

Schedule a Class

Action:

Schedule a Class (not an advertised section or independent study-type class)

CU-SIS Location:

Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course

*****Never schedule new classes in Maintain Schedule of Classes

1. Look up the class
2. Identify if you need to add a row first before beginning.

If the class number is "0" and the section number is blank, a new row isn't required:

The screenshot shows the 'Basic Data' tab of the 'Schedule a Class' form. The course details are: Course ID: 205882, Academic Institution: CU Denver, Term: Spring 2018 UC Denver, Subject Area: BUSN, Catalog Nbr: 1110. The 'Class Sections' section shows a single row with the following fields: *Session: DMR Regular Semester (Den), *Class Section: (blank), *Component: LEC Lecture, *Class Type: Enrollment, *Associated Class: 1, *Campus: (blank). The 'Class Nbr' field is highlighted in yellow and contains the value '0'. The 'Start/End Date' is 01/16/2018 to 05/12/2018. There are '+' and '-' buttons next to the 'Class Nbr' field. An 'Add Fee' button is at the bottom right.

If the class number is present, you will need to add a new row before beginning:

The screenshot shows the 'Basic Data' tab of the 'Schedule a Class' form. The course details are: Course ID: 123464, Academic Institution: CU Denver, Term: Spring 2017 UC Denver, Subject Area: ACCT, Catalog Nbr: 2200. The 'Class Sections' section shows a single row with the following fields: *Session: DCV Intensive (Den Cont Ed), *Class Section: B01, *Component: LEC Lecture, *Class Type: Enrollment, *Associated Class: 5 Units: 3.00, *Campus: EXSTD. The 'Class Nbr' field is highlighted in yellow and contains the value '38413'. The 'Start/End Date' is 02/27/2017 to 06/09/2017. There are '+' and '-' buttons next to the 'Class Nbr' field. A red arrow points to the '+' button. An 'Add Fee' button is at the bottom right.

3. Schedule according to the procedure below. To schedule a unique class (either an advertised section, enrollment section, or both), skip to the "Schedule an Independent Study/Thesis/Internship" section of this training manual.

Tabs Used:



Fields Used:

Favorites > Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course

Menu Search >> Advanced Search Last Search Results

Basic Data Meetings Enrollment Cntrl WL Resequencing Reserve Cap Notes Exam LMS Data

Course ID: 205606 Course Offering Nbr: 1
Academic Institution: CU Denver
Term: Summer 2016 UC Denver UGRD Auto Create Component
Subject Area: ETST Ethnic Studies
Catalog Nbr: 2001 Special Topics: Ethnic Studies

Class Sections Find | View All First 1 of 1 Last

*Session: DMR Regular Semester (Den) Class Nbr: 0
*Class Section: *Start/End Date: 06/06/2016 07/30/2016
*Component: LEC Lecture Event ID:
*Class Type: Enrollment
*Associated Class: 1
*Campus:
*Location:
Course Administrator:
*Academic Organization: D-ETST Ethnic Studies
Academic Group: CLAS College of Liberal Arts & Sci
*Holiday Schedule: DREG Downtown Regular Holiday
*Instruction Mode: P In Person
Primary Instr Section:

Add Fee
 Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required
 Exclude From Term Roll

Class Topic
Course Topic ID: Print Topic in Schedule

Equivalent Course Group
Course Equivalent Course Group: Override Equivalent Course
Class Equivalent Course Group:

