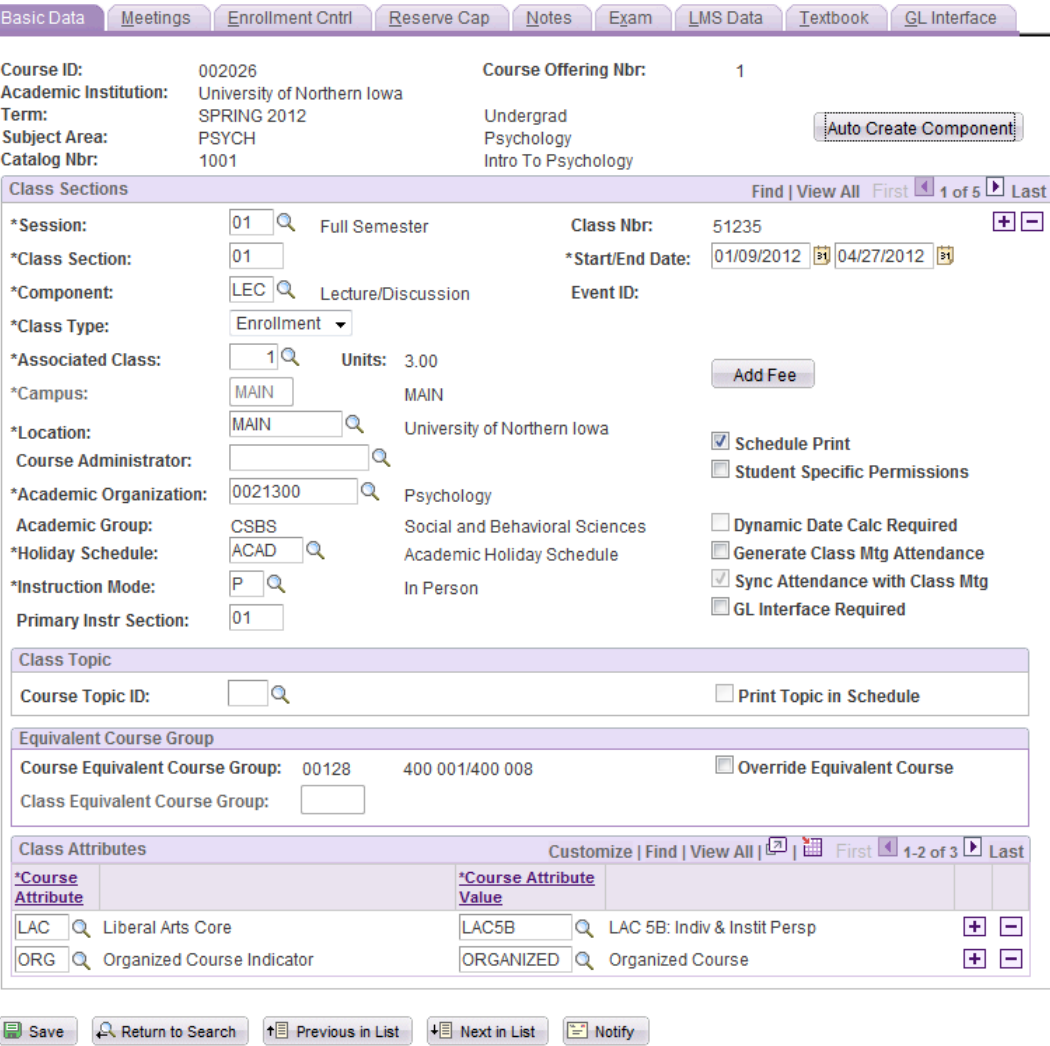





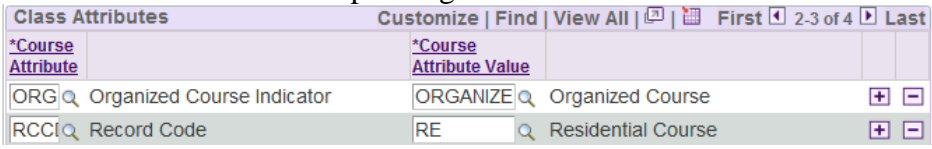
Scheduling New Classes (for sections that have NOT rolled forward)

