

Table of Contents

Chapter 1: Using the Maintain Schedule of Classes and Schedule New Course Components	1
Chapter 2: Associated Class	2
Association Numbering	3
Chapter 3: Class Attributes	4
Chapter 4: Maintain Schedule of Classes	5
Search for the Class	5
Adding Additional Class Sections	7
Basic Data Page	7
Meetings Page.....	11
Unique Meeting Patterns.....	13
Enrollment Control Page.....	14
Notes Page	16
Saving Course Information	17
Maintaining Existing Class Sections	18
Chapter 5: Schedule New Course	19
Search for the Class	19
Chapter 6: Deleting Class Sections	21
Search for the Class	21
Delete Class Sections	23
Chapter 7: Defining Combined Sections	25
Create Combined Sections ID and Identify Combined Sections	25
Have the Classes Been Combined Yet?.....	29
Modifying the Meetings Page for a Combined Section.....	31
Un-combining Combined Sections	34
Appendix A: Class Attributes	37
Appendix B: Location Definitions	41
Appendix C: University Scheduling Patterns	43
Appendix D:Phase Report (Schedule of Classes Report)	44

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 of Classes > 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.

HELP:

- For Maintain Schedule of Classes and Schedule New Course questions, contact classroomsched@uakron.edu .
- For room assignment questions, contact universitiescheduling@uakron.edu .
- For up-to-date forms and information from the Registrar's office, go to <http://www.uakron.edu/registrar/scheduling.dot> .

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.

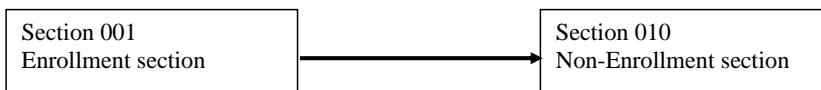
Prior to scheduling lecture classes with required labs or discussions, it should be decided if:

- 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.

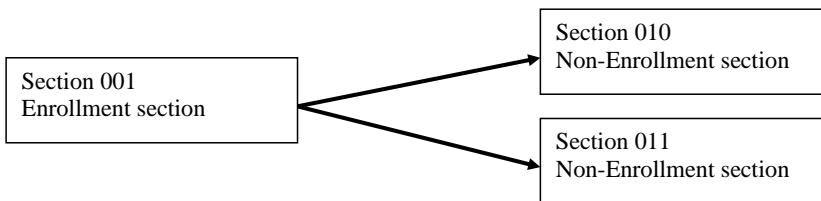
For example:

■ **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.

Commented [PKR1]: Typically a lecture and a lab. The number indicates the relationship (association) between a lecture and a lab section.

Association Numbering

Commented [PKR2]: Use the Associated Class field on the Basic Data page.

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.

Commented [PKR3]: Each graded/enrolled component (usually a lecture) must have a unique number in the associat4ed class field.

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.

Commented [PKR4]: Use these menu option to modify classes that are already on the schedule for the term.

Commented [PKR5]: When you have update capability, you can update any term at any time. Ensure that you are updating the course info in the correct term.

Search for the Class

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



Maintain Schedule of Classes
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: [dropdown] AKRON [Look Up]

Term: [dropdown] [Look Up]

Subject Area: [dropdown] [Look Up]

Catalog Nbr: [dropdown] begins with [text] [Look Up]

Academic Career: [dropdown] [dropdown] [Look Up]

Campus: [dropdown] begins with [text] [Look Up]


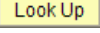

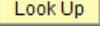

Description: [dropdown] begins with [text] [Look Up]

Course ID: [dropdown] begins with [text] [Look Up]

Course Offering Nbr: [dropdown] [text] [Look Up]

[Search] [Clear] [Basic Search] [Save Search Criteria]

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 [Look Up], click [Look Up], and click AKRON to populate the field.

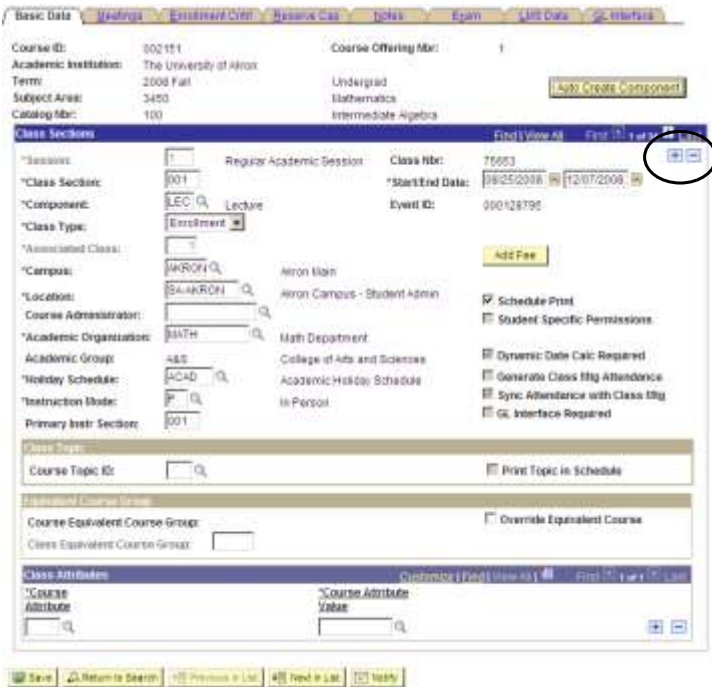
What you do	What happens/Notes
3. Select Term:	Type the 4-digit Term code and TAB to the next field - OR - Click  , click  , and click your selection from the results displayed under the blue Search Results bar to populate the field.
4. Select Subject Area:	Type the Subject code and TAB to the next field - OR - Click  , click  , and click your selection from the results displayed under the blue Search Results bar to populate the field.
5. Select Catalog Number:	If known, type the course’s catalog number.
6. Click on the  button.	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

Commented [PKR6]: Be sure that you are on the correct Term.



What you do	What happens/Notes												
	<p>A new row is added.</p>												
<p>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.</p> <p>2. Select *Session:</p>	<p>Type the Session code.</p> <table border="1" data-bbox="597 1480 971 1627"> <tbody> <tr> <td>1</td> <td>Regular Spring/Fall Semesters</td> </tr> <tr> <td>5W1</td> <td>5-week Summer Session I</td> </tr> <tr> <td>5W2</td> <td>5-week Summer Session II</td> </tr> <tr> <td>5W3</td> <td>5-week Summer Session III</td> </tr> <tr> <td>8W1</td> <td>8-week Summer Session I</td> </tr> <tr> <td>8W2</td> <td>8-week Summer Session II</td> </tr> </tbody> </table>	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
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												

Commented [PKR7]: There also are the half terms, 7H1 and 7H2 for both Spring and Fall terms.

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.


Commented [PKR8]: Review existing section numbers and see scheduling pattern from Registrar's office (a handout for class) for assignment of section numbers .

Commented [PKR9]: Do Lookup to see which numbers have been used. If this is an enrolled section, use a new number. If this is a non-enrolled section, select the appropriate number or enter 9999 for all. See Chapter 2 of this manual for more detailed info.

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.	

Commented [PKR10]: First must select appropriate campus, as in step 9.

Commented [PKR11]: See Appendix B for general info.

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.

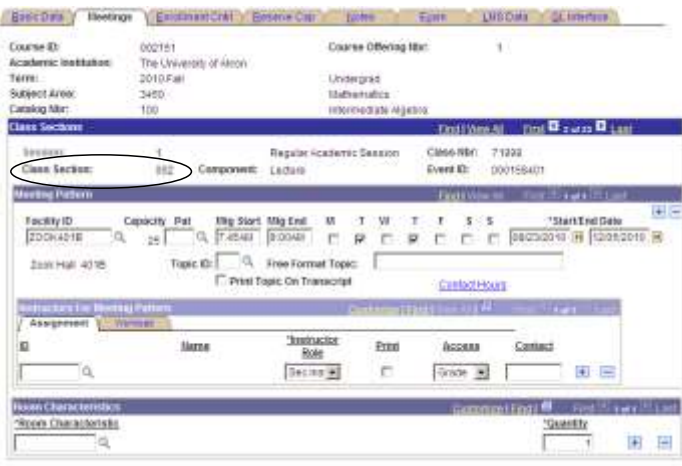

Commented [PKR12]: See page 4 for Class Attributes. Also, see Appendix A, re: if an attribute is added here, there may be additional required information to enter into PeopleSoft on other pages.

Commented [PKR13]: Check View Tools to be sure all rows are displayed.

Meetings Page

Commented [PKR14]: This is the most frequently used page in the Schedule of Classes.






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

What you do	What happens/Notes
	
<p>1. Select Facility ID.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>For room assignment questions, contact universitiescheduling@uakron.edu .</p> </div>	<p>Only select your department rooms – NOT GPC rooms.</p> <p>Type the Facility ID and tab out of the field OR</p> <p>Click , click Look Up, and click your selection from the results displayed under the blue Search Results bar to populate this field.</p> <p>Leave field blank if scheduling a TBA course.</p>
<p>2. Select Mtg Start.</p>	<p>Enter a start time for the section.</p> <ul style="list-style-type: none"> a. Be sure to distinguish between AM and PM b. You can enter military time. c. You need to enter colon. EX: 8:00AM <p>If scheduling a TBA class, enter 1:00AM</p>
<p>3. Enter Mtg End.</p>	<p>Time will default based on the day and start time entered. Modify if necessary.</p> <p>If scheduling a TBA class, enter 1:00AM.</p>
<p>4. Select M T W T F S S.</p>	<p>Place a check in the box under the day(s) of the week the course is to meet.</p> <p>NOTE: Leave days blank for TBA courses.</p>

Commented [PKR15]: Leave this field blank for room assignment by University Scheduling.

Commented [PKR16]: Must select from the meeting patterns as set up by the Registrar's office. See the handouts. Need to know the credit hours to select a pattern.

Commented [PKR17]: Always need to modify this field, because PeopleSoft defaults to an hour long class and UA does not have hour long classes.

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.

Commented [PKR18]: To replace an instructor, you always must delete the row for the previously assigned instructor, first. Then, add the new instructor.

Commented [PKR19]: Per Tim Kracker of the Registrar’s office, if more than one instructor should be listed as a primary instructor, contact the registrar’s office at classroom sched@uakron.edu with the instructor’s names and all course info.

Commented [PKR20]: Some admins add themselves as an instructor for a class in order to assist a professor with the entry of grades.

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**.

Commented [PKR21]: And same term

What you do	What happens/Notes

Commented [PKR22]: To the right of the Enrollment Capacity field and under the word "Total" will be the total number of students currently enrolled in this class section.

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 .

Commented [PKR23]: Review options at down arrow. Cannot cancel a class until all enrolled students have been notified of the cancellation AND you have contacted and worked with the Registrar's office. Departments can cancel classes up until the time that the classes are available for student's to enroll in them. Once the class is published and available, the Registrar's office must be involved.

Commented [PKR24]: The only time that these two fields do not contain the same number is for ASL (American Sign Language classes), where there is an interpreter for the student.

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.

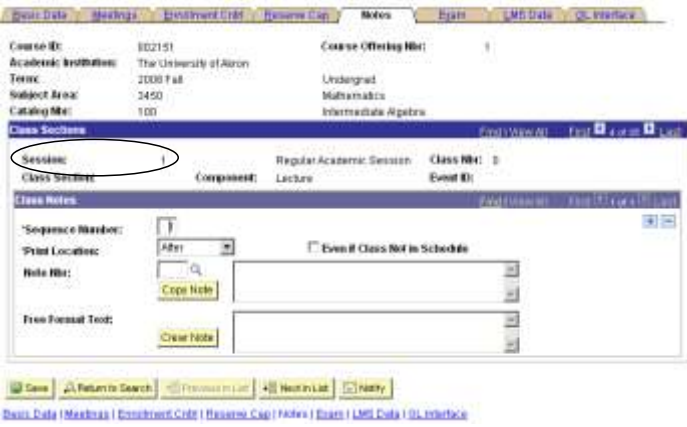
Notes Page

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




Commented [PKR25]: And same term.

What you do	What happens/Notes
-------------	--------------------

NOTE: The entering of a Class Note is not a required field for a course.




<p>1. Sequence Number will default.</p>	<p>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.</p>
<p>2. Print Location will default.</p>	<p>The default is After. All Class Notes should be selected to print below (after) the class section listing in the schedule.</p>
<p>3. Even if Class Not in Schedule checkbox will default to unchecked.</p>	<p>Do not change.</p>

What you do	What happens/Notes
<p>4. Select Note Nbr:</p>	<p>Type the Note Number code and tab out of this field OR Click , click , and click your selection from the results displayed under the blue Search Results bar to populate the field.</p> <p>The Note description is displayed automatically in the top box.</p> <p>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.</p> <p>NOTE: If the note you need is not listed, contact the Office of the University Registrar.</p>
<p>5. Do not use the Free Format Text field.</p>	<p>This field is not used – leave it blank.</p>

Commented [PKR26]: Review the handout for the full text of the notes.






Saving Course Information

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

Commented [PKR27]: My practice is not to have them save. That way you can use the same course for everyone and repeat it in many training seminars. Less work for you as an instructor.

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 **Search Results** 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**!!

Commented [PKR28]: Enter just the data on the Basic Data page for a lab. This practices section numbering and association numbering.

Chapter 5: Schedule New Course

Commented [PKR29]: Discuss Chapter 6 first.

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



Schedule New Course
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: [dropdown] AKRON [look up]

Term: [dropdown] [look up]

Subject Area: [dropdown] [look up]

Catalog Nbr: [dropdown: begins with] [look up]

Academic Career: [dropdown] [look up]


Campus: [dropdown: begins with] [look up]

Description: [dropdown: begins with] [look up]


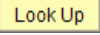

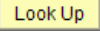

Course ID: [dropdown: begins with] [look up]

Course Offering Nbr: [dropdown] [look up]

[Search] [Clear] [Basic Search] [Save Search Criteria]

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.

Commented [PKR30]: Be sure to clear Search before enter criteria for this new search or PeopleSoft may not perform the search correctly. If you see “no matching values,” clear the search criteria using the Clear tool and re-enter the criteria.

What you do	What happens/Notes
3. Select Term:	Type the 4-digit Term code and TAB to the next field - OR - Click  , click  , 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  , and click your selection from the results displayed under the blue Search Results bar to populate the field.
5. Select Catalog Number:	If known, type the course’s catalog number.
6. Click on the  button.	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.

Commented [PKR31]: Consider using a special topics course, such as 3100:295. (Of course, this will be on the schedule of classes in some terms.)

Commented [PKR32]: There should be only one row. The section number field should be blank. If the section number field is filled in, the courses is scheduled already for the selected term.

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


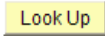

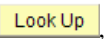

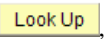



Maintain Schedule of Classes
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution:	=	AKRON	Q
Term:	=		Q
Subject Area:	=		Q
Catalog Nbr:	begins with		
Academic Career:	=		
Campus:	begins with		Q
Description:	begins with		
Course ID:	begins with		Q
Course Offering Nbr:	=		Q

Search Clear Basic Search Save Search Criteria

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  , 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  , 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  , and click your selection from the results displayed under the blue Search Results bar to populate the field.
5. Select Catalog Number:	If known, type the course’s catalog number.
6. Click on the  button.	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:

Commented [PKR33]: Deleting only can be done before registration has begun. After registration has begun, the registrar's office must cancel the class after the department notifies all enrolled students of the pending cancellation.

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.

Commented [PKR34]: There is a confirming prompt first, before the deletion.



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.

Commented [PKR35]: Steps:
 1. Name the combined section
 2. Enter the sections to combine.
 3. Verify the sections are combines.

Create Combined Sections ID and Identifying Combined Sections

Commented [PKR36]: For the ase of class prep, consider not saving the work that they do in class.

Path: Curriculum Management > Combined Sections > Combined Sections Table









































































Combined Sections Table
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution:



Term:

Session:

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.																																																
<div data-bbox="136 863 1088 1354" data-label="Complex-Block"> <p>Combined Sections Table</p> <p>Academic Institution: The University of Akron Term: 2008 Fall Session: Regular Academic Session</p> <table border="1"> <thead> <tr> <th>Combined Sections ID</th> <th>Description</th> <th>Short Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>1197</td> <td>5500:450/550-001</td> <td>5500:450/5</td> <td>View Combined Sections  </td> </tr> <tr> <td>1156</td> <td>3350:440/540-001</td> <td>3350:440/5</td> <td>View Combined Sections  </td> </tr> <tr> <td>1155</td> <td>3400:496/596-001</td> <td>3400:496/5</td> <td>View Combined Sections  </td> </tr> <tr> <td>1154</td> <td>3580:422/523-002</td> <td>3580:422/5</td> <td>View Combined Sections  </td> </tr> <tr> <td>1153</td> <td>4800:410/510-801</td> <td>4800:410/5</td> <td>View Combined Sections  </td> </tr> <tr> <td>1152</td> <td>3650:488/898-001</td> <td>3650:488/8</td> <td>View Combined Sections  </td> </tr> <tr> <td>1151</td> <td>3700:463/563-001</td> <td>3700:463/5</td> <td>View Combined Sections  </td> </tr> <tr> <td>1150</td> <td>3350:439/539-001</td> <td>3350:439/5</td> <td>View Combined Sections  </td> </tr> <tr> <td>1149</td> <td>3400:489/589-001</td> <td>3400:489/5</td> <td>View Combined Sections  </td> </tr> <tr> <td>1148</td> <td>3450:335-003/004</td> <td>3450:335-0</td> <td>View Combined Sections  </td> </tr> <tr> <td>1147</td> <td>4800:440-001/897-004</td> <td>4800:440-0</td> <td>View Combined Sections  </td> </tr> </tbody> </table> <div data-bbox="878 1045 1081 1119" data-label="Text"> <p>The Add a New Row button</p> </div> </div>		Combined Sections ID	Description	Short Description		1197	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	3580:422/523-002	3580:422/5	View Combined Sections  	1153	4800:410/510-801	4800:410/5	View Combined Sections  	1152	3650:488/898-001	3650:488/8	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	4800:440-001/897-004	4800:440-0	View Combined Sections  
Combined Sections ID	Description	Short Description																																															
1197	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	3580:422/523-002	3580:422/5	View Combined Sections  																																														
1153	4800:410/510-801	4800:410/5	View Combined Sections  																																														
1152	3650:488/898-001	3650:488/8	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	4800:440-001/897-004	4800:440-0	View Combined Sections  																																														
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.																																																







Commented [PKR37]: Check to be sure that the courses are not combined already.

Commented [PKR38]: The new blank rows is added below row where you clickec on Add button

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  .	<p>Saved appears in the top right area of the page to indicate that the changes have been saved.</p> <p>NOTE: The Combined Sections ID and Short Description fields are automatically populated when you save your entry.</p>
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 :	<p>Click on the drop-down and select one of the following:</p> <p>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).</p> <p>Within Subject – select this if the subject numbers are the same for each course (i.e., both subjects are 5500).</p>

Commented [PKR39]: This is a free form text field, but follow the pattern that you see in the other descriptions.

Commented [PKR40]: Unmark box if this combination is only for this term and will not be rolled over into future terms.

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  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	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  button. c. Click your selection from the results displayed under the blue Search Results bar.
19. Click on  .	Saved appears in the top right area of the page to indicate that the changes have been saved.

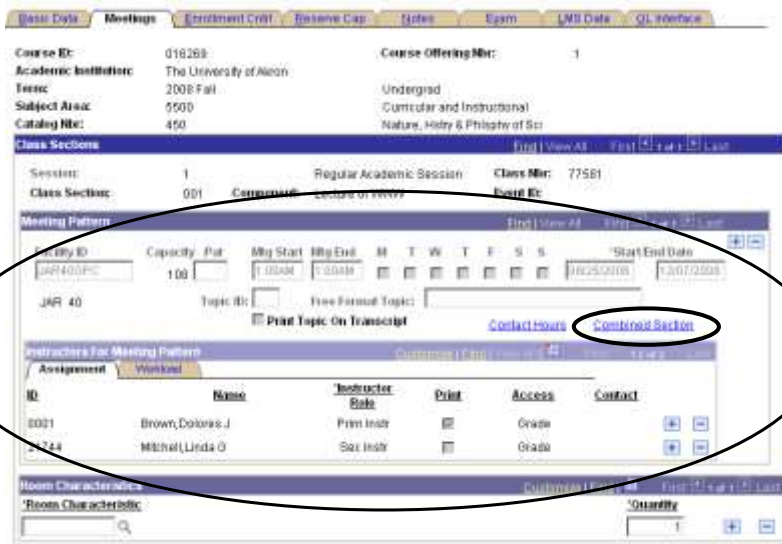
Commented [PKR41]: Recommend that you do step 16 first. The requested room capacity and number of students enrolled is shown. Use those numbers to complete the Requested Room Capacity and Enrolment Capacity fields.

Have the Classes Been Combined Yet?

Commented [PKR42]: Remember to locate the correct section.

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																																					
<p data-bbox="305 457 443 478">Schedule of Classes</p> <p data-bbox="305 478 519 499">Combined Section Detail</p> <p data-bbox="321 520 649 598"> Academic Institution: AKRON The University of Akron Term: 4087 2088 Fall Semester: 1 Regular Academic Session Combined Section ID: 1157 5500-450/550-001 </p> <p data-bbox="714 573 885 594"><input type="checkbox"/> Skip My Pattern & Inst Edit</p> <p data-bbox="690 625 909 640">Enrollment restrictions may apply to open classes</p> <p data-bbox="321 646 495 661">Combined Enrollment Capacities</p> <table border="1" data-bbox="321 661 803 703"> <thead> <tr> <th>Requested Room Capacity</th> <th>Enrollment Capacity</th> <th>Enrollment Total</th> <th>Available Seats</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>25</td> <td>3</td> <td>22</td> </tr> </tbody> </table> <table border="1" data-bbox="321 745 885 829"> <thead> <tr> <th colspan="6">Combined Sections</th> <th>Combined Total</th> <th>1 of 2</th> </tr> <tr> <th>Subject</th> <th>Catalog</th> <th>Section</th> <th>Class No.</th> <th>Description</th> <th>Status</th> <th>Enrl Tot.</th> </tr> </thead> <tbody> <tr> <td>5500</td> <td>450</td> <td>301</td> <td>77501</td> <td>Nature, History & Philosophy of Sci</td> <td>Open</td> <td>1</td> </tr> <tr> <td>5500</td> <td>550</td> <td>301</td> <td>77502</td> <td>Nature, History & Philosophy of Sci</td> <td>Open</td> <td>2</td> </tr> </tbody> </table> <p data-bbox="305 861 406 892"><input type="button" value="Return"/></p>	Requested Room Capacity	Enrollment Capacity	Enrollment Total	Available Seats	25	25	3	22	Combined Sections						Combined Total	1 of 2	Subject	Catalog	Section	Class No.	Description	Status	Enrl Tot.	5500	450	301	77501	Nature, History & Philosophy of Sci	Open	1	5500	550	301	77502	Nature, History & Philosophy of Sci	Open	2	<p data-bbox="584 457 803 499">The Meetings page is returned.</p>
Requested Room Capacity	Enrollment Capacity	Enrollment Total	Available Seats																																			
25	25	3	22																																			
Combined Sections						Combined Total	1 of 2																															
Subject	Catalog	Section	Class No.	Description	Status	Enrl Tot.																																
5500	450	301	77501	Nature, History & Philosophy of Sci	Open	1																																
5500	550	301	77502	Nature, History & Philosophy of Sci	Open	2																																
<p data-bbox="134 930 300 961">2. Click on the</p>	<p data-bbox="305 919 467 961"><input type="button" value="Return"/></p> <p data-bbox="467 919 578 961">button.</p>																																					



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 :	If known, type the course's catalog number.
6. Click on the Search button.	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.



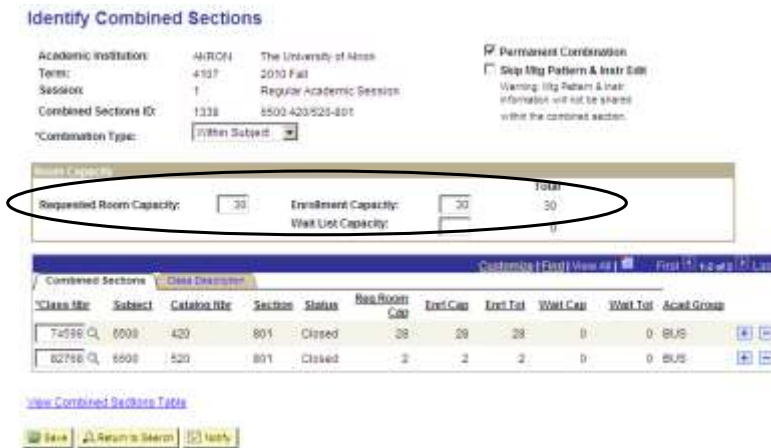
What you do	What happens/Notes
7. Make any necessary changes to the: <ul style="list-style-type: none"> - Facility ID - Mtg Start/Mtg End times - Days section is offered - Start/End Dates - Instructor information 	
8. Click on  .	<p><i>Saved</i> appears in the top right area of the page to indicate that the changes have been saved.</p> <p>NOTE: When you change the information on one of the sections, the changes will be updated in both sections.</p>

Commented [PKR43]: These are the values that you can change here.

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.

Commented [PKR44]: This info is in Maintain Schedule of Classes on Enrollment Ctrl page.

Commented [PKR45]: See page 27.



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



Identify Combined Sections
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution:




Term:




































Session:

Combined Sections ID: begins with

Description: begins with

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 <input type="button" value="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. 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																																																
<p>Combined Sections Table</p> <p>Academic Institution: The University of Akron Term: 2008 Fall Session: Regular Academic Session</p> <table border="1"> <thead> <tr> <th>Combined Sections ID</th> <th>Description</th> <th>Short Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>1157</td> <td>5500:450/550-001</td> <td>5500:450/5</td> <td>View Combined Sections </td> </tr> <tr> <td>1156</td> <td>3350:440/540-001</td> <td>3350:440/5</td> <td>View Combined Sections </td> </tr> <tr> <td>1155</td> <td>3400:496/596-001</td> <td>3400:496/5</td> <td>View Combined Sections </td> </tr> <tr> <td>1154</td> <td>3580:422/522-002</td> <td>3580:422/5</td> <td>View Combined Sections </td> </tr> <tr> <td>1153</td> <td>4600:410/510-001</td> <td>4600:410/5</td> <td>View Combined Sections </td> </tr> <tr> <td>1152</td> <td>3650:488/588-001</td> <td>3650:488/5</td> <td>View Combined Sections </td> </tr> <tr> <td>1151</td> <td>3700:463/563-001</td> <td>3700:463/5</td> <td>View Combined Sections </td> </tr> <tr> <td>1150</td> <td>3350:439/539-001</td> <td>3350:439/5</td> <td>View Combined Sections </td> </tr> <tr> <td>1149</td> <td>3400:489/589-001</td> <td>3400:489/5</td> <td>View Combined Sections </td> </tr> <tr> <td>1148</td> <td>3450:335-003/004</td> <td>3450:335-0</td> <td>View Combined Sections </td> </tr> <tr> <td>1147</td> <td>4800:440-001/697-004</td> <td>4800:440-0</td> <td>View Combined Sections </td> </tr> </tbody> </table>		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	4600:410/510-001	4600:410/5	View Combined Sections 	1152	3650:488/588-001	3650:488/5	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 
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	4600:410/510-001	4600:410/5	View Combined Sections 																																														
1152	3650:488/588-001	3650:488/5	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 																																														
<p>8. Click on the Description column heading to sort the table information.</p>	<p>Data now appears in Description (course) order.</p>																																																
<p>9. Scroll through the list to find the sections you wish to un-combine.</p>	<p>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.</p>																																																
<p>10. Once you have found the section you wish to un-combine, click the Delete a Row button  to delete the row.</p>	<p>The row is deleted from the table.</p>																																																
<p>11. Scroll to the bottom of the page and click on .</p>	<p>Saved appears in the top right area of the page to indicate that the changes have been saved.</p>																																																

The Delete a Row button

Commented [PKR47]: If combined course if for a course in Sociology and one in Psych, only one of the admins needs to make the changes. Can request security to see another dept's courses. If that dept says no, the change(combination) must go through registrar's office.

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).	

Commented [PKR48]: If you need assistance, contact the classsched@uakron.edu.
 1. A course does not have to have an attribute.
 2. This is a cheat sheet for the most common attributes.
 3. Contact classsched for assistance with attributes not listed here.

Commented [PKR49]: At maintain schedule of classes

Commented [PKR50]: At maintain schedule of classes

Commented [PKR51]: At Adjust Class Associations

Commented [PKR52]: At Adjust class associations

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

Commented [PKR53]: Set aside for (restricted to) students that are following a set of classes together. A class can be split into X number of seats for LC and X number of seats for general registration.

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

Commented [PKR54]: DL does not have attributes. We identify those classes in a different way – not attributes. It is an Instruction Mode on the Basic Data page of Maintain Schedule of Classes.

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



Adjust Class Associations
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: [dropdown] [text field]

Term: [dropdown] [text field]

Subject Area: [dropdown] [text field]

Catalog Title: [dropdown] [text field]

Academic Career: [dropdown] [text field]




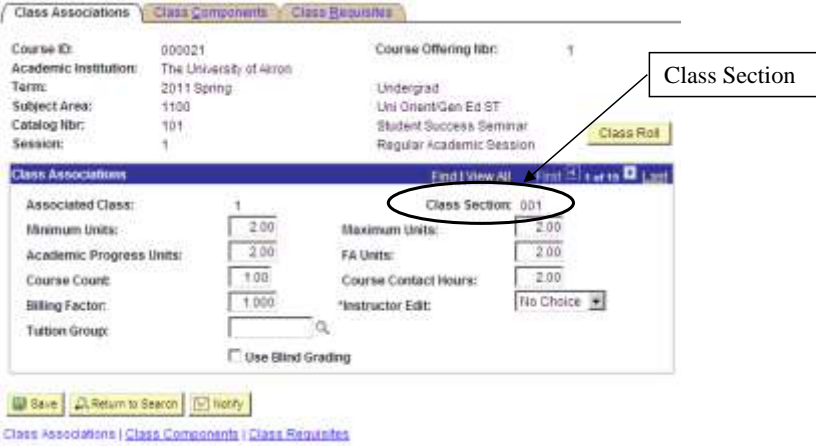
Session: [dropdown] [text field]



Course ID: [dropdown] [text field]

Course Offering Title: [dropdown] [text field]

Description: [dropdown] [text field]

[Search] [Clear] [Basic Search] [Save Search Criteria]

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:	If known, type the course’s catalog number.
6. Click on the Search button.	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 .
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.


Commented [PKR55]: Enter attribute number.

Commented [PKR56]: A requirement group is composed of the pre-requisites list for this course.

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.

Commented [PKR57]: Note that fees change periodically and those listed here may no longer be accurate.

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.

About UA	Admissions	Academics & Majors	College Life	Offices & Departments	Research	Libraries
----------	------------	--------------------	--------------	-----------------------	----------	-----------

Academic Schedule of Classes

Home > Office of the University Registrar > Academic Schedule of Classes

Office of the University Registrar

About Us

Academic Schedule of Classes

The Office of the University Registrar is responsible for coordinating the University's academic schedule of classes and final examination schedules.

Below is a list of reference documents and forms that should aid in the development of your academic schedule:

- New Course Page
- Course Distribution Summary
- Faculty Assignment Worksheet
- Web-Enhanced/Web-Based Information
- Technology-Enhanced Classroom Request
- Choose an Instructor Form
- Location Guidelines
- Available Class Notes
- General Purpose Classroom Details
- Distance Learning Classroom Details
- Exam Schedule
- Department Course Scheduling Training Documentation
 - Software Training and Technological Services
- Standard Class Meeting Pattern (Fall/Spring)
- Standard Class Meeting Pattern (Summer)
- Standard Class Meeting Pattern (7H1 or 7H2 classes)
- Instructional Services - Distance Learning, Classroom Equipment, Sponghoard, etc.
- Query List
- Scheduling Maintenance Form - Complete and email to classroomsched@uakron.edu
- Distance Learning Reservation Request Form

Event Reservations for Academic Space

- Online Classroom Reservation Request Form (Questions regarding reservations should be directed to the Office of University Scheduling at either 330.972.5580 or universityscheduling@uakron.edu)



The University of Akron
Office of the University Registrar

Simmons Hall 120
Akron, OH 44325-6208
(330) 972-6308
Classroomsched@uakron.edu

Office Hours:

Fall/Spring
Monday - Friday, 8:00am - 5:00pm

Summer
Monday - Friday, 8:00am - 4:30pm

Appendix D: Phase Report (Schedule of Classes Report)

The Phase Report allows Departments to create their own hard copy of the Schedule of Classes, if desired.

The **FIRST TIME** that you create this report, you will need to create a Run Control ID. This Run Control ID will store the options that you choose to set for the report that you are creating.

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

The FIRST TIME that you create this report:

Enter the path as shown above.

On the Find an Existing Value page, click the [Add a New Value](#) link.

In the **Run Control ID** field, type **SOC**. Click .

The Schedule of Classes page is displayed.

Once you have created this report, to create it in the future:

Enter the path as shown above.







On the Find an Existing Value page, click .

In the **Search Results** that appear under the blue bar, click the link **SOC**.

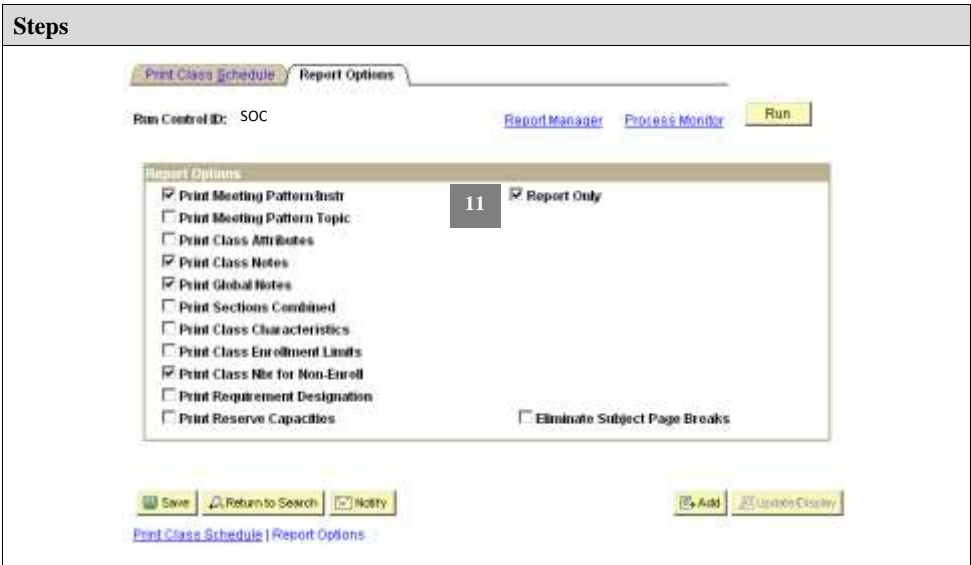
The Schedule of Classes page is displayed.

Steps



1. Academic Institution defaults to AKRON.
Do not change.
2. Enter **Term**.
-OR-
Use the Lookup tool  and then  to select the Term from the list.
3. Enter **Academic Organization Node**.
You have the option of running the Schedule of Classes by subject/Department, College or all of The University of Akron. Click the Lookup tool , then  to make your selection. **Important:** Select the alpha code for a department, not the numeric code. The alpha codes display toward the end of the list.
4. Enter **Session**.
Leave this blank (unless you want data for only one of the Summer sessions).
5. Enter ***Schedule Print**.
Select Yes or All. All shows the non-print courses.
6. Enter ***Print Instructor in Schedule**.
Enter Yes or All.
7. If you want to print Akron, Wayne of Summit College only sections, checkmark **Print by Campus**.
The Campus field will become available.
Click on  and then  to select the Campus to print.
8. Click to mark any/all of the **Class Status** checkboxes: Active, Stop Enrl or Cancelled.
9. Click the **Report Options** folder tab.
The Report Options page is displayed.

Steps



10. Click to mark any of the Report Options that are needed.

11. Click to mark the option for **Report Only**.
 The Report Only checkbox is marked.
 Click on **Save** to save the changes made.

12. Click on .
 The Process Scheduler Request page is displayed.

Steps

Process Scheduler Request

User ID: Run Control ID:

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Schedule of Classes	SR201	SQR Report	Web	PDF	Distribution

13. At ***Server Name**, select **PSNT**

14. Click to mark the checkbox for the **Schedule of Classes** report with a Process Type of SQR Report.

15. At ***Type**, select **Web**

16. At ***Format**, select **PDF**

17. Click on .
The Report Options page is displayed.

18. Click the [Report Manager](#) link.
The Report Manager pages are displayed.

19. Click on the **Administration** tab.

Steps



20. Your most recent report will appear at the top of the list. The Report Description should be **Schedule of Classes**.
 NOTE: The Report Manager pages also are available at:
Path: Reporting Tools > Report Manager

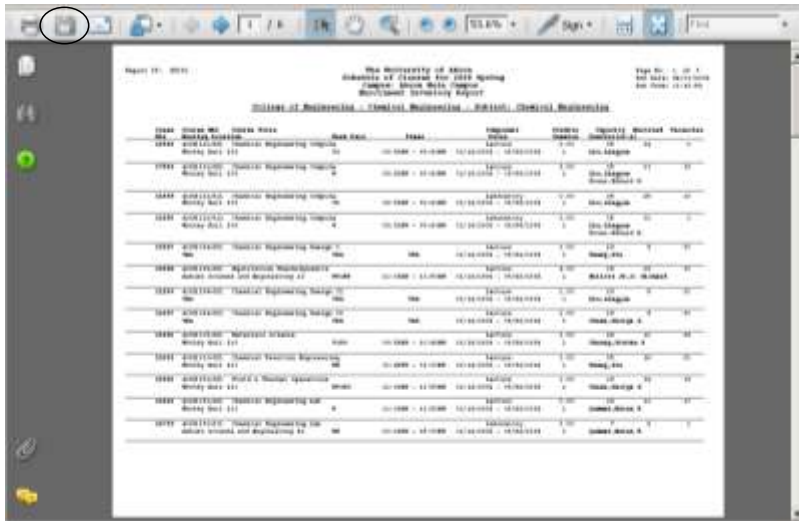
21. If you do not see your report or the status is not Posted, click until the report status is **Posted**, and the report name [Schedule of Classes](#) appears as a link in the **Description** column.
Note: The statuses you may see are:

Scheduled	The process was just added to the report request.
Processing	Process Scheduler has initiated the program and is running the process at that time.
Generated	The report has finished processing and all files are available for transferring.
Posting	The report is in the process of being transferred to the Report Repository.
Posted	The report has finished posting and is ready to be viewed.

22. Click on the [Schedule of Classes](#) Description link for the report.


Steps

23. A new window is opened for Adobe Reader and the Report is displayed.



24. Click on the printer tool  in Adobe Reader to print the Schedule of Classes Report.

(Optional): You also may save the report in PDF format by clicking on the Save tool  in Adobe Reader.

25. Click on the report window’s close button .

The report window is closed.
The Administration page of the Report Manager is displayed.

26. (Optional): If you have additional reports to print, repeat steps 21-26 for each report.

27. Click on the link [Go back to Print Class Schedule](#).

The Report Options page is displayed.