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 class using the Sched New Course (Distributed) Component:
  - Define session, session dates, class section code, multi component course, component, class type, campus, location, instruction mode, department reviewed, registrar reviewed and class topic on the Basic Data page.
  - Define graded component, grading basis, requirement designation, minimum units, and maximum units on the IU Class Assoc page.
  - Define associated class on the Class Association Maintenance page. May manually assign associated class if override associated class checkbox is checked.
  - Define class meeting times, days, facilities, requested facilities, instructors, room characteristics, class status, consent, requested room capacity, enrollment capacity, and reserve capacity on the Meeting and Enrl Cntrl page.
  - Define notes on the Notes page.
  - Define class attributes on the IU Class Attr page.
  - Define requisites on the IU Class Requisite page.

Steps

Schedule a Class (Sched New Course-Distributed)

1. Navigate to: Curriculum Management > Schedule of Classes > Sched New Course (Distributed).
2. Enter the search criteria and click **Search**.
3. Choose the course that you wish to schedule. The Basic Data tab will be displayed.

4. Enter or select Session. Automatic note may be added to class (see Define Class Notes below).

5. Enter Class Section code.

**NOTE:** Unique identifier within course and session. The primary component's Class Section should be numeric, beginning with 0100. For example, if there is one lecture and two discussion sections, the lecture should be 0100; the discussions should be 0101, 0102. Additionally, if there are two sets of one lecture/two discussions, the lectures should be sections 0100 and 0200 respectively; the discussions should be 0101/0102 and 0201/0202, indicating that the discussions beginning with 01 are correlated to the lecture section 0100 and discussions beginning with 02 are correlated to lecture 0200.

6. Review Start/End Date (updateable if Distributed Begin/End Override is checked on the Session Table as set up by the Registrar’s office). For example, enter correct dates for non-standard session class.

7. If multi component course, check Multi Component Course checkbox (for example, lecture with discussions).

8. Review Component (limited to components on Course Catalog for course). Select desired component.
9. 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).

10. Review Associated Class. Will default to match class section. 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, so a lecture/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. Manual assignment of an associated class number must be completed on Class Association Maintenance page.

11. Enter or select Campus.

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

13. 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.


15. Review Instruction Mode. Defaults to “P” (In Person). Value can be changed as needed. Automatic note may be added to class (see Define Class Notes below).

16. (Optional) Department Reviewed checkbox allows department to monitor courses edited.

17. (Optional) Registrar Reviewed checkbox allows registrar staff to monitor courses edited.

18. (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 Meeting and Enrl Cntrl page. This is variable title. The course has to be approved for variable titles.

Define Class Association Values

1. Click the IU Class Assoc tab. Associated Class number cannot be changed here. It is the value that is from the Basic Data page or from the Class Association Maintenance page. All classes with the same associated class number will share the same number of credits, graded component and requirement designation. Manual assignment of an associated class number must be completed on Class Association Maintenance page.

2. Define Graded Component. Defaults from Course Catalog. Select desired component. Changing the graded component on one of the associated classes will change all classes within that associated class number.

3. Define Grading Basis. Grading basis options will be GR1 and GR2. If the course is approved for S/F grading, then the drop down of available values will also include SF and SF2.

4. The Minimum Units and Maximum Units default from the Course Catalog. Units must be defined within the range on the Course Catalog.

5. Enter or select Requirement Designation. Automatic note may be added to class (see Define Class Notes below).

6. Review class association text box. This box displays all the classes that are associated together.
Define Class Meeting and Enrollment Control Values

1. Click the Meeting and Enrl Cntrl tab.
2. Enter or select Facility ID. This is for facilities controlled by the department. You will only see rooms that your department controls.
3. Review Capacity.
4. Enter or select Pat. Meeting patterns are by Institution and Academic Group, so you will only see the meeting patterns for the class’s Institution and Acad Group.
5. Enter Mtg Start.
6. 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.
7. 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.
8. Review Start/End Date.
9. Enter or select Requested Facility ID. This is for Registrar controlled facilities. This is only a request field and may or may not be able to be honored. Using this field does not schedule a room, the registrar will schedule the actual room.
10. (Optional) Enter Topic ID.
11. (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.
12. Enter ID of the instructor for the course.
13. Review Name. Defaults after ID is entered. Field is display only.
14. Review Instructor Role. Select desired 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</td>
<td></td>
</tr>
<tr>
<td></td>
<td>instructors.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supervising or conducting the recording and reporting of final grades.</td>
<td>No</td>
</tr>
</tbody>
</table>
Student Records
Schedule a Class (Sched New Course – Distributed)

| Grade Proxy | Review attendance, report enrollment discrepancies, and update any other values available in the Student Performance Roster. A proxy can enter and/or submit letter grades during early evaluations and during final grades. | No |
| Enrollment Assistant | Review and report class attendance status for the Enrollment Verification process. Update the Student Performance Roster. | No |
| Secondary Instructor | The secondary instructor teaches a portion of the class that is led by the primary instructor. | Yes |
| Assistant Instructor | The assistant instructor is supervised by the supervisory instructor and dependent on their SIS security, has the same class privileges as a primary instructor. | Yes |

15. Review **Access**. Field is display only.
16. Review **Room Characteristic**. Defaults from *Course Catalog – Component* page. Add to values or override as needed.
17. Review **Quantity**. Defaults from *Course Catalog – Component* page. Add to values or override as needed.
18. Review **Class Status**. Defaults to “Active”. Field must be “Active” or enrollment will not be allowed. Other statuses are “Stop Further Enrollment”, and “Tentative Section”.
19. Review **Class Type**. Defaults from *Basic Data* page. Display only.
20. Review **Add 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. Automatic note may be added to class (see **Define Class Notes** below).
21. Review **Drop 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. Automatic note may be added to class (see **Define Class Notes** below).
22. Review **Requested Room Capacity**. Update as needed.
23. Review **Enrollment Status**. Display only.
24. Review **Enrollment Capacity**. Defaults from *Course Catalog – Components* page. Update as needed.
25. Review **Wait List Capacity**, **Auto Enroll from Wait List** and **Waitlist Type**. **Wait List Capacity** defaults to 9999. The **Auto Enroll from Wait List** checkbox will be checked by default and **Waitlist Type** will be set to **Only** for new classes. Display only.
26. Review **Reserve Capacity Sequence**. This is a system-assigned sequence number which determines the order in which the reserve capacities are checked during enrollment.
27. 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). Automatic note may be added to class (see **Define Class Notes** below).

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

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

### Define Class Notes

1. Click the **Notes** tab. You may add pre-defined (Note NBR) and free format notes to a class. An institution may allow for automatic addition of pre-defined notes based on class data (Registrar controlled set up table). When an automatic note is added you will receive a pop up message indicating that a note has been added. The message will tell you what triggered the auto note as well as which note was added. You will be able to opt out of the pop-ups, but only for the user session. Pre-defined notes may be automatically applied based on any of the following:
   - Add or Drop Consent
   - Class Attribute
   - Enrollment Requirement Group
   - Instruction Mode
   - Requirement Designation
   - Session

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

3. Review **Print Location**. Select the print location of the note either "Before" the class listing, or "After" it.

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

5. (Optional) Enter **Free Format Text. Note Nbr**. and **Free Format Text** can be used for the same class (each must be on unique sequence number).

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

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

8. (Optional) **Notes to Registrar**. These are notes to the registrar. The note to registrar field will be saved in a different table so that there is no confusion about this note being part of a class record.

### Define Class Attribute Values

1. Click the **IU Class Attr** tab. Depending on role security, the user may have update or view only access to this page. Automatic note may be added to class (see **Define Class Notes** above).
Define Class Requisites

1. Click the **IU Class Requisite** tab. Depending on role security, the user may have update or view only access to this page.

2. Click **Save**. Verify that a **Class Number** was assigned to the class section. The **Class Number** appears as a display field on every tab of the **Sched New Course (Distributed)** pages.