HOW TO EXCLUDE/INCLUDE CLASSES TO BE SOTED IN PEOPLESOFT

SOTE is a class attribute added (or deleted) at the class section level. SOTE attributes copy forward in the prior term copy process for class section production each term. Since a SOTE row may already exist it may be necessary click on the "View All" link in the Class Attributes section to locate the SOTE row.
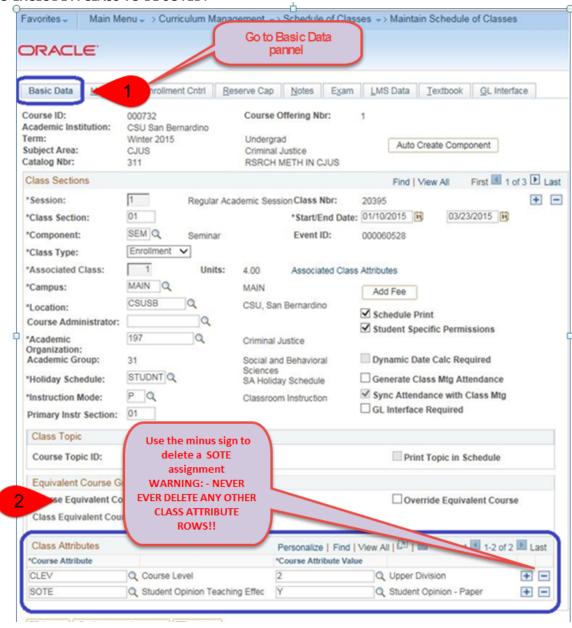
NOTE:

1. Please remember to remove the SOTE class attribute from field experiences, thesis research, distance learning through interactive televised video, independent project/study, recitations, and internship classes.
2. Team-taught classes can be SOTED based upon instructor preference. Please confirm the team-taught classes have been marked correctly with (or without) the SOTE attribute.

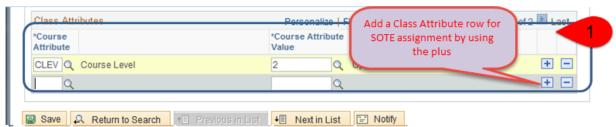Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

On the Basic data page for a class section in the Class Attributes section (at the bottom of the page) SOTE assignments are made on a section by section basis. SOTE rows are either added or deleted in this location. SOTE assignments are NEVER EVER made over existing rows (example: I   CLEV or GE rows).

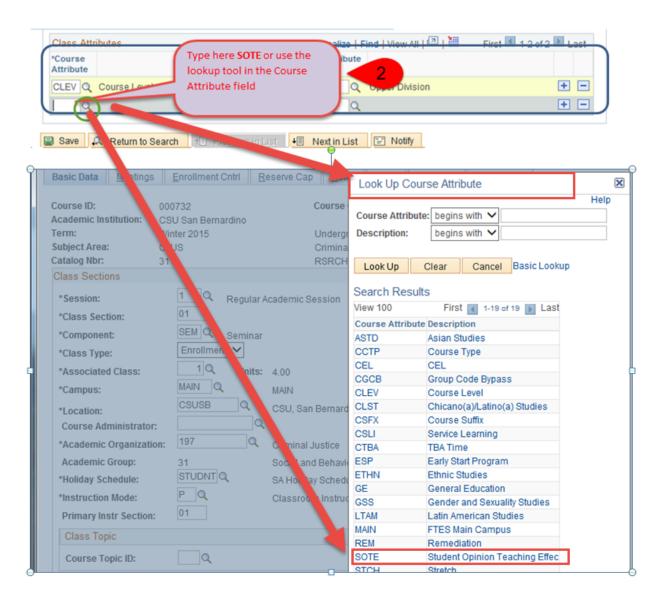   I.   **TO EXCLUDE A CLASS TO BE SOTED:**

II. **TO INCLUDE A CLASS TO BE SOTED:**

1. Add a SOTE Attribute on the Basic Data

2. Enter SOTE or use the lookup tool in the Course Attribute field:

HOW TO ADD ONLINE SOTE ATTRIBUTE

Enter or use the lookup tool to assign the SOTE as online (O value) in the Course Attributes Value field:

The final results will be: