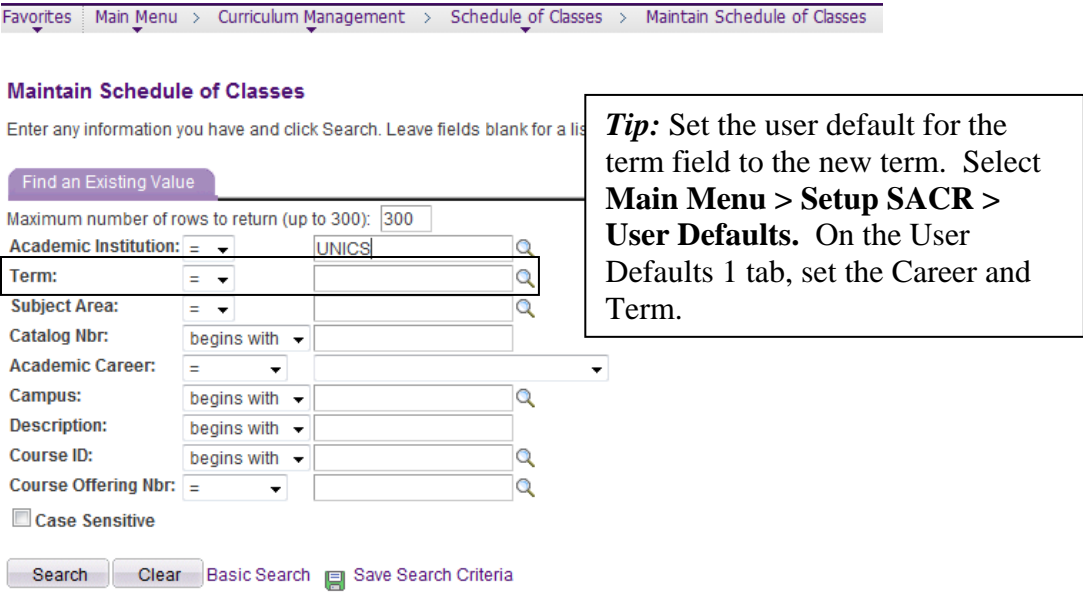
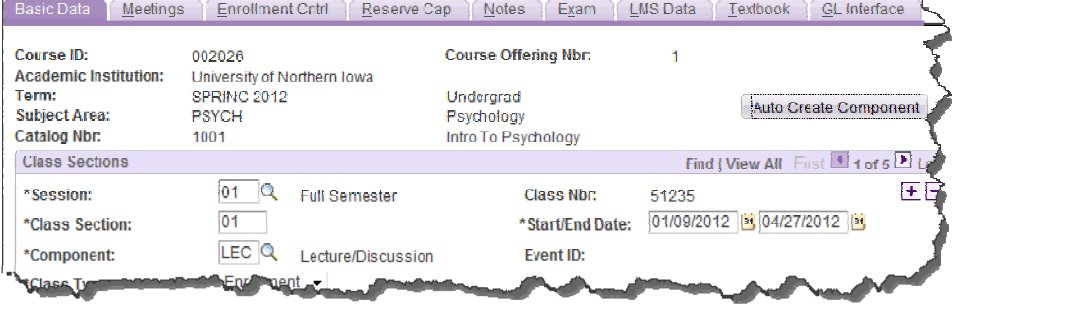
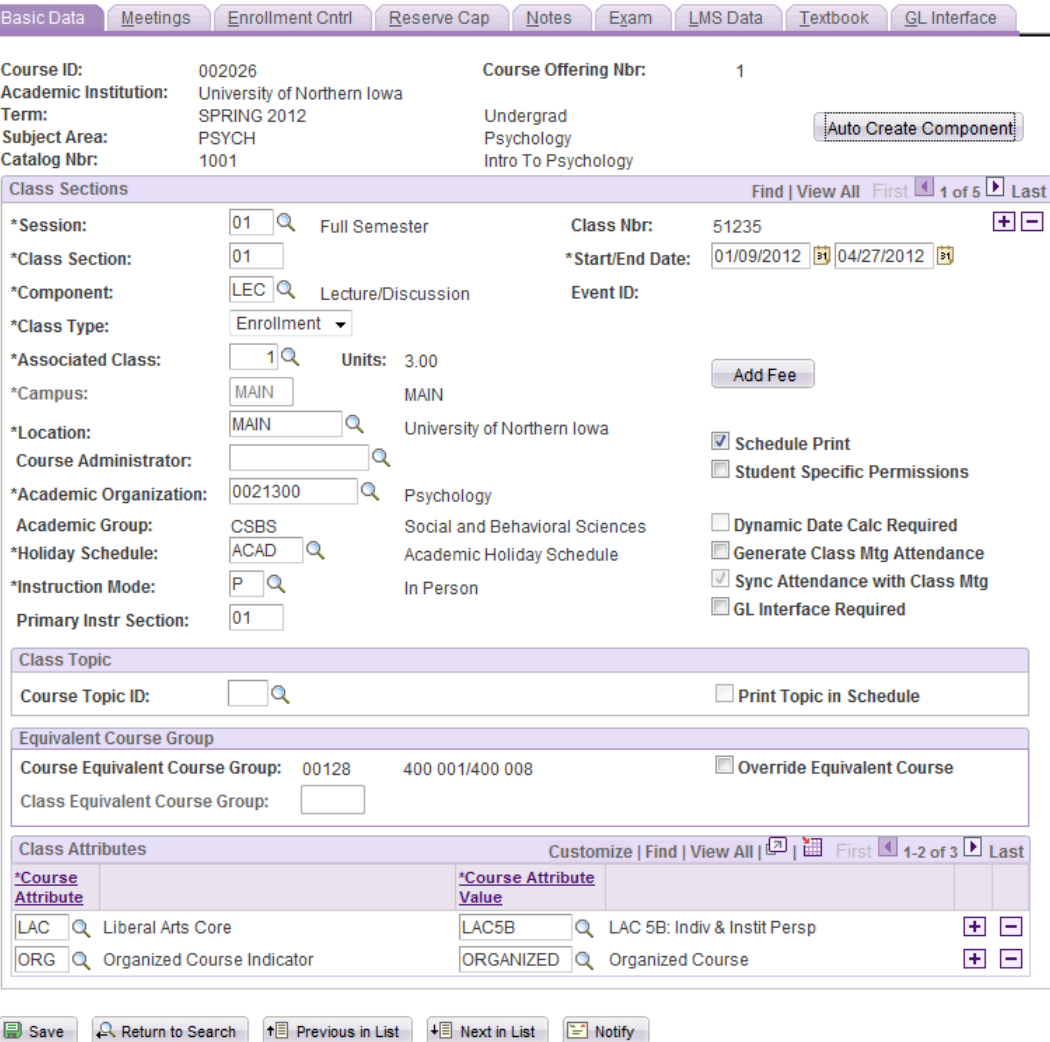





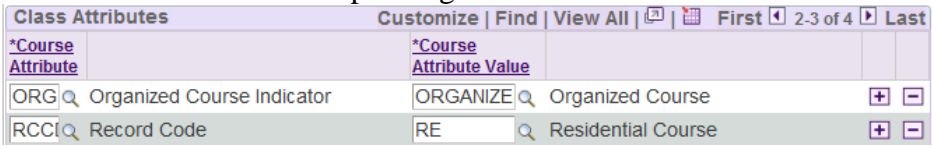
## Maintain Schedule of Classes (for sections that have rolled forward)

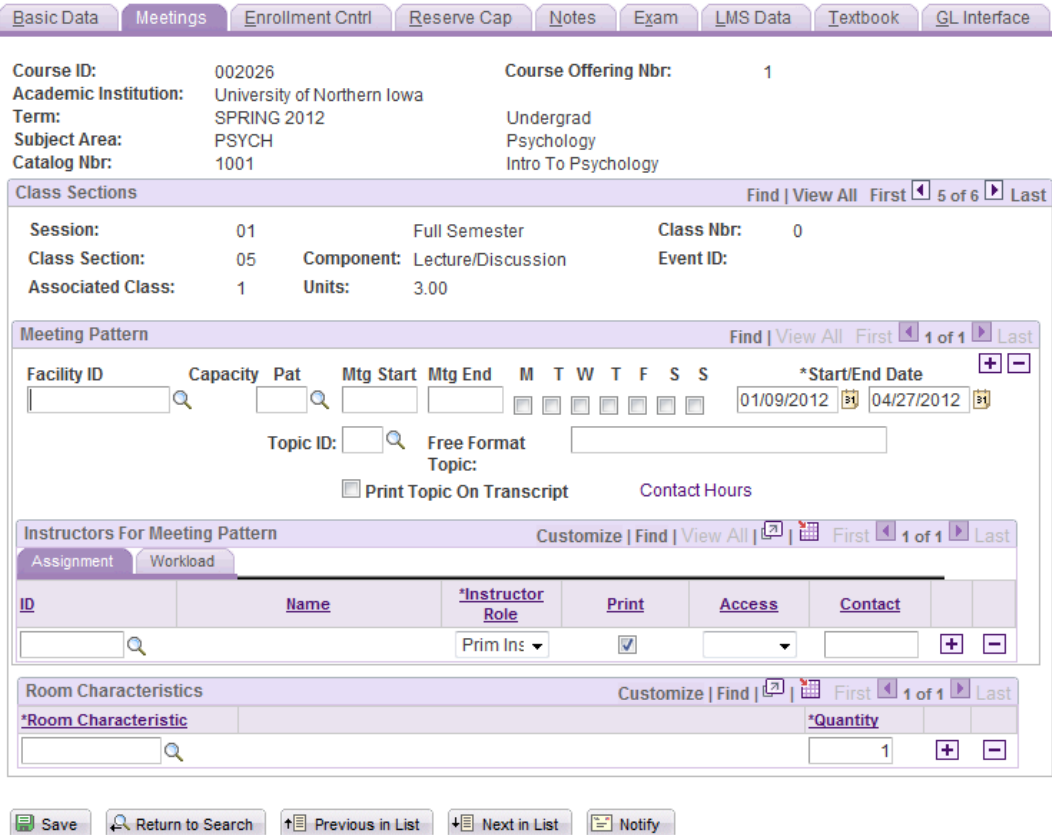

**Purpose:** The prior like term is rolled forward as a starting basis for the schedule of classes for the new term. Schedulers must update the information, including adding new sections and deleting sections that will not be offered. Access **Maintain Schedule of Classes** to modify or maintain class information for individual sections. The instructions below describe how to update information such as class meeting data, notes, and textbook information, for sections that have rolled forward.



Step	Action
1.	<p>Navigate to the <b>Maintain Schedule of Classes</b> page: <b>Main Menu &gt; Curriculum Management &gt; Schedule of Classes &gt; Maintain Schedule of Classes</b></p> 
2.	<p>Enter the desired search criteria. In this example, enter: <b>Term = 2113, Subject Area = Psych, Catalog # = 1001</b> (Select Intro to Psych from the results). Click the <b>Search</b> button.</p> <p><b>Result:</b> The schedule of classes displays (Basic Data tab).</p> 

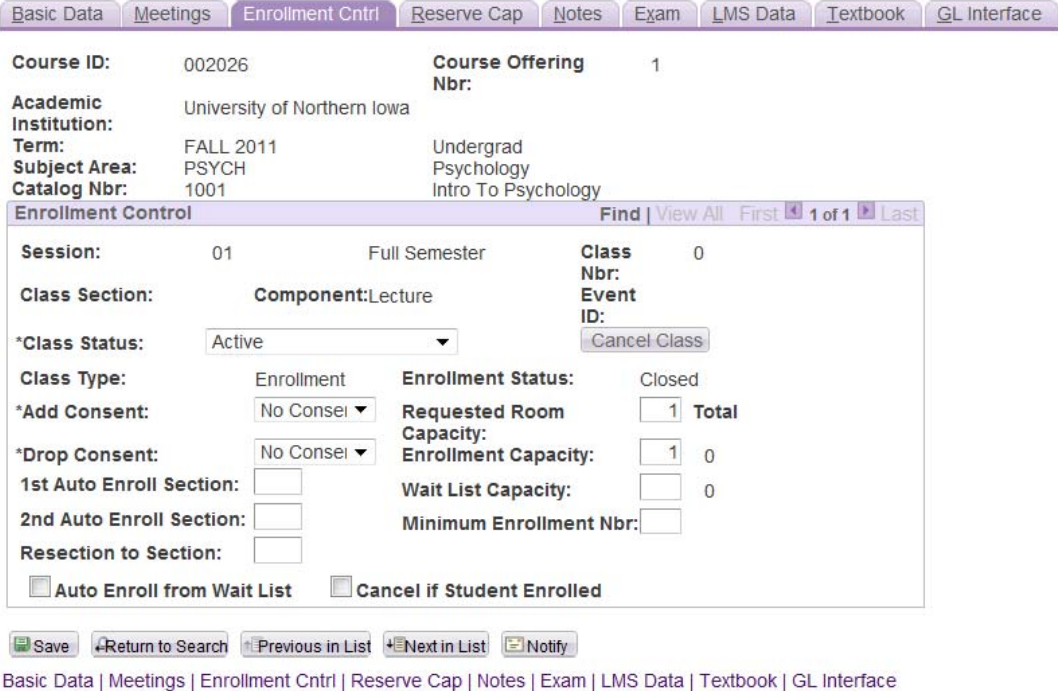
Step	Action
<p>3.</p>	<p>Select the course for which you wish to add a new class section.</p> <p><b>Result:</b> The <i>Basic Data</i> tab displays.</p> 
<p>4.</p>	<p>To add a new class (section), navigate to the last section of the course (Or the section you wish to add the new section after). Click the <b>Add Row</b> 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> 

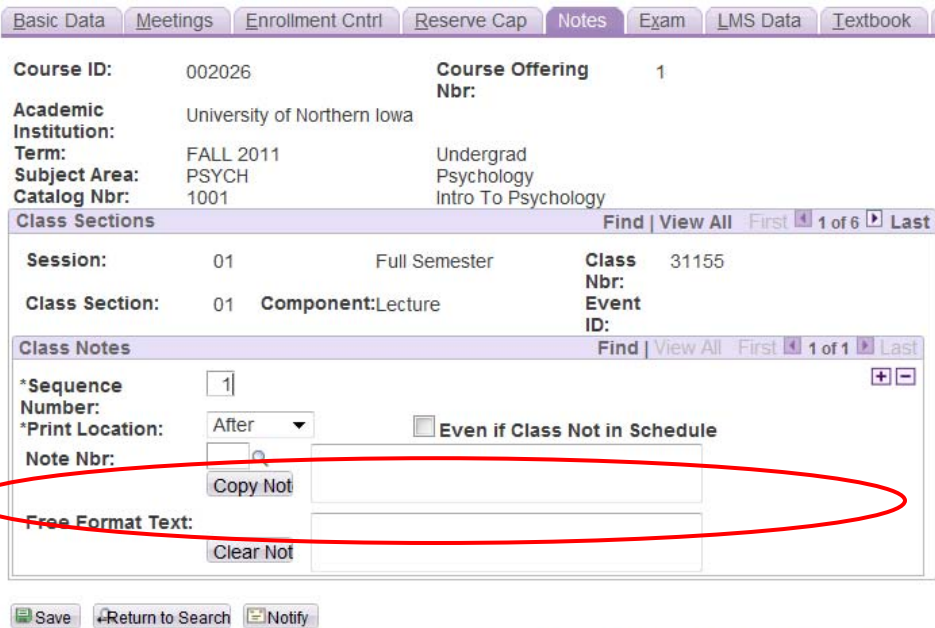

Step	Action																										
5.	<p>On the <b>Basic Data</b> tab, review and update the following:</p> <ul style="list-style-type: none"> <li> <b>Session</b> – Enter or select the appropriate value <table border="1" data-bbox="448 415 927 869"> <thead> <tr> <th>Code</th> <th>Description</th> </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> </li> <li> <b>Class Section</b> – Enter the section number </li> <li> <b>Component</b> – Defaults from the catalog (DO NOT CHANGE unless the course is Lecture/Lab where separate sections are desired) </li> <li> <b>Class Type</b> – Select <i>Enroll</i>, unless the section does not require enrollment (E.g. Lecture/Lab where the Lab is a separate section) </li> <li> <b>Associated Class</b> – Maintained by the Registrar’s Office </li> <li> <b>Location</b> – Defaults to <i>Main</i>. Update as appropriate. </li> <li> <b>Start/End Date</b> – Defaults to the session dates. </li> <li> <b>Academic Organization</b> – Defaults based on subject, may be changed as needed. </li> <li> <b>Academic Group</b> – Defaults from the catalog. CANNOT BE CHANGED. </li> <li> <b>Instruction Mode</b> – 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 <b>Instruction Modes</b> <i>handout</i>. </li> </ul> <p><b>Note:</b> The <b>Auto Create Component</b> 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"> <li>1. Clicking the <b>Add Row</b>  button.</li> <li>2. Select the desired <b>Course Attribute</b></li> <li>3. Select the corresponding <b>Course Attribute Value</b></li> </ol>  <p>For each course, the <b>Record Code</b> attribute is required.</p> <ul style="list-style-type: none"> <li>• Select <b>Record Code (RCCD)</b> from the <i>Course Attribute</i> field</li> <li>• Select the appropriate corresponding <i>Course Attribute Value</i>:             <ul style="list-style-type: none"> <li>○ <b>RE (Residential Course)</b> – For on-campus residential courses not offered through Continuing Education.</li> <li>○ <b>EX (Extension)</b> – For extension courses offered through Continuing Education.</li> <li>○ <b>REX (Residential + Extension)</b> – For courses the department manages, but Cont. Ed provides some support.</li> <li>○ <b>GIS (Guided Independent Study)</b> For guided independent study courses offered through Continuing Education.</li> </ul> </li> </ul> <p>For courses with a specific meeting pattern an <b>Organized Course Indicator</b> attribute is required. “Arranged” courses do not require the Organized Course Indicator.</p> <ul style="list-style-type: none"> <li>• Select <b>Organized Course Indicator (ORG)</b> from the <i>Course Attribute</i> field</li> <li>• Select <b>Organized</b> from the <i>Course Attribute Value</i> field.</li> </ul> <p>For Honors course sections, the <b>Honors Course Indicator</b> attribute is required.</p> <ul style="list-style-type: none"> <li>• Select <b>Honors Course Indicator (HON)</b> from the <i>Course Attribute</i> field</li> <li>• Select <b>Honors Course Section (HONORS)</b> from the <i>Course Attribute Value</i> field.</li> </ul> <p>For Writing Enhanced Course sections, the <b>Writing Enhanced Indicator</b> attribute is required.</p> <ul style="list-style-type: none"> <li>• Select <b>Writing Enhanced Indicator (WREN)</b> from the <i>Course Attribute</i> field</li> <li>• Select <b>Writing Enhanced Section (WRITINGENH)</b> from the <i>Course Attribute Value</i> field.</li> </ul> <p><b>Note:</b> All other course attributes will default from the catalog and/or be managed by the Office of the Registrar.</p>

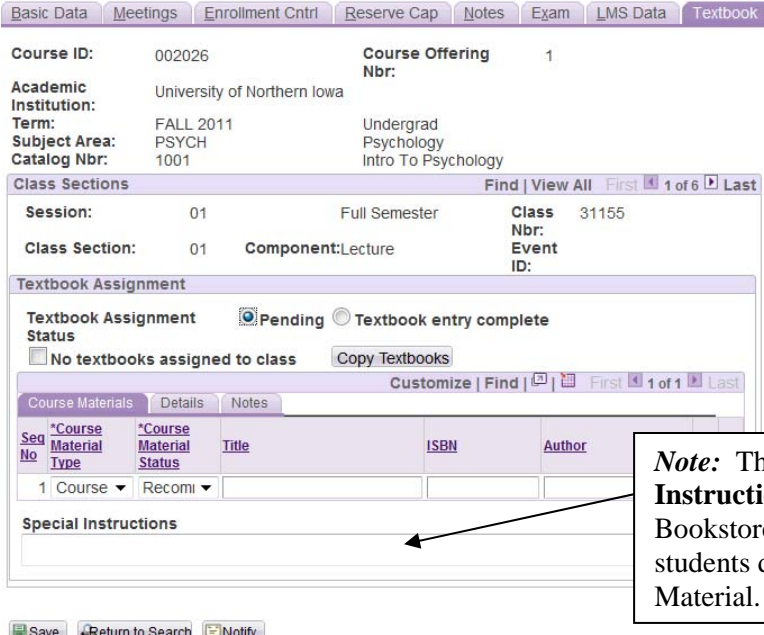

Step	Action
7.	<p>Select the appropriate checkboxes:</p> <ul style="list-style-type: none"> <li>• <b>Schedule Print</b> – By default this box is selected. Uncheck the box if you do NOT want the section to print on the schedule of classes.</li> <li>• <b>Student Specific Permissions</b> – Always leave this box checked. Used to set up student-specific class permissions. Student-specific permission allows schedulers to grant class permissions to students.</li> </ul> <p><i>Note:</i> The other checkboxes are not used at this time.</p>
8.	<p>Select the <b>Meetings</b> tab.</p>  <p>The screenshot shows the 'Meetings' tab selected. The course information is: Course ID: 002026, Academic Institution: University of Northern Iowa, Term: SPRING 2012, Subject Area: PSYCH, Catalog Nbr: 1001. The class section is 01, Full Semester, Class Nbr: 0. The meeting pattern is 05, Component: Lecture/Discussion, Units: 3.00. The meeting pattern details include Facility ID, Capacity, Pat, Mtg Start, Mtg End, M T W T F S S, *Start/End Date (01/09/2012 to 04/27/2012), Topic ID, Free Format Topic, and Contact Hours. The instructors section shows a table with columns for ID, Name, *Instructor Role, Print, Access, and Contact. The room characteristics section shows a table with columns for *Room Characteristic and *Quantity.</p>
9.	<p>In the <b>Meeting Pattern</b> section, enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Facility ID</b> – Select the facility (building + room) you wish to request</li> <li>• <b>Pat (Pattern)</b> – Select as appropriate (days the class meets)</li> <li>• <b>Mtg Start/Mtg End</b> – Enter the start and end time of the class</li> <li>• <b>M/T/W/T/F/S/S</b> – Check the boxes for the day(s) the class meets</li> <li>• <b>Start/End Date</b> – Enter the begin and end dates for the meeting pattern</li> </ul> <p><i>Note:</i> Click the <b>Add Row</b>  button to add additional meeting patterns.</p>





Step	Action						
10.	<p>In the <b>Instructors for Meeting Pattern</b> section, on the <i>Assignment</i> tab, complete the following:</p> <ul style="list-style-type: none"> <li>• <b>ID</b> – Select the class instructor</li> <li>• <b>Instructor Role</b> – Select <i>Primary</i> for the first instructor. Select <i>Secondary</i> or <i>TA</i>, as appropriate for the second instructor.</li> <li>• <b>Print checkbox</b> – LEAVE CHECKED. This displays the instructor(s) in the schedule of classes.</li> <li>• <b>Access</b> – Select <i>Approve</i> for the Primary Instructor Role.                         <ul style="list-style-type: none"> <li>○ <b>Approve:</b> Instructor can enter and approve grades</li> <li>○ <b>Grade:</b> Instructor can only enter grades</li> <li>○ <b>Blank:</b> Instructor cannot enter or approve grades</li> </ul> </li> <li>• <b>Contact</b> – Enter the contact minutes (per week) for this instructor (Legacy value was in hours)</li> </ul> <p>If there is more than one meeting pattern:</p> <ul style="list-style-type: none"> <li>• Use the <b>Add Row</b>  button to add additional meeting patterns</li> <li>• The Instructor from the first meeting pattern is copied automatically to any additional meeting patterns.</li> </ul> <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, <b>ensure you give the instructor appropriate access on each meeting pattern</b></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, <b>ensure you give the instructor appropriate access on each meeting pattern</b>	If the instructor(s) are different for the additional meeting patterns	Update the instructor(s) as appropriate
If...	Then...						
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If the instructor(s) are different for the additional meeting patterns	Update the instructor(s) as appropriate						
11.	<p>If no specific <b>Facility ID</b> is requested, use the <b>Room Characteristics</b> section to identify desired room characteristics. Select the desired <i>room characteristic</i> using the <b>Lookup</b> button and enter the <i>quantity</i>. Click the <b>Add Row</b>  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"> <li>• <b>Add Consent</b> – Select the appropriate value: <i>Department Consent</i>, <i>Instructor Consent</i>, or <i>No Consent</i>.</li> <li>• <b>Drop Consent</b> – Select the appropriate value: <i>Department Consent</i>, <i>Instructor Consent</i>, or <i>No Consent</i>.</li> <li>• <b>Requested Room Capacity</b> – Enter the maximum class size.</li> <li>• <b>Enrollment Capacity</b> – Enter the optimum class size.</li> <li>• <b>Wait List Capacity</b> – 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.</li> <li>• <b>Auto Enroll from Wait List</b> – 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.</li> </ul>

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"> <li>• <b>Sequence Number</b> – Used to re-order notes</li> <li>• <b>Print Location</b> – Defaults to <b>After</b>. This displays the note after the section information.</li> <li>• <b>Free Format Text</b> – Enter applicable note.</li> </ul> <p><i>Note:</i> Click the <b>Add Row</b>  button to add additional notes.</p>



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

Step	Action
15.	Click the <b>Save</b>  button.  <i><b>Result:</b></i> The new class (section) has been created.
16.	To add additional sections, click the <b>Add Row</b> 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><b>Note:</b></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 <b>Meetings</b> , <b>Enrollment Control</b> , <b>Notes</b> , and <b>Textbook</b> tabs. Update fields as appropriate.
19.	Click the <b>Save</b>  button.