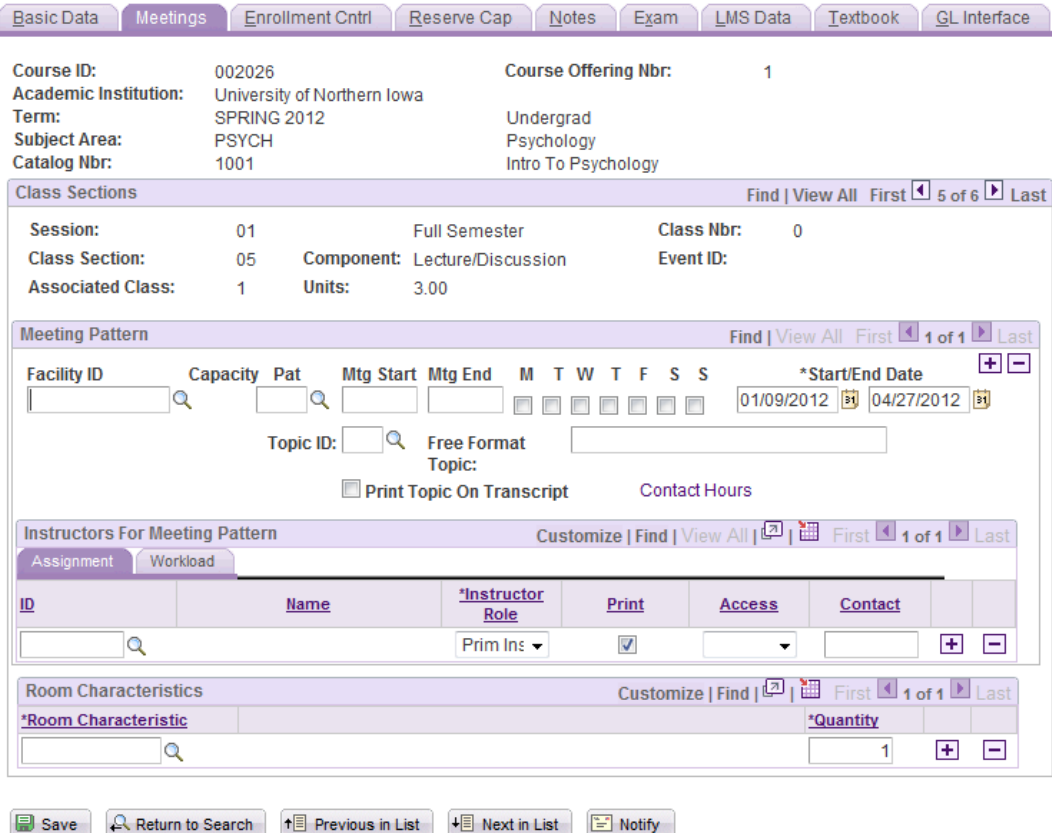

Purpose: The **Schedule New Course** component is used to schedule new course sections for a given term. The schedule of classes will be rolled from the previous like term prior to schedule of classes development by the academic departments (e.g. Spring 2011 has been rolled forward to Spring 2012). The “rolled” schedule serves as a starting point for developing the schedule for the new term. The instructions below describe how to add additional course section(s) – that have not rolled forward - to the schedule.



Step	Action																																																																																	
1.	<p>Navigate to the Schedule New Course page: Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course</p> <p>Schedule New Course</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Academic Institution: <input type="text" value="UNICS"/></p> <p>Term: <input type="text"/></p> <p>Subject Area: <input type="text"/></p> <p>Catalog Nbr: <input type="text" value="begins with"/></p> <p>Academic Career: <input type="text"/></p> <p>Campus: <input type="text" value="begins with"/></p> <p>Description: <input type="text" value="begins with"/></p> <p>Course ID: <input type="text" value="begins with"/></p> <p>Course Offering Nbr: <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p>																																																																																	
2.	<p>Enter the appropriate search criteria. For example: Enter Term = 2113 and Subject Area = PSYCH.</p> <p>Result: Courses active in the Course Catalog matching the search criteria and available for scheduling for the selected term are displayed.</p> <table border="1" data-bbox="354 1522 1398 1774"> <thead> <tr> <th colspan="9">Search Results</th> </tr> <tr> <th>Academic Institution</th> <th>Term</th> <th>Subject Area</th> <th>Catalog Nbr</th> <th>Academic Career</th> <th>Campus</th> <th>Course ID</th> <th>Description</th> <th>Course Offering Nbr</th> </tr> </thead> <tbody> <tr> <td>UNICS</td> <td>2113</td> <td>PSYCH</td> <td>629C</td> <td>Graduate</td> <td>MAIN</td> <td>002116</td> <td>Continuous Registration</td> <td>1</td> </tr> <tr> <td>UNICS</td> <td>2113</td> <td>PSYCH</td> <td>1001</td> <td>Undergrad</td> <td>MAIN</td> <td>002026</td> <td>Intro To Psychology</td> <td>1</td> </tr> <tr> <td>UNICS</td> <td>2113</td> <td>PSYCH</td> <td>2002</td> <td>Undergrad</td> <td>MAIN</td> <td>002039</td> <td>Research Methods</td> <td>1</td> </tr> <tr> <td>UNICS</td> <td>2113</td> <td>PSYCH</td> <td>2101</td> <td>Undergrad</td> <td>MAIN</td> <td>002059</td> <td>Biopsychology</td> <td>1</td> </tr> <tr> <td>UNICS</td> <td>2113</td> <td>PSYCH</td> <td>2201</td> <td>Undergrad</td> <td>MAIN</td> <td>002037</td> <td>Psych Gender Difference</td> <td>1</td> </tr> <tr> <td>UNICS</td> <td>2113</td> <td>PSYCH</td> <td>2202</td> <td>Undergrad</td> <td>MAIN</td> <td>002045</td> <td>Developmental Psychology</td> <td>1</td> </tr> <tr> <td>UNICS</td> <td>2113</td> <td>PSYCH</td> <td>2203</td> <td>Undergrad</td> <td>MAIN</td> <td>002063</td> <td>Social Psychology</td> <td>1</td> </tr> </tbody> </table>	Search Results									Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Course ID	Description	Course Offering Nbr	UNICS	2113	PSYCH	629C	Graduate	MAIN	002116	Continuous Registration	1	UNICS	2113	PSYCH	1001	Undergrad	MAIN	002026	Intro To Psychology	1	UNICS	2113	PSYCH	2002	Undergrad	MAIN	002039	Research Methods	1	UNICS	2113	PSYCH	2101	Undergrad	MAIN	002059	Biopsychology	1	UNICS	2113	PSYCH	2201	Undergrad	MAIN	002037	Psych Gender Difference	1	UNICS	2113	PSYCH	2202	Undergrad	MAIN	002045	Developmental Psychology	1	UNICS	2113	PSYCH	2203	Undergrad	MAIN	002063	Social Psychology	1
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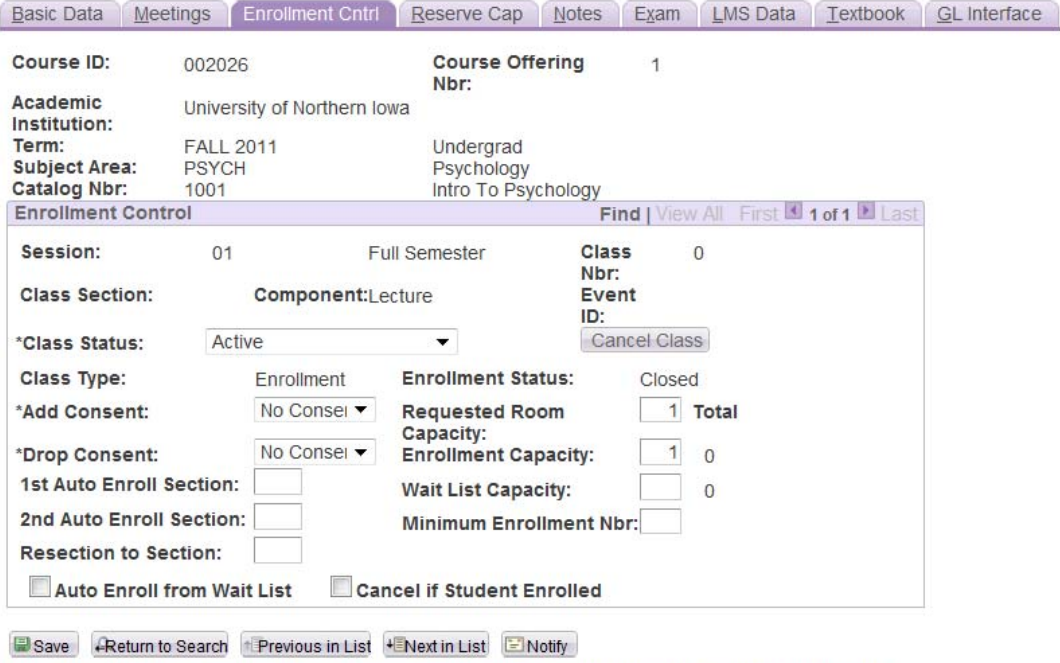
Step	Action
<p>3.</p>	<p>Select the course for which you wish to add a new class section.</p> <p>Result: The <i>Basic Data</i> tab displays.</p> 
<p>4.</p>	<p>To add a new class (section), navigate to the last section of the course (Or the section you wish to add the new section after). Click the Add Row button on the <i>Basic Data</i> tab (in the <i>Class Sections</i> area). </p> <p>After you add the section, notice the title bar reflects the total number of sections.</p> 

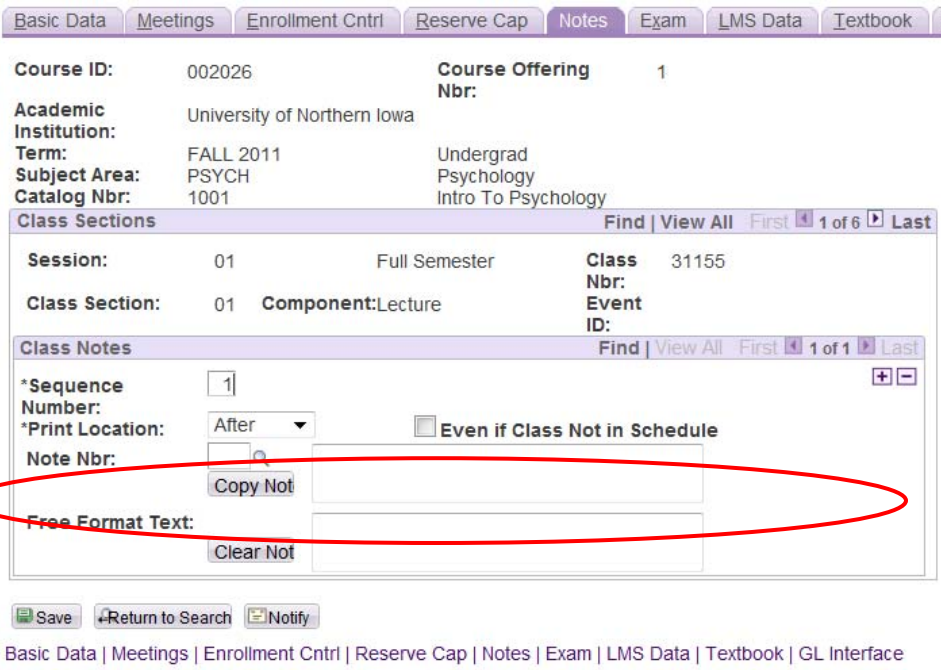

Step	Action																										
5.	<p>On the Basic Data tab, review and update the following:</p> <ul style="list-style-type: none"> Session – Enter or select the appropriate value <table border="1" data-bbox="451 415 927 869"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>01</td><td>Full Semester</td></tr> <tr><td>02</td><td>First Half-Semester</td></tr> <tr><td>03</td><td>Second Half-Semester</td></tr> <tr><td>04</td><td>First MBA Module</td></tr> <tr><td>05</td><td>Second MBA Module</td></tr> <tr><td>06</td><td>Third MBA Module</td></tr> <tr><td>4W1</td><td>May Four Week</td></tr> <tr><td>4W2</td><td>June Four Week</td></tr> <tr><td>4W3</td><td>July Four Week</td></tr> <tr><td>6W1</td><td>May June Six Week</td></tr> <tr><td>6W2</td><td>June July Six Week</td></tr> <tr><td>8W1</td><td>June July Eight Week</td></tr> </tbody> </table> Class Section – Enter the section number Component – Defaults from the catalog (DO NOT CHANGE unless the course is Lecture/Lab where separate sections are desired) Class Type – Select <i>Enroll</i>, unless the section does not require enrollment (E.g. Lecture/Lab where the Lab is a separate section) Associated Class – Maintained by the Registrar’s Office Location – Defaults to <i>Main</i>. Update as appropriate. Start/End Date – Defaults to the session dates. Academic Organization – Defaults based on subject, may be changed as needed. Academic Group – Defaults from the catalog. CANNOT BE CHANGED. Instruction Mode – Select appropriate instruction mode (P = In Person, PO = In Person/Online, O = Online Semester Based, OG = Online Guided Independent Study, MG = Print Guided Independent Study, I = ICN (Iowa Comm Network, IO = ICN/Online) See Instruction Modes <i>handout</i>. <p>Note: The Auto Create Component button is not currently used.</p>	Code	Description	01	Full Semester	02	First Half-Semester	03	Second Half-Semester	04	First MBA Module	05	Second MBA Module	06	Third MBA Module	4W1	May Four Week	4W2	June Four Week	4W3	July Four Week	6W1	May June Six Week	6W2	June July Six Week	8W1	June July Eight Week
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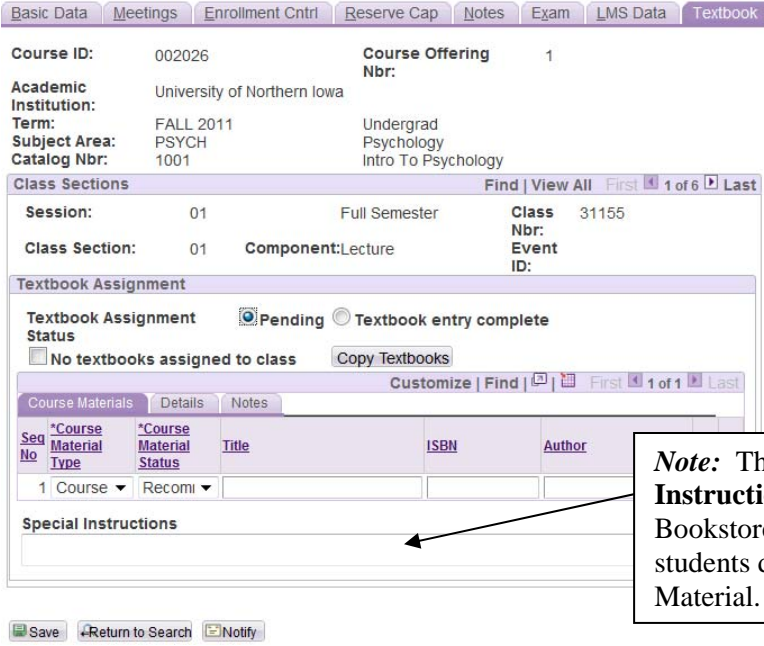

