

HOW TO EXCLUDE/INCLUDE CLASSES TO BE SOTED IN PEOPLE SOFT

SOTE class attribute maintenance will continue in PeopleSoft through August 2021. Beginning August 2021, SOTE class attribute maintenance will be in CLSS. (Instructions on HOW TO EXCLUDE/INCLUDE CLASSES TO BE SOTED IN CLSS will be forthcoming.)

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.

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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:

Go to Basic Data pannel

1

Use the minus sign to delete a SOTE assignment
WARNING: - NEVER EVER DELETE ANY OTHER CLASS ATTRIBUTE ROWS!!

2

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

Basic Data | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID: 000732 Course Offering Nbr: 1
Academic Institution: CSU San Bernardino
Term: Winter 2015 Undergrad
Subject Area: CJUS Criminal Justice
Catalog Nbr: 311 RSRCH METH IN CJUS

Auto Create Component

Class Sections Find | View All First 1 of 3 Last

*Session: 1 Regular Academic Session Class Nbr: 20395
*Class Section: 01 *Start/End Date: 01/10/2015 03/23/2015
*Component: SEM Seminar Event ID: 000060528
*Class Type: Enrollment
*Associated Class: 1 Units: 4.00 Associated Class Attributes
*Campus: MAIN MAIN Add Fee
*Location: CSUSB CSU, San Bernardino
Course Administrator: Schedule Print
*Academic Organization: 197 Criminal Justice Student Specific Permissions
Academic Group: 31 Social and Behavioral Sciences
*Holiday Schedule: STUDNT SA Holiday Schedule
*Instruction Mode: P Classroom Instruction
Primary Instr Section: 01

Class Topic Print Topic in Schedule
Course Topic ID: Override Equivalent Course

Equivalent Course G
Course Equivalent Co
Class Equivalent Cou

Class Attributes Personalize | Find | View All 1-2 of 2 Last

*Course Attribute	*Course Attribute Value
CLEV	2 Upper Division
SOTE	Y Student Opinion - Paper

II. TO INCLUDE A CLASS TO BE SOTED:

1. Add a SOTE Attribute on the Basic Data

The screenshot shows a table with two columns: '*Course Attribute' and '*Course Attribute Value'. The first row contains 'CLEV' and '2'. A callout box with a red border and a red circle containing the number '1' points to the plus sign (+) at the end of the first row. The text inside the callout box reads: "Add a Class Attribute row for SOTE assignment by using the plus".

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

The screenshot shows the 'Class Attributes' table with the first row highlighted. A callout box with a red border and a red circle containing the number '2' points to the lookup icon (magnifying glass) in the 'Course Attribute' field. The text inside the callout box reads: "Type here SOTE or use the lookup tool in the Course Attribute field".

A red arrow points from the lookup icon in the table to the 'Look Up Course Attribute' dialog box. The dialog box has the following fields and options:

- Course Attribute: begins with [dropdown]
- Description: begins with [dropdown]
- Buttons: Look Up, Clear, Cancel, Basic Lookup
- Search Results: View 100, First 1-19 of 19, Last
- Table of Search Results:

Course Attribute	Description
ASTD	Asian Studies
CCTP	Course Type
CEL	CEL
CGCB	Group Code Bypass
CLEV	Course Level
CLST	Chicano(a)/Latino(a) Studies
CSFX	Course Suffix
CSLI	Service Learning
CTBA	TBA Time
ESP	Early Start Program
ETHN	Ethnic Studies
GE	General Education
GSS	Gender and Sexuality Studies
LTAM	Latin American Studies
MAIN	FTES Main Campus
REM	Remediation
SOTE	Student Opinion Teaching Effec
STCH	Stretch

HOW TO CHANGE SOTE PAPER TO SOTE ONLINE OR VICEVERSA

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

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

1

Look Up Course Attribute Value

Course Attribute: SOTE
Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results
View 100 First 1-2 of 2 Last

Course Attribute Value	Description
O	Student Opinion - Online
Y	Student Opinion - Paper

The final results will be:

Class Attributes		Personalize Find View All 1-2 1-2 1-2		First 1-2 of 2 Last	
*Course Attribute		*Course Attribute Value			
CLEV	Course Level	2	Upper Division	+	-
SOTE	Student Opinion Teaching Effec	Y	Student Opinion - Paper	+	-