

Top Ten Tips for Schedulers

10. Be careful not to create any **duplicate sections**.
9. Identify **Combined Sections**. Combined sections share enrollment limits. Use the Reference Crosswalk for old 100G Courses. Note: The Registrar's Office is maintaining combined sections however; schedulers should double-check their combined sections.
8. When adding a new course that wasn't previously offered, you must add the RCCD/RE (and ORG/ORGANIZED if applicable) **Course Attributes** on the Basic Data tab
7. Add all instructors, select their *Access* (None, Approve, or Grade), and update the workload % and contact minutes for the instructor(s). If you have the same instructor for multiple meeting patterns, you must add the instructor for each pattern however; if you do not wish to print the instructor's name multiple times, uncheck the Print box for the subsequent instructors.
6. Update the **Requested Room Capacity** (Max) on the Meetings tab. If you do not update this before schedule is frozen, you will have to request via the Registrar's Office.
5. When textbook entries for the section are final, ensure you update the *Textbook Assignment Status* from **Pending** to **Textbook entry complete**.
4. **Delete any unneeded sections**. Please do not delete other area's sections (Interdisciplinary, Cont. Ed). Work with each other to make edits. Note the Academic Org on the Basic Data tab.
3. Ensure the **Schedule Print** box on the basic data tab is checked (unless you do not want the class section to display in the Schedule of Classes).
2. Ensure the **Student Specific Permissions** box on the basic data tab is checked. This allows Schedulers to give class permission for the student to register.
1. Set a user default for the Term field (Term = 2113). You must first select a default *Career*. To set the user defaults, navigate to: **Main Menu > Setup SACR > User Defaults, User Default 1 tab**