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

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.
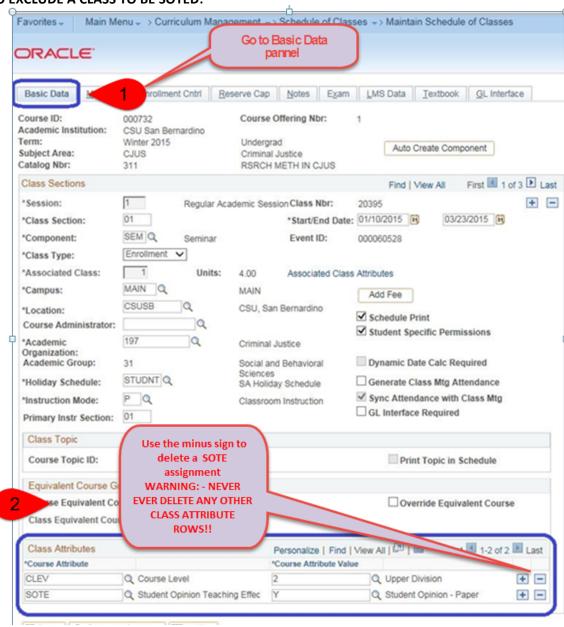
NOTE:
1.   Please remember to remove the SOTE class attribute from field experiences, thesis research, distance learning through interactive televised video, independent project/study, recitations, and internship classes.
2.   Team-taught classes can be SOTED based upon instructor preference. Please 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).
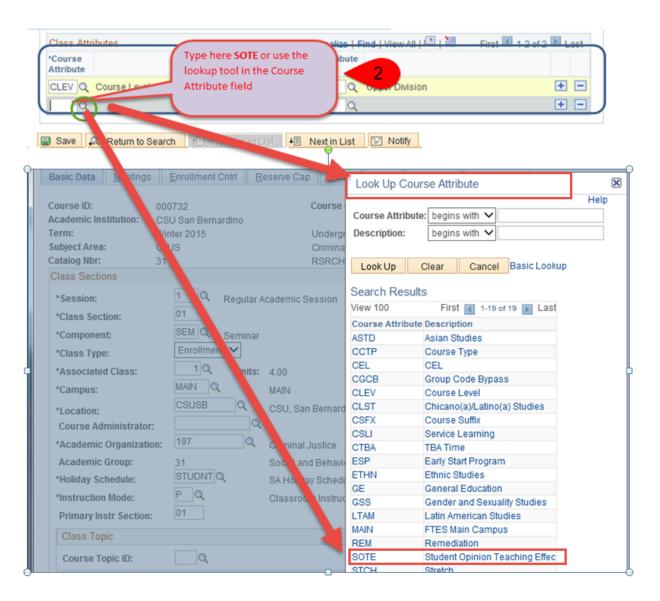
   I.   TO EXCLUDE A CLASS TO BE SOTED:

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 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:

The final results will be: