

When adding or revising a class, it's recommended that three windows, with the following modules, always be opened:

- Schedule New Course or Maintain Schedule of Classes
- Update Sections of a Class
- Adjust Class Associations

## ADDING OR REVISING A CLASS

### 1. Navigation to schedule a new class:

Curriculum Management > Schedule of Classes > Schedule a New Course

Navigation to add additional sections to a class or to revise a class that's already scheduled:

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

(NOTE: follow the instructions in **SCHEDULE CLASS MEETINGS** for changing classes that are combined. Navigation: Curriculum Management > Schedule of Classes > Schedule Class Meetings)

### 2. Enter Academic Institution, Term, Subject Area, Catalog Nbr:

### 3. Basic Data Tab

- a. Class Section number
- b. Component
  - i. Lecture / Seminar / Main Lab Section, etc.
- c. Class Type
  - i. Enrollment
  - ii. Non-enrollment (used to link recs/lab/prs to main lectures)
- d. Associated Class
  - i. Increase by 1 for each section added
  - ii. Is the same for each component of a linked class (i.e., lec=1, all recs/labs = 1)
- e. Instruction Mode
  - i. P = In Person
  - ii. OL = On line
- f. Start/End Date: Should **NEVER** be changed (except for Summer E & F Sessions)
- g. Schedule Print
  - i. Checked = Class can be viewed Class Search
  - ii. Unchecked = Class cannot be viewed in Class Search
- h. Course Topic ID – select if required; insert here, not on Meetings Tab
- i. Course Attribute
  - i. Example: COMB (for sponsor/nonsponsor combined classes)
  - ii. Example: BSPC (for Boulder special course)

- j. Course Attribute Value (if Course Attribute was selected)
      - i. Example: Sponsor
      - ii. Example: BAKR (Baker Residential Acad Prog)
- 4. SAVE
- 5. Meetings Tab
  - a. Facility ID
    - i. Leave blank if requesting a room a Centrally Controlled Classroom
    - ii. Fill in field if using a non-centrally controlled classroom, remember that all facilities begin with the letter B – i.e., BHALE455.
  - b. PAT: select days of the week from behind the magnifying glass
  - c. If meeting pattern is not available behind the magnifying glass, check appropriate week day boxes
  - d. Mtg Start / Mtg End (note AM or PM correctly)
  - e. Start/End Date: Should **NEVER** be changed (except for Summer E & F Sessions)
  - f. Topic ID box: Do not use. Topics should be entered on the Basic Data Tab, Course Topic ID box
  - g. Roll Facility ID check box – use only if it's a non-centrally controlled classroom that you want to roll to the next like term
  - h. Instructors for Meeting Pattern
    - i. ID – Instructor Name
    - ii. Instructor Role
      - 1. Primary
      - 2. Secondary
      - 3. GPTI
      - 4. TA
    - iii. Print
      - 1. Checked: students will see the instructor name
      - 2. Unchecked: student will not see the instructor name
    - iv. Access
      - 1. Approve
      - 2. Grade
  - i. Room Characteristics
    - i. 26 (SMT Access)
    - ii. 33 (Tables and Chairs); indicate Quantity
    - iii. 37 (Audio/Visual Equipment)
    - iv. 43 (Table Arm Chairs); indicate Quantity
    - v. 76 (Seminar Room); indicate Quantity
- 6. Save

7. Enrollment Cntrl Tab
  - a. Add Consent (if necessary)
  - b. Requested Room Capacity (should not be larger than Enrollment Capacity)
  - c. Enrollment Capacity
  - d. Wait List Capacity – if active, should always be 999
  - e. Auto Enroll from Wait List – should be checked if WL Resequencing is not being used.
8. SAVE
9. WL Resequencing Tab
  - a. See UPK
10. Reserve Cap Tab – view access only
11. Notes Tab
  - a. Print Location
    - i. After class information
    - ii. Before class information
  - b. Note Nbr: a list of frequently used notes
  - c. Free Format Text
12. SAVE
13. Exam Tab – view access only

Once adding or revising a class is completed, open up a UPDATE SECTIONS OF A CLASS window