheduler only looks at the first pattern when assigning a final exam.

9. Text Notes:

a. List corequisite classes first (easier to edit notes in "View All" after term roll). Keep length of notes to a minimum and check for invalid dates that roll from a prior term.

b. Check for grammar, spelling, punctuation and consistent letter case (URBS vs. Urbs).

10. Numbered Notes:

a. Remove invalid/orphan notes when a corresponding attribute has been deleted.

b. Keep notes current by reporting changes to your college SOLAR coordinator.

c. A list of common numbered notes that all colleges may use is available at https://www.csun.edu/sites/default/files/common-notes.pdf

11. Enrollment Requirements: Proofread first, then add or remove Class Association Requisites. Always report schedule changes (such as adding new sections) to your SOLAR coordinator.

12. Review the Combined Sections Table:

a. Keep descriptions clear for staff and uncombine sections when making class adjustments. Ensure that the "Combined Enrollment Capacity" is the <u>sum</u> of all individual classes. If less, students will see the individual class as open but will be blocked from enrolling.

13. Report incorrect/missing class fees to: solarfin@csun.edu, Finance & Trust Acctng, Ext. 6685.

14. Run the **NRSR0160** report to verify that your schedule is free of the following errors:

a. Class and catalog discrepancies

b. GE footnotes (GEFN/GERM/GEPE = new GE Plan E) missing or not correct

c. Class level missing or incorrect

d. Section number missing a leading zero

e. Mismatched section and class association numbers

f. Classes missing a meeting pattern

g. Pat field value has not been entered

h. Ensure that the "Drop Consent" value is set to <u>No Consent</u> (system default)

i. Finalize room assignments for classes still missing rooms

Class Time Standard (Fall and Spring Semesters)

All classes (prime time or aberrant) must conform in length to the course hour requirements and start on the hour or half hour. Pay special attention when scheduling hybrid classes. All classes must be scheduled to end no later than 9:45 pm (21:45). The tables below are based on 16 weeks of instruction.

California State University, Northridge - Academic Affairs

SOC Class Scheduling Guide [1,2] **for C1-C6 Lecture Courses Scheduled During Prime Time Hours (0800 - 1515)**

	Meeting 1x Week						*Meeting 2x Week*				
CCU	Total Carnegie Minutes Required Per Term	Carnegie Standard Required Per Class Meeting	Total Necessary Break Time (in minutes)	Total Minutes Required	Converted to Hours and Minutes	CCU	Total Carnegie Minutes Required Per Term	Carnegie Standard Required Per Class Meeting	Total Necessary Break Time (in minutes)	Total Minutes Required	Converted to Hours and Minutes
1	800	50	0	50	00:50	1	800	25	0	25	00:25
2	1600	100	0	100	01:40	2	1600	50	0	50	00:50
3	*2400*	*150*	*15*	*165*	*02:45*	3	2400	75	0	75	01:15
4	*3200*	*200*	*25*	*220*	*03:40*	4	3200	100	0	100	01:40
5	*4000*	*250*	*25*	*275*	*04:35*	5	*4000*	*125*	*0*	*125*	*02:05*

	Meeting 3x Week						*Meeting 4x Week*				
CCU	Total Carnegie Minutes Required Per Term	Carnegie Standard Required Per Class Meeting	Total Necessary Break Time (in minutes)	Total Minutes Required	Converted to Hours and Minutes	CCU	Total Carnegie Minutes Required Per Term	Carnegie Standard Required Per Class Meeting	Total Necessary Break Time (in minutes)	Total Minutes Required	Converted to Hours and Minutes
3	2400	50	0	50	00:50						
4	*3200*	*70*	*0*	*70*	*01:10*	4	3200	50	0	50	00:50
5	*4000*	*85*	*0*	*85*	*01:25*	5	*4000*	*65*	*0*	*65*	*01:05*

	Meeting 5x Week				
CCU	Total Carnegie Minutes Required Per Term	Carnegie Standard Required Per Class Meeting	Total Necessary Break Time (in minutes)	Total Minutes Required	Converted to Hours and Minutes
5	4000	50	0	50	00:50

*The following breaks are included, when applicable:
  -One 15-minute break for class meetings lasting 2 hours or more.
  -Total of 25 minutes for instructor to schedule two breaks for class meetings lasting 3 hours or more. Combination of both breaks should not total more than 25 minutes.