Class Attributes Personalize | Find | View All | First 1 of 1 Last

*Course Attribute	*Course Attribute Value

Save Return to Search Previous in List Next in List Notify

FIELD	How to complete this field
SESSION	Choose the correct session using the Session Code Calendar, available on the Curriculum Management Website. DMV/DCV should only be used if your dates do not match any of the other session code dates and are the only session codes we are allowed to edit dates for. DCV requires a meeting pattern. If selecting an intensive session, edit the dates.
CLASS SECTION	Enter a section number that hasn't already been used for another section of this class this term. Section numbers must align with the Section Number Conventions listed on the CM website and must align with the campus and instruction mode.
COMPONENT	Enter the appropriate component (components are created and maintained in Course Inventory located at Curriculum Management>Course Catalog>Course Catalog. If you don't see the component you need when scheduling a class, contact the Curriculum Manager).
CLASS TYPE	Choose ENROLL unless scheduling a linked lecture+lab or similar set-up. NON-ENROLL is used for the lab/recitation when linked.
ASSOCIATED CLASS	Every section needs a unique number, unless it is a linked lecture+lab or similar set-up. Linked classes must share the same number. *You will need to pay attention to this field because the system will always default to "1". "1" is fine to use if there is only one section of a class for a given term. For courses with more than one section, increase the number by 1 for each additional section.
CAMPUS	DC (Main Campus) or EXSTD (Extended Studies). This largely has to do with where the tuition goes. Most undergrad courses will be DC.
LOCATION	DC if meeting in person at the Main Campus or if online. DC for Extended Studies if meeting in person at the Main Campus or online, or choose the appropriate location from the table (available on the Curriculum Management Website).
INSTRUCTION MODE	Choose appropriate instruction mode. Make sure section number matches instruction mode. Section Number Conventions are listed on the CM website. If in doubt, ask.
START/END DATE	Will auto-populate with the correct dates when selecting the SESSION. Do not change these dates unless using DMV or DCV session code.
SCHEDULE PRINT	Check the box to allow the class to appear in Class Search for easy enrollment. Leave unchecked if you don't want it visible (hidden sections, thesis, dissertations, independent study).
STUDENT-SPECIFIC PERMISSIONS	Check this box to enable student-specific permissions to be used (you will be unable to issue permission numbers if this box is blank).
EXCLUDE TERM ROLL	For schools/colleges/units that participate in term roll, check this box to prevent the section from rolling (being copied) to next year's term (example, Spring 2016 copies to Spring 2017, Summer 2016 copies to Summer 2017, Fall 2016 copies to Fall 2017)
COURSE TOPIC ID	Only for "topics" courses or First-year seminars. Select existing topic or submit a Class Section Form to create a new topic.
PRINT TOPIC IN SCHEDULE	This box defaults to checked. A blank box prevents the topic from appearing in class search/student's class schedule.
CLASS ATTRIBUTE	Add appropriate attributes as necessary (CU Succeed, Combined Section, etc.)

[Basic Data](#) | **[Meetings](#)** | [Enrollment Cntrl](#) | [WL Resequencing](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#)

Course ID: 205606 **Course Offering Nbr:** 1
Academic Institution: CU Denver
Term: Summer 2016 UC Denver UGRD
Subject Area: ETST Ethnic Studies
Catalog Nbr: 2001 Special Topics: Ethnic Studies

Class Sections Find | View All First 1 of 1 Last

Session: DMR Regular Semester (Den) **Class Nbr:** 0
Class Section: **Component:** Lecture **Event ID:**
Associated Class: 1

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/06/2016 07/30/2016

Topic ID: **Free Format Topic:**
 Roll Facility ID Print Topic On Transcript **Contact Hours**

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

ID	Name	*Instructor Role	Print	Access	Contact
<input type="text"/>		Prim In	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Academic Shift Personalize | Find | First 1 of 1 Last

Academic Shift
<input type="text"/>

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [WL Resequencing](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#)

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

ID	Load Factor
<input type="text"/>	<input type="text"/>

FIELD	How to complete this field
FACILITY ID	Enter proprietary rooming info here. Refer to the Rooming Schedule before adding anything here. Approximately a month prior to registration opening, all rooming must be requested through the Rooming Coordinator (including proprietary rooms).
MEETING PATTERN	What day(s) does the class meet? Ex. MWF Use pre-set pattern from magnifying glass whenever possible, otherwise manually select the days by checking the boxes. BLANK if online.
START/END DATE	What time of day does class start/end? For classes that do not have the same meeting pattern each week, you will need to add a row by clicking the plus (+) sign and create each pattern as separate rows *DMV/DCV session- Dates need to match/fall within the date range on the Basic Data tab.
INSTRUCTOR/TA	Enter instructor/TA's 9-digit ID or find them by name by clicking the magnifying glass
INSTRUCTOR/TA ROLE	Select the appropriate role. Primary Instructor – Only 1 primary is allowed per section. Secondary Instructor TA
PRINT INSTRUCTOR IN CLASS SCHEDULE	Select the appropriate choice to show or hide the instructor/TA when students search for this class/enroll
GRADE ACCESS	Select the appropriate grade access Primary Instructor – Post Secondary Instructor – Grade TA – Grade or blank
INSTRUCTOR WORKLOAD %	One instructor= 100% Two or more instructors= appropriate percentage for each equaling 100% total TA's= 0%

Course ID: 205606 **Course Offering Nbr:** 1
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Subject Area: ETST Ethnic Studies
Catalog Nbr: 2001 Special Topics: Ethnic Studies

Enrollment Control Find | View All First 1 of 1 Last

Session: DMR Regular Semester (Den) **Class Nbr:** 0
Class Section: **Component:** Lecture **Event ID:**
Associated Class: 1

***Class Status:** Active Cancel Class


Class Type: Enrollment **Enrollment Status:** Closed

***Add Consent:** No Consent **Requested Room Capacity:** Total
***Drop Consent:** No Consent **Enrollment Capacity:** 0
1st Auto Enroll Section: **Wait List Capacity:** 0
2nd Auto Enroll Section: **Minimum Enrollment Nbr:**
Resection to Section:

Auto Enroll from Wait List **Cancel if Student Enrolled**

FIELD	How to complete this field
DEPARTMENT CONSENT TO REGISTER	Department consent prevents students from registering without permission
ROOM CAPACITY	Enter appropriate room capacity based upon projected enrollment capacity
ENROLLMENT CAPACITY	Should always match the room capacity (except for MSU Pooled sections where 10% applies). Must not exceed the room capacity
WAITLIST CAPACITY	Enter a number if you would like a waitlist *MSU Pooled cannot have a waitlist

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Schedule New Course](#)



Menu Search > [Advanced Search](#) [Last Search Results](#)

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Course ID: 205606 **Course Offering Nbr:** 1
Academic Institution: CU Denver
Term: Summer 2016 UC Denver **UGRD**
Subject Area: ETST **Ethnic Studies**
Catalog Nbr: 2001 **Special Topics: Ethnic Studies**

Class Sections Find | View All First 1 of 1 Last
Session: DMR **Regular Semester (Den)** **Class Nbr:** 0
Class Section: **Component:** Lecture **Event ID:**
Associated Class: 1



Class Notes Find | View All First 1 of 1 Last

*Sequence Number:
 *Print Location: Even if Class Not in Schedule
Note Nbr:
Free Format Text:

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [WL Resequencing](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#)

FIELD	How to complete this field
NOTE NBR	Select/enter a pre-built note number
FREE FORMAT TEXT	Enter additional information about this section
Add a row if more than one note is needed. Cannot have both a Note Nbr and a Free Format Text on the same row.	

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Schedule New Course

 Menu ▾ Search >> Advanced Search  Last Search Resu

Basic Data | Meetings | Enrollment Cntrl | WL Resequencing | Reserve Cap | Notes | Exam | **LMS Data**

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Class Sections Find | View All First 1 of 1 Last

Session: DMR Regular Semester (Den) Class Nbr: 0
 Class Section: Component: Lecture Event ID:
 Associated Class: 1

Learning Management System

Provider for Authentication:
 LMS Extract File Type:
 LMS Extract Group ID:
 LMS URL:
 Last LMS Class Extract Datetm: Last LMS Enroll Extract Datetm:

Basic Data | Meetings | Enrollment Cntrl | WL Resequencing | Reserve Cap | Notes | Exam | LMS Data

FIELD	How to complete this field
PROVIDER FOR AUTHENTICATION	To turn Canvas access on, choose CANVAS
LMS EXTRACT FILE TYPE	To turn Canvas access on, choose XML V1.1 (Canvas)

FYI's:

- 1) **Variable credit classes:** If you have a variable credit class that you need to set at a fixed amount of units, please submit a Class Section Form immediately before students enroll. If students enroll before the credits are fixed, the section has to be cancelled and the students have to re-enroll. Examples of variable credit classes: Special Topics, Master's Thesis/Reports, Independent Study, etc.
- 2) **Combined Sections:** If you need to make any meeting pattern or instructor changes to combined sections, you must use "Schedule Class Meetings" (Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings).
- 3) **Never reactivate a cancelled class.** Instead, leave it cancelled and if necessary create a new, unique section in addition to the cancelled class.
- 4) **Never delete classes (never use the minus sign in "Class Sections" on the Basic Data tab).**
- 5) **Enrollment capacity cannot exceed the capacity of the room.**