Overview

- Displays all courses from the Course Catalog available to schedule.
  - Course ID Status must be “Active” on Catalog Data page.
  - Effective Date must be on or before the first day of the term in which you plan to schedule the class on Catalog Data page.
  - On the Offerings page:
    - Academic Institution must be entered.
    - Course Approved needs to be “Approved”.
    - Allow Course to be Scheduled must be selected.
- Will be needed when a new course or course offering is approved.
- To schedule a new course using the Schedule New Course Component:
  - 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.
- Same pages/fields as Schedule of Classes Component.

Steps

Schedule a Class (Schedule New Course)

1. Navigate to: Curriculum Management > Schedule of Classes > Schedule New Course.
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.
**Student Records**

**Schedule a Class (Schedule New Course)**

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

1. Enter **Session**.
2. 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 0201/0202, indicating that the discussions beginning with 01 are correlated to the lecture section 0001 and discussions beginning with 02 are correlated to lecture 0002.
Student Records
Schedule a Class (Schedule New Course)

3. Review Start/End Date.

4. Review Component.

5. 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).

6. 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.

7. The Units value defaults from the Course Catalog.

8. Enter Campus.

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

10. (Optional) Enter Course Administrator.

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


13. Review Holiday Schedule.

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

15. (Optional) Enter Primary Instr Section.

16. 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.

17. 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.

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

19. (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.

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

21. (Optional) Review Course Equivalent Course Group.

22. (Optional) Select Override Equivalent Course Group.

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

24. (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
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**.
Student Records
Schedule a Class (Schedule New Course)

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**. 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.</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Recording and reporting of final grades.</td>
<td></td>
</tr>
<tr>
<td>Supervisory Instructor</td>
<td>Supervising all lectures and instructional materials that are led by assistant instructors.</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Supervising or conducting the recording and reporting of final grades.</td>
<td></td>
</tr>
<tr>
<td>Grade Proxy</td>
<td>Review attendance, report enrollment discrepancies, and update any other values available in the Student Performance Roster.</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>A proxy can enter and/or submit letter grades during early evaluations and during final grades.</td>
<td></td>
</tr>
<tr>
<td>Enrollment Assistant</td>
<td>Review and report class attendance status for the Enrollment Verification process.</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Update the Student Performance Roster.</td>
<td></td>
</tr>
<tr>
<td>Secondary Instructor</td>
<td>The secondary instructor teaches a portion of the class that is led by the primary instructor.</td>
<td>Yes</td>
</tr>
<tr>
<td>Assistant Instructor</td>
<td>The assistant instructor is supervised by the supervisory instructor and dependent on their SIS security, has the same class privileges as a primary instructor.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
14. Review **Print**. Defaults from *Course Catalog – Offerings* page. Select to print instructor name in Schedule of Classes report.

15. Enter **Access**. Enter the grade roster access for this instructor or proxy. “Approve”: Instructor/proxy can enter grades and approve the grade roster, or “Grade”: Instructor/proxy can enter grades but cannot approve the grade roster.

16. (Optional) Enter **Contact**.

17. Review **Room Characteristic**. Defaults from *Course Catalog – Component* page. Add to values or override as needed.

18. Review **Quantity**. Defaults from *Course Catalog – Component* page. Add to values or override as needed.

19. Click the **Enrollment Cntrl** tab.

---

**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.
Student Records
Schedule a Class (Schedule New Course)

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.
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.
Student Records
Schedule a Class (Schedule New Course)

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](button). Verify that a Class Number was assigned to the class section. The Class Number appears as a display field on every tab of the Schedule of Classes pages.