Department Course Scheduling PSv9

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Chapter 1 : Using the Maintain Schedule of Classes and Schedule New Course Components

Two components will be used to set up and maintain the Schedule of Classes. What you are trying to accomplish will determine which component to use.

Maintain Schedule of Classes

Path: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Use this first navigation when modifying classes that were rolled from the same term of the preceding year. This includes adding or deleting class sections.

Schedule New Course

Path: Curriculum Management > Schedule New Course > Schedule New Course

Use this second navigation when adding classes that were NOT rolled from the same term of the preceding year and do not exist within the **Maintain Schedule of Classes**. Additionally, use the **Schedule New Course** component for new classes that have never been offered previously.

The functionality of the **Maintain Schedule of Classes** and the **Schedule New Course** components are the same but the difference is in the results returned from a search. A search within the:

- **Maintain Schedule of Classes** component returns a list of only the courses that have at least one section scheduled within the term specified.
- **Schedule New Course** component returns a list of all the courses in the catalog that meet the search criteria.

If the course that needs to be scheduled does not appear in the Search results when using the **Schedule New Course** component, the course cannot be scheduled. There are three reasons for this result. The course:

- Has not been set up in the Course Catalog, or
- Is currently Inactive in the Course Catalog, or
- Has not been 'Approved' in the Course Catalog.

Check the course in the Course Catalog component to verify this information (Path: Curriculum Management > Course Catalog > Course Catalog). If more information is needed, contact the Office of the University Registrar.

Chapter 2 : Associated Class

Certain classes require that students enroll simultaneously in a graded component section and a non-graded component section, for example, enroll simultaneously in a Lecture and a Lab. These students meet course requirements by enrolling in both the Lecture and the Lab, but they only receive a grade from the Lecture section.

The Lecture (Graded component) sections are set up as the enrollment sections. The Lab and Discussion (Non-Graded component) sections are set up as the non-enrollment sections.

Prior to scheduling lecture classes with required labs or discussions, it should be decided if:

- students enrolling in a lecture must take a specified lab/discussion section (Lecture A takes Labs A1 or A2 and Lecture B takes Labs B1 or B2), or
- students enrolling in a lecture are allowed to take any lab/discussion that fulfills the course requirements (Lecture A takes Lab A1, A2, B1 or B2 and Lecture B takes Lab A1, A2, B1 or B2).

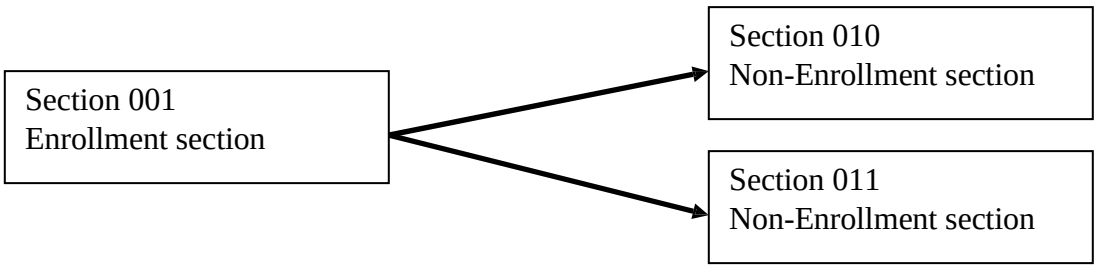
This decision affects what is entered in the Associated Class field on the Basic Data page.

For example:

□ **One Graded section and one Non-Graded section**

Students will select and be enrolled in Section 001. They automatically will be prompted to enroll in Section 010.

□ **One Graded section and choices of Non-Graded sections**



Students will select and be enrolled in Section 001. They automatically will be prompted to choose Section 010 or Section 011.

Association Numbering

For classes where students enrolling in a lecture must take a specified lab/discussion, the number entered into the Associated Class field for the lecture (graded component) should match with the number entered for the lab/discussion (non-graded component). For example:

- Lecture A takes Labs A1 or A2 … these classes would all be assigned the number 1
- Lecture B takes Labs B1 or B2 … these classes would all be assigned the number 2

The number assigned would continue to increment up for every grouping.

For classes where students enrolling in a lecture are allowed to take any lab/discussion, all lectures would be assigned their own number beginning with 1 and incrementing up for each lecture, but the lab/discussion sections would all be assigned the number 9999. For example:

- Lecture A and Lecture B may take Lab A1, A2, B1 or B2 … Lecture A is assigned the number 1, Lecture B is assigned the number 2, and Labs A1, A2, B1 and B2 are all assigned the number 9999.

For classes that do not have any type of pairing (i.e., a course that is only offered as a lecture), all sections should be assigned a unique class association number beginning with 1 and continue to increment up for every lecture. For example:

- Lecture A is assigned the number 1
- Lecture B is assigned the number 2
- Lecture C is assigned the number 3

Any questions regarding Associated Class numbering should be directed to the Office of the University Registrar.

Chapter 3 : Class Attributes

A Class Attribute is an identifier that can help describe the type of section that is being offered. Class Attributes are entered on the Basic Data page.

The common attributes used are:

HON	Honors Course
LC	Learning Community
WWW	Online (100% online)
WB	Web-Based (31-99% Online)
WE	Web-Enhanced (1-30% Online)
GOC	Graduate Outreach Cohort

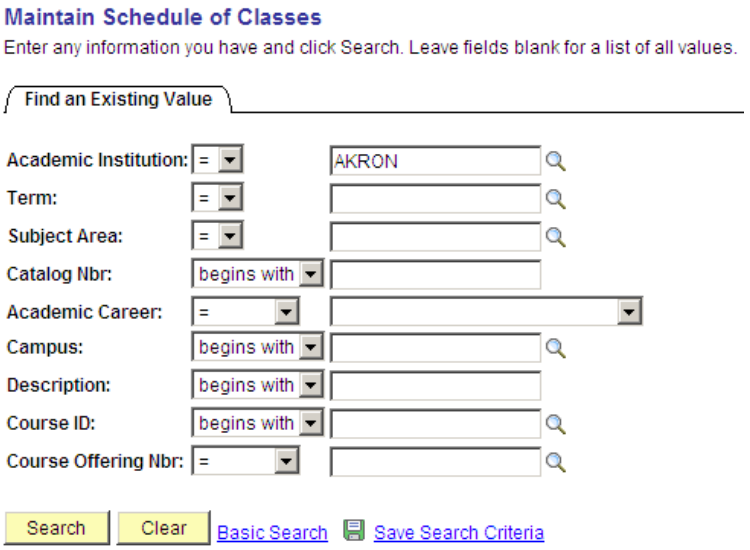
When using Class Attributes, please refer to Appendix A for specific instructions.

Chapter 4: Maintain Schedule of Classes

Use these steps when modifying classes that were rolled from the same term of the preceding year. This would include maintaining sections already created, adding new sections, or deleting existing sections for the term specified.

Search for the Class

Path: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes



What you do	What happens/Notes
1. Follow the path as shown above.	The **Maintain Schedule of Classes – Find an Existing Value** page is displayed.
2. Select **Academic Institution:**	Type **AKRON** and TAB to the next field - OR - Click 🔍, click Look Up, and click **AKRON** to populate the field.

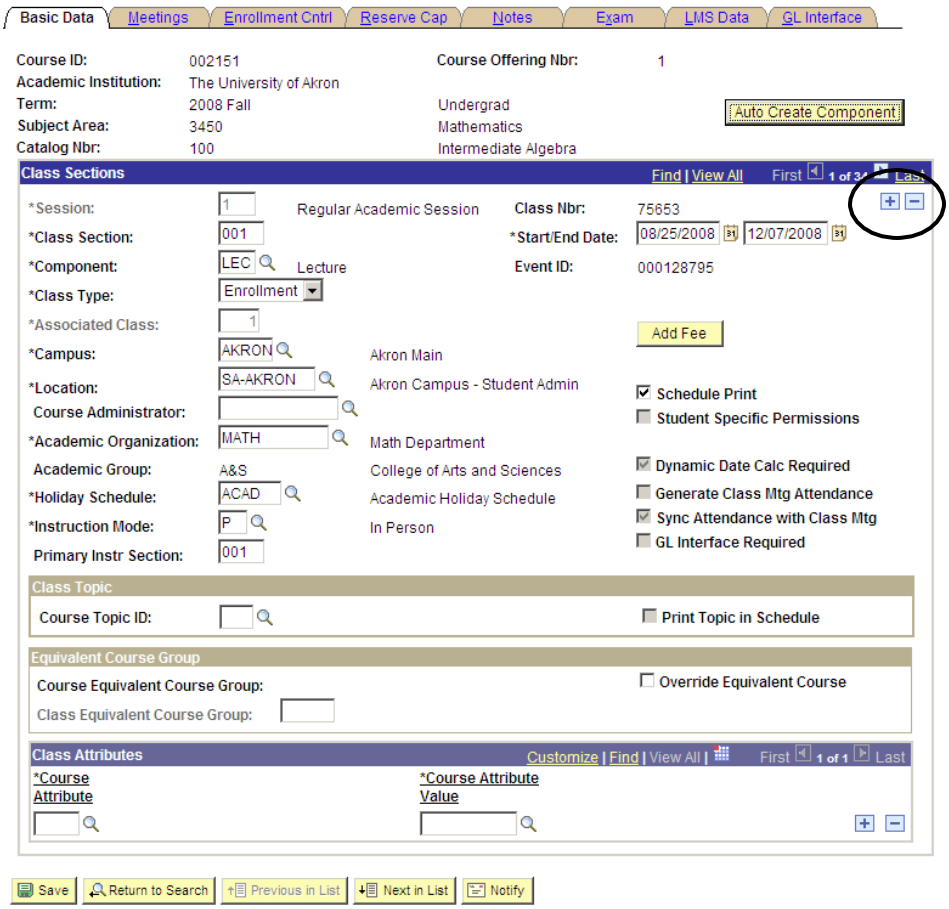
What you do	What happens/Notes
3. Select **Term:**	Type the **4-digit Term code** and TAB to the next field - OR - Click , click Look Up, and click your selection from the results displayed under the blue Search Results bar to populate the field.
4. Select **Subject Area:**	Type the **Subject code** and TAB to the next field - OR - Click , click Look Up, and click your selection from the results displayed under the blue Search Results bar to populate the field.
5. Select **Catalog Number:** 6. Click on the Search button.	If known, type the course's catalog number. Click your selection from the results displayed under the blue Search Results bar. The Basic Data page of the Schedule of Classes is displayed. If you have an exact match, you will be taken directly to the Basic Data page.

NOTE: If the course you are searching for does not appear within the search results, confirm that you have used the correct search criteria. After confirming that the course does not exist within **Maintain Schedule of Classes**, see Chapter 5, "Schedule New Course," for instructions on how to schedule a new course.

Adding Additional Class Sections

Basic Data Page

What you do	What happens/Notes



1. The Basic Data page displays current course section information in section number order. Click the Add a Row button [+] to insert a row and create a blank section field.	A new row is added.
2. Select ***Session:**	Type the Session code. **1** Regular Spring/Fall Semesters **5W1** 5-week Summer Session I **5W2** 5-week Summer Session II **5W3** 5-week Summer Session III **8W1** 8-week Summer Session I **8W2** 8-week Summer Session II

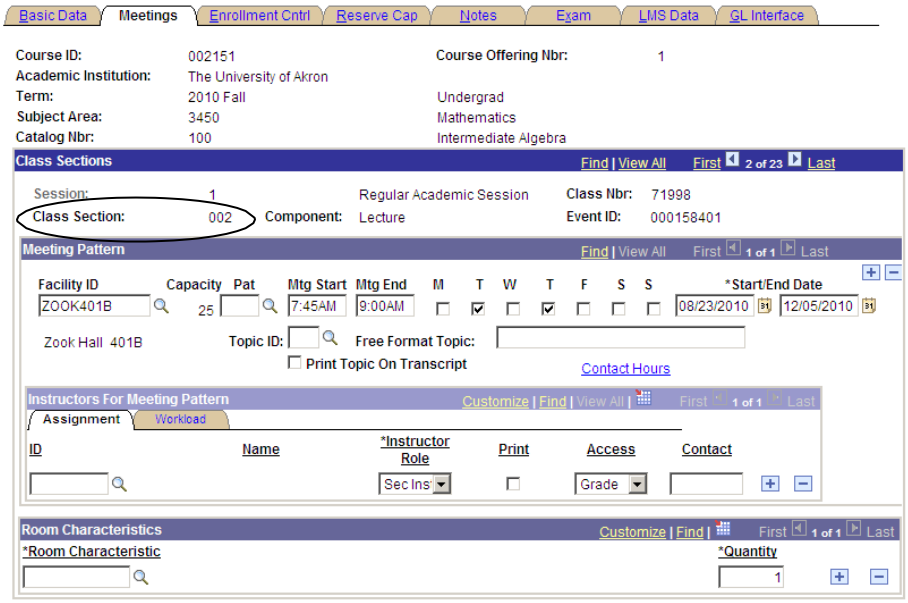
What you do	What happens/Notes
3. Select ***Class Section:**	Type the section number for the new section being created. Refer to the University Scheduling Pattern for an explanation of section numbers.
4. **Start Date** will default.	The default date is based on the Session code. If this date is to be different from the default, make the appropriate change. Dates must fall within the term range.
5. **End Date** will default.	The default date is based on the Session code. If this date is to be different from the default, make the appropriate change. Dates must fall within the term range.
6. Select **Component:**	The component will automatically default to the appropriate value for the course as established in the course catalog setup. If this should be changed, click 🔍, click Look Up, and click your selection from the results displayed under the blue Search Results bar to populate this field. Choices available are determined at the catalog set-up. The most common choices are LEC, LAB, DIS and IND.
7. Select **Class Type:**	The default is **Enrollment**. Change this to **Non-Enroll** if you are scheduling a non-enrollment section. An example of a non-enrollment section would be a lab or discussion that is paired with a lecture.
8. **Associated Class** will default with the number 1.	Used to pair lectures with specific labs/discussions. Refer to Chapter 2 for an explanation of Associated Classes. If you need to see what associated class numbers have already been used, click 🔍, click Look Up, and view the list of utilized associated class numbers in the results displayed under the blue Search Results bar. If a new association number is to be used, enter the appropriate number.
9. Select **Campus**:	Choose appropriate Campus.

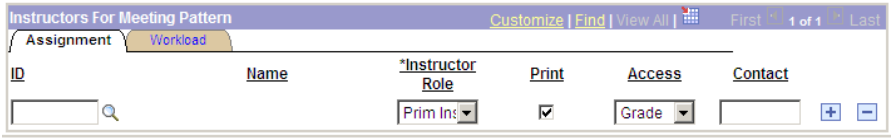
What you do	What happens/Notes
10. Select **Location:**	This field will default information once a Campus has been selected. If this information needs to be changed, choose appropriate Location. **NOTE:** Location can affect the fee type a student is assessed.
11. Do not use the **Course Administrator** field.	This field is not used – leave it blank.
12. **Academic Organization** will default.	The default is based on the Subject/Department. **Do not change the default**.
13. **Holiday Schedule** will default.	The default is based on the Term. **Do not change the default**.
14. **Instruction Mode** will default.	The default is based on the Course Catalog. If this should be changed, click 🔍, click Look Up, and click your selection from the results displayed under the blue Search Results bar to populate this field. The most common Instructor Modes used are: DL (distance learning), MM (multimedia), P (in person), and WW (world wide web).
15. **Primary Inst Section** will default.	The default is based on the Section entered. **Do not change the default.**
16. **Schedule Print** defaults to checked.	When this box is checked, the course will appear on the web. Uncheck the box if the course **is not** to appear on the web.
17. Select **Course Topic ID:**	If the section has a course topic, type in the Topic ID code and tab out of this field OR click 🔍 and click your selection from the results displayed under the blue Search Results bar to populate this field. Choices available are determined at the catalog set-up. Contact the Office of the University Registrar if the Topic you need is not listed.
18. **Print Topic in Schedule** will default.	Defaults to checked if Course Topic ID is entered. **Do not change the default.**
19. All fields in the Equivalent Course Group section of the Basic Data page should remain blank.	

What you do	What happens/Notes
20. In the Class Attributes section of the Basic Data page, select **Course Attribute** and **Course Attribute Value**.	If a class attribute is to be associated with this section, enter the Attribute and Attribute Value as needed into the blank fields. If a blank field does not exist, click the Add a Row button to insert a row and create a blank section field. Refer to Chapter 3 for an explanation of Class Attributes. **NOTE: DO NOT** delete the CLEV, CSUB, or TYPE attributes if they exist in this section.
21. Click on the **Meetings** folder tab.	The Meetings page is displayed.

Meetings Page

Make sure that you still are working on the same section.

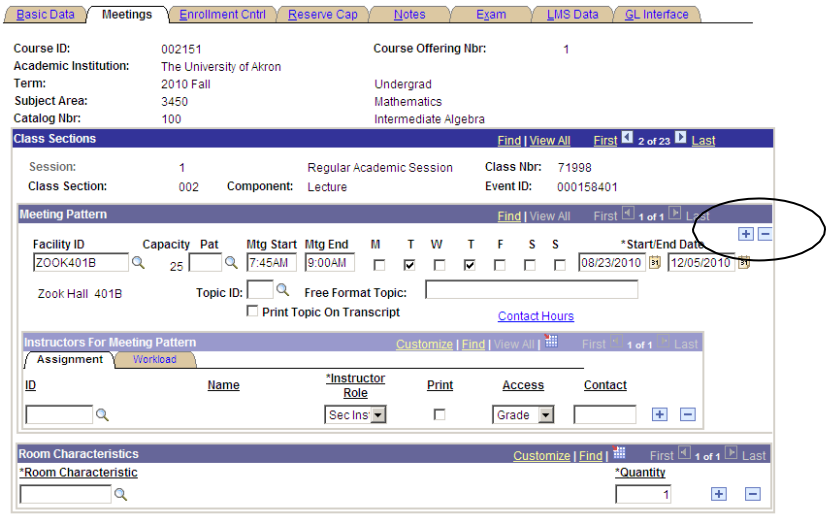
What you do	What happens/Notes
	
1. Select **Facility ID**.	**Only select your department rooms – NOT GPC rooms.** Type the Facility ID and tab out of the field **OR** Click 🔍, click Look Up, and click your selection from the results displayed under the blue **Search Results** bar to populate this field. Leave field blank if scheduling a TBA course.
2. Select **Mtg Start**.	Enter a start time for the section. a. Be sure to distinguish between AM and PM b. You can enter military time. c. You need to enter colon. EX: 8:00AM If scheduling a TBA class, enter 1:00AM
3. Enter **Mtg End**.	Time will default based on the day and start time entered. Modify if necessary. If scheduling a TBA class, enter 1:00AM.
4. Select **M T W T F S S**.	Place a check in the box under the day(s) of the week the course is to meet. NOTE: Leave days blank for TBA courses.

What you do	What happens/Notes
5. Select **Start/End Date**	Use the same dates as entered on the Basic Data page.
	
6. Select **ID:**	Type the Instructor's EMPL ID number and tab out of this field OR click, enter the search criteria and click Look Up. Click your selection from the results displayed under the blue **Search Results** bar to populate this field.
7. Select **Instructor Role:**	The default is **Prim Instr**. You can have only ONE Primary Instructor per section. Modify as needed. NOTE: Choose Primary or Secondary Instructor only.
8. **Print** checkbox defaults to checked.	Only one Instructor should be checked (Primary Instructor). This box should be unchecked for all subsequent instructors. Adjust if needed.
9. Select **Access:**	The default is **Grade**. **Do not change the default.**
For a second instructor, click the **Add a Row button** + to the right of the contact field and enter the information.	
10. Select **Room Characteristic:**	If the section needs a room characteristic assigned to it (i.e.: multi-media), click, click Look Up, and click your selection from the results displayed under the blue **Search Results** bar to populate this field.

Unique Meeting Patterns

Unique meeting patterns can be scenarios such as:

- sections that meet in different locations on different days
- sections that do not meet at the same time on different days



The following items are examples of class sections that will require you to insert a new row for unique meeting patterns.

Example 1 is a class section meeting in different locations on the regularly scheduled days. The class section meets T in Olin 103 and R in Zook 110 and is taught by Professor Smith.

- ☐ On Pat Nbr 1, select Olin 103 on T and link Professor Smith.
- ☐ Click the + above the Start/End Dates to insert a row for the second meeting pattern.
- ☐ On Pat Nbr 2, select Zook 110 on R. Professor Smith will default.

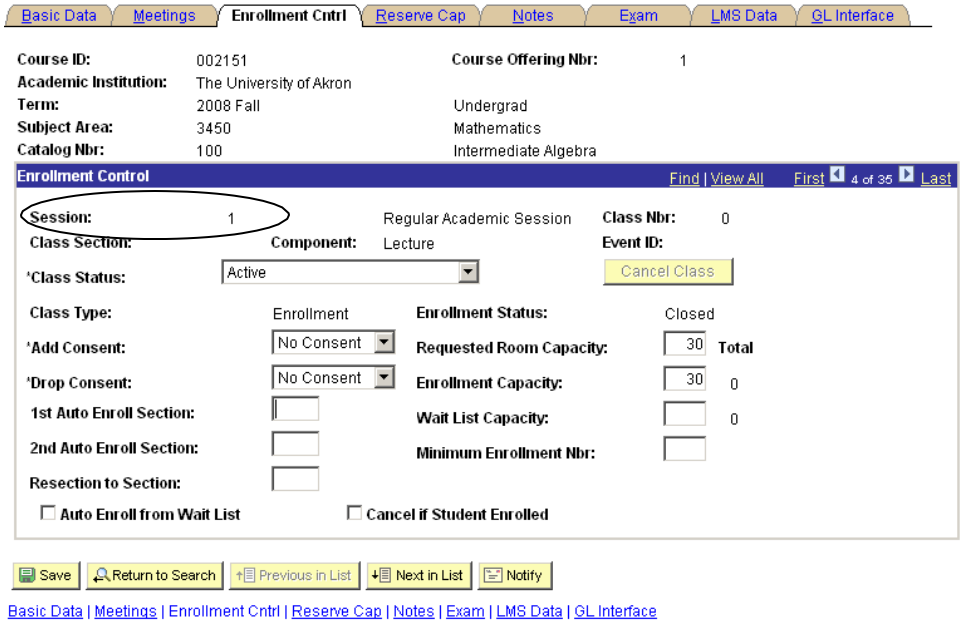
Example 2 is a class section meeting at different times on different days. The class section meets T in Olin 103 from 9:00AM to 9:50AM and R in Olin 103 from 2:00PM to 2:50 PM and is taught by Professor Smith.

- ☐ On Pat Nbr 1, select Olin 103 on T from 9:00AM to 9:50AM and link Professor Smith.
- ☐ Click the + above the Start/End Dates to insert a row for the second meeting pattern.
- ☐ On Pat Nbr 2, select Olin 103 on R from 2:00PM to 2:50PM. Professor Smith will default.

What you do	What happens/Notes
11. Click on the **Enrollment Cntrl** folder tab.	The Enrollment Cntrl page is displayed.

Enrollment Control Page

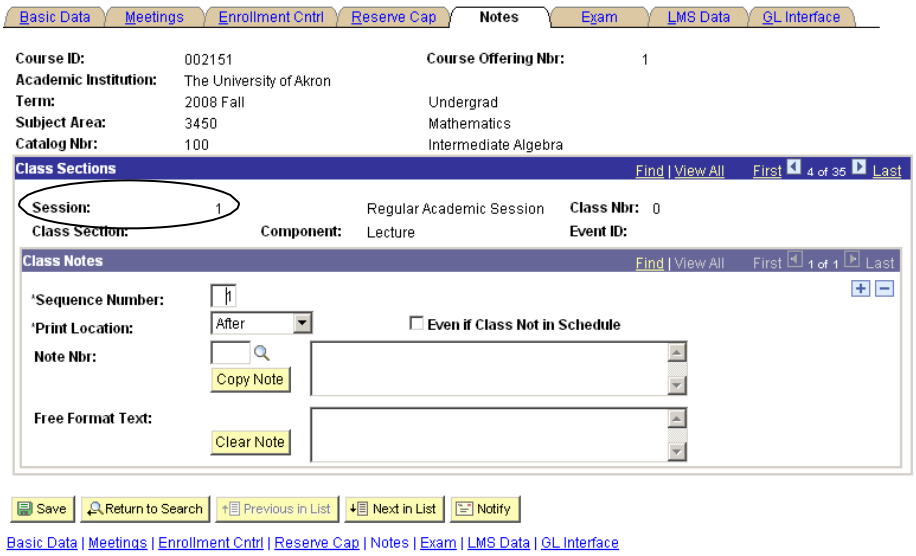
Make sure that you still are working on the same section.

What you do	What happens/Notes
	
1. **Class Status** will default.	The default is Active.
2. Select **Add Consent**.	Use the drop down arrow to select the consent of the course: - Department Consent = the course is controlled - Instructor Consent = DO NOT USE - No Consent = the course is **not** controlled NOTE: If Departmental consent is selected, the student will need permission to enroll in this section.
3. Do not use the **Drop Consent** field.	This field will default to No Consent. DO NOT change the default.
4. Do not use the **Auto Enroll Section** or **Resection to Section** fields.	These fields are not used – leave them blank.
5. Select **Requested Room Capacity** and **Enrollment Capacity**.	These fields will default with capacities used from the same term of the preceding year. Change to reflect the total number of seats available for the class section. The numbers in these two fields should match.

What you do	What happens/Notes
6. Do not use the **Wait List Capacity** or **Minimum Enrollment Number** fields.	These fields are not used – leave them blank.
7. Do not use the **Auto Enroll from Wait List** or **Cancel If Student Enrolled** fields.	These fields are not used – leave them blank.
8. Click on the **Notes** folder tab.	The Notes page is displayed.

Notes Page

Make sure that you are still working on the same section.

What you do	What happens/Notes
NOTE: The entering of a Class Note is not a required field for a course.	
	
1. **Sequence Number** will default.	System will increment by one as Notes are added to this section. The sequence number will determine the order the notes are displayed in Class Search. You can override this number if you need to change the sequence.
2. **Print Location** will default.	The default is **After**. All Class Notes should be selected to print below (after) the class section listing in the schedule.
3. **Even if Class Not in Schedule** checkbox will default to unchecked.	**Do not change.**

What you do	What happens/Notes
4. Select **Note Nbr:**	Type the **Note Number code** and tab out of this field OR Click , click Lookup, and click your selection from the results displayed under the blue Search Results bar to populate the field. The Note description is displayed automatically in the top box. NOTE: You can add more than one class note to a course: - Place your cursor in the Note Nbr. Field - Click on the to add a new row - Enter the Note number. NOTE: If the note you need is not listed, contact the Office of the University Registrar.
5. Do not use the **Free Format Text** field.	This field is not used – leave it blank.

Saving Course Information

What you do	What happens/Notes
1. After all information has been entered on all pages, click on Save.	***Saved*** appears in the top right area of the page to indicate that the changes have been saved.

Maintaining Existing Class Sections

When making changes to an existing class sections:

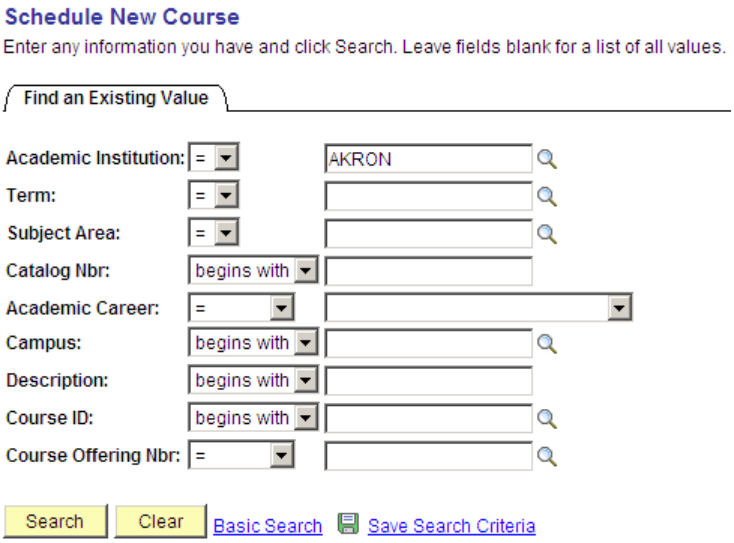
- Be sure that you are on the correct section number for the course to be updated;
- Place your cursor in the field to be updated and make your change;
- When making changes to course dates, be sure to make the change on both the Basic Data page AND the Meetings page;
- When making changes to instructors, remember …
  - **A. IF THE ID FIELD IS BLANK:**
    Type in the instructor's EMPL ID and TAB out of this field
    - OR -
    Click , enter the instructor's name or National ID, and click , and click your selection from the results displayed under the blue bar to populate the field.
  - **B. IF THE ID FIELD ALREADY HAS AN INSTRUCTOR ID AND YOU NEED TO REPLACE IT:**
    Place your cursor in the ID field and click on the button to delete the entry (you must ALWAYS delete the row). Follow step A to complete the process.
  - **C. IF THE ID FIELD ALREADY HAS AN INSTRUCTOR ID AND YOU NEED TO ADD AN ADDITIONAL INSTRUCTOR ID:**
    Place your cursor in the ID field and click on the button to add an entry. Follow step A to complete the process.
  - **D. IF YOU NEED TO DELETE THE INSTRUCTOR ID:**
    Place your cursor in the ID field and click on the button to delete the entry (you must ALWAYS delete the row).
- Don't forget to save your changes!!

Chapter 5: Schedule New Course

Use these steps when scheduling classes that were NOT rolled from the same term of the preceding year and do not exist within the **Maintain Schedule of Classes**. Additionally, use the **Schedule New Course** component for new classes that have never been offered previously.

Search for the Class

Path: Curriculum Management > Schedule of Classes > Schedule New Course



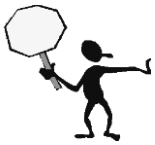
What you do	What happens/Notes
1. Follow the path as shown above.	The **Schedule New Course – Find an Existing Value** page is displayed.
2. Select **Academic Institution:**	Type **AKRON** and TAB to the next field - OR - Click 🔍, click Look Up, and click **AKRON** to populate the field.

What you do	What happens/Notes
3. Select **Term:**	Type the **4-digit Term code** and TAB to the next field - OR - Click , click Look Up, and click your selection from the results displayed under the blue Search Results bar to populate the field.
4. Select **Subject Area:**	Type the **Subject code** and TAB to the next field - OR - Click , click Look Up, and click your selection from the results displayed under the blue Search Results bar to populate the field.
5. Select **Catalog Number:** 6. Click on the Search button.	If known, type the course's catalog number. Click your selection from the results displayed under the blue Search Results bar. The Basic Data page of the Schedule New Course is displayed. If you have an exact match, you will be taken directly to the Basic Data page. If the course that needs to be scheduled does not appear in the Search results when using the **Schedule New Course** component, the course cannot be scheduled. There are three reasons for this result. The course: - has not been set up in the Course Catalog, or - is currently Inactive in the Course Catalog, or - has not been 'Approved' in the Course Catalog.

For the course you wish to schedule, if a Class Section number appears within the Class Section field, this course has already been added and is available for modification under **Maintain Schedule of Classes**.

If NO Class Section number appears within the Class Section field, this course is ready to be added. Follow all of the steps shown above beginning with "Adding Additional Class Sections" on Page 7. **The only step NOT needed is Step #1 … you do NOT need to add a row (because the fields for the course you wish to add are already blank).**

Chapter 6: Deleting Class Sections

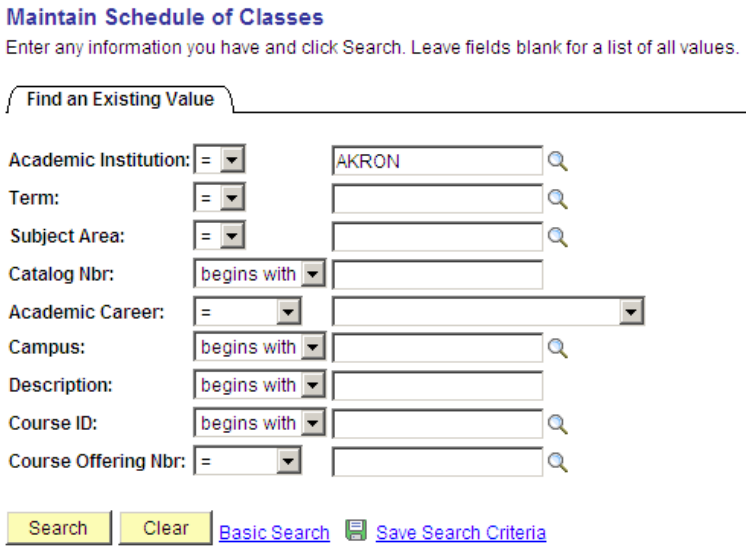


IMPORTANT: Deleting every class section from a scheduled class DELETES the ENTIRE class from the Schedule of Classes.

NOTE: Courses should ONLY be deleted PRIOR to when the Schedule of Classes is available for viewing online. Once classes are available for viewing, any classes that are not being offered should be CANCELLED. Classes that are to be cancelled should be coordinated with the Office of the University Registrar.

Search for the Class

Path: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

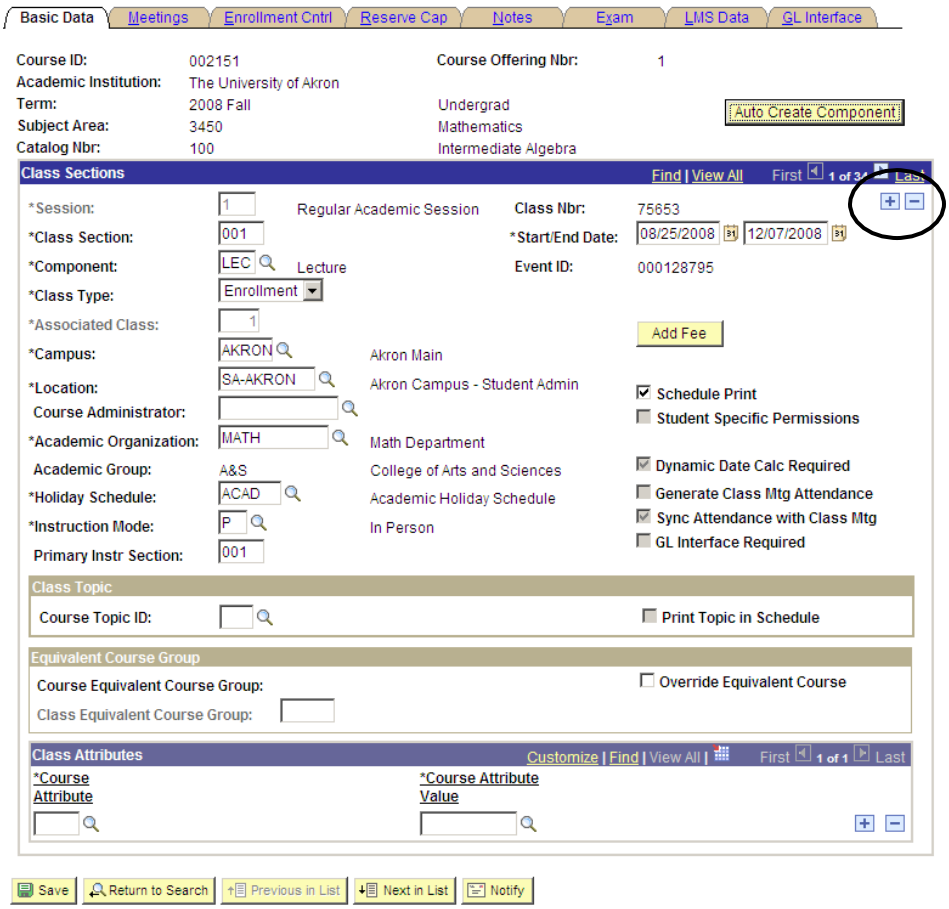


What you do	What happens/Notes
1. Follow the path as shown above.	The **Maintain Schedule of Classes – Find an Existing Value** page is displayed.
2. Select **Academic Institution:**	Type **AKRON** and TAB to the next field - OR - Click , click Look Up, and click **AKRON** to populate the field.
3. Select **Term:**	Type the **4-digit Term code** and TAB to the next field - OR - Click , click Look Up, and click your selection from the results displayed under the blue Search Results bar to populate the field.
4. Select **Subject Area:**	Type the **Subject code** and TAB to the next field - OR - Click , click Look Up, and click your selection from the results displayed under the blue Search Results bar to populate the field.
5. Select **Catalog Number:** 6. Click on the Search button.	If known, type the course's catalog number. Click your selection from the results displayed under the blue Search Results bar. The Basic Data page of the Schedule of Classes is displayed. If you have an exact match, you will be taken directly to the Basic Data page.

Delete Class Sections

If the Section field on the Basic Data page is blank, there are no sections to delete.

If the Section field on the Basic Data page has a number in it:

What you do	What happens/Notes
1. Ensure that you are working on the correct section to be deleted. Use the Find | View All First 2 of 9 Last bar to move through the list of sections until the section you need is displayed.	The page with the correct course section will be displayed.
	
2. After confirming that you are on the correct section to be deleted, click the **Delete a Row button** − to DELETE the row, thereby deleting the section.	The course section is deleted.
3. After the section has been deleted, click on Save.	***Saved*** appears in the top right area of the page to indicate that the changes have been saved.

YOU CANNOT DELETE A CLASS SECTION WHEN STUDENTS ARE ALREADY ENROLLED. Contact the students in the class section and make arrangements to have them withdrawn. Once all students have been withdrawn, the course should be CANCELLED.

Classes that are to be cancelled should be coordinated with the Office of the University Registrar.

Any questions regarding deleting sections should be directed to the Office of the University Registrar.

Chapter 7 : Defining Combined Sections

Combined sections are those courses where two or more sections of those courses meet together as if they were one class.

For example, 5500:450-001 and 5500:550-001 are two courses that are to meet together as if they were one class.

You may choose to either combine sections permanently or for just one time only. You may also choose to combine sections within or across subjects, or both.

When classes are linked to a combined section, they are all given the same Event ID. The enrollment capacities are controlled both at the section level and at the sections-combined level.

NOTE: Class sections CANNOT be combined if there are any differences in meeting patterns. Be sure to check all class sections to be combined to ensure that the meeting pattern information is the same. Another option is to leave the meeting pattern information blank until after the sections are combined. When combining sections, it is best that a facility ID exists for only one of the classes on the Meetings page.

Create Combined Sections ID and Identifying Combined Sections

Path: Curriculum Management > Combined Sections > Combined Sections Table

What you do	What happens/Notes
1. Follow the path as shown above.	The **Combined Sections Table – Find an Existing Value** page is displayed.
2. Select **Academic Institution:**	Type **AKRON** and TAB to the next field - OR - Click, click Look Up, and click **AKRON** to populate the field.
3. Select **Term:**	Type the **4-digit Term code** and TAB to the next field - OR - Click, click Look Up, and click your selection from the results displayed under the blue **Search Results** bar to populate the field.
4. Click on the Search button.	The Combined Sections Table page is displayed.

Combined Sections Table

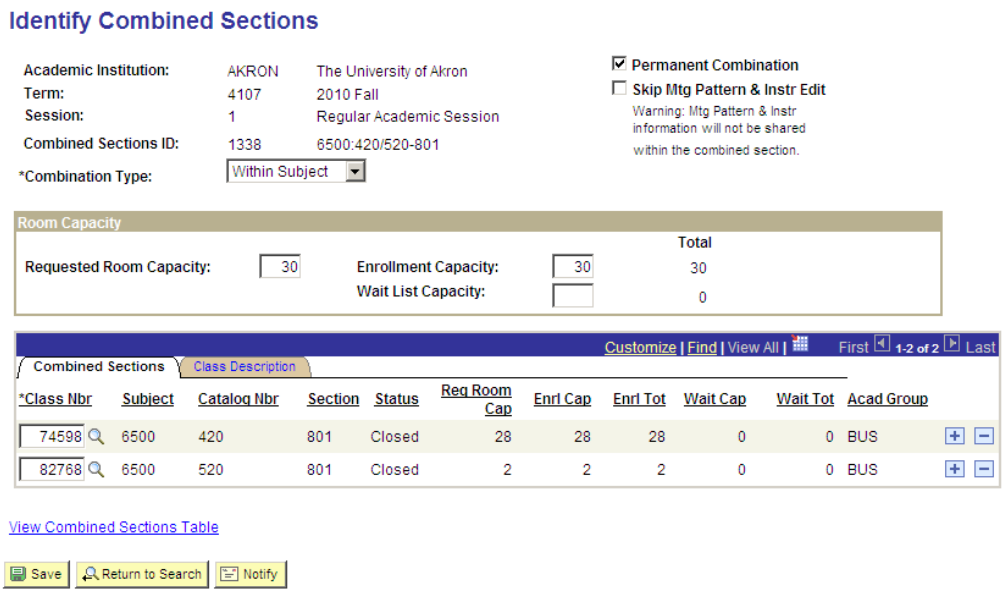
Academic Institution: The University of Akron
Term: 2008 Fall
Session: Regular Academic Session

*Combined Sections ID	*Description	*Short Description	
1157	5500:450/550-001	5500:450/5	View Combined Sections
1156	3350:440/540-001	3350:440/5	View Combined Sections
1155	3400:496/596-001	3400:496/5	View Combined Sections
1154	3580:422/522-002	3580:422/5	View Combined Sections
1153	4600:410/510-801	4600:410/5	View Combined Sections
1152	3650:488/698-001	3650:488/6	View Combined Sections
1151	3700:463/563-001	3700:463/5	View Combined Sections
1150	3350:439/539-001	3350:439/5	View Combined Sections
1149	3400:489/589-001	3400:489/5	View Combined Sections
1148	3450:335-003/004	3450:335-0	View Combined Sections
1147	4800:440-001/697-004	4800:440-0	View Combined Sections

The Add a New Row button

5. Click on the **Description** column heading to sort the table information.	Data now appears in Description (course) order.
6. Scroll through the list to ensure that the sections you wish to combine do not already exist.	NOTE: pay attention to the section numbers. You may find 5500:450/550-001 in the list, but you need to combine section number 002 of 5500:450/550.
7. If the sections you need to combine do not appear in the list, click the **Add a New Row button** + to insert a new row.	A new row is inserted into the table. NOTE: It does not matter which + button you select. Any button chosen will insert the row in the row following the row clicked.

What you do	What happens/Notes
8. Select **Description**	Enter the course information into this field.
9. Scroll to the bottom of the page and click on Save.	***Saved*** appears in the top right area of the page to indicate that the changes have been saved. NOTE: The **Combined Sections ID** and **Short Description** fields are automatically populated when you save your entry.
10. Scroll back up to the Description you just entered and click on the View Combined Sections link.	The **Identify Combined Sections** page is displayed.



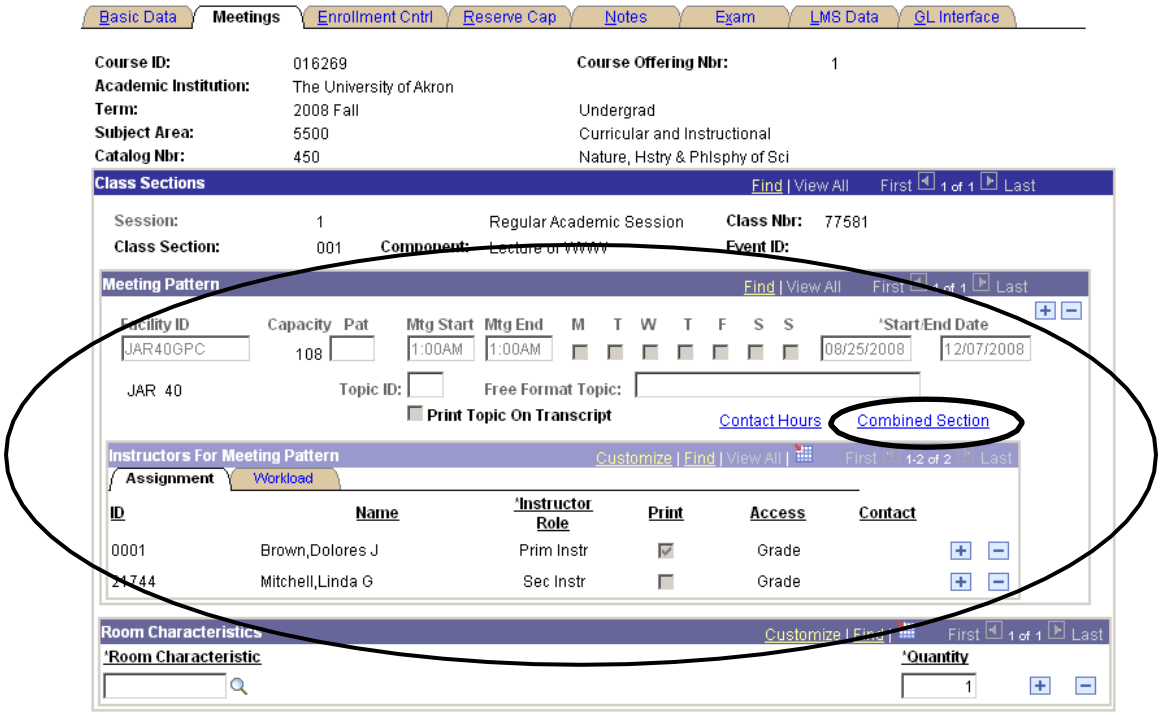
11. **Permanent Combination** defaults to checked.	Leave this box checked.
12. **Skip Mtg Pattern & Instr Edit** defaults to unchecked.	Leave this box unchecked.
13. Select **Combination Type:**	Click on the drop-down and select one of the following: **Cross Subject** – select this if the subject numbers are not the same for each course (i.e., one subject is 5500 and the other subject is 6500). **Within Subject** – select this if the subject numbers are the same for each course (i.e., both subjects are 5500).

What you do	What happens/Notes
14. Select **Requested Room Capacity** and **Enrollment Capacity**.	This number should reflect the total number of seats available for BOTH classes. Enter this number into both fields. These two numbers should match.
15. Do not use the **Wait List Capacity** field.	This field is not used – leave it blank.
16. Select **Class Nbr**	Enter the **five-digit Class Number** and TAB out of the field **- OR -** Search for the Class Number to be added: a. Click . b. On the Look Up Class Nbr page, enter data into any of the available fields and click on the Look Up button. c. Click your selection from the results displayed under the blue Search Results bar.
17. Click on the + button.	A new row is inserted.
18. Select **Class Nbr** 19. Click on Save.	Enter the **five-digit Class Number** and TAB out of the field **- OR -** Search for the Class Number to be added: a. Click . b. On the Look Up Class Nbr page, enter data into any of the available fields and click on the Look Up button. c. Click your selection from the results displayed under the blue Search Results bar. ***Saved*** appears in the top right area of the page to indicate that the changes have been saved.

Have the Classes Been Combined Yet?

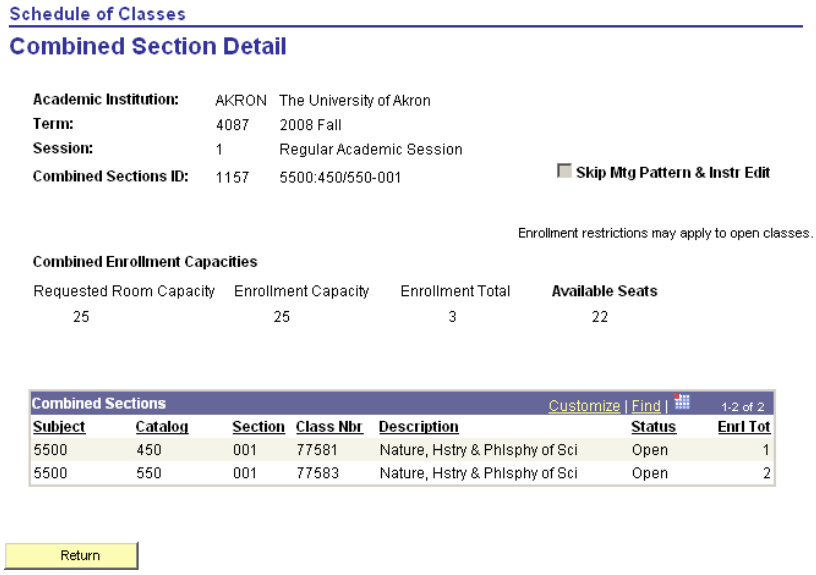
To check if classes have been combined, navigate to **Maintain Schedule of Classes** and view the **Meetings** page of either of the classes that were to be combined.

Path: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes



Notice that the fields within the Meeting Pattern section are grayed-out. You can no longer type in the Instructor ID field. Also, a new link has appeared within this section: Combined Section.

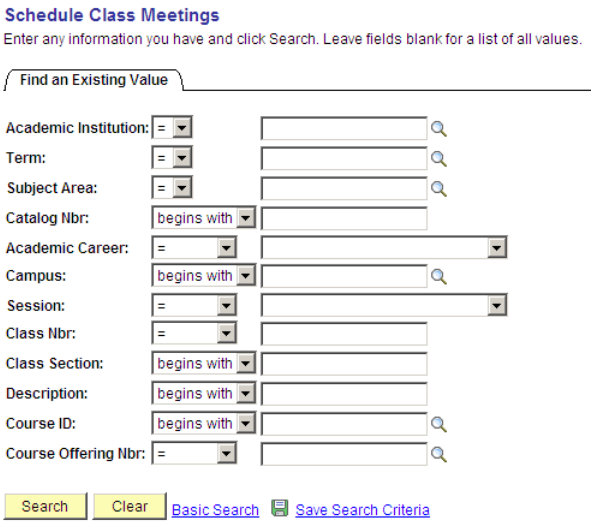
What you do	What happens/Notes
1. Click on the Combined Section link.	The **Combined Section Detail** page is displayed showing details of the combined sections.

What you do	What happens/Notes
	
2. Click on the Return button.	The Meetings page is returned.

Modifying the Meetings Pages for a Combined Section

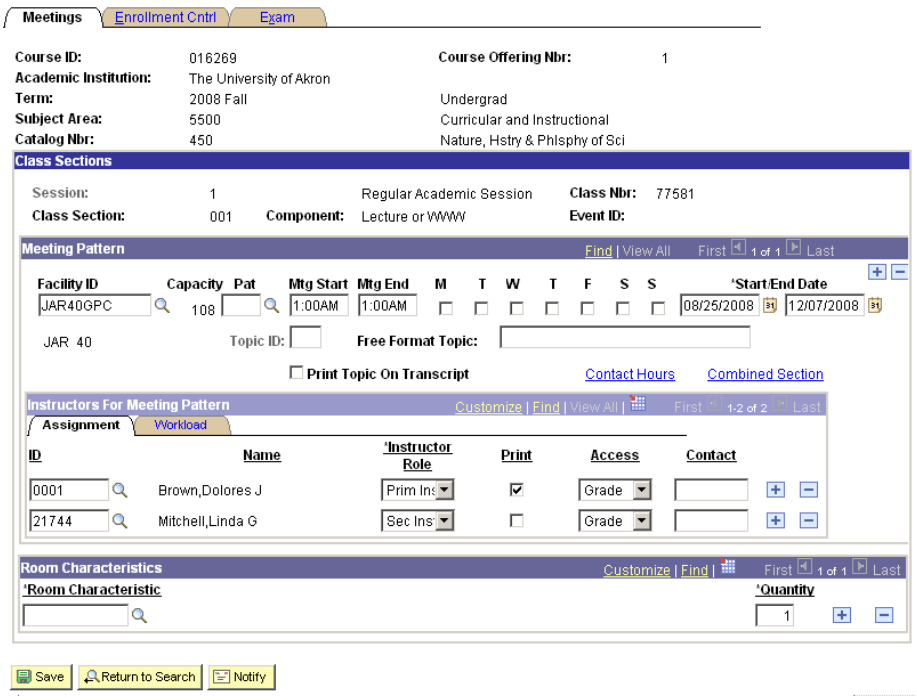
Once classes are combined, the information on the Meetings page and the Enrollment Control page cannot be modified using the Maintain Schedule of Classes or Schedule New Course components. Therefore, navigate to the **Schedule Class Meetings** page to change this combined section information.

Path: Curriculum Management > Schedule of Classes > Schedule Class Meetings



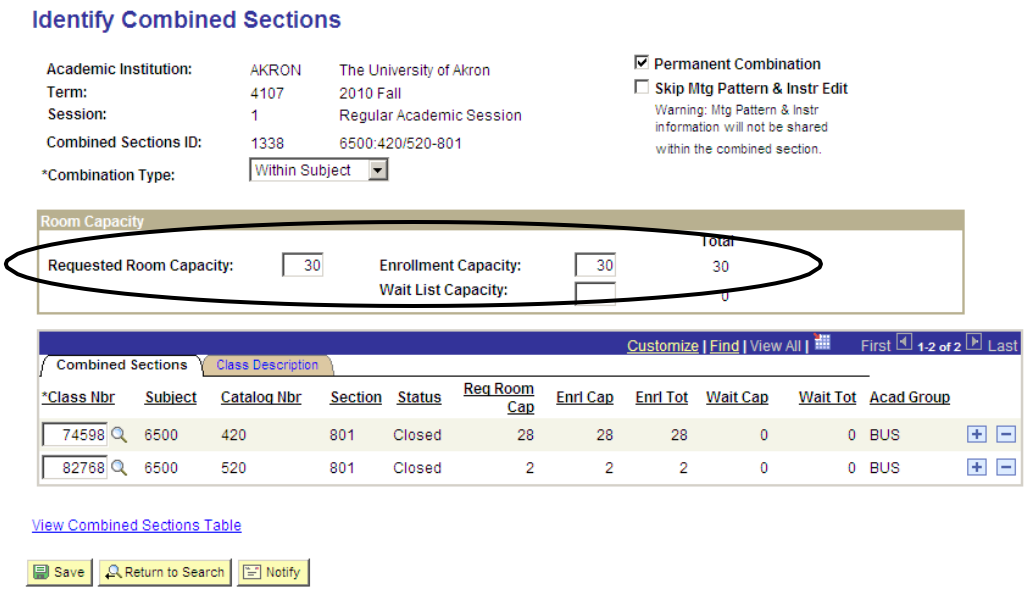
What you do	What happens/Notes
1. Follow the path as shown above.	The **Schedule Class Meetings – Find an Existing Value** page is displayed.
2. Select **Academic Institution:**	Type **AKRON** and TAB to the next field - OR - Click 🔍, click Look Up, and click **AKRON** to populate the field.

What you do	What happens/Notes
3. Select **Term:**	Type the **4-digit Term code** and TAB to the next field - OR - Click 🔍, click Look Up, and click your selection from the results displayed under the blue **Search Results** bar to populate the field.
4. Select **Subject Area:**	Type the **Subject code** and TAB to the next field - OR - Click 🔍, click Look Up, and click your selection from the results displayed under the blue **Search Results** bar to populate the field.
5. Select **Catalog Number:** 6. Click on the Search button.	If known, type the course's catalog number. Click your selection from the results displayed under the blue **Search Results** bar. The Meetings page is displayed. If you have an exact match, you will be taken directly to the Meetings page.



What you do	What happens/Notes
7. Make any necessary changes to the: - Facility ID - Mtg Start/Mtg End times - Days section is offered - Start/End Dates - Instructor information 8. Click on Save.	***Saved*** appears in the top right area of the page to indicate that the changes have been saved. NOTE: When you change the information on one of the sections, the changes will be updated in both sections.

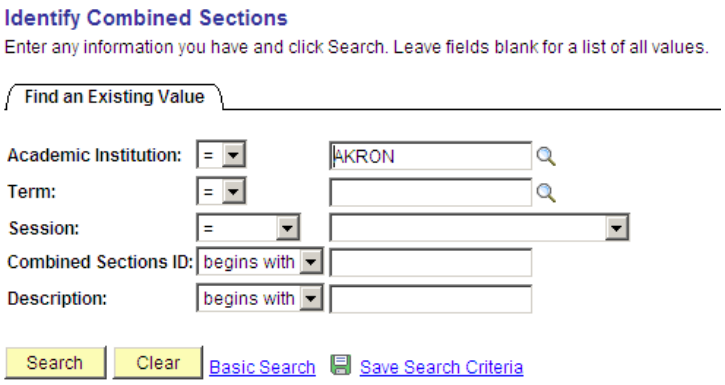
NOTE: If you change the **Requested Room Capacity** and **Enrollment Capacity** information on either or both of the combined sections, you must return to the **Identify Combined Sections** page and update the **Requested Room Capacity** and **Enrollment Capacity** fields. Remember that the number in these fields is a total of the capacity for both combined sections.



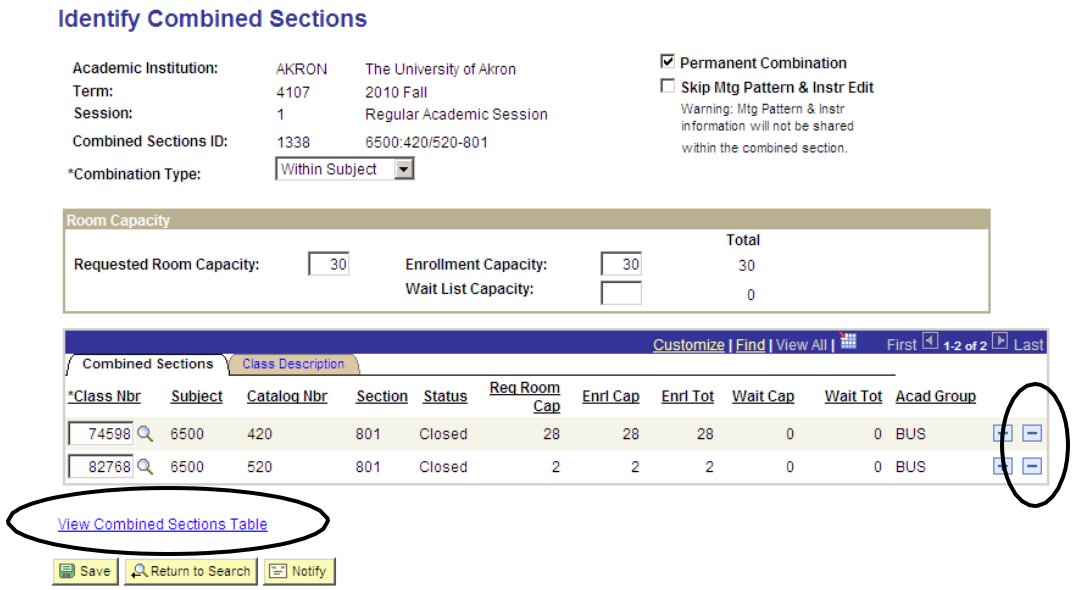
Un-combining Combined Sections

At times, a decision is made for classes that are currently combined to be un-combined.

Path: Curriculum Management > Combined Sections > Identify Combined Sections



What you do	What happens/Notes
1. Follow the path as shown above.	The **Identify Combined Sections – Find an Existing Value** page is displayed.
2. Select **Academic Institution:**	Type **AKRON** and TAB to the next field - OR - Click 🔍, click Look Up, and click **AKRON** to populate the field.
3. Select **Term:**	Type the **4-digit Term code** and TAB to the next field - OR - Click 🔍, click Look Up, and click your selection from the results displayed under the blue **Search Results** bar to populate the field.

What you do	What happens/Notes
4. Click on the Search button.	Click your selection from the results displayed under the blue **Search Results** bar. The Identify Combined Sections page is displayed.
	
5. Delete the courses to be un-combined by clicking on the **Delete a Row button** − for each course to be un-combined.	The rows are deleted.
6. Scroll to the bottom of the page and click on Save.	***Saved*** appears in the top right area of the page to indicate that the changes have been saved.
7. Click on the View Combined Sections Table link.	The Combined Sections Table page is displayed.

What you do	What happens/Notes
8. Click on the **Description** column heading to sort the table information.	Data now appears in Description (course) order.
9. Scroll through the list to find the sections you wish to un-combine.	NOTE: pay attention to the section numbers. You may find 5500:450/550-001 in the list, but you need to un-combine section number 002 of 5500:450/550.
10. Once you have found the section you wish to un-combine, click the **Delete a Row button** to delete the row.	The row is deleted from the table.
11. Scroll to the bottom of the page and click on Save.	***Saved*** appears in the top right area of the page to indicate that the changes have been saved.

Appendix A: Class Attributes

A Class Attribute is an identifier that can help describe the type of section that is being offered. When using Class Attributes, specific information must be entered into various fields. Use this guide when entering a Class Attribute for a section.

Remember to save your entries on each page.

HON – Honors Course

Field	Data to be entered
Course Attribute field (Basic Data page)	HON
Note Number field (Notes page)	46
Requirement Designation field (Class Components page)	HON *see instructions below
Requirement Group field (Class Requisites page)	01588 (English Comp I) 01589 (English Comp II) 01014 (All other courses) *see instructions below
NOTE: If the Honors section is a lab (non-enrollment) section, the only field above to be entered is the Course Attribute field (Basic Data Page).	

LC – Learning Community

Field	Data to be entered
Course Attribute field (Basic Data page)	LC
Requirement Designation field (Class Components page)	LC *see instructions below
Free Format Topic field (Meetings page)	Learning Community

WWW – Online (100% online)

Field	Data to be entered
Location field (Basic Data page)	SA-OFFCAMP
Instruction Mode field (Basic Data page)	WW
Course Attribute field (Basic Data page)	WWW
Course Attribute Value field (Basic Data page)	ONLINE
Note Number field (Notes page)	60
Requirement Designation field (Class Components page)	WWW *see instructions below

WB – Web-Based (31-99% Online)

Field	Data to be entered
Course Attribute field (Basic Data page)	WB
Course Attribute Value field (Basic Data page)	WEB BASED
Note Number field (Notes page)	171

WE – Web-Enhanced (0-30% Online)

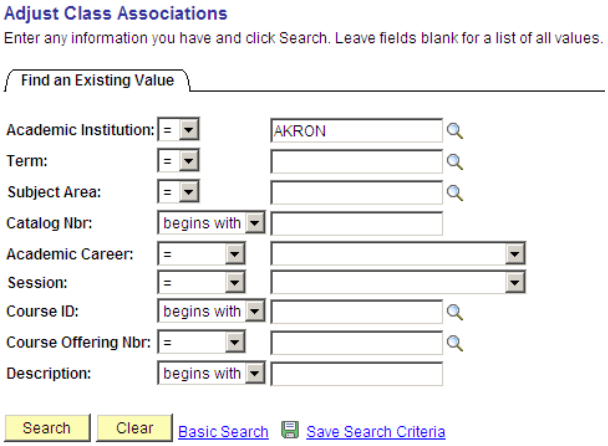
Field	Data to be entered
Course Attribute field (Basic Data page)	WE
Course Attribute Value field (Basic Data page)	WEB ENHAN
Note Number field (Notes page)	162

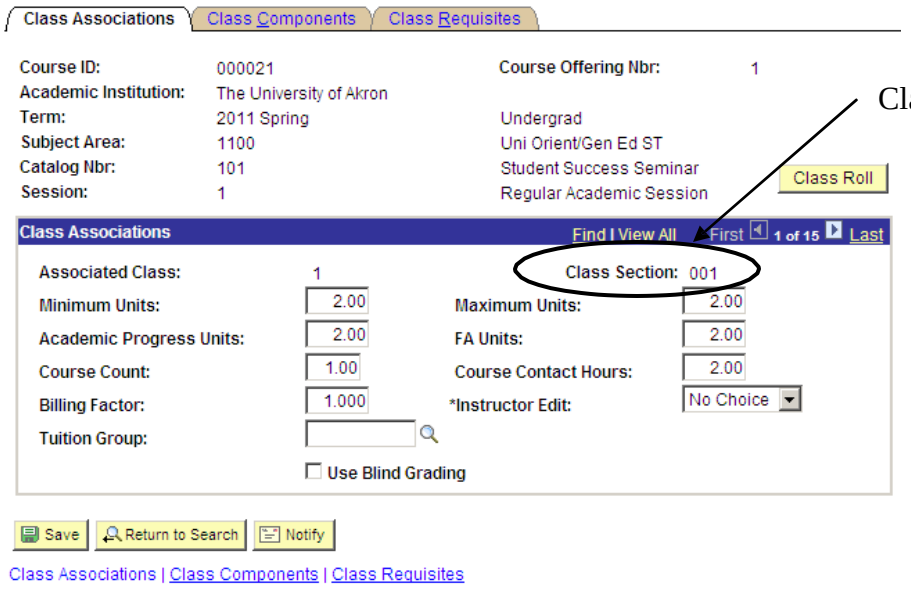
GOC – Graduate Outreach Cohort

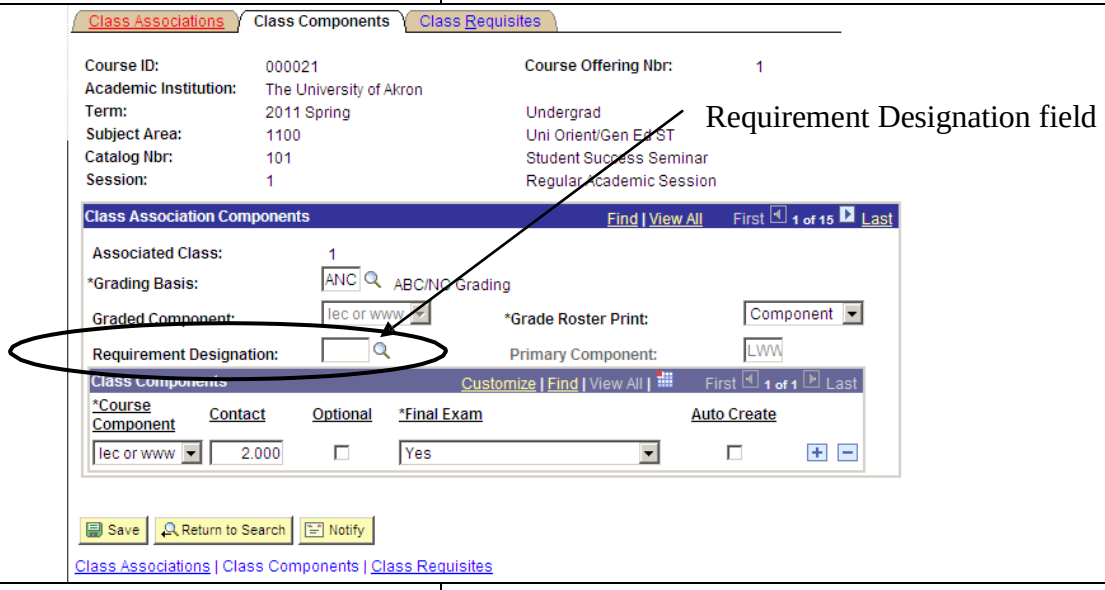
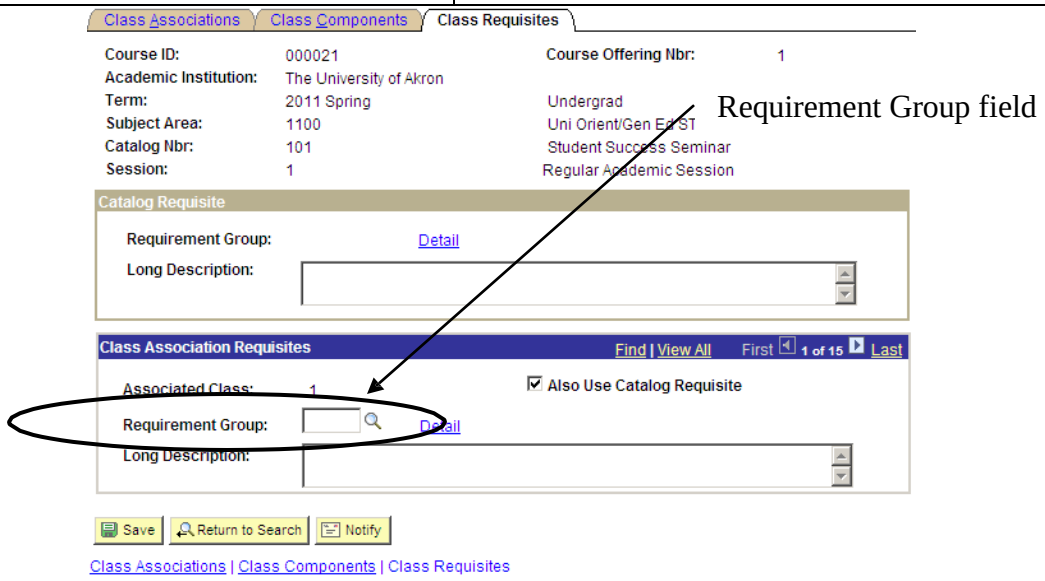
Field	Data to be entered
Course Attribute field (Basic Data page)	GOC
Course Attribute Value field (Basic Data page)	GOC

*****Instructions for entering data in the Requirement Designation and Requirement Group fields:

Path: Curriculum Management > Schedule of Classes > Adjust Class Associations



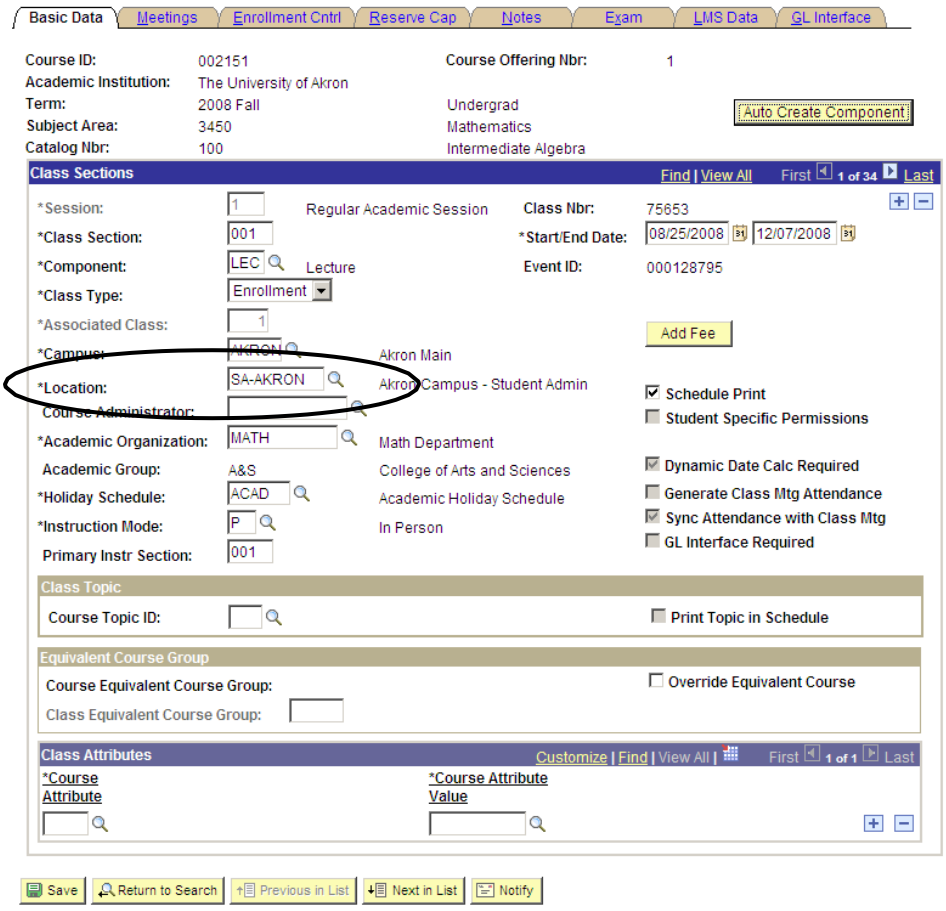
What you do	What happens/Notes
1. Follow the path as shown above.	The **Adjust Class Associations – Find an Existing Value** page is displayed.
2. Select **Academic Institution:**	Type **AKRON** and TAB to the next field - OR - Click 🔍, click Look Up, and click **AKRON** to populate the field.
3. Select **Term:**	Type the **4-digit Term code** and TAB to the next field - OR - Click 🔍, click Look Up, and click your selection from the results displayed under the blue **Search Results** bar to populate the field.
4. Select Subject Area:	Type the Subject code and TAB to the next field - OR - Click 🔍, click Look Up, and click your selection from the results displayed under the blue **Search Results** bar to populate the field.
5. Select Catalog Number: 6. Click on the Search button.	If known, type the course's catalog number. The Class Associations page is displayed.
	
7. Use the Find | View All First 2 of 9 Last bar to move through the list of sections until the section you need is displayed.	The page with the correct course section will be displayed.

What you do	What happens/Notes
8. Once you have confirmed that you are on the correct section, click on the Class Components tab.	The Class Components page is displayed.
	
9. Enter the appropriate value into the Requirement Designation field and then click on the Class Requisites tab.	The Class Requisites page is displayed.
	
10. Enter the appropriate value into the Requirement Group field.	
11. Scroll to the bottom of the page and click on Save.	***Saved*** appears in the top right area of the page to indicate that the changes have been saved.

Appendix B: Location Definitions

The Location field on the Basic Data page impacts the tuition and fees assessed for classes. Special attention must be given to the information placed into this field.

What you do	What happens/Notes



SA-Akron (Akron Campus)

Students enrolled in a class with this location will be charged the following fees that will not be charged based on other locations:

- Transportation Fee (Provides access to parking and bus service) (Charged to All students enrolled in 6 credits or more on Akron Campus/Akron location.
- Facility Fee (Provides access to the Recreation Center)

SA-Barb (Barberton HS/Stark State Initiative ONLY)

Students enrolled in a class with this location receive a special Tuition Rate per credit hour with no fees (pilot program). Other Barberton classes do not qualify for this location and should be set up as Off-Campus.

SA-MCUC (Medina County University Center Location)

Students enrolled in a class with this location receive a special Tuition Rate and Fees but are not charged the Transportation fee or Facility fee. If there is a mixture of MCUC and Wayne or Akron classes, the student is charged by location and does not receive the benefit of the flat fee range unless more than 12 credit hours are from location.

SA-Off Campus

Students enrolled in a class with this location are charged the regular Tuition Rate but are not charged the Transportation fee or the Facility fee. If there is a mixture between SA-Akron and Off-Campus classes, the Off-Campus credit hours are not used to calculate the total 6 credits needed to be assessed the Transportation fee. Off-Campus would include 100% online (www) classes except approved ONLINE programs.

SA-Online (predetermined 5100 & 5400 courses ONLY)

Students enrolled in a class with this location are charged the regular Tuition Rate but are not charged the Transportation fee or Facility fee. Non-Resident students in the Online Program are only charged $1.00 for the Non-Resident fee.

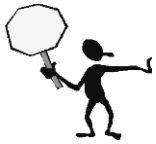
SA-Wayne

Student enrolled in a class with this location are charged the Wayne Tuition Rate. They are not charged the Transportation fee, Library fee or Facility fee. If there is a mixture of Wayne and MCUC or Akron classes, the student is charged by location and does not receive the benefit of the flat fee range unless more than 12 credit hours are from one location.

SA-CVCC or SA-CVCC2 (Cuyahoga Valley Career Center)

Students enrolled in a class with this location are charged the Akron Tuition Rate but are not charged the Transportation fee or Facility fee. Other fees may be charged.

Appendix C: University Scheduling Patterns



Please refer to the **most current** University Scheduling Patterns located at www.uakron.edu/registrar/scheduling.dot when building your course schedule.