Scheduling a New Class

Note: The steps below are for courses that have no class sections. If you are adding a class section to a course with existing sessions, navigate to Maintain Schedule of Classes and use the Add a New Row button on the Basic Data tab.


2. On the Admin Home tab, using the Main Menu navigation at the top of the page, navigate to Curriculum Management > Schedule of Classes > Schedule New Class.

3. On the search page, enter the Term, Subject Area, and Catalog Nbr for the course you wish to add.

4. Click Search.

Basic Data Tab:

5. Verify the Session. This field refers to the period within the term that the class will take place (for example, Summer A and B in the Summer term).

6. Enter the section number (e.g., A, A1, B, B1, 01, 02, etc.) in the Class Section field.

7. Select the appropriate Class Type:
   - Enrollment: section will carry all credits
   - Non-Enroll: carries no credits for section

8. Enter the Associated Class Nbr. This number will either tie the classes together or separate the classes. If the course has more than one section and not all of the sections will share the same information, e.g. Honors, Credits, Pre-req., etc., then assign each section its own class association number. For example: REL 101 has 4 sections and you create sections A, B, C and D, each section must be given a different associated class number of 1, 2, 3 and 4.

9. If the section has a class topic (for example, 19th Century Russian Lit within ENG 395), click the magnifying glass next to Class Topic and select it.

10. The Class Attribute field allows for searching attribute on class search: Honors & Writing, Honors, etc. but does not display on the transcript. In order to appear on the transcript, you would also need to select Honors or Writing or Honors & Writing in the Requirement Designation field on the “Adjust Class Associations” page.

11. Click the Meetings tab.
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Meetings Tab:

1. Enter the Mtg Start and Mtg End times. Use the checkboxes to indicate which days the class meets.
2. Review the Start/End Date. This defaults from the Session code on the previous tab.
3. Enter the ID of the instructor in the ID field. You can also use the magnifying glass to find the instructor’s ID by name.
4. Select the appropriate Instructor Role (e.g. Primary Instructor). Note that the class must have one primary instructor in order to be picked up by the course evaluation process.
5. Choose the appropriate grade roster access using the Access field:
   - **Approve**: allows instructor to enter and release grades; instructors must have Approve to release the grades to the Registrar’s office.
   - **Grade**: allows for entering grades only.
   - **Post**: this value is for the Registrar’s office only.
6. Use the Print checkbox to specify which instructor(s) you wish to appear on the schedule of classes.
7. Use the Room Characteristics field to note a preference for the GPC space.
8. Click the Enrollment Cntrl tab.

Enrollment Control Tab:

1. Enter the Requested Room Capacity and Enrollment Capacity. These values must be equal. The Enrollment Capacity field will control how many students are allowed to enroll in the class.
2. The Wait List Capacity field must be set to 300.
3. If the student needs permission to enroll and/or drop the class, specify this in the Add Consent and/or Drop Consent fields.
4. Click the Reserve Cap tab.
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Reserve Cap Tab:

The **Reserve Capacity** tab allows you to set aside some seats in the class for a set number of students that meet a specified set of criteria (for example, students in the Prism Program).

1. Set the **Start Date**.
2. Use the magnifying glass next to the **Requirement Group** field to select the student criteria to register as part of the reserve.
3. Enter the number of seats to set aside for these students in the **Cap Enrl** field. This number is pulled from the **Enrollment Capacity** number on the previous tab.
4. You can review the **Enrollment Capacity** on the **Enrollment Cntrl** page to make sure that it has been updated to reflect the reserve capacity.
5. Click the **Notes** tab.

Notes Tab:

1. If you want to enter notes for this class section, enter them on this tab in the **Free Format Text** field. Notes you enter here will appear to students when they search for classes.
2. Click the **Exam** tab.

Exam Tab:

1. Information on the **Exam** tab defaults from the Course Catalog setup. You can make changes to this information on the **Adjust Class Associations** page.

When you are finished entering data, click **Save**.