Schedule a Class

Action:

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

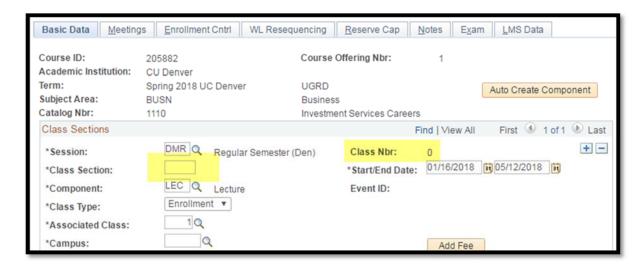
CU-SIS Location:

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

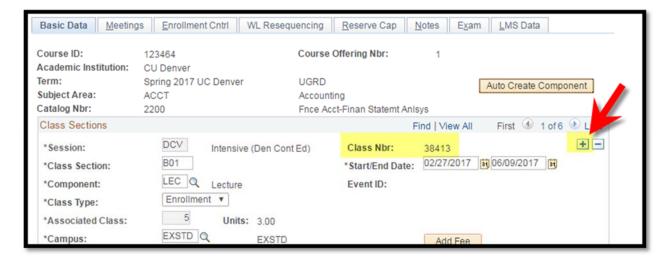
******Never schedule new classes in Maintain Schedule of Classes

- 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:



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

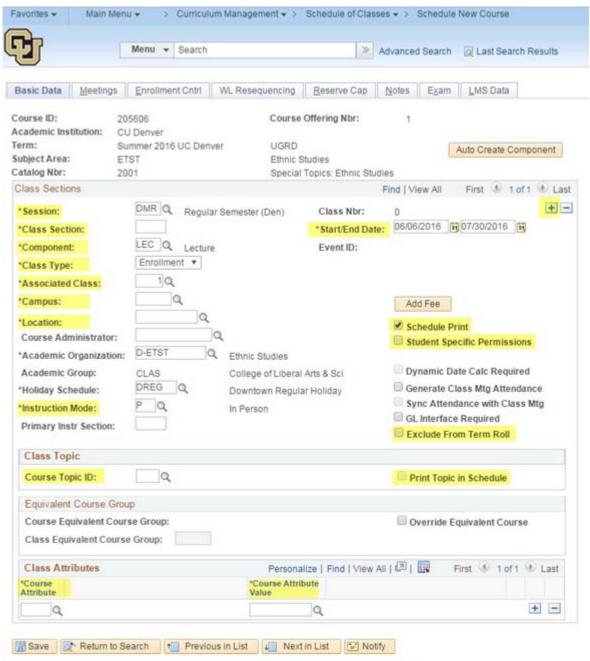


3. Schedule according to the procedure below. To schedule a unique class (either an advertised section, enrollment section, or both), skip to the "Schedule an Independent Study/Thesis/Internship" section of this training manual.

Tabs Used:

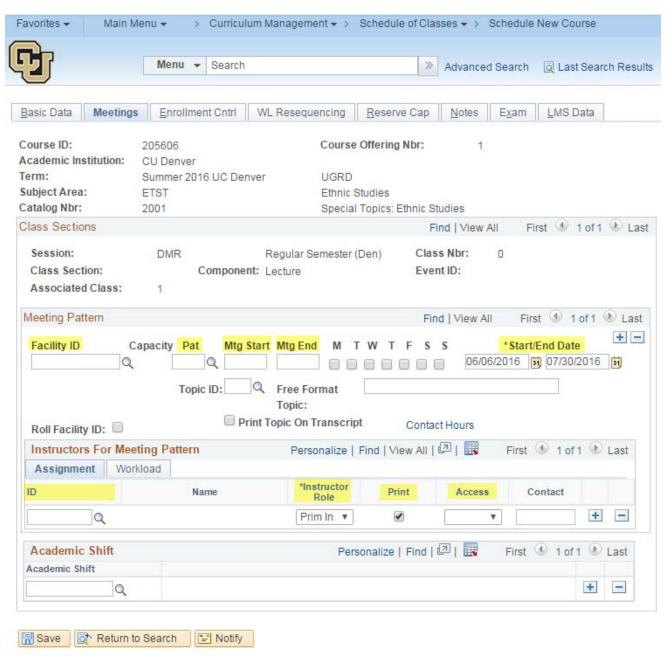


Fields Used:

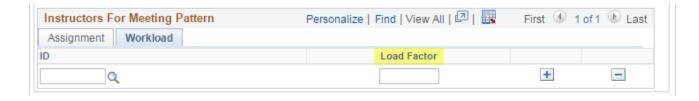


Basic Data | Meetings | Enrollment Cntrl | WL Resequencing | Reserve Cap | Notes | Exam | LMS Data

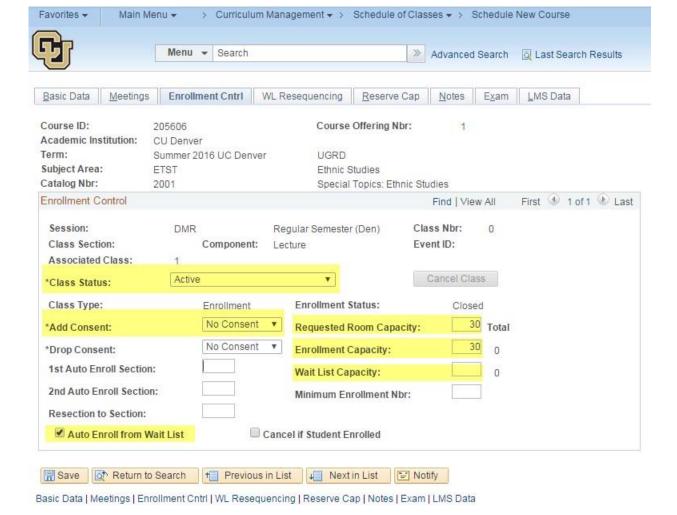
FIELD	How to complete this field
	Choose the correct session using the Session Code Calendar, available on the Curriculum Management Website. DMV/DCV should only be used if your dates do not match any of the other session code dates and are the only session codes we are allowed to edit dates for. DCV requires a meeting
SESSION	pattern. If selecting an intensive session, edit the dates.
	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
CLASS SECTION	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. Every section needs a unique number, unless it is a linked lecture+lab or
ASSOCIATED CLASS	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. Check the box to allow the class to appear in Class Search for easy
SCHEDULE PRINT	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). For schools/colleges/units that participate in term roll, check this box to
EXCLUDE TERM ROLL	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.)



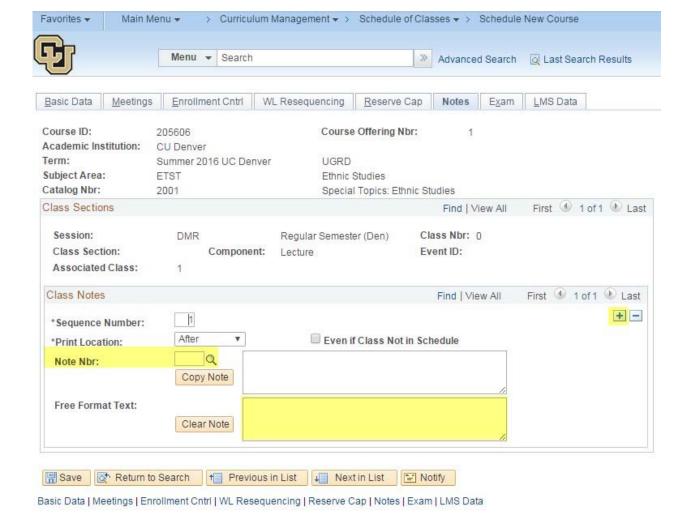
Basic Data | Meetings | Enrollment Cntrl | WL Resequencing | Reserve Cap | Notes | Exam | LMS Data



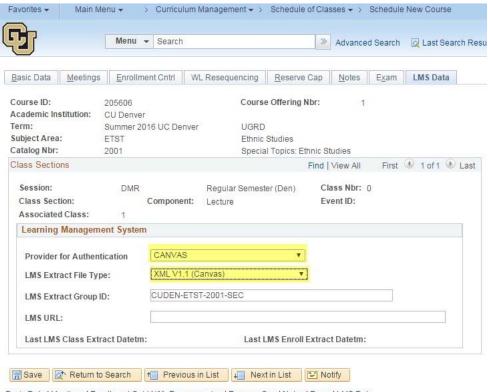
FIELD	How to complete this field
	Enter proprietary rooming info here. Refer to the Rooming Schedule before
	adding anything here. Approximately a month prior to registration opening,
	all rooming must be requested through the Rooming Coordinator (including
FACILITY ID	proprietary rooms).
	What day(s) does the class meet?
	Ex. MWF
	Use pre-set pattern from magnifying glass whenever possible, otherwise
MEETING PATTERN	manually select the days by checking the boxes.
	BLANK if online.
	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
START/END DATE	Basic Data tab.
	Enter instructor/TA's 9-digit ID or find them by name by clicking the
INSTRUCTOR/TA	magnifying glass
	Select the appropriate role.
	Primary Instructor – Only 1 primary is allowed per section.
	Secondary Instructor
INSTRUCTOR/TA ROLE	TA
	Select the appropriate choice to show or hide the instructor/TA when
PRINT INSTRUCTOR IN CLASS SCHEDULE	students search for this class/enroll
	Select the appropriate grade access
	Primary Instructor – Post
	Secondary Instructor – Grade
GRADE ACCESS	TA – Grade or blank
	One instructor= 100%
	Two or more instructors= appropriate percentage for each equaling 100%
	total
INSTRUCTOR WORKLOAD %	TA's= 0%



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



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.	



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) <u>Combined Sections:</u> 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.