UACCESS STUDENT
Managing the Schedule of Classes
# Record of Changes

<table>
<thead>
<tr>
<th>Version #</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>04/23/2010</td>
<td>New Original – Updated from the original version from August/September 2009</td>
</tr>
<tr>
<td>2.1</td>
<td>04/30/2010</td>
<td>Added Review Questions as pages v and vi; reformatted the Glossary text</td>
</tr>
<tr>
<td>3.0</td>
<td>06/06/2012</td>
<td>Updated book to reflect system upgrade and process changes per RCS</td>
</tr>
<tr>
<td>3.1</td>
<td>04/01/2013</td>
<td>Deleted superfluous content, updated screenshots, &amp; basic editing to clarify some concepts</td>
</tr>
<tr>
<td>3.2</td>
<td>05/01/2015</td>
<td>Updated to the new UITS logo and made modifications to checklist</td>
</tr>
</tbody>
</table>
# Table of Contents

**Introduction** ........................................................................................................... 1  
Objectives ......................................................................................................................... 1  
Agenda ............................................................................................................................... 1  
Resources .......................................................................................................................... 1  

**Getting Started** ........................................................................................................ 3  
  Using UAccess Analytics to View the Schedule of Classes ............................................ 3  
  Updating Classes Checklist ............................................................................................ 7  

**Searching for Classes** .............................................................................................. 9  

**Updating Classes** .................................................................................................... 13  
  Basic Data Tab ............................................................................................................... 13  
  Meetings Tab ................................................................................................................. 19  
  Adding an Instructor to the Instructor/Advisor Table ...................................................... 22  
  UA Facility Prefer Tab ................................................................................................... 23  
  Enrollment Control Tab ............................................................................................... 25  
  Reserve Capacity Tab .................................................................................................... 27  
  Notes Tab ...................................................................................................................... 31  

**Scheduling a New Course & Adding or Deleting a Section** .................................... 33  
  Scheduling a New Course ............................................................................................. 33  
  Adding a Section ......................................................................................................... 35  
  Deleting a Class or Section ......................................................................................... 39  

**Last Steps** ............................................................................................................... 43  
  Update Sections of a Class ......................................................................................... 43  
  Confirming your Work ............................................................................................... 47  

**Update Classes after the Open Scheduling Period** .................................................. 49  

**Creating and Scheduling Combined Sections** .......................................................... 55  

**Review Questions** .................................................................................................. 61  

**Glossary** .................................................................................................................... 63
Introduction

This hands-on workshop is appropriate for staff and faculty in academic departments who will schedule classes using UAccess Student.

You will learn how to schedule and update your classes, including classes with multiple components such as labs and discussion sections. You will also set up combined classes and customize class preferences.

Objectives

- Understand how to use Analytics to assess your class schedule
- Understand how to search for classes
- Understand how to confirm or adjust classes with single components and multiple components
- Understand how to add a new class or section
- Understand how to update classes after the open scheduling period

Agenda

- Review how to get started
- Search for classes
- Update existing classes
- Add a new class and a new section
- Delete a class
- Update sections of a class
- Review confirming your work
- Review updating classes
- Review scheduling combined classes

Resources

- Room & Course Scheduling ([http://rcs.registrar.arizona.edu/](http://rcs.registrar.arizona.edu/))
  - Subscribe to the RCS list by emailing: rcschedule@list.arizona.edu
- 24/7 IT Support Center ([http://247.arizona.edu/](http://247.arizona.edu/))
- UAccess Community ([http://community.uaccess.arizona.edu/](http://community.uaccess.arizona.edu/))
  - Join the Schedule of Classes discussion group
- Workshops and Training Team ([http://uