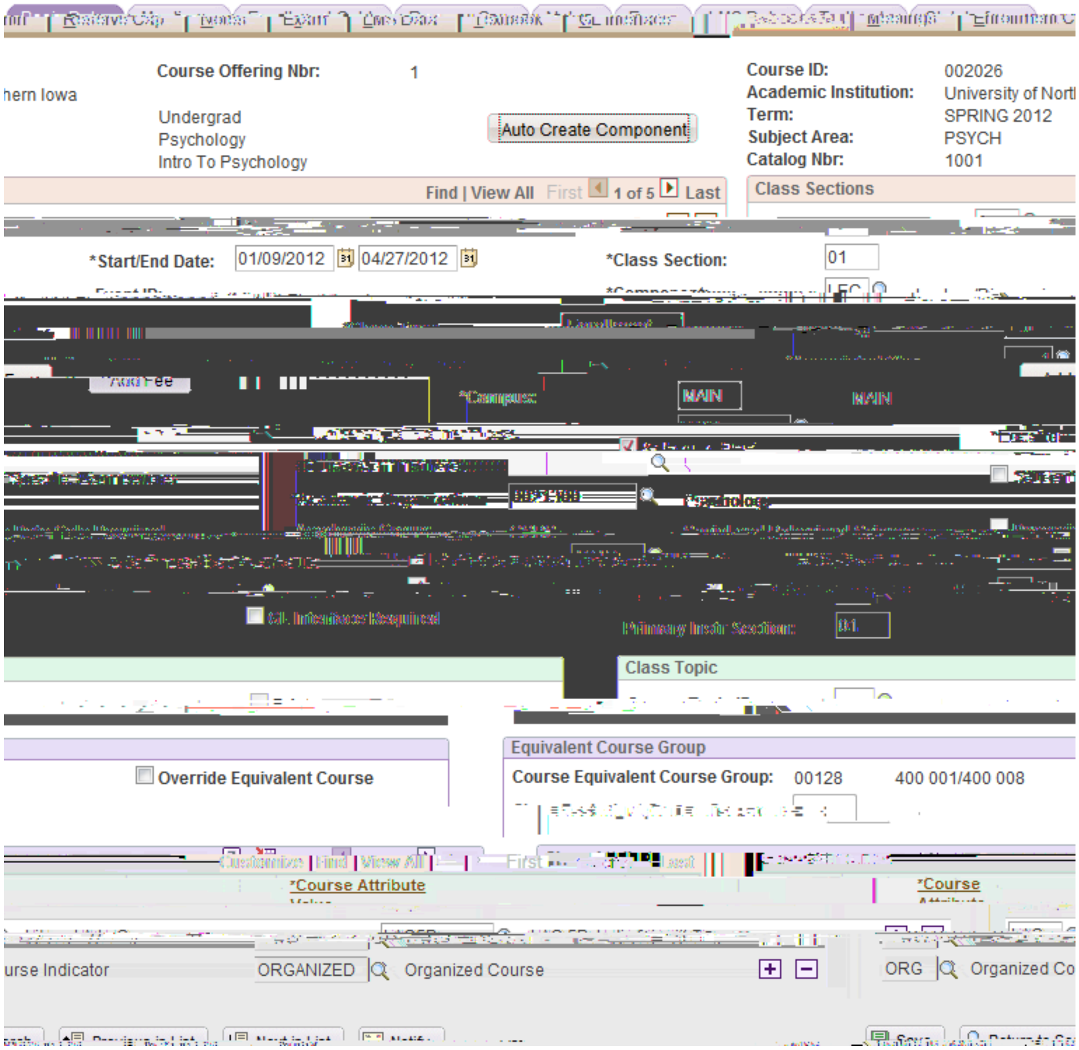
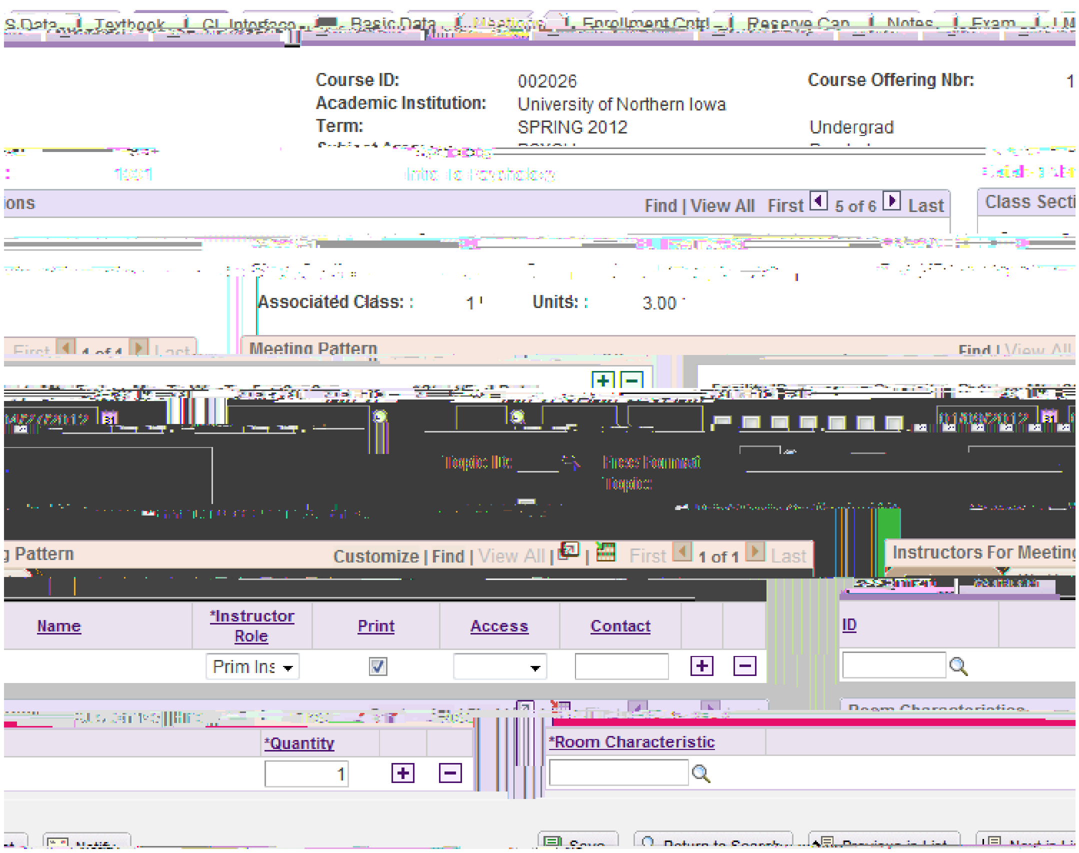
Scheduling New Classes (for sections that have NOT rolled forward)