Step	Action
6.	<p>In the <i>Class Attributes</i> section, course attributes must be added. Adding course attributes is a three-step process:</p> <ol style="list-style-type: none"> 1. Clicking the Add Row  button. 2. Select the desired Course Attribute 3. Select the corresponding Course Attribute Value  <p>For each course, the Record Code attribute is required.</p> <ul style="list-style-type: none"> • Select Record Code (RCCD) from the <i>Course Attribute</i> field • Select the appropriate corresponding <i>Course Attribute Value</i>: <ul style="list-style-type: none"> ○ RE (Residential Course) – For on-campus residential courses not offered through Continuing Education. ○ EX (Extension) – For extension courses offered through Continuing Education. ○ REX (Residential + Extension) – For courses the department manages, but Cont. Ed provides some support. ○ GIS (Guided Independent Study) For guided independent study courses offered through Continuing Education. <p>For courses with a specific meeting pattern an Organized Course Indicator attribute is required. “Arranged” courses do not require the Organized Course Indicator.</p> <ul style="list-style-type: none"> • Select Organized Course Indicator (ORG) from the <i>Course Attribute</i> field • Select Organized from the <i>Course Attribute Value</i> field. <p>For Honors course sections, the Honors Course Indicator attribute is required.</p> <ul style="list-style-type: none"> • Select Honors Course Indicator (HON) from the <i>Course Attribute</i> field • Select Honors Course Section (HONORS) from the <i>Course Attribute Value</i> field. <p>For Writing Enhanced Course sections, the Writing Enhanced Indicator attribute is required.</p> <ul style="list-style-type: none"> • Select Writing Enhanced Indicator (WREN) from the <i>Course Attribute</i> field • Select Writing Enhanced Section (WRITINGENH) from the <i>Course Attribute Value</i> field. <p>Note: All other course attributes will default from the catalog and/or be managed by the Office of the Registrar.</p>





Step	Action
7.	<p>Select the appropriate checkboxes:</p> <ul style="list-style-type: none"> • 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. <p><i>Note:</i> The other checkboxes are not used at this time.</p>
8.	<p>Select the Meetings tab.</p> 
9.	<p>In the Meeting Pattern section, enter the following:</p> <ul style="list-style-type: none"> • 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 • Start/End Date – Enter the begin and end dates for the meeting pattern <p><i>Note:</i> Click the Add Row  button to add additional meeting patterns.</p>

