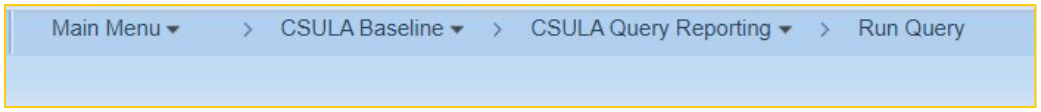
Using the Standard Time Module Compliance Report

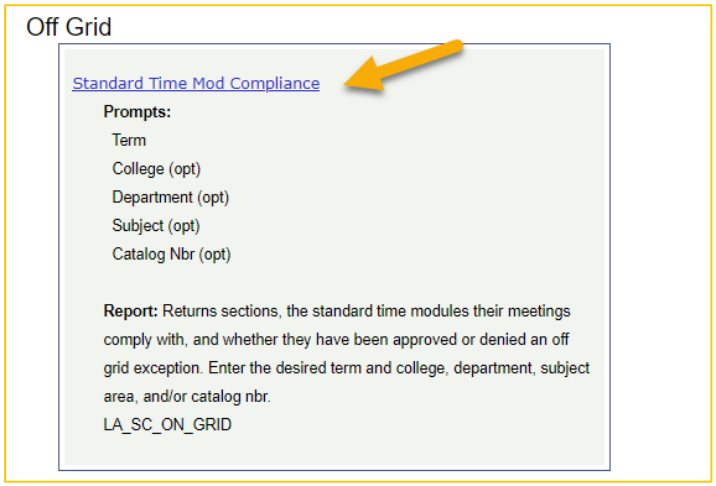
This report returns sections, the standard time modules their meetings comply with, and whether they have been approved or denied an off grid exception.

University Scheduling uses this report to support Planning and Budget in auditing the Schedule of Classes for sections that are scheduled off grid.

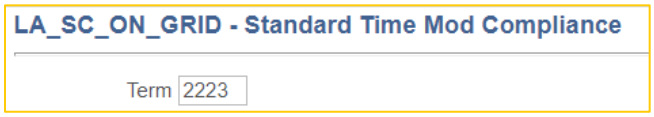
1. Within GET, go to **Main Menu** > **CSULA Baseline** > **CSULA Query Reporting** > **Run Query**.



2. Within the **Off Grid** group, select *Standard Time Mod Compliance*.



3. Enter the term code in the *Term* field. For example, to run the query for Spring 2022 enter 2223.



4. The additional prompts are optional and may be used as needed. To run the query for all sections, leave the optional prompt fields blank.

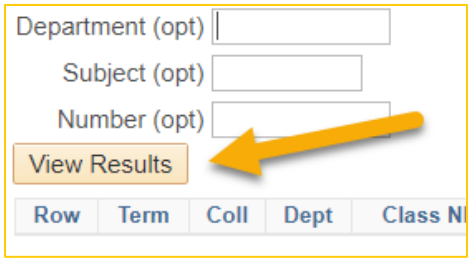
   a. To run the query for a specific college, enter the Academic Group in the *College* field.

   b. To run the query for a specific department, enter the Academic Organization in the *Department* field.

   c. To run the query for a specific subject area, enter the Subject Area in the *Subject* field.

   d. To run the query for a specific course, enter the Subject Area in the *Subject* field and the Catalog Nbr in the *Number* field.

5. Click *View Results*.



6. The query will return an HTML list of sections that meet the criteria you entered.

Row	Term	Coll	Dept	Class Nbr	Subject	Catalog	Section	Title	Component	Cap Enrl	Comp Units	Contact	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Start	End	Min Pat	Pattern	HYBD	OFGD
1	2223	ES	AAAS	35330	AAAS	1400	01	RACE AND GLOBALIZATION	LEC	20	3.00	3.00	N	Y	N	Y	N	N	N	12:15 PM	01:30 PM	1017	LEC 3 TR 1215-1330		
2	2223	ES	AAAS	34240	AAAS	1500	01	ASIAN-AMERICAN HISTORY	LEC	30	3.00	3.00	N	Y	N	N	N	N	N	10:50 AM	12:05 PM			HYBD	
3	2223	ES	AAAS	34241	AAAS	1500	02	ASIAN-AMERICAN HISTORY	LEC	30	3.00	3.00	N	N	N	Y	N	N	N	10:50 AM	12:05 PM			HYBD	
4	2223	ES	AAAS	34243	AAAS	2000	01	PAC ASIAN CULTURE/PEOPLE & SOC	LEC	25	3.00	3.00	N	Y	N	Y	N	N	N	01:40 PM	02:55 PM	1018	LEC 3 TR 1340-1455		
5	2223	ES	AAAS	34246	AAAS	2200	01	ASIAN ASAM LIT ARTS MEDIA	LEC	40	3.00	3.00	N	Y	N	Y	N	N	N	10:50 AM	12:05 PM	1016	LEC 3 TR 1050-1205		
6	2223	ES	AAAS	34247	AAAS	3480	01	RACE, CLASS, AND GENDER	LEC	10	3.00	3.00	Y	N	Y	N	N	N	N	12:15 PM	01:30 PM	1006	LEC 3 MW 1215-1330		
7	2223	ES	AAAS	34248	AAAS	3480	02	RACE, CLASS, AND GENDER	LEC	30	3.00	3.00	N	Y	N	Y	N	N	N	04:30 PM	05:45 PM	1019	LEC 3 TR 1630-1745		
8	2223	ES	AAAS	35347	AAAS	3480	03	RACE, CLASS, AND GENDER	LEC	30	3.00	3.00	Y	N	Y	N	N	N	N	12:15 PM	01:30 PM	1006	LEC 3 MW 1215-1330		
9	2223	ES	AAAS	35350	AAAS	3510	01	FOOD JUSTICE API	REC	25	3.00	3.00	N	Y	N	N	N	N	N	06:00 PM	08:45 PM	1023	LEC 3 T 1800-2045		

a. If a section has two meeting pattern records, the query will return two lines for that section—one for each meeting pattern.

7. The Pattern column indicates the standard time module that the section meeting pattern matches. If the Pattern column indicates a standard time module that means the meeting is on grid.

8. If the Pattern column is blank, that means the meeting pattern matches no standard time module and therefore the section is off grid.

a. If the section is off grid but indicates an APRV or APRM in the OFGD column, that means that the section received an approved off grid exception.

b. If the section is off grid but indicates an HYBD in the HYBD column that means the section is a Hybrid section. As long as the section is using one portion of a standard time module, the meeting can remain scheduled as is.

c. If the section is off grid but indicates a DEND in the OFGD column that means an off grid exception was requested but denied. If the section is off grid but indicates an RVRS in the OFGD column that means an off grid exception was requested but the department was advised to revise their request and resubmit. If the section is off grid and indicates nothing in the OFGD column that means an off grid exception hasn't been requested. In all three cases, the section is considered off grid and should be brought on grid by scheduling it to a standard time module.

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