Purpose: The **Schedule New Course** component is used to schedule new course sections for a given term. The schedule of classes will be rolled from the previous like term prior to schedule of classes development by the academic departments (e.g. Spring 2011 has been rolled forward to Spring 2012). The “rolled” schedule serves as

Step	Action
3.	Select the course for which you wish to add a new class section. ***Result:*** The ***Basic Data*** tab displays. 
4.	To add a new class (section), navigate to the last section of the course (Or the section you wish to add the new section after). Click the **Add Row** button on the ***Basic Data*** tab (in the *Class Sections* area). After you add the section, notice the title bar reflects the total number of sections. 

Step

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7.</td><td>Select the appropriate checkboxes:
Schedule Print – By default this box is selected. Uncheck the box if you do NOT want the section to print on the schedule of classes.
Student Specific Permissions – Always leave this box checked. Used to set up student-specific class permissions. Student-specific permission allows schedulers to grant class permissions to students.
Note: The other checkboxes are not used at this time.</td></tr>
<tr><td>8.</td><td>Select the Meetings tab.

</td></tr>
<tr><td>9.</td><td>In the Meeting Pattern section, enter the following:
Facility ID – Select the facility (building + room) you wish to request
Pat (Pattern) – Select as appropriate (days the class meets)
Mtg Start/Mtg End – Enter the start and end time of the class
M/T/W/T/F/S/S – Check the boxes for the day(s) the class meets
xx</td></tr>
</table>

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<tr><th>Step</th><th>Action</th></tr>
<tr><td>10.</td><td>

In the **Instructors for Meeting Pattern** section, on the *Assignment* tab, complete the following:

- **ID** – Select the class instructor
- **Instructor Role** – Select *Primary* for the first instructor. Select *Secondary* or *TA*, as appropriate for the second instructor.
- **Print checkbox** – LEAVE CHECKED. This displays the instructor(s) in the schedule of classes.
- **Access** – Select *Approve* for the Primary Instructor Role.
  - **Approve:** Instructor can enter and approve grades
  - **Grade:** Instructor can only enter grades
  - **Blank:** Instructor cannot enter or approve grades
- **Contact –** Enter the contact minutes (per week) for this instructor (Legacy value was in hours)

If there is more than one meeting pattern:

- Use the **Add Row** button to add additional meeting patterns
- The Instructor from the first meeting pattern is copied automatically to any additional meeting patterns.