Step	Action						
10.	<p>In the Instructors for Meeting Pattern section, on the <i>Assignment</i> tab, complete the following:</p> <ul style="list-style-type: none"> • ID – Select the class instructor • Instructor Role – Select <i>Primary</i> for the first instructor. Select <i>Secondary</i> or <i>TA</i>, as appropriate for the second instructor. • Print checkbox – LEAVE CHECKED. This displays the instructor(s) in the schedule of classes. • Access – Select <i>Approve</i> for the Primary Instructor Role. <ul style="list-style-type: none"> ○ 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) <p>If there is more than one meeting pattern:</p> <ul style="list-style-type: none"> • 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 border="1" data-bbox="448 1016 1382 1312"> <thead> <tr> <th data-bbox="448 1016 820 1052">If...</th> <th data-bbox="820 1016 1382 1052">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 1052 820 1203">If the instructor(s) is the same for all meeting patterns</td> <td data-bbox="820 1052 1382 1203">Keep the instructor(s) on the subsequent meeting patterns, ensure you give the instructor appropriate access on each meeting pattern</td> </tr> <tr> <td data-bbox="448 1203 820 1312">If the instructor(s) are different for the additional meeting patterns</td> <td data-bbox="820 1203 1382 1312">Update the instructor(s) as appropriate</td> </tr> </tbody> </table> <p>On the <i>Workload</i> 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).</p>	If...	Then...	If the instructor(s) is the same for all meeting patterns	Keep the instructor(s) on the subsequent meeting patterns, ensure you give the instructor appropriate access on each meeting pattern	If the instructor(s) are different for the additional meeting patterns	Update the instructor(s) as appropriate
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11.	<p>If no specific Facility ID is requested, use the Room Characteristics section to identify desired room characteristics. Select the desired <i>room characteristic</i> using the Lookup button and enter the <i>quantity</i>. Click the Add Row  button to add additional room characteristics. The Registrar’s Office will assign a Facility.</p>						

Step	Action
12.	<p>Select the <i>Enrollment Control</i> tab.</p>  <p>Complete the following:</p> <ul style="list-style-type: none"> • Add Consent – Select the appropriate value: <i>Department Consent</i>, <i>Instructor Consent</i>, or <i>No Consent</i>. • Drop Consent – Select the appropriate value: <i>Department Consent</i>, <i>Instructor Consent</i>, or <i>No Consent</i>. • 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. <i>Note:</i> By entering a value here, this class becomes a “Wait List” class. If you do not enter a value here, this class remains a Non-Wait List class. • Auto Enroll from Wait List – Check this box if you are using a wait list and if you wish to have the system auto-enroll from the wait list (first come, first serve basis). Do NOT check this box if you wish to maintain the wait list within the department.

Step	Action
13.	<p>Select the <i>Notes</i> tab. It is not necessary to enter notes for items that are already described in the catalog, such as Pre-requisites.</p>  <p>Complete the following:</p> <ul style="list-style-type: none"> • 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. <p><i>Note:</i> Click the Add Row  button to add additional notes.</p>

Step	Action
14.	<p>Select the <i>Textbook</i> tab</p>  <div data-bbox="982 777 1409 961" style="border: 1px solid black; padding: 5px;"> <p>Note: This Special Instructions box is not for the Bookstore! It is used to give the students details about the Course Material.</p> </div> <p>Complete the following for each Class Section:</p> <ul style="list-style-type: none"> • Textbook Assignment Status – <ul style="list-style-type: none"> ○ Pending – Textbook assignment is incomplete and will NOT be printed in the Schedule of Classes ○ Textbook entry complete – Textbook assignment has been finalized and will be printed in the Schedule of Classes • No textbooks assigned to the class checkbox – Select if there are no textbooks or class materials needed for the class • Copy Textbooks button – Allows the user to copy textbooks from another course section. <i>Note:</i> You must save the current textbook entry if you wish to copy from the current section. <p><u>Course Material tab</u></p> <ul style="list-style-type: none"> • Course Material Type – Select <i>Course Packet, General Merchandise, or Textbook.</i> • Course Material Status – Select <i>Recommended or Required.</i> • Title – Enter the title of the material • ISBN – Enter the ISBN • Author – Enter the author of the material <p><u>Details tab:</u> Publisher, Edition, Year Published, Price, Currency Code</p> <p><u>Notes tab:</u> Course Material Notes – Enter any applicable notes</p> <p><i>Note:</i> Click the Add Row  button to add additional textbook entries.</p>

Step	Action
15.	Click the Save  button. <i>Result:</i> The new class (section) has been created.
16.	To add additional sections, click the Add Row button on the <i>Basic Data</i> tab (in the <i>Class Sections</i> 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”). <i>Note:</i> The rest of the information on the <i>Basic Data</i> 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.