Overview

Only displays courses that have already been scheduled for a term.

- This component will be used most often by schedulers since classes will be prior term copied from term to term.

To schedule a class:

- Define session, session dates, class sections codes, class topics, class associations, class number and class attributes on the Basic Data page.
- Enter class meeting times, days, facilities, instructors and room characteristics on the Meetings page.
- Define class status, capacity, consent and auto enroll class section codes on the Enrollment Cntrl page.
- Define reserve capacity and enrollment requisites on the Reserve Cap page.
- Enter notes on the Notes page.
- If you are manually scheduling exams for class sections, enter exam information on the Exam page.

Steps

Schedule a Class (Schedule of Classes)

1. Navigate to: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.
2. Enter Academic Institution.
3. Enter Term.
4. Enter Subject Area.
5. (Optional) Enter Catalog Nbr (for example, 201).
6. Click Search to get a list of courses that may be scheduled for the term you selected. If multiple results are returned, click any of the links on the course you wish to schedule.

**NOTE:** Do not click Add Fee. Refer course fee questions to the Campus Bursar.

1. Enter Session.
2. Enter Class Number code. Unique, system-assigned identifier used by students during enrollment.
3. Enter Class Section code.

**NOTE:** Unique identifier within course and session. The primary component’s Class Section should be numeric, beginning with 0001. For example, if there is one lecture and two discussion sections, the lecture should be 0001; the discussions should be 0101, 0102. Additionally, if there are two sets of one lecture/two discussions, the lectures should be sections 0001 and 0002 respectively; the discussions should be 0101/0102 and...
4. Review **Start/End Date**.

5. Review **Component**.

6. Review **Class Type**. Select “Enrollment” or “Non-Enrollment” class type. Use Enrollment type to indicate primary class during enrollment-only one component type can be identified as Enrollment type (Recommend that component with greatest choice be identified as Enrollment type).

7. Review **Associated Class**. Will default to “1”. Each single component class section should have a unique Associated Class number which is the same as the number used for that class’s section ID. Associated Class numbers are used to group simple co-requisites, though, so a lecture/lab/discussion combination that is required to be taken together should all share an Associated Class number. The Class Section code should agree with Associated Class.

8. The **Units** value defaults from the Course Catalog.

9. Enter **Campus**.

10. Review **Location**. Values are linked to Campus. A campus must be entered before entering a location.

11. (Optional) Enter **Course Administrator**.

12. Review **Academic Organization**. Defaults from Course Catalog – Offerings page. Value can be overridden.

13. Review **Academic Group**. Defaults from Course Catalog – Offerings page. Value cannot be overridden.

14. Review **Holiday Schedule**.

15. Review **Instruction Mode**. Defaults to “P” (In Person). Value can be changed as needed.

16. (Optional) Enter **Primary Instr Section**.

17. Review **Schedule Print**. Defaults from Course Catalog – Offerings page. Controls whether the class displays in Self Service Schedule of Classes - Class Search function. If not checked, the student can still enroll using the exact Class Number, but class will not display in Class Search results.

18. Review **Student Specific Permissions**. Indicates student specific rather than General Permissions. It is highly recommended that general permissions not be used. If consent will be required, select Student Specific Permissions.

19. Review **Generate Class Mtg Attend**. Defaults from Course Catalog – Components page. Value can be overridden.

20. (Optional) Enter **Course Topic ID**. Topic IDs are established on the Course Catalog – Catalog Data page. Select Topic ID to link course topics to class sections. Topics can be attached to specific class meeting patterns on the Meetings page. This is variable titles. The course has to be approved for variable titles.

21. (Optional) Select **Print Topic in Schedule**. Displays from Course Catalog – Catalog Data page.

22. (Optional) Review **Course Equivalent Course Group**.

23. (Optional) Select **Override Equivalent Course Group**.
24. (Optional) Select Class Equivalent Course Group. Defaults from Course Catalog – Components page.

25. (Optional) Review Course Attribute. General characteristic of class for reporting purposes and for printing in Schedule of Classes. Value does not move to Academic Advising. Defaults from Course Catalog – Catalog Data page (Cluster Title and Code, Course Approval, Non-IU Institution, Variable Title and S/F Grading approval).

26. (Optional) Review Course Attribute Value. General characteristic of class for reporting purposes and for printing in Schedule of Classes. Value does not move to Academic Advising. Defaults from Course Catalog – Catalog Data page (Cluster Title and Code, Course Approval, Non-IU Institution, Variable Title and S/F Grading approval).

27. Click the Meetings tab.

Define Class Meeting Patterns

1. Enter or select Facility ID. This is a combination of the facility and room. This is a two part search. First search for building then search for facility. In production, this field will be populated by Ad Astra.

2. Review Capacity.

3. Enter or select Pat.

4. Enter Mtg Start.

5. Review Mtg End. End time will default from combination of Start time and Normal Class Duration on the Academic Group – Standard Meeting Pattern page or enter as you go.

6. Review M T W T F S S. The system populates the meeting days by default based on what is entered in the Pat field. If the Pat (pattern) is not available, select the appropriate checkboxes.

7. Review Start/End Date.

8. (Optional) Enter Topic ID.

9. (Optional) Enter Free Format Topic. A Free Format Topic can be used whenever a defined Topic ID has not been established. Note that when using Combined Sections feature, Free Format Topic field is the only option for having a meeting pattern topic.

10. (Optional) Select Print Topic on Transcript.

11. Enter ID of the instructor for the course

12. Review Name. Name defaults after ID is entered. Field is display only

13. Enter Instructor Role.

<table>
<thead>
<tr>
<th>Instructor Role</th>
<th>Responsibilities</th>
<th>Used for Instructional Effort Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Instructor</td>
<td>All lectures and instructional materials. Recording and reporting of final grades.</td>
<td>Yes</td>
</tr>
<tr>
<td>Supervisory Instructor</td>
<td>Supervising all lectures and instructional materials that are led by assistant instructors. Supervising or conducting the recording and reporting of final grades.</td>
<td>No</td>
</tr>
</tbody>
</table>
### Define Auto Enroll Options and Capacity

1. Review **Class Status**. Defaults to “Active”. Defaults to “Active”. Field must be “Active” or enrollment will not be allowed. Other statuses are “Stop Further Enrollment”, “Cancelled Section”, and “Tentative Section”.

2. (Optional) Click **Cancel Class**. Click to cancel the class you are viewing. The **Class Status** must be “Cancelled Section” in order for this button to be enabled.

3. Review **Class Type**. Defaults from *Schedule of Classes – Basic Data* page. Display only.

4. Review **Consent**. Defaults from *Course Catalog – Catalog Data* page. Update as needed. “Instructor Consent” and “Departmental Consent” settings require that the student have permission to enroll. SIS will use student specific permissions.
5. (Optional) Enter **1st Auto Enroll Section**. Specify Section Code (not Class Number) of section within the same Associated Class Number, different component, in which the system should automatically enroll students.

6. (Optional) Enter **2nd Auto Enroll Section**. Specify Section Code (not Class Number) of section within the same Associated Class Number, different component, in which the system should automatically enroll students.

7. (Optional) Enter **Resection to Section**. View Section Code (not Class Number) of the alternative section in which the system should automatically enroll students if the primary section is full. The component of the alternative section must be the same as the primary section.

8. (Optional) Select **Auto Enroll from Waitlist**. This allows the waitlist process to move students from the waitlist to enrolled status when the class opens up (through enrollment drops or enrollment capacity increase). Also allows class to remain closed to enrollment when seats become available until after the waitlist has run. Not selecting this box allows open seats to become available to enrollment and requires that students on the waitlist be moved to enrolled status manually.

9. Review **Enrollment Status**. Display only.

10. Review **Requested Room Capacity**. Defaults from Course Catalog – Components page. Update as needed.

11. Review **Enrollment Capacity**. Defaults from Course Catalog – Components page. Update as needed.

12. Enter “9999” in **Waitlist Capacity**. Indicates the number of students allowed on the waitlist. This is the highest number the field will allow.

13. (Optional) Enter **Minimum Enrollment Nbr**. Enter the minimum number in order for the section to be offered.

14. (Optional) Select **Cancel if Student Enrolled**. Select to cancel class even if students are enrolled. Selecting this, then clicking **Cancel Class** drops the students from the class and requires that tuition be recalculated.

15. Click the **Reserve Cap** tab.

### Define Class Reserve

1. Review **Reserve Capacity Sequence**. This is a system-assigned sequence number which determines the order in which the reserve capacities are checked during enrollment. Override sequence as needed.

2. Review **Enrollment Total**.

3. Enter **Start Date**. Enter an effective date for this Requirement Group and Capacity Enrollment. Add additional rows with the same Requirement Group to allow controlled enrollment or to “turn off” the reserve capacity on a specified date (Enrollment Total = 0 to “turn off” a reserve capacity on a specific date).

4. Enter **Requirement Group**. Enter the Requirement Group that defines the student population for whom the seats are reserved.

5. Enter **Cap Enrl**. Enter the maximum number of seats to be reserved for students who meet this requirement group.

6. Click the **Notes** tab.
Student Records
Schedule a Class

Linking Class Notes to Sections

1. Review **Sequence Number**. System-assigned sequence number determines the order in which notes appear. Override as needed.

2. Enter **Print Location**. Select the print location of the note either “Before” the class listing, or “After” it.

3. Enter **Note Nbr**. Note number references a pre-existing note. The note’s description will appear next to the note number.

4. (Optional) Enter **Free Format Text**. **Note Nbr** and **Free Format Text** can be used for the same class.

5. (Optional) Click **Copy Note**. Click to move **Note Nbr** text to **Free Format Text** box for editing for this class.

6. (Optional) Click **Clear Note**. Click to clear the **Free Format Text** box.

7. Click the **Exam** tab.

Linking Exam Times to Classes

1. Review **Exam Seat Spacing**. Defaults from **Course Catalog – Components** page. It indicates the number of seats between students during the final exam and is for informational purposes only. Override as needed.

2. Enter **Exam Time Code**. Code definitions include date, start/end time, type (final/makeup), class start/end times and days. Defining these codes will save data entry time on this page. Without the exam codes defined, enter **Exam Date**, **Exam Start**, **Exam End**, **Class Exam Type** and **Facility ID**.

3. (Optional) Select **Combined Exam**. Indicates that this exam can share a facility with another exam.

4. Click **Save**.