

## Entering footnotes in PeopleSoft:

The navigation to get to the footnote page is: Curriculum Management, Schedule of Classes, Maintain Schedule of Classes. Enter Term, Subject and Catalog and click Search.

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

Course ID: 013034 Course Offering Nbr: 1  
Academic Institution: Santa Clara University  
Term: Fall 2006 Undergrad  
Subject Area: HIST History  
Catalog Nbr: 11 Western Civilization: Ancient

Class Sections Find | View All First 1 of 11 Last

Session: 1 Regular Academic Session Class Nbr: 26331  
Class Section: 01 Component: Lecture Event ID: 000037725

Class Notes Find | View All First 1 of 1 Last

\*Sequence Number: 1  
\*Print Location: Term  Even if Class Not in Schedule  
Note Nbr:    
Free Format Text:

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

Enter sequence number here. 1, 2, 3, etc. Do not use the Note Nbr field, as this is for "canned" notes and our queries don't look for that.

Enter text here. Limit text to **235 characters** (including spaces) so it will not be truncated in the schedule printout.

### Footnote style guide:

- References to specific classes should follow the format as they appear in PeopleSoft and the schedule, i.e. Subject is four characters, all caps, then catalog number with no leading zeroes. For example ANTH 1, *not* Anthro or ANTH 001.
- Make **no** reference to university core requirements. That is handled in the course setup and extracted in the query.
- Classes that are associated with Residential Learning Communities must have the following notation per the Vice Provost's office: "Partially or fully reserved for an RLC". Do not list the specific RLC.
- Classes that are restricted or require special consent should be noted as such.
- Prerequisite should be noted "Prerequisite: ENGL 1". There is no need to say "course prerequisite".
- If a class is cross-listed, please coordinate with the "owner" of the class so that both departments have the same information and reference the cross-listing in the footnotes.
- Proper wording for combined classes is "Cross-listed with ENGL 1"
- Major departments and subjects should be capitalized. Although this is not proper English, it is much easier to read. (i.e. Required course for Business majors...)
- If you copy footnotes from prior terms, **please proof**.
- If you come across a pop-up window when saving (Warning -- Class Section: , a multi-topic course, is scheduled with no topic.) click the OK button. When it finishes processing and returns to the notes page, the note will be saved.