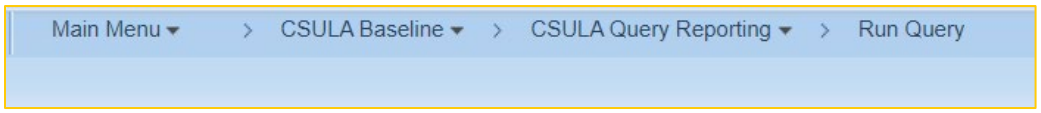
Using the Course Typically Offered Report

This report returns Active courses, their Course Typically Offered values, and the recent terms during which sections have been offered.

University Scheduling uses this report to call for updates to Course Typically Offered values, usually during schedule production prior to the publication.

To run the report, follow the instructions below:

1. Within GET, go to **Main Menu** > **CSULA Baseline** > **CSULA Query Reporting** > **Run Query**.



2. Within the **Course Catalog** group, select *Course Typically Offered*.

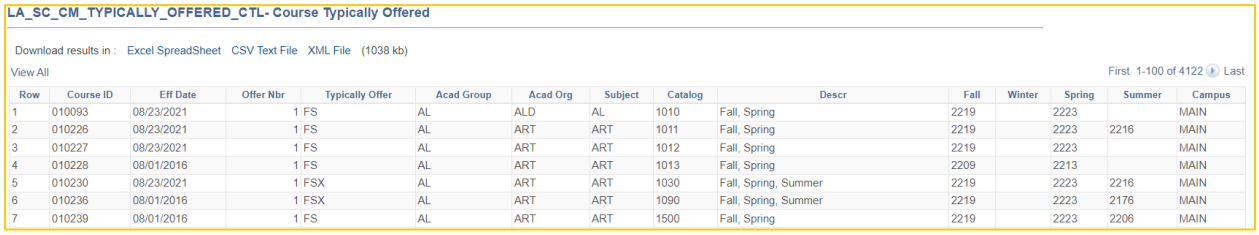


3. The query will automatically run upon clicking the link. An HTML version of the report should open up in a new tab. The query will return a list of courses that are Active in GET Course Catalog as of the date the query is being run.

   a. The course subject area and catalog number appear in the Subject and Catalog columns, respectively.

   b. The college and department that the course belongs to will appear in the Acad Group and Acad Org columns, respectively.

   c. Courses approved to be offered through both Cal State LA main campus and Downtown LA programs will have multiple records, each with a different offering number indicated in the Offer Nbr column.



LA_SC_CM_TYPICALLY_OFFERED_CTL- Course Typically Offered

Download results in : Excel SpreadSheet CSV Text File XML File (1038 kb)

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Row	Course ID	Eff Date	Offer Nbr	Typically Offer	Acad Group	Acad Org	Subject	Catalog	Descr	Fall	Winter	Spring	Summer	Campus
1	010093	08/23/2021	1	FS	AL	ALD	AL	1010	Fall, Spring	2219		2223		MAIN
2	010226	08/23/2021	1	FS	AL	ART	ART	1011	Fall, Spring	2219		2223	2216	MAIN
3	010227	08/23/2021	1	FS	AL	ART	ART	1012	Fall, Spring	2219		2223		MAIN
4	010228	08/01/2016	1	FS	AL	ART	ART	1013	Fall, Spring	2209		2213		MAIN
5	010230	08/23/2021	1	FSX	AL	ART	ART	1030	Fall, Spring, Summer	2219		2223	2216	MAIN
6	010236	08/01/2016	1	FSX	AL	ART	ART	1090	Fall, Spring, Summer	2219		2223	2176	MAIN
7	010239	08/01/2016	1	FS	AL	ART	ART	1500	Fall, Spring	2219		2223	2206	MAIN

4. The Course Typically Offered value currently assigned to the course will be indicated in the Typically Offer and Descr columns. The Typically Offer column indicates an abbreviation of the value; the Descr column indicates a full description of the value.

5. The columns titled Fall, Winter, Spring, and Summer will indicate the most recent of those terms that the course was offered.

    a. Note that the terms indicated in the Fall, Winter, Spring, and Summer columns may not match the Course Typically Offered value indicated in the Typically Offer and Descr columns. For example, a course may have a Course Typically Offered value of Fall, Spring but if it has actually been offered in fall, spring, and summer, the query will indicate that.

6. To export the report, click on Excel Spreadsheet, CSV Text File, or XML File, depending on what your needs are.