*3 CCU courses meeting twice a week must conform to the standard class meeting times for MW or TR classes.

*Class meetings italicized in bold are to be scheduled after 3:15pm only and should start on the hour or half hour (applies to Monday-Thursday only).

[1] For comprehensive information on class scheduling, please refer to the Policy on Aberrant Scheduling and SOC Build Instructions.

[2] Deviations from the Policy on Aberrant Scheduling must be pre-approved by the Provost's Office and Academic Resources.

Course Classification Summary (for non-lecture courses)			
CS Number	Meetings	Standard Class Length for 1 CCU	K-Factor
C1-C6	1 hour per 1 CCU	50 min.	1.00
C7-C14	2 hours per 1 CCU	1 hr 40 min.	1.33
C15	3 hours per 1 CCU	2 hrs 45 min.	1.50
C16-C17	3 hours per 1 CCU	2 hrs. 45 min.	2.00
C18	3 hours per 1 CCU	2 hrs 45 min.	6.00
C19-C21	3 hours per 1 CCU	2 hrs 45 min.	3.00

Academic Resources and Planning, Aberrant Scheduling
Bridget Hadley, bridget.hadley@csun.edu , ext. 4577

Classroom Space

Room Allocation

Only use rooms allocated to your college. On **February 5**, after the chair's final reconciliation period, the control of rooms turns over to the SOLAR coordinator in your dean's office. Unassigned open rooms, including large lecture rooms (120+), are available for any College use during the "free-for-all" room allocation period **March TBD.** Rooms revert to University control and Room Reservations on **March 12**.

Room Issues

- **Classroom Technology –** Contact **x1500** to report an issue to CSUN IT Classroom Technology.
- **DRES Requests –** Contact Disability Resources and Educational Services (DRES) at **x2684** or dres@csun.edu to accommodate students' requests or resolve issues.
- **NCOD Requests –** Contact National Center on Deafness at **x2054** or ncod@csun.edu to accommodate students' requests or resolve issues.
- **HVAC, Chairs/Tables, Broken Furniture Removal –** Room Reservations cannot resolve these issues. Instead, report issues as follows:

   8 am–5 pm, Mon–Fri, contact PHYSICAL PLANT MANAGEMENT (PPM):
   - PPM by phone – (818) 677-**2222**
   - PPM by online web form – www.csun.edu/facilities/report-problem
   - PPM by email - PPM.WCC@csun.edu

   After hours facility-related emergencies – CAMPUS POLICE: (818) 677-**2111**
- **Missing Chairs** – Do not remove chairs from a room. This creates a shortage of chairs in one room and an overage in another. Having enough chairs is especially critical in the first two weeks of classes and on the day of an exam, when all students attend. It is campus policy not to move furniture between rooms and to keep the capacity at regulations, per the Fire Marshall Code.
- **Open Lecture Room Issues** (blinds/lecterns/rolling whiteboards/broken furniture replacement) – Contact department coordinator. Then report issue to Room Reservations with a photo if available.
- **Overenrolled Classes Creating Room Capacity Violations** -
   - During free-for-all, should the *estimated* enrollment exceed the assigned room capacity by 5 or more students, you must search for a new room.
   - During registration, if *actual* enrollment exceeds room capacity by 1 or 2 students by the end of the second week of classes, you must find another room.
- **Tentative Courses.** Do not assign a room to a non-active lecture class because that interferes with finding rooms for active classes (exception: labs or locked lecture rooms). *Use the NRSR0036 report to check the room type assigned.*

Weekend Classes

Follow these rules when scheduling Sat-only (S), Fri-Sat, and Sun-only (U) classes to ensure that:
1. Class dates are correct in the room scheduling software system (EMS)
2. Class Search displays the actual start and end dates of classes
3. PPM knows which rooms require setup (AC and unlocking)

➔ Classes meeting on Mondays, Tuesdays, Wednesdays and/or Thursdays that also include Saturday sessions are **not** considered weekend classes.

See "Quick Steps for Weekend Classes" on next page.

Quick Steps for Weekend Classes:

Schedule the class as you normally would any other class, but add these 3 steps:

1. **Basic Data** & **Meetings** pages:
   a. Change the Start/End Dates
      i. Sat-only classes: start **08/28/2021** - end **12/11/2021**
      ii. Sun-only classes: start **08/29/2021** - end **12/12/2021**
      iii. Fri-Sat classes: start **08/28/2021** and leave the default end date as is.
         Fri-Sat only classes start with the first Saturday and end with the last Friday.
   b. Add a Class Attribute:
      i. Course Attribute = **WKND**
      ii. Course Attribute Value = **SAT** or **SUN** or **FS**

2. <u>Add a Text Note</u>
   a. Sat-only: First class meeting is Saturday, August 28, 2021.
   b. Fri-Sat: First class meeting is Saturday, August 28, 2021.
   c. Sun-only: First class meeting is Sunday, August 29, 2021.

Room Reservations
Bridget Hadley
Ext. 3283
reservearoom@csun.edu

Guide: *Schedule Saturday-only and Friday-Saturday Classes*

Class Rosters

Instructors can access their class rosters starting **March 29**, **2021,** a week before Early Registration begins.

Consent (Restricting Classes)

There are two ways to control enrollments in a class:

1. Use Permission Numbers to ensure instructor or department contact with the student prior to enrollment. Department creates permission numbers for their restricted classes. Note: Always uncheck the <u>Career Restriction</u> override prior to generating permission numbers.

2. Use a Class Association Requisite. In addition to course requirements defined in the catalog, departments may add an additional requisite to specific sections restricting enrollment to student levels (freshman, sophomore, junior, graduate, etc.) or by plans (business majors, etc.).

Deleting Classes / Canceling Classes

To prevent section gaps, do not delete classes unless you no longer plan to offer them. Instead, set the Class Status to tentative and activate them as the need for more sections arises. Tentative classes do not display on Class Search and should not have a room assigned (remove rooms from the Meetings and Exam pages using the minus button, and from the EMS Dashboard).

Contact your dean's office SOLAR coordinator with your class cancelation request. Do not cancel classes until after registration begins. Do not instruct students to drop a class that will be canceled; doing so prorates their refund.

Final Examinations

The [Exam Scheduler](#) automatically assigns final exams to classes by looking for a day and time match between the <u>first</u> meeting pattern and the Exam Time Code chart. SOLAR assigns the exam if the room is available. Before and after each SOLAR Exam Scheduler job, run the NRSR0226 report to audit and resolve exam issues. SOLAR will assign exams at two points in time:

1. **Saturday, July 3, 2021**
2. **Saturday, October 2, 2021** (Sat. after Census)

Report exam designation changes to the SOC coordinator in Admissions and Records.

Printable exam schedules online at https://www.csun.edu/process-repository/final-exams

Grading Period

- Faculty will be able to access their grade rosters starting **Wednesday, December 8, 2021.**
- Finals Week is **Tues-Mon, December 14-20.**
- Students can view grades starting **Tuesday, December 14**; updated nightly thereafter.
- Instructor grades are due **Thursday, December 23.**

Grading Tips:

1. Always add "Approve" access when assigning an instructor to a meeting; otherwise, the faculty will be unable to view and enter grades. For classes with multiple meetings, add the instructor to the first row.

   a. *Best Practice: Use the minus (-) sign to clear copied data from the second instructor pattern.*

2. Add instructors to classes **BEFORE** grade rosters are created, especially Sup-Class Assign Instructor components.
3. If an instructor sees an incorrect grading basis for a student that differs from the one in the Course Catalog, please report it to A&R.

CSU Fully Online Courses (Intrasystem Online Course Enrollment)

California State University, Office of the Chancellor

https://calstate.policystat.com/policy/6653643/latest/ (Scroll to page bottom and select "Attachments.")

In September 2013, Assembly Bill 386 (AB386) was signed, requiring every state-supported, fully online course offered within the CSU system to be made available for enrollment by eligible students attending any CSU campus. Students can view all CSU fully online courses on a website managed by the CO.

Visiting CSU students may enroll in a fully online course on a space-available basis after students at the home campus have had the opportunity to enroll. There is no requirement to make additional seats available.

The campus offering the course must inform students of any required enrollment in prerequisite courses or the completion of other academic preparation deemed necessary for the fully online course.

STOP Visiting CSU students may register for a fully online course at CSUN during: **Fri-Fri, Aug 20-Sept 3, 2021**.

Impact to Class Scheduling

The Chancellor's Office requires all CSU campuses to add a new attribute to their fully online classes in order to create a system-wide online schedule and for CO reporting purposes (note: only spring, summer, and fall courses are reported to the CO at this time).

Enter two (2) attributes for:

1. SPRING and FALL fully online classes: ....**FONL + AB386**
    —or—
    Self-support SUMMER fully online classes: ....**FONL+ SELF**

    —and—

2. All fully online classes, all terms: ....**ONLF + FOA**

IMPORTANT NOTICE

Students at all campuses can view and may try to enroll in all CSUN courses that are flagged as fully online on the CO website. Therefore, **SOC UPDATES MUST BE MADE** whenever late schedule changes occur that alter the mode of instruction from fully online to something else.

Contact your college SOLAR coordinator immediately to report changes such as:

1. FONL & ONLF attributes
2. Class note (9999)
3. APDB Learning Mode
4. Space Type

Read about CSUN Enrollment Programs.

How to schedule Fully Online classes.

Learning Modes and Space Types

Effective Summer 2015 and on, the Chancellor's office requires all CSUs to track the learning mode of courses more distinctly.

Definitions of Learning Mode and Space Type

- **Learning Mode** - A two-character code that, for a given course offering, identifies the instructor/enrolled students environment as one of the following: physically present instructor and students ("Face-to-Face" mode), **or** prescheduled (days/hours) remote broadcast of instruction ("Synchronous" mode), **or** web delivered instruction available to students 24/7 ("Asynchronous" mode). These campus-reported Learning Mode and Space Type codes allow for a quantitative assessment of the extent to which the use of available remote instructional technology reduces the need for traditional lecture and laboratory SFDB space.

- **Space Type** - A code that identifies the type of space in which a particular course is most appropriately taught. Choose from Lecture, Laboratory, or Non-capacity (no room assigned).

Impact to Class Scheduling

The learning mode was formerly located on the Meetings page within the same link as the space type, but it has been moved to the **Class APDB Mapping Values** link. The link includes nine (9) new modes to choose from. New courses will always default to face-to-face (mode "09"). However, be sure to check classes that rolled from a prior term and update them as needed.

Departments are responsible for updating their fully online, on-campus online, and hybrid classes with the appropriate two-digit learning mode.

STOP Because the learning mode is tracked more closely on the Meetings page, the Instruction Mode on the Basic Data page is deprecated (skip this field).

To track the learning mode and space type of classes, schedulers will use two separate links instead of one on the Meetings page. They are:

1. **Class APDB Mapping Values** - Records the learning mode for an "entire" class section.
2. **Meeting APDB Mapping Values** - Records the space type of an individual meeting pattern. Every individual meeting pattern for an active class must have a space type entered.

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* IMPORTANT NOTICE *

</div>

Late schedule changes require the learning mode, space type, attributes and class notes to be updated. Data errors will result in inaccurate reporting and posting on the CO website. Class data is synchronized every 24-48 hours during AB386 registration (see calendar for dates for "Visiting CSU Student" enrollment). Notify your college SOLAR coordinator when schedule changes occur.

ℹ SOLAR Brief Sheet: [Learning Modes and Space Type (PDF)](#)

Notes

Numbered Notes

Numbered notes are stored in a SOLAR notes library. These notes can be used in any term because they do not include term-specific dates. Each note belongs to a college except for 99xx, which are common notes that all colleges may use.

The first two digits represent the academic group:

College	Full Name	Group
AMC	Arts, Media, and Communication	**26**xx
SBS	Social and Behavioral Sciences	**31**xx
BUS	Business and Economics	**42**xx
HUM	Humanities	**47**xx
EDU	Education	**50**xx
ECS	Engineering and Computer Science	**52**xx
SCM	Science and Mathematics	**76**xx
HHD	Health and Human Development	**92**xx
UNIV	**Common Notes (all colleges)**	**99xx**

- Each college can store a maximum of 100 notes in their notes library.

- Departments may use any common notes (99xx) in addition to their college-specific notes. View a list of common notes at www.csun.edu/sites/default/files/common-notes.pdf.

- Liberal Studies, Early Start Program, and Supplemental Instruction will include common notes with their scheduling instructions to departments.

- Keep numbered notes current by reporting changes to your college SOLAR coordinator.

- Only one note is allowed per row. Click the plus sign (+) to create rows for additional notes.

Free Format Text Notes

Free-format text notes are created and managed by the department. They are term specific and require updating each semester during the build period.

Keep notes brief and to the point. Check text notes for clarity, spelling, grammar, punctuation and capitalization.

Required note syntax for corequisite classes:

- Concurrent enrollment required in URBS 100 sec 01 #12345.
- Concurrent enrollment required in URBS 100 sec 01 #12345 or sec 02 #12345.
- Concurrent enrollment required in any section BIOL 100L.

Always enter corequisite notes first. Then it will be easy to update class numbers in the "View All" mode after term roll. Never include quotation marks ("_") in text notes.

Special Course Types

During schedule build, most special course types are flagged with a course attribute so that students, faculty and staff can easily find the courses by category in Class Search. The following offices may contact you to provide detailed scheduling instructions.

Community Service Learning Courses

CSLI: Community-based (service learning) courses partner faculty and students with their community to address an issue and work towards social equity.

Community Engagement
Pamela Palacios, ext. 7395
pamela.palacios@csun.edu

Extended Learning Courses

College deans authorize The Tseng College to schedule selected university degree courses during the year. Extension class sections are numbered in the 80-99 range. DO NOT ALTER sections with the EXT session value.

Tseng College, Summer/Winter Program
Zachary Helsper, ext. 6984
zachary.helsper@csun.edu

Freshman Connection Courses

LCP: Freshman Connection (FC) offers clustered GE and other key classes designed to foster the academic and personal success of first-year freshmen. An example cluster is UNIV 100 and FCS 170. FC staff schedule UNIV 100 classes while participating departments schedule the other class(es) in the cluster.

Academic First Year Experiences
University Hall (UN) 280
Kim Henige, AFYE Director, ext. 6535
kim.henige@csun.edu

Freshman Connection SOC Coordinator
Kelly Kroeker, ext. 6535
kelly.kroeker@csun.edu

Liberal Studies Courses

All designated Liberal Studies courses must include the appropriate Class Association Requisites and class notes.

Liberal Studies Program
Bernadette Bohn, ext. 3300
bernadette.bohn@csun.edu

myCSUNtablet

This initiative seeks to reduce the cost and increase the quality of learning materials for students through the use of a tablet device. The instructor and all students will use iPads in and out of the classroom to access resources and interactive learning materials and to complete activities and assignments.

Faculty Technology Center, ext. 3443
ftc@csun.edu

Supplemental Instruction (SI) Courses

UNIV: Each UNIV 60 Supplemental Instruction (SI) course is a one-unit, CR/NC, peer-facilitated, study-group that is attached to another class with a historically low student pass rate with the goal of improving students' academic achievement.
SI classes are set up by the Learning Resource Center (LRC).

UNIV 60 - Supplemental Instruction (SI)
Learning Resource Center (LRC), Library
Karen Abramowitz, ext. 2033
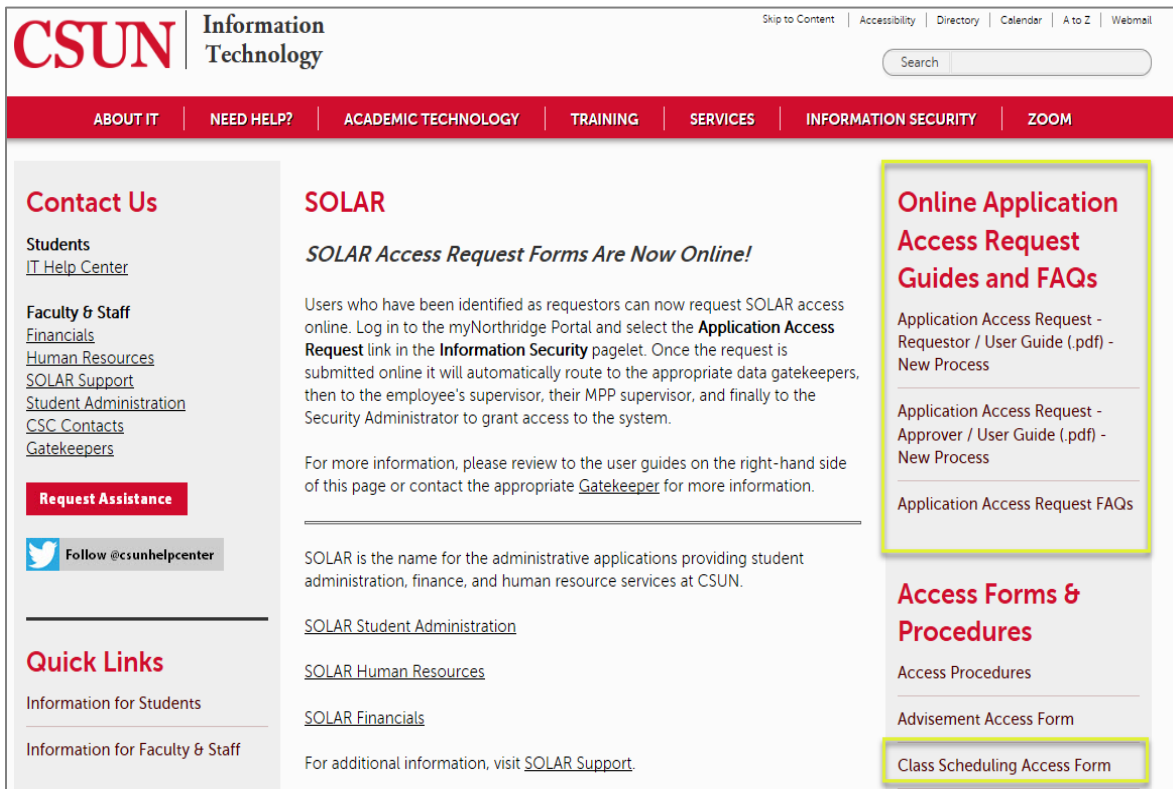karen.j.abramowitz@csun.edu

Support

Aberrant Scheduling .... Bridget Hadley, ext. 4577 .... bridget.hadley@csun.edu

Academic Technology (Instructional Tech Lead)............. Herbert Serrano, ext. 6946 .... herbert.serrano@csun.edu

Advisement & Inquiry Access Gatekeeper .... Shally Dhiman, ext. 2969, mail drop 8203 .... shally.dhiman@csun.edu

Catalog (Graduate Courses) .... Gloria Rocklin, ext. 2138... gloria.rocklin@csun.edu

Catalog (Undergraduate Courses)................................. Julie Hunter, ext. 2969..julie.hunter@csun.edu

Community Engagement (Service-Learning) .... Pamela Palacios, ext. 7395 .... pamela.palacios@csun.edu

Faculty Technology Center .... Canvas Support, ext. 3443 ....ftc@csun.edu

Fees, Incorrect or Missing, report to .... SOLAR Financials... solarfin@csun.edu

Freshman Connection Program .... Kelly Kroeker, ext. 6535 .... kelly.kroeker@csun.edu

Instructor Scheduling Questions.................................... Anto Ourfalian, ext. 2125...................................... anto.ourfalian@csun.edu

Liberal Studies .... Bernadette Bohn, ext. 3300 .... bernadette.bohn@csun.edu

Portal Access .... IT Help Center, ext. 1400...helpdesk@csun.edu

Room Reservations .... Room Reservations, ext. 3283 .... reservearoom@csun.edu

Schedule of Classes and SOC Access Gatekeeper .... Sherihan Elsharif, ext. 3739, mail drop 8207 ...... sherihan.elsharif@csun.edu

SOLAR Application Support for Faculty & Staff............... ext. 1000, Option 3 .... solarsa@csun.edu

Technical Hardware.. Contact your IT Department Administrator

Tseng College, Class Scheduling.................................. Amy Santiago, ext. 5045..amy.santiago@csun.edu

Tseng College, Open U, Summer/Winter Programs .... Zachary T. Helsper, ext. 6984 ....zachary.helsper@csun.edu

UNIV 60 SI Courses .... Karen Abramowitz, ext. 2033......................... karen.j.abramowitz@csun.edu

UNIV 61 & 62 SI Courses .... Anne Kellenberger, ext. 2033 ....anne.kellenberger@csun.edu

Access Module and Forms

1. The Application Access Request module, which replaces the paper access forms, is available in myNorthridge Portal.

2. New Class Schedule users request access from their College SOLAR coordinator.

   a. If you are an authorized requestor, you will see the "Application Access Request" option on your **Information Security** pagelet:

      i. Quick guide on how to request access:
         www.csun.edu/sites/default/files/application-access-request-requestor.pdf

   b. Paper access forms will be accepted in special cases only.

      i. The paper forms can still be found at:
         www.csun.edu/sites/default/files/soc-access.pdf

3. Additional information and guides can be found on the CSUN SOLAR Support IT website for staff at www.csun.edu/it/solar

Fall 2021 SOC Build and Registration Calendar

- **Term Roll Notification** ....**Monday, Oct 5, 2020**
- **80% Roll Classes, Fa20 to Fa21** ....**Monday, Oct 12**
- **Send Build Instructions to colleges** ....**Monday, Oct 19**
- **Build begins** ....**Monday, Oct 26**
- **Students can view Fa21 tentative classes on Class Search starting** ....**Tuesday, Oct 27**

- **Chair's Build/Review Period**..**Mon–Thu, Oct 26, 2020–Jan 21, 2021**

- **Chair's Final Reconciliation Period**..**Fri–Thu, January 22–February 4**
  Limited Dept Access changes at 11:59 pm on ....Thu, Feb 11

- **Dean's Review Period**..**Fri–Thu, February 5–March 4**
  Room allocations revert to the college SOLAR coordinator ....Fri, Feb 5
  Room free-for-all ....Thu–Thu, Mar 4-11
  Room allocations revert to University control ....Fri, Mar 12

- **Registration Access Notice is emailed to all students starting**................................**Tuesday, March 23**

- **Faculty Class Rosters are available starting** ....**Monday, March 29**

- **Early Registration and Wait List begin**...**Monday, April 5**
  Students can wait list in a maximum of 13 units.
  Students in good standing can enroll in a maximum of 17 units (19 units for graduating seniors).

- **Continuing Freshman enrollment begins** ....**Tuesday, April 6**

- **Registration-by-Appointment begins,** including **First-Time Freshman** ....**Monday, June 7**

- **Exam Scheduler – First Run** (exams available in SOLAR and Class Search) ....**Saturday, July 3**
  Open University Registration Restriction Job (A&R) runs @ 11:59 pm on..............Mon, Jul 5

- **Nonrestrictive Registration begins** ....**Tuesday, July 6**
- **Repeating courses is permitted beginning**...**Tuesday, July 6**
- **Open Lecture Room Inventory** ....**Mon-Mon, TBD**
- **Visiting CSU students may register for a fully online course at CSUN** ....**Fri–Fri, Aug 20 – Sept 3**

- **Semester Officially begins (department meetings)**....................................**Monday, August 23**
  Permission Number Job (A&R) ....Wed, Aug 25

- **Late Registration and Schedule Adjustment begins** ....**Monday, August 30**
  Saturday-only and Friday-Saturday classes begin ....Sat, Aug 28 (Sun-only, Aug 29)
  Weekday classes begin (no permission in Week 1 & Wait List continues)..............Mon, Aug 30
  Wait List ends ....Mon, Sept 6
  Add with permission period begins (Weeks 2 - 4) ....Tue, Sept 7
  Last day to add with permission, drop, or change basis of grading ....Fri, Sep 24
  Census (20th day of instruction), run SOC reports the day after census ....Mon, Sep 27

- **Exam Scheduler – Second and Final Run**..**Saturday, October 2**
- **Veterans' Day holiday (campus closed; no instruction)**............................**Thursday, November 11**
- **Audit Instructor Access for upcoming grading period (A&R)** ....**Monday, November 29**
  Grade Rosters generated (A&R)..Tue, Dec 7
  Instructors may access grade rosters..Wed, Dec 8

- **Last Day of Formal Instruction** ....**Monday, December 13**
  Last Saturday and Sunday class meetings...Sat & Sun, Dec 11 & 12
  Finals Week ....Tue-Mon, Dec 14-20
  Grades available on SOLAR starting..Tue, Dec 14 (updated nightly thereafter)
  Grades are due ....Thu, Dec 23

- **Semester Officially Ends**..**Thursday, December 23**
  SOC department access ends at 11:59 pm on..Wed, Dec 8
  SOLAR coordinator access ends at 11:59 pm on..Wed, Dec 22