<table>
<tr><th>If…</th><th>Then…</th></tr>
<tr><td>If the instructor(s) is the same for all meeting patterns</td><td>Keep the instructor(s) on the subsequent meeting patterns, ensure you give the instructor appropriate access on each meeting pattern</td></tr>
<tr><td>If the instructor(s) are different for the additional meeting patterns</td><td>Update the instructor(s) as appropriate</td></tr>
</table>

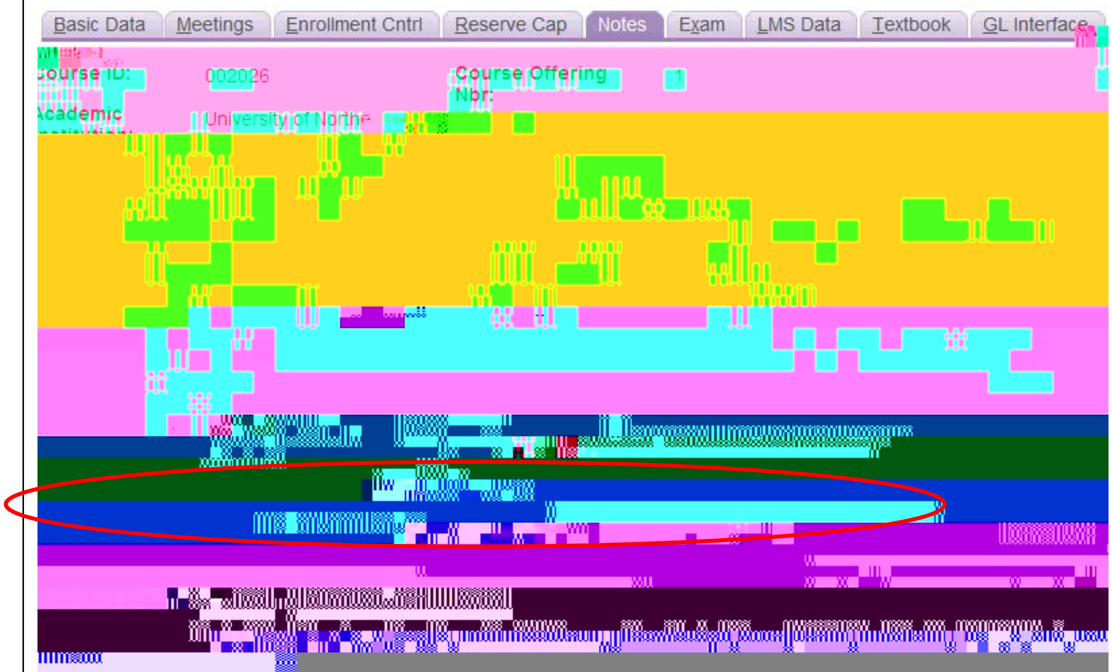
On the *Workload* tab, in the Load Factor field, enter the percent of the course contact hours/minutes attributed to this instructor (E.g. If the course contact hours is 3 (1 contact hour in the current system = 50 minutes in the new system) and there are two instructors with equal load, the load factor for each instructor would be “50” and the contact minutes for each instructor would be 75).

</td></tr>
<tr><td>11.</td><td>If no specific Facility ID is requested, use the Room Characteristics section to identify desired room characteristics. Select the desired room characteristic using the Lookup button and enter the quantity. Click the Add Row button to add additional room characteristics. The Registrar’s Office will assign a Facility.</td></tr>
</table>

Step	Action
12.	Select the ***Enrollment Control*** tab.

Complete the following:

- **Add Consent –** Select the appropriate value: *Department Consent*, *Instructor Consent*, or *No Consent*.
- **Drop Consent –** Select the appropriate value: *Department Consent*, *Instructor Consent*, or *No Consent*.
- **Requested Room Capacity –** Enter the maximum class size.
- **Enrollment Capacity –** Enter the optimum class size.
- **Wait List Capacity –** Enter the maximum number of students you wish to allow on the waitlist. ***Note:*** By entering a value here,0046b5l1J/TT4 1e D(in)0000413e:-. .(

Step	Action
13.	Select the ***Notes*** tab. It is not necessary to enter notes for items that are already described in the catalog, such as Pre-requisites.  Complete the following: • **Sequence Number** – Used to re-order notes • **Print Location** – Defaults to **After**. This displays the note after the section information. • **Free Format Text** – Enter applicable note. ***Note:*** Click the **Add Row** ⊞ button to add additional notes.

[redacted]

Step	Action

[redacted]

Step	Action
15.	Click the **Save** button. ***Result:*** The new class (section) has been created.
16.	To add additional sections, click the **Add Row** button on the ***Basic Data*** tab (in the *Class Sections* area). (Note: Before you add a new section, make sure you navigate to the section you wish to put the new section after) After you add the section, notice the title bar reflect the number of sections you are building. 
17.	Enter the appropriate class section (in this case “02”). ***Note:*** The rest of the information on the ***Basic Data*** tab will likely be the same as the first section.
18.	Select the **Meetings**, **Enrollment Control**, **Notes**, and **Textbook** tabs. Update fields as appropriate.
19.	Click the **Save** button.