

New Functionality Added to CCLP

The following new functionality has been added to the Campus CLP.

- I. Multiple Instructors
- II. Taught In Conjunction
- III. Enrollment Values
- IV. Validity Check – Day and Time

Please see each of these sections in the pages that follow for a detailed explanation of the new functionality.

I. Multiple instructors can be added to a secondary section.

You can now add multiple instructors to a secondary section.

Sec Itr	Proj Enrl	AIS Init Enrl	Cancelled	Activity Type
B	22	22	<input type="checkbox"/>	DIS

Days	Start	End	Room Name	Set
M	10:45 AM	11:45 AM	Commun Bldg 121	18

CruzID#	Name (Last, First)	Instr Type
pxalva	Alvarez, Patricia	TA

Create Date: 2/28/2011
Sec Sched Class ID: 54834f
AIS Cat ID: 020748
AIS Class ID: 20948

[Continue](#)

1).Open the *secondary section* popup. In the instructors area on a blank row, click on the arrow of the *CruzID* field.

2).Select an instructor from the list.

3).Click on the *Instr Type* field and select the Instr Type (TA, PI, or CA).

Sec Itr	Proj Enrl	AIS Init Enrl	Cancelled	Activity Type
B	22	22	<input type="checkbox"/>	DIS

Days	Start	End	Room Name	Set
M	10:45 AM	11:45 AM	Commun Bldg 121	18

CruzID#	Name (Last, First)	Instr Type
pxalva	Alvarez, Patricia	TA
jlbeller	Beller, Jonathan L	TA

Create Date: 2/28/2011
Sec Sched Class ID: 54834f
AIS Cat ID: 020748
AIS Class ID: 20948

[Continue](#)

II. Taught In Conjunction Field (Cat Dev and Sched Dev)

On a Cat Dev record you can now indicate if a Cat Dev record is 'taught in conjunction' with another course. Taught In Conjunction courses:

- are not cross-listed courses
- are usually courses that are taught at two different levels (example: undergrad/graduate or lower division/upper division)
- are scheduled at the same day, time, and room
- will usually, but not always have the same instructor

The *Enrollment* tabbed area has a *Taught In Conjunction* field, which when filled in, automatically checks the *Taught In Conjunction* checkbox (users cannot check the checkbox to set the value).

The screenshot shows the Campus CLP interface for a Cat Dev record. The 'Enrollment' tab is selected. The 'Taught in Conjunction With' field is highlighted with a red box and contains the text 'ENV 191F'. A red arrow points to this field with the text: 'When there is a value in the Taught In Conjunction text box, the checkbox is automatically checked.' The 'Enroll in Secondary' checkbox is checked. The 'Total Cat Dev Enrl' field shows a value of 20. The course details for ENV 091F are visible at the top, including 'Community and Agroecology' as the course name and 'Community /Agroecology' as the AIS Title (Short).

To indicate that a Cat Dev record is taught in conjunction, click on the *Taught In Conjunction* field, then type the subject and course number for each course number that is taught in conjunction. Perform the same operation on the other course.

In the example to the left, ENV 091F is taught in conjunction with ENV 191F. The Cat Dev record for ENV 191F should be marked as taught in conjunction with ENV 091F.

Sched Dev records based on a Cat Dev record that has the *Taught In Conjunction* field checked, will be reflected on the Sched Dev *Enrollment* tabbed area and on the Sched Dev header area as shown on the following page.

The addition of the *Taught In Conjunction* field will enable you to locate those courses that will need to include the 'taught in conjunction' verbiage in the Schedule Comments field in Sched Dev.

UC SANTA CRUZ 55 ENVS Campus CLP Welcome, Corinne O'Connell
CLP Database ENVS 11-12

Sched Dev AIS Sched Cat Dev AIS Cat Faculty Support Reports Admin Welcome

Offer# 4643 Div /1 Dept SS Subject ENVS Course # ENVS 091F Credits 2.0 Status Active Cancelled Lecture \$0.00

Course Name Community and Agroecology TA/CA Reader/Tutor

Course Level Lower Division Workload 0.4 Cat Dev Override Quarterly Override TOTAL \$0.00

4643 Cat Dev Rev # 1 AIS Eff Date 9/2/2006 locked, One Offs Allowed

Section 01 Record Sync'd TA/CA Alloc Reader Hrs Taught in Conj

Yr/Term Offered 2118 Fall 11-12

Instructors TA/CAs Reader/Tutors Enrollment Lg Room Request Scheduling Misc Sent To AIS

Concurrent Enrollment Limit # 20 Limit Reason

Level Restrictions Restr to Majors?

Taught in Conjunction With ENVS 191F

Also offered as:

Offer#	Subject	Course #	Cat Dev	Enrl	Proj ⁺ Enrl	AIS Init ⁺ Enrl
1	ENVS	091F			25	20
				Total Proj Enrollment	25	AIS Init Enrl Total 20

This field displays data from the Cat Dev record.

In the example to the left, the Sched Dev record for ENVS 091F indicates that it is 'taught in conjunction' with ENVS 191F.

In Sched Dev, if the course is 'taught in conjunction' with another course, you will need to also indicate in the *Schedule Comments* field on the *Scheduling* tabbed that the course is 'taught in conjunction'. This is to make sure it appears in the Schedule of Classes.

UC SANTA CRUZ 55 ENVS Campus CLP Welcome, Corinne O'Connell
CLP Database ENVS 11-12

Sched Dev AIS Sched Cat Dev AIS Cat Faculty Support Reports Admin Welcome

Offer# Div Dept Subject Course # Credits Status Cancelled Lecture TA/CA Reader/Tutor TOTAL

Course Name Workload Cat Dev Override Quarterly Override

4643 Cat Dev Rev # 1 AIS Eff Date 9/2/2006 locked, One Offs Allowed

Section Yr/Term Offered 2118 Fall 11-12

To find Sched Dev records where the Cat Dev record is marked as Taught in Conjunction, perform a Find Course and check the Taught in Conj checkbox.

Taught in Conj Find Course

Instructors TA/CAs Reader/Tutors Enrollment Lg Room Request Scheduling Misc Sent To AIS

Concurrent Enrollment Limit # Limit Reason

Level Restrictions Restr to Majors?

Taught in Conjunction With

Also offered as: Proj Enroll Can't Be Blank! AIS Init Enroll Can't Be Blank!

Offer#	Subject	Course #	Cat Dev	Enrl	Proj ⁺ Enrl	AIS Init ⁺ Enrl	3rd Week Enrollment	End of Term Enrollment	Previous Enrollment
	==EN								
				Total Proj Enrollment		AIS Init Enrl Total			

To find those Sched Dev records where the Cat Dev record indicates that the course is taught in conjunction:

- 1). You should be on the Sched Dev layout.
- 2). Click the *Find Course* button.
- 3). In the header area (to the left of the *Find Course* button), check the *Taught In Conj* checkbox, then press Return.

****Note:** This 'find' will return those Sched Dev records based on a Cat Dev record where the *Taught In Conj* checkbox is checked. There may be additional Sched Dev records where the *Schedule Comments* field indicates that the class is 'taught in conjunction' but the Cat Dev record does not.

If this course is 'taught in conjunction' with another course, you will need to also indicate, in the *Schedule Comments* field on the *Scheduling* tabbed area, that the course is 'taught in conjunction'. This is to make sure it appears in the Schedule of Classes. The Sched Dev example below shows, on the *Scheduling* tabbed area, that the *Schedule Comments* field also indicates that the class is taught in conjunction (in this case with ENVS 191F).

UC SANTA CRUZ SS ENVS **Campus CLP** Welcome, Corinne O'Connell
CLP Database ENVS 11-12

Sched Dev AIS Sched Cat Dev AIS Cat Faculty Support Reports Admin Welcome

Offer#	Div	Dept	Subject	Course #	Credits	Status	Cancelled	Lecture	
4643	1	/1	SS ENVS	ENVS 091F	2.0	Active	<input type="checkbox"/>	\$0.00	

Course Name: Community and Agroecology
 Course Level: Lower Division
 Workload: 0.4
 Cat Dev Override: Quarterly
 AIS ER Date: 9/2/2006

Section: 01
 Yr/Term Offered: 2118 Fall 11-12
 Record Sunc'd

TA/CA: \$0.00
 Reader/Tutor: \$0.00
 TOTAL: \$0.00
 locked, One Offs Allowed
 TA/CA Alloc Reader Hrs: Taught in Conj

Schedule Comments: offered in conjunction with ENVS 191f
Registrar Comments: offered in conjunction with ENVS 191f

Expand Meeting Times

Act Type	Proj+ AIS Enrl	AIS Inlt Enrl	Day	Start	End	Room Name	Dept GA	Features	Set Features
SEM	25	20	TH	04:00 PM	07:00 PM	A A Agroecology 103			

Registrar Room/Features List

Ltr **Secondary Sections:**

III: Enrollment values are now required:

Enrollment values are now required in the Proj Enrl and AIS Init Enrl fields. If you have left one or more enrollment fields blank, you will now see a warning.

