

ADDING A CLASS ATTRIBUTE – SG21

DESCRIPTION

This Job Aid will go over the process of adding a SG21 course attribute and its value for Work Based Learning sections.

INSTRUCTIONS

STEP	Instructions
1)	Click on the Compass icon 🙆 and then click on the Navigator icon 👔 to navigate to:
	Campus Solutions > Curriculum Management > Schedule of Classes > Schedule New Course

NavBar: Nav	igator	NavBar: Nav	igator		NavBar: Navigator			
والمطلع	Campus Solutions			Curriculum Management		Schedule of Classes		
Recent Places	Student Admissions	>	Recent Places	Course Catalog	>	Class Search Recent Places		
	Records and Enrollment	>	-	Schedule of Classes	>	Schedule New Course		
My Favorites	Curriculum Management	>	My Favorites	Roll Curriculum Data Forward	>	Maintain Schedule of Classes		
	Financial Aid	>		Enrollment Requirements	>	Schedule Class Meetings		
Navigator	Student Financials	>	Navigator	Combined Sections	>	Adjust Class Associations		



On the Basic	Data tab, navigate t	o the	bottom t	o the	e list of Class Attribute	S.
Basic Data Ac	Meetings Enrollment Cntrl Reserved Course ID 008637 ademic Institution San Diego Communi Term Fall 2023 Subject Area ACCT Catalog Nbr 116A Ons *Cession 1 *Class Section 3001 *Component LEC *Class Type Enrollment *Associated Class 3001 *Campus MIRA *Location ONCAMPL Course Administrator *Academic Organization R-BUSINE	ve Cap	Notes Exam Course Offering I g Accounting Regular Academ Lecture 4.00 Miramar On Campus Dept-Business	LMS D LMS T	Data Textbook GL Interface Auto Create Compo Find View All F n Class Nbr 40271 *Start/End Date 08/21/2023 13 12/16/ Event ID 000342103 Associ Add Fee Schedule Print Student Specific Permi	inent irst (1 of 7) Last (1 of 7) Last (1 of 7) attack (1 of 7) (1 of 7) (1 of 7) (1 of 7) (1 of 7) (1 of 7) (1 of 7) (1 of 7) (1 of 7) (1 of 7) (1 of 7) (1
	Academic Group MIRA "Holiday Schedule CO2324 " "Instruction Mode 02 Q Primary Instr Section 3001	٩	Miramar College College Academ In Person-Lectur	ic 2023-2 e/discuss	□ Dynamic Date Calc Req 024 ☑ Generate Class Mtg Att sion ☑ Sync Attendance with 0 □ GL Interface Required	,uired endance Class Mtg
Class Top	ic					
	Course Topic ID				Print Topic in Schedule	
Equivalent C	Course Group ourse Equivalent Course Group 01168 Class Equivalent Course Group	ACCT	116A / 117A / 1A	÷	Override Equivalent Course	
Class Attr	ibutes			1	Personalize Find 🔄 📑 💦 First 🕢 1	1-15 of 15 Last
Attribute	Description		*Course Attrib	ute Value	Description	
CB03 Q	Course TOP Code		050200	Q	Accounting	
CB04 Q	Course-Creuit-Status		Δ		Transfer Credit: UC CSU	
CB08	Course-Basic-Skille-Statue		N		Course is not basic skills	
CB09	Course-SAM-Priority-Code		C		Clearly Occupational	
CB10	Cooperative Work Experience		N		Not Part of Program	+ E
CB11	Course Classification Status		Y		Credit Course	
	Course Special Class Status		N		Course is not a Special Status	
	California Articulation Number		PLICO	~		
	Camornia Aruculation Number		DU32	<u> </u>		
CB15 Q	Course Can Sequence Code		BUSSEQA	Q	DUSSEUA	
CB21	Course-Prior-To-College-Level		Y	Q	Not Applicable	± =
	Courses Manager dit Costa and		Y	Q	Not Applicable, Credit course	+ -
CB22 Q	Course-Moncredit-Category			_		
CB22 Q CB23 Q	Funding Agency Category		Y	Q	Not Applicable	+ -
CB22 Q CB23 Q SPPR Q	Funding Agency Category SPEC-PROG		Y 0	Q Q	Not Applicable NO SPECIAL PROGRAM	+ - + -



TEP	Ins	structions					
3)	Loo bla	cate the last course attribute, cliv ank will row will appear.	ck the plus butt	on 🖪	to add a new course attribute row	. A n	າew
Class /	Attril	butes			Personalize Find 💷 🔣 🛛 First 🕢 1-16 of 1	6 🕟	Las
Course Attribute		Description	*Course Attrib	ute Value	Description		
CB03	Q	Course TOP Code	050200	Q	Accounting	+	-
B04	Q	Course-Credit-Status	D	Q	Credit - Degree Applicable	+	
B05	Q	Course Transfer Status	A	Q	Transfer Credit: UC,CSU	+	-
B08	Q	Course-Basic-Skills-Status	N	Q	Course is not basic skills	+	E
B09	Q	Course-SAM-Priority-Code	С	Q	Clearly Occupational	+	
B10	Q	Cooperative Work Experience	N	Q	Not Part of Program	+	E
B11	Q	Course Classification Status	Υ	Q	Credit Course	+	-
B13	Q	Course Special Class Status	N	Q	Course is not a Special Status	+	E
B14	Q	California Articulation Number	BUS2	Q	BUS2	+	
B15	Q	Course Can Sequence Code	BUSSEQA	Q	BUSSEQA	+	E
B21	Q	Course-Prior-To-College-Level	Υ	Q		+	
B22	Q	Course-No A new blank row	Υ	Q	Click the plus (+) sign to	+	E
B23	Q	Funding A will appear.	Υ	Q	add a new course	+	E
PPR	Q	SPEC-PR	0	Q	attribute to this section.	+	E
B01	Q	Section Accounting Mether	W	Q	Weekly Census	+	E
	Q					+	E



STEP	Instructions
4)	 A. In the Course Attribute field, enter SG21 and press the tab key to confirm your selection. B. Click on the magnifying glass next to the box under Course Attribute Value to view a list of all SG21 work-based learning course attribute values. C. Select the appropriate value.
	Note: If you are unclear on which value(s) to select, review the <u>SG21 Reporting Framework</u> and check-in with your work-based learning coordinator to determine the appropriate value(s) for each class section.

Class Attr	ibutes	Personalize Find 🗾 🌉	First 🕢 1-16 of 16 🕑 Last
*Course Attribute	Description	*Course Attribute Value Description Select the ap	opropriate course
SG21 Q	Student Work Based Learning	attribu	ute value. 主 🖃
SG21	Student Work Based Learning	Course Attribute Value Description A1 Apprenticeship A2 Capstone Project A3 Clinical Experience A4 Cooperative Work A5 Internship Unpaid A6 Internship Paid A7 On-The-Job-Traini A8 Research-Based-F B1 Classroom project B3 Job Shadowing (in B4 Mentorships B5 Simulated Workpla B6 Service Learning B7 Student-run comm B8 Volunteering/Comm C1 Career Fair C2 Field Trips C3 Career Speaker	es Experience ing Field-Exp w/Industry ndividual) ace Experience mercial/social munity Service
		C5 Career Readiness	i
		C6 Workplace/Compa	any Tours
		C7 Informational Inter	views
		C4Mock InterviewsC5Career ReadinessC6Workplace/CompaC7Informational Interviews	any Tours views



STEP	Instructions
۲)	Click the Save button.
5)	OPTIONAL: If multiple SG21 values are required for a section, repeat Steps 3-4 .

Class Attril	outes		P	ersonalize Find 💷 🎆 👘 First 🕢 1-16 of 16	i 🕑	Last
*Course Attribute	Description	*Course Attribut	te Value	Description		
CB03 Q	Course TOP Code	050200	Q	Accounting	+	-
CB04 Q	Course-Credit-Status	D	Q	Credit - Degree Applicable	+	-
CB05 Q	Course Transfer Status	A	Q	Transfer Credit: UC,CSU	+	-
CB08	Course-Basic-Skills-Status	Ν	Q	Course is not basic skills	+	-
СВ09 🔍	Course-SAM-Priority-Code	С	Q	Clearly Occupational	+	-
CB10 Q	Cooperative Work Experience	Ν	Q	Not Part of Program	+	-
CB11 Q	Course Classification Status	Υ	Q	Credit Course	+	-
CB13 Q	Course Special Class Status	Ν	Q	Course is not a Special Status	+	-
CB14 Q	California Articulation Number	BUS2	Q	BUS2	+	-
CB15 Q	Course Can Sequence Code	BUSSEQA	Q	BUSSEQA	+	-
CB21 Q	Course-Prior-To-College-Level	Υ	Q	Not Applicable	+	-
CB22 Q	Course-Noncredit-Category	Υ	Q	Not Applicable, Credit course	+	-
CB23 🔍	Funding Agency Category	Υ	Q	Not Applicable	+	-
SPPR Q	SPEC-PROG	0	Q	NO SPECIAL PROGRAM	+	-
XB01 Q	Section Accounting Method	W	Q	Weekly Census	+	-
SG21 Q	Stude Work Based Learning	A1	Q	Apprenticeship	+	-
	Poturn to Search					

STEP	Instructions
6)	End of Process.