



Campus Solutions Scheduling Instructions

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Section One

Add or Revise a Class

When adding or revising a class, we recommend keeping a window open with each of the following modules:

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

NOTE: Follow the instructions under [Section Five: Schedule Class Meetings](#) to change combined classes.

Instructions

1. Go to **Curriculum Management > Schedule of Classes**.
 - a. To schedule a new class, go to **Schedule a New Course**.
 - b. To add additional sections to a class, or to revise a class that's already scheduled, go to **Maintain Schedule of Classes**.
2. Enter **Academic Institution, Term, Subject Area, Catalog Nbr**.
3. **Basic Data** tab:
 - a. **Class Section** number.
 - b. **Component:** Select from **Lecture, Seminar, Main Lab Section**, etc.
 - c. **Class Type:** Select **Enrollment** or **Non-enrollment** (used to link recs/lab/prs to main lectures).
 - d. **Associated Class:** Increase by one (1) for each section added. Number is the same for each component of a linked class (e.g., lec = 1 and all recs/labs = 1).
 - e. **Instruction Mode:**
 - i. **P:** In person
 - ii. **OL:** Online
 - iii. **DL:** Distance Learning
 - f. **Start/End Date:** NEVER change this, except for Summer Sessions E & F.

- g. **Schedule Print:**
 - i. **Checked:** Class can be viewed in **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** (examples below):
 - i. **COMB:** For sponsor/non-sponsor combined classes.
 - ii. **BSPC:** For Boulder special course.
 - j. **Course Attribute Value** (examples below):
 - i. **Sponsor.**
 - ii. **BAKR:** Baker Residential Acad Prog.
 - k. Click **SAVE**.
4. **Meetings** tab:
- a. **Facility ID:**
 - i. Leave blank if requesting a centrally controlled classroom.
 - ii. Fill in if using a non-centrally controlled classroom. Remember that all facilities begin with the letter B (i.e., BHALE455).
 - b. **PAT:** Click the magnifying glass to select days of the week. If meeting pattern is not available, check appropriate weekday boxes.
 - c. **Mtg Start / Mtg End:** Note AM or PM correctly.
 - d. **Start/End Date:** NEVER change this, except for Summer Sessions E & F.
 - e. **Topic ID** box: Do not use. Topics should be entered on the **Basic Data** tab, **Course Topic ID** box.
 - f. **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.
 - g. **Instructors for Meeting Pattern:**
 - i. **ID – Instructor Name.**
 - ii. **Instructor Role:** Select from **Primary, Secondary, TA.**
 - iii. **Print:**
 - 1. **Checked:** Class can be viewed in **Class Search**.
 - 2. **Unchecked:** Class cannot be viewed in **Class Search**.
 - iv. **Access:** Select **Post** or **Grade**.

- h. **Room Characteristics:**
 - i. 33 (Table and Chairs): indicate quantity
 - ii. 43 (Tables Arm Chairs): indicate quantity
 - iii. 76 (Seminar Room)
 - i. **SAVE.**
5. **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, always set as 999.
 - e. **Auto Enroll from Wait List:** should be checked if **WL Resequencing** is not being used.
 - f. **SAVE.**
6. **WL Resequencing**
7. **Reserve Cap Tab:** View access only.
8. **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.**
 - d. **SAVE.**
9. **Exam tab:** View access only.

Section Two

Update Class Sections

Instructions

1. Go to Curriculum Management > Schedule of Classes > Update Sections of a Class.
2. Enter Academic Institution, Term, Subject Area, Catalog Nbr.
3. Class Status tab:
 - a. Review to ensure that the ***Assoc class number** is correct for all sessions (i.e., the associated class number should be increased by one [1] for each section of a class). Example: Term 2161, ANTH 6950.
 - b. Classes that are linked (e.g., lec and rec/lab) should have the same associated class number. Example: Term 2161, RUSS 2231; Term 2161, ECON 2010.
 - c. Add Consent:
 - i. **Department Consent Required (D)**: Use for controlled enrollment classes. Example: Term 2161, ANTH 6950.
 - ii. **Instructor Consent Required (I)**: Should not be used; use **Department Consent Required** instead.
 - iii. **No Special Consent Required (N)**.
 - d. **Drop Consent**: Should not be used.
 - e. **Schd Print**:
 - i. **Checked**: Class can be viewed in **Class Search**.
 - ii. **Unchecked**: Class cannot be viewed in **Class Search**.
4. Class Enrollment Limits tab:
 - a. **Enrl Cap**: Enrollment limit.
 - b. **Enrl Tot**: Number of students.
 - c. **Wait Cap**: Waitlist limit. If a waitlist is being used, always set this as 999.
 - d. **Wait Tot**: Number of students currently on the waitlist.
 - e. **Min Enrl**: Can be used, but is only informational.
5. Click **Save**.

Section Three

Adjust Class Associations

Instructions

1. Go to Curriculum Management > Schedule of Classes > Adjust Class Associations.
2. Enter **Academic Institution, Term, Subject Area, Catalog Nbr.**
3. **Class Associations** tab:
 - a. Each section of the class should have an **Associated Class Number**. Example: Term 2161, ASEN 5519.
 - b. For each **Associated Class Number**, if it's a variable unit (credit) class, fix both the **Minimum** and **Maximum Units**.
4. **Class Components** tab: For each **Associated Class** number, check which course components (e.g., lecture, seminar, recitation) might be attached to that class.

If a course component has not been scheduled at **Schedule a New Course** or **Maintain Schedule of Classes**, then you must delete that component using the minus (-) box. Be sure to use the arrow button to check all sections of each class.

Example: Term 2161, GEOG 1982; Associated Class #1 has a lecture and a recitation scheduled; Associated Class #2 has just a lecture scheduled, so the recitation component was deleted.

5. **Class Requisites** tab (view access only): Lists restrictions (pulled from the Catalog).
Example: Term 2161, MUEL 1081.
6. Click **SAVE**.

Section Four

Create Combined Sections

Instructions

1. Go to Curriculum Management > Schedule of Classes > Schedule a New Course or Maintain Schedule of Classes.
 - a. Enter **Academic Institution, Term, Subject Area, Catalog Nbr.**
 - b. **Basic Data** tab: Follow the instructions under [Section One: Add or Revise a Class](#) to build the class.
 - c. **Course Attribute: COMB**
 - d. **Course Attribute Value:**
 - i. **Sponsor** (only one Sponsor is allowed for a class).
 - ii. **Non-Sponsor** (any number of classes can be non-sponsors).
 - e. **Meetings** tab:
 - i. For **Sponsor** class: Follow the instructions under [Section One: Add or Revise a Class](#) to build the class.
 - ii. For **Non-Sponsor** class(es): Skip this tab entirely. Do not build meeting pattern, assign instructor or room characteristics.
 - f. **Enrollment Cntrl** tab: Follow the instructions under [Section One: Add or Revise a Class](#).
 - g. **Requested Room Capacity:**
 - i. If the **Enrollment Capacity** is different for each combined class, then the **Requested Room Capacity** is the sum of those classes (see example below).

| Course | Enrollment Capacity | Requested Room Capacity |
|-----------|---------------------|-------------------------|
| ANTH 4045 | 30 | 35 |
| ANTH 5045 | 5 | |

- ii. If the **Enrollment Capacity** is the same for all combined classes, then the **Requested Room Capacity** would also be that number (see example

below). Once the enrollment limit reaches 30 (whether from ANTH 4045 or ANTH 5045), the class closes.

| Course | Enrollment Capacity | Requested Room Capacity |
|-----------|---------------------|-------------------------|
| ANTH 4045 | 30 | 30 |
| ANTH 5045 | 30 | |

- h. **SAVE** and **RETURN TO SEARCH**.
2. Check **Update Sections of a Class** and **Adjust Class Associations** for each **Sponsor** and **Non-Sponsor** class.
 3. Go to **Curriculum Management > Combined Sections > Combined Sections Table**.
 - a. Enter **Term** and select appropriate **Session**. Hit the **Search** button.
 - i. Add a row (“+” sign).
 - ii. Enter a description.
 - iii. Hit the **Save** button at the bottom of the page.
 - b. Click the **View Combined Sections** link, which takes you to the **Identify Combined Sections** page.
 - c. **Combination Type**:
 - i. **Both**: Two different departments/two different classes (i.e., SOCY 4000/5000 & WMST 4000/5000).
 - ii. **Cross Subject**: Two different departments (i.e., SOCY 1006 & WMST 1006).
 - iii. **Within Subject**: Within the same department (i.e., SOCY 4000 / SOCY 5000).
 - d. Enter the **Class Nbr** of the **Sponsor Class** (or use the magnifying glass to locate the class).
 - e. Add a row (“+” sign) for each **Non-Sponsor** class.
 - f. Enter the **Class Nbr** of the **Non-Sponsor** class(es).
 - g. **Requested Room Capacity**: Refer to Step 1g.
 - h. **Enrollment Capacity**: Refer to Step 1g.
 - i. **Wait List Capacity**: Always set to 999.
 - j. **SAVE** and **RETURN TO SEARCH**.

Section Five

Schedule Class Meetings

Use To

- make changes to classes/sections that have already been scheduled
- make changes to classes/sections that are combined
- add instructors to classes/sections

Instructions

1. Go to Curriculum Management > Schedule of Classes > Schedule Class Meetings.
2. Enter **Academic Institution, Term, Subject Area, Catalog Nbr.**
3. **Meetings** tab:
 - a. **Facility ID:**
 - i. Leave blank if requesting a centrally controlled classroom.
 - ii. Fill in if using a non-centrally controlled classroom. Remember that all facilities begin with the letter B (i.e., BHALE455).
 - b. **PAT:** Click the magnifying glass to select days of the week. If meeting pattern is not available, check appropriate weekday boxes.
 - c. **Mtg Start / Mtg End:** Note AM or PM correctly.
 - d. **Start/End Date:** NEVER change this, except for Summer Sessions E & F.
 - e. **Topic ID** box: Do not use. Topics should be entered on the **Basic Data** tab, **Course Topic ID** box.
 - f. **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.
 - g. **Instructors for Meeting Pattern:**
 - i. **ID – Instructor Name.**
 - ii. **Instructor Role:** Select from **Primary, Secondary, TA.**

- iii. **Print:**
 - 1. **Checked:** Class can be viewed in **Class Search**.
 - 2. **Unchecked:** Class cannot be viewed in **Class Search**.
- iv. **Access:** Select **Approve** or **Grade**.
- h. **Room Characteristics:**
 - i. 33 (Tables and Chairs): Indicate quantity.
 - ii. 43 (Table Arm Chairs): Indicate quantity.
 - iii. 76 (Seminar Room): Indicate quantity.
- i. **SAVE.**
- 4. **Enrollment Cntrl** tab:
 - a. **Class Status:**
 - i. **Cancelled Section:** Used to cancel a class.
- 5. **Exam** tab: View access only.

Section Six

Cancel a Class

General Instructions

1. Go to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.
2. Enter Academic Institution, Term, Subject Area, Catalog Nbr.
3. On Enrollment Cntrl tab:
 - a. *Class Status field: Select **Cancelled Section** from the dropdown.
 - b. Click the **Cancel Class** button.
 - c. Clear numbers from the following fields:
 - i. Enrollment Capacity.
 - ii. Wait List Capacity (click Save).
 - iii. Requested Room Capacity (click Save).

Cancel One Class in a Combined Class

Instructions

1. Go to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.
2. Enter Academic Institution, Term, Subject Area, Catalog Nbr.
3. Check the **Class Attributes** at the bottom of the page:
 - a. If your department is the sponsor of the combination, continue to step 4.
 - b. If your department is the non-sponsor, do not cancel the class. You must contact the sponsor and ask them to cancel the class.
4. Make note of the class' meeting pattern, room assignment (if applicable) and instructor. This information will be deleted from the **Meetings** tab when you complete step 5 for the sponsor and non-sponsor classes.
5. Go to Curriculum Management > Combined Sections > Combined Sections Table > Identify Combined Sections.
 - a. Enter Academic Institution, Session, Combined Sections ID.

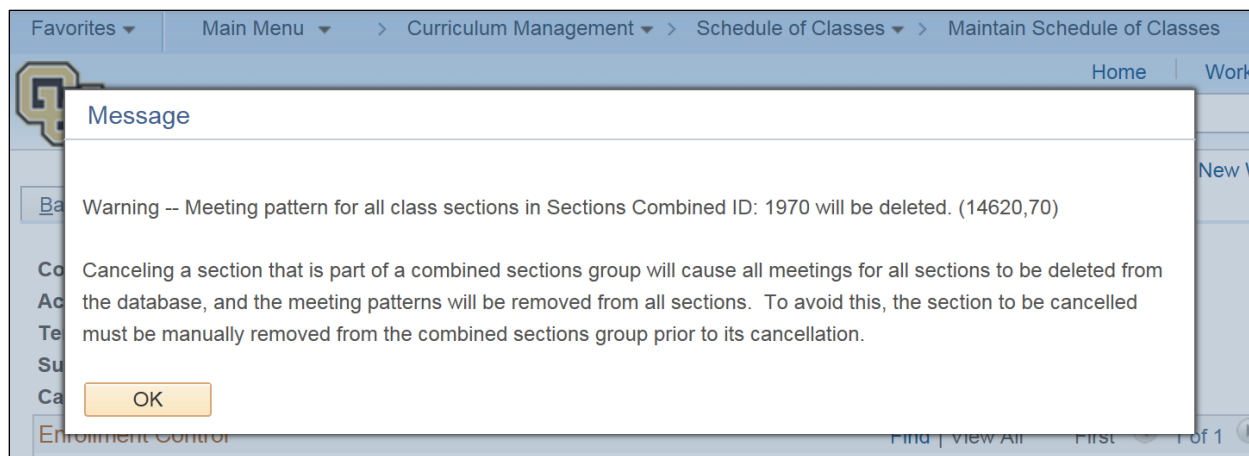
- b. On the **Class Nbr** row, remove the appropriate class using the hyphen (-) key.
 - i. If there are only two combined classes, remove both rows.
 - ii. If there are more than two, remove only those to be canceled.
 - c. **SAVE** and **RETURN TO SEARCH**.
 6. Cancel the appropriate class by following the [General Instructions](#) (above).
 7. Go to **Curriculum Management > Schedule of Classes > Schedule Class Meetings**.
 8. Re-enter the meeting pattern and instructor.
 - a. If a non-centrally controlled room was assigned, enter the assigned room.
 - b. If a centrally controlled room was assigned, contact academicscheduling@colorado.edu and ask them to re-enter the classroom.
 9. Adjust the enrollment capacity, if necessary.
 10. Notify the non-sponsor that their class has been canceled.

Sponsors

The sponsor of a combined class (a class involving two or more departments) is tasked with maintaining all classes that are combined. If the non-sponsor class needs to be canceled, that department should notify the sponsor to cancel their class.

Warning Messages

If you do not complete step 5 before canceling part of a combined class, the following message will appear to indicate that the meeting pattern for all class sections will be deleted.



If this happens, complete these steps:

1. Go to **Curriculum Management > Schedule of Classes > Schedule Class Meetings**.
2. Re-enter the meeting pattern, non-centrally controlled room and instructor (see step 8).
3. Continue with steps 9 and 10.