

Entering footnotes in PeopleSoft:

The navigation to get to the footnote page is: Academic Records, Course and Class, 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 11 Last
*Sequence Number: 1
*Print Location: After ☐ 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 text here.

If you need to delete a footnote, click the – sign and then click save.

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 the prerequisite is already in the course description, you do not need to add it.
- 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 54285"
- 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.
- If you do not have a footnote for a class, you do not need to enter anything. Leave the sequence number at 1.
- Do not enter multiple footnotes for the same class. Just keep adding text to the same footnote.