On the Enrollment tabbed area:

On the Enrollment tabbed area, you will see the following warnings if the Proj Enrl or AIS Init Enrl fields have blank values.

On the Secondary Section popup:

On the Secondary Section popup, you will see the following warnings if the Proj Enrl or AIS Init Enrl fields have blank values.

On the Scheduling tabbed area:



On the Scheduling tabbed area, you will see the following warnings if the Proj Enrl or AIS Init Enrl fields have blank values on one or more secondary sections.

When you click the Send One-Off to AIS button, if there are any enrollment warnings on the Sched Dev record, you will receive a warning dialog. You will need to correct the data error indicated and then you can click Send One-Off to AIS to proceed.

Enrollment Data Error Warning:



The corrective action is to go to the Scheduling tabbed area. If you see the following dialog, the error is on a secondary section.



Otherwise the error will be on the Enrollment tabbed area. When you have corrected the data error, click the Send One-Off to AIS to proceed.

IV: Validity checking on Day and Time data:

We have added validity checking on day and time data.

Day values should contain a single letter per day of the week, or in the case of Thursday, Saturday, or Sunday use the following TH, S, or SU (TBA and TBD are fine to use). Day values that do not meet the validity checking will generate a warning (for example, a day abbreviation that is three or more characters or fully spelled out days such as MON, TUE, WED or Monday, Tuesday). Day patterns with multiple days are fine (e.g. MTWTHF, MWF, TTH, etc.)

Instructors		TA/CAs		Reader/Tutors		Enrollment		Lg Room Request		Scheduling		Misc		Sent To AIS	
Schedule + Comments				Enroll in lecture and associated discussion section				Registrar + Comments				New Secondary Section			
Expand Meeting Times										Registrar Room/Features List					
Act Type	Proj+ AIS	Inlt Enrl	Enrl	Day	Start	End	Dept	GA	Room Name	Features	Set Features				
LEC	132	132		TTH	04:00 PM	05:45 PM	7	7	Oakes Acad 105	18					
				TUE	06:30 PM	09:30 PM	7	7	Oakes Acad 105	18					
Ltr Secondary Sections: Incorrect Day or Time!															
A	DIS	22	22	MON	09:30 AM	10:30 AM	C	C	Commun Bldg 121	18					
Alvarez, Patricia				Unsent One-Off											

Time values must contain a semicolon, and an AM or PM. Time values have a maximum length of eight characters. If you have a start time, you must have an end time. If you have an error with one or more time values, you will see the warning. 'Incorrect Day or Time'.

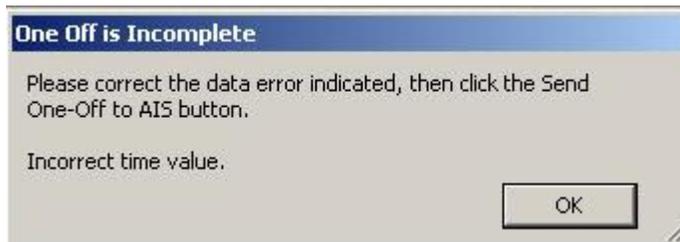
Instructors		TA/CAs		Reader/Tutors		Enrollment		Lg Room Request		Scheduling		Misc		Sent To AIS	
Schedule + Comments				Enroll in lecture and associated discussion section				Registrar + Comments				New Secondary Section			
Expand Meeting Times										Registrar Room/Features List					
Act Type	Proj+ AIS	Inlt Enrl	Enrl	Day	Start	End	Dept	GA	Room Name	Features	Set Features				
LEC	132	132		TTH	04:00 PM	05:45 PM	7	7	Oakes Acad 105	18					
				T	06:30	09:30 PM	7	7	Oakes Acad 105	18					
Ltr Secondary Sections: Incorrect Day or Time!															
A	DIS	22	22	M	09:30 AM	10:30	C	C	Commun Bldg 121	18					
Alvarez, Patricia				Unsent One-Off											

When you click the Send One-Off to AIS button, you will receive a warning dialog if the Sched Dev record has any day or time warnings. You will need to correct the data error indicated and then you can click Send One-Off to AIS to proceed.

Incorrect Day Value Warning:



Incorrect Time Value Warning:



The corrective action is to go to the Scheduling tabbed area. If the error is by the primary section day and times, then there is an error on one or more meeting days or times. If the error is above the secondary section meeting times, the error is with the day or time values of one or more secondary sections.

When you have corrected the data error, click the Send One-Off to AIS to proceed. If you have questions about how to correct a data error, please contact your Divisional Curriculum Analyst.