Department Course Scheduling PSv9

The University of Akron
Office of the University Registrar
classroomsched@uakron.edu

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

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

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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)

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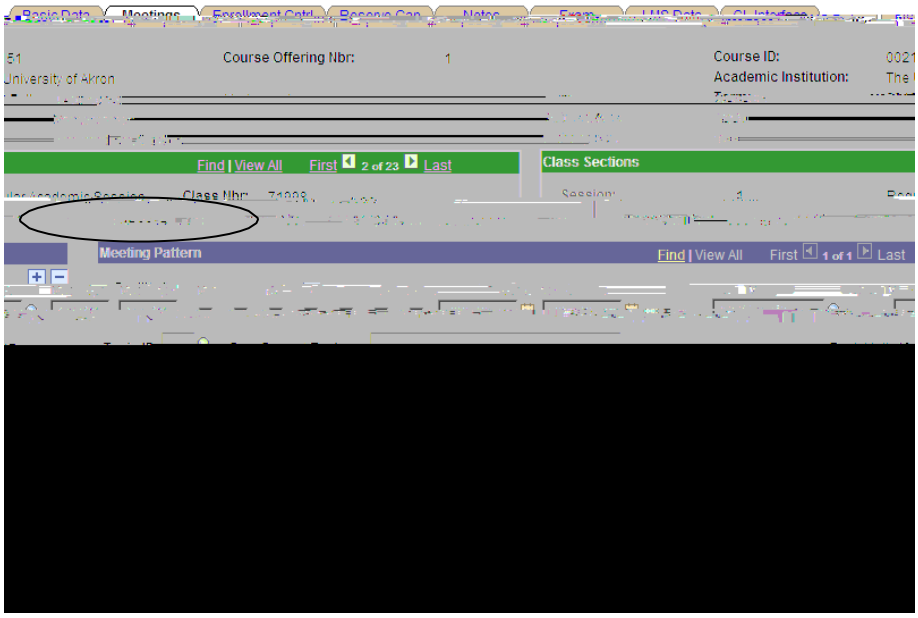
What you do	What happens/Notes
3. Select ***Class Section:**	Type the section number for the new section being created. Refer to the University Scheduling Pattern for an explanation of section numbers.

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.

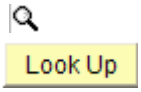
Meetings Page

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 , and click your selection from the results displayed under the blue 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

What you do	What happens/Notes
5. Select **Start/End Date**	Use the same dates as entered on the Basic Data page.

6. Select **IDEe4(eg)4(i)-10(s)BDS q71.071**



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.

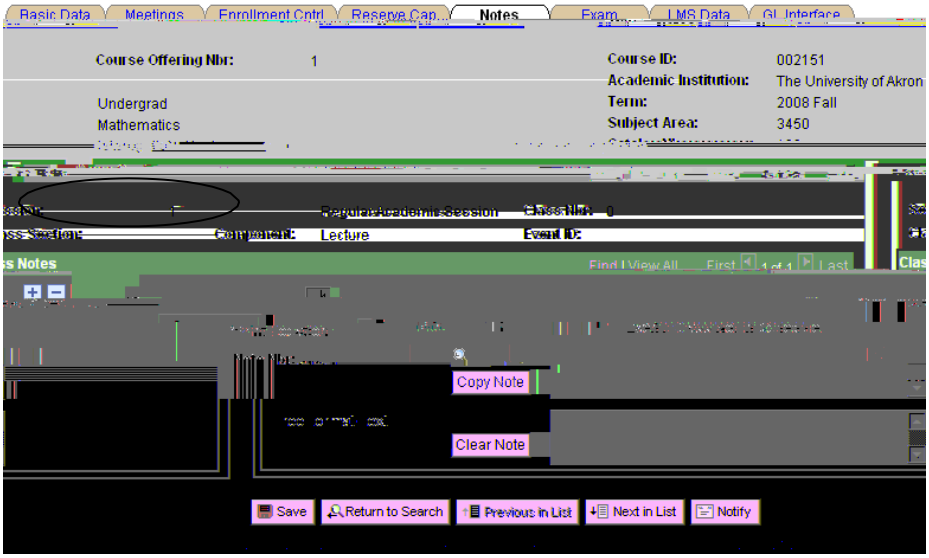
Example 1 is a class section meeting in different locations on the regularly scheduled days. The class section meets T in Olin 103 and R in Zook

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



What you do	What happens/Notes
4. Select **Note Nbr:**	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 bar to populate the field. The Note

What you do	What happens/Notes
3. Select **Term:**	Type the **4-digit Term code** and TAB to the next field - OR - Click [redacted], click [redacted], **and** [redacted]

Chapter 6: Deleting Class Sections

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

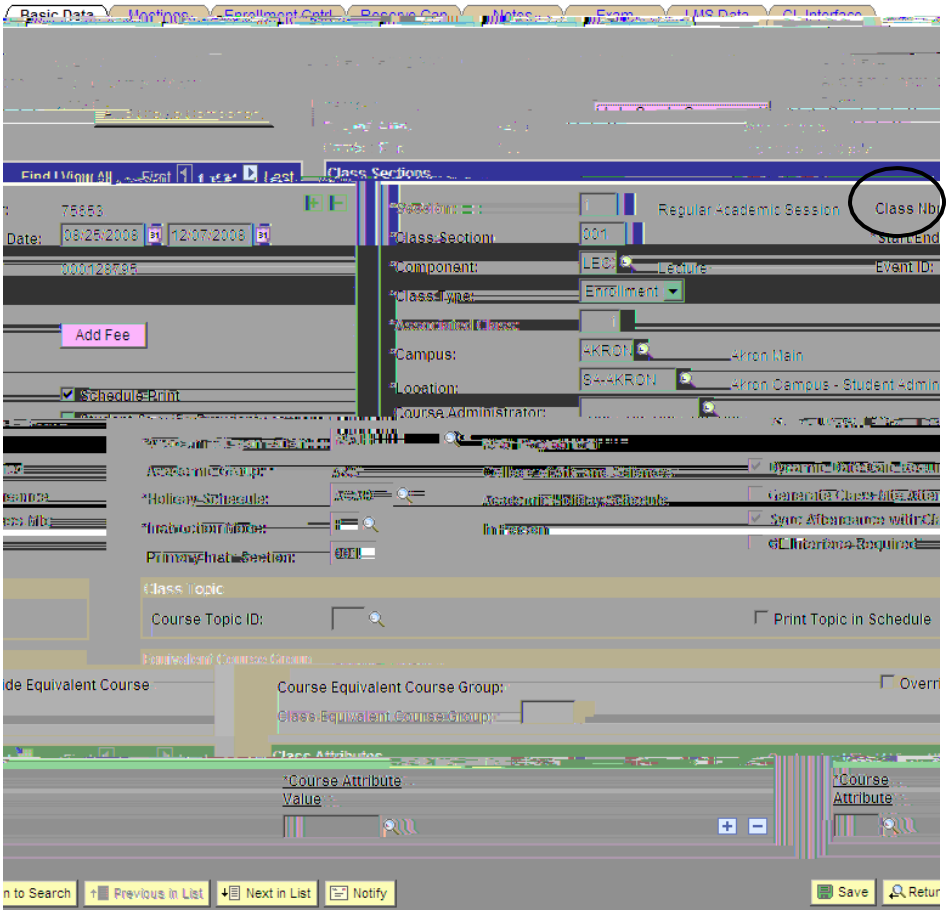
NOTE: Courses should ONLY be deleted PRIOR to when the Schedule of Classes is available for viewing online. Once classes are available for viewing, any classes that are not being offered should be CANCELLED. Classes that are

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 bar to move through	



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.

Student

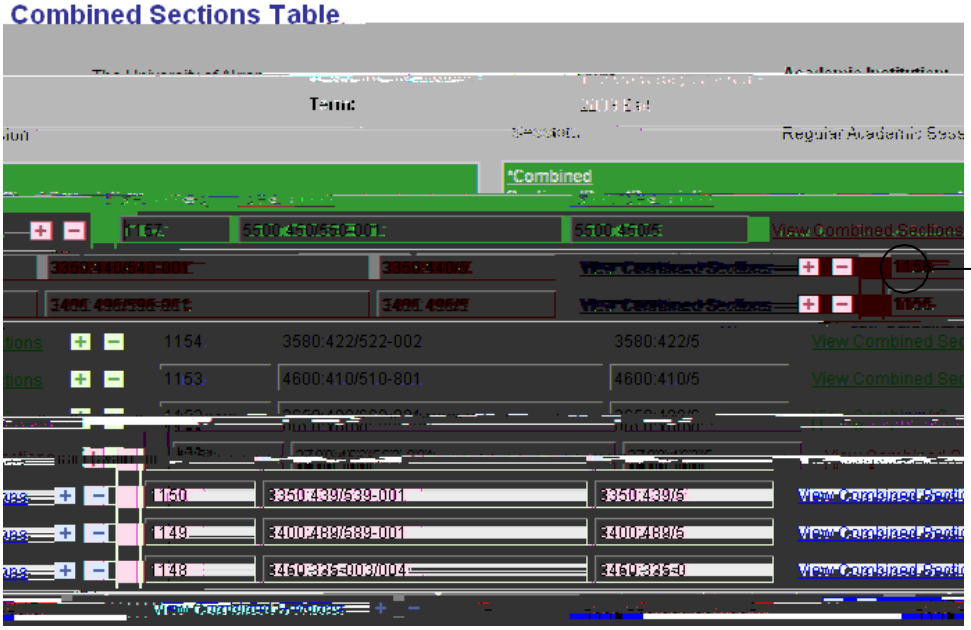
What you do	What happens/Notes
1. Follow the path as shown above.	The **Combined Sections Table Find an Existing Value** page is displayed.
2. Select **Academic Institution:**	Type **AKRON** and TAB to the next field - OR -

[redacted]

[redacted]

Search

Combined Sections Table



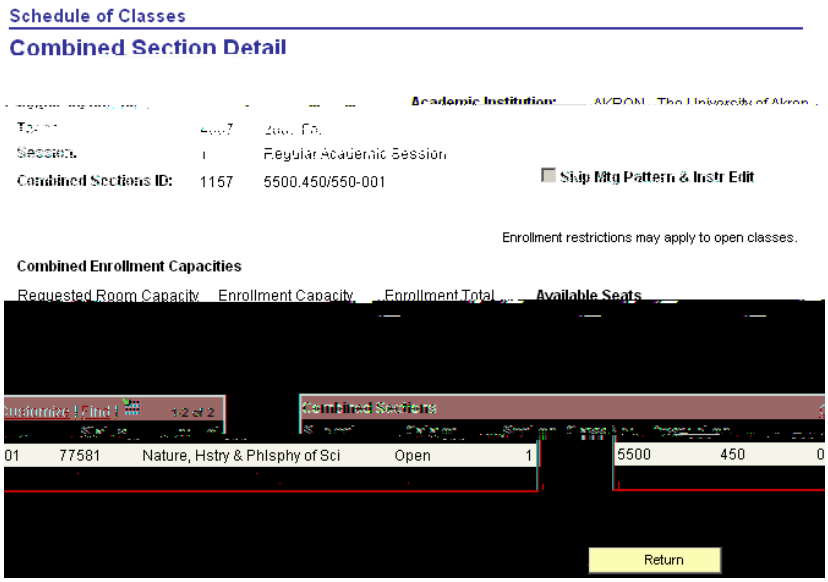
Have the Classes Been Combined Yet?

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.

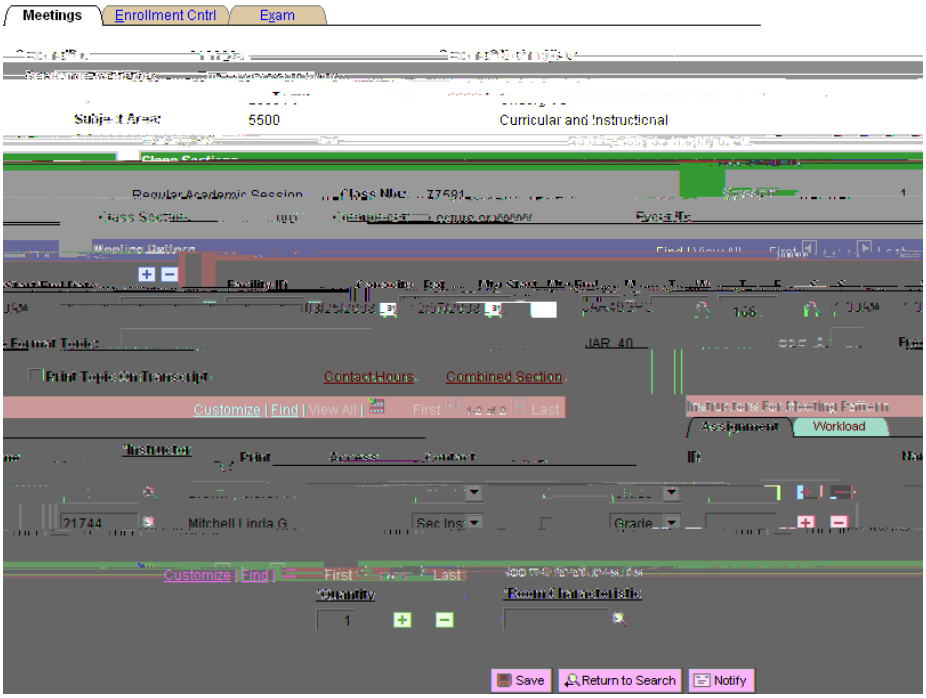
Path: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

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: .

What you do	What happens/Notes
1. Click on the link.	The **Combined**

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

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.

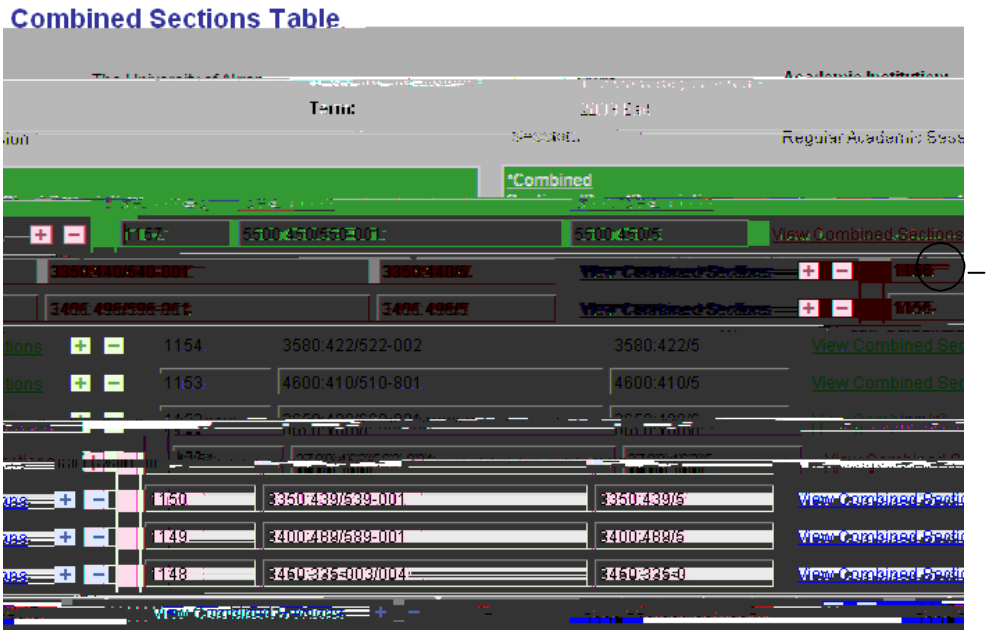


Un-combining Combined Sections

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

Student

What you do	What happens/Notes



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.

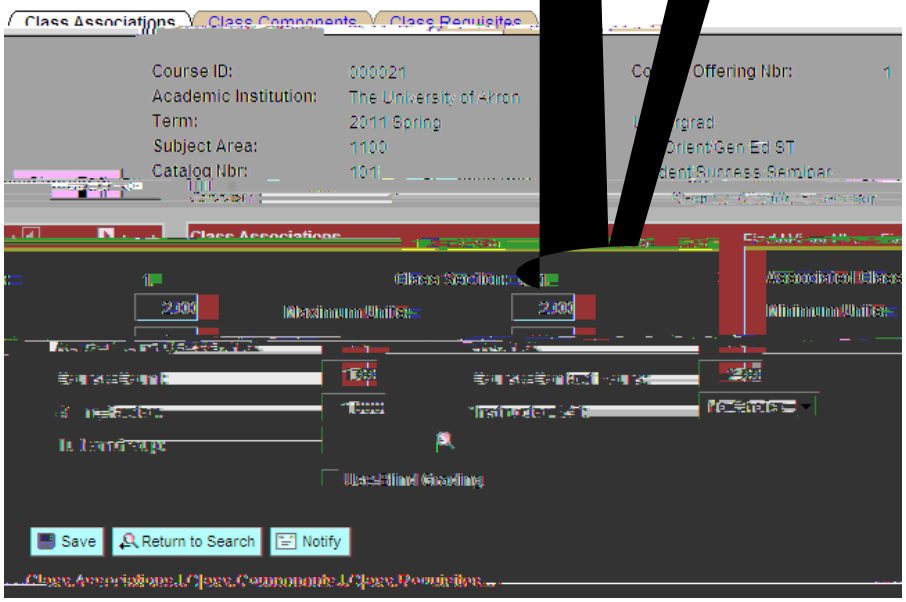
Remember to save your entries on each page.

HON Honors Course

Field	Data to be entered
Course Attribute field (B7.11	

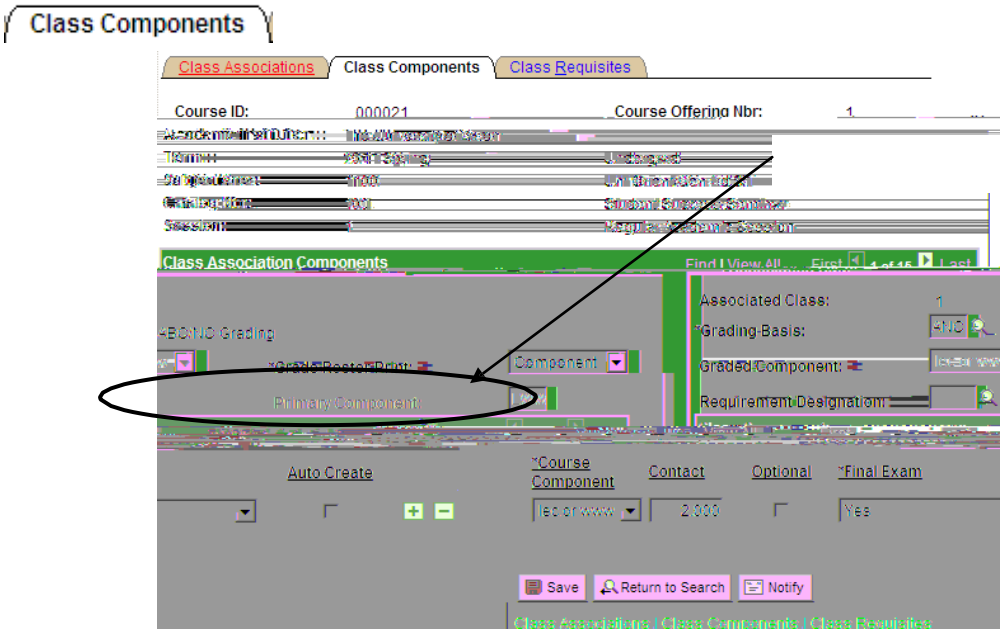
WB Web-Based (31-99% Online)

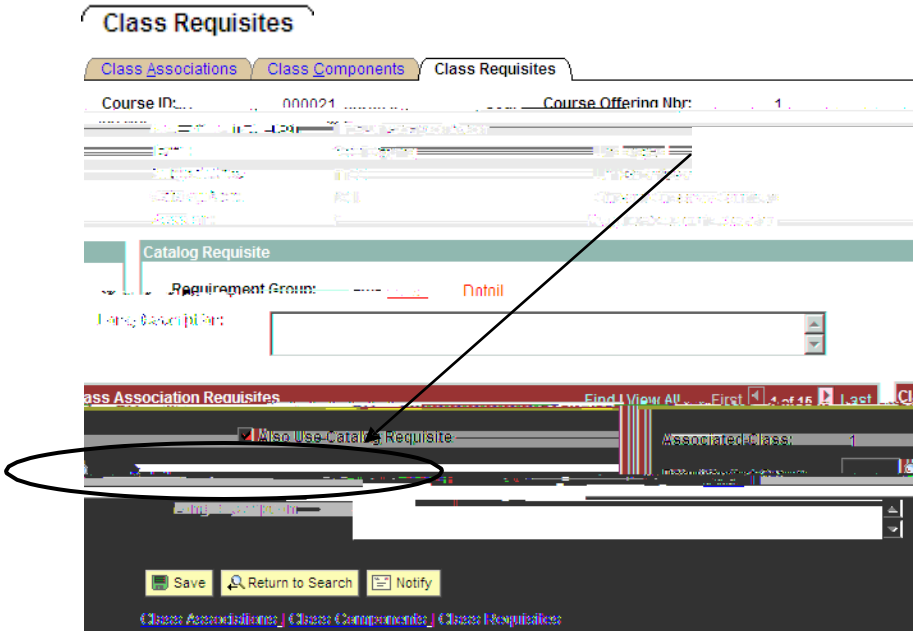
Field	Data to be entered
Course Attribute field (Basic Data page)	


Class Associations
Class Components
Class Requisites
Course ID:
000021
Academic Institution:
The University of Akron
Term:
2011 Spring
Subject Area:
1100
Catalog Nbr:
101
Offering Nbr:
1
Class Associations
Maximum Units
Minimum Units
Save
Return to Search
Notify

What you do	What happens/Notes

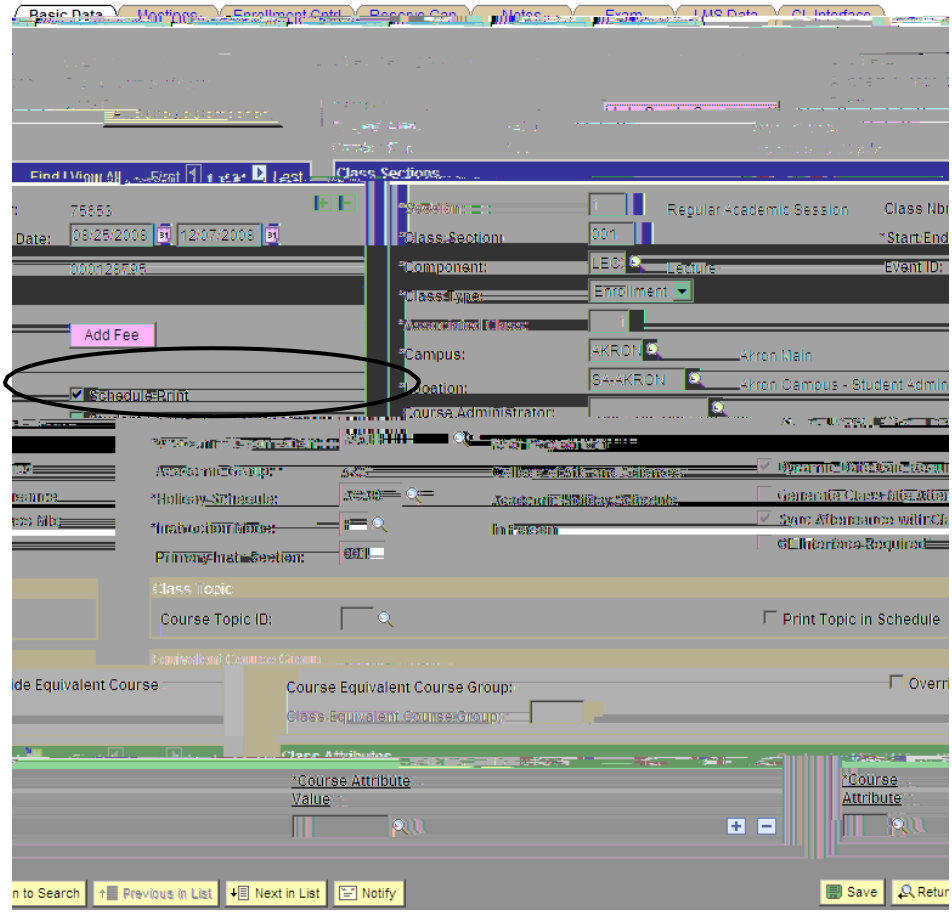
8. Once you have confirmed that you are





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 iriiven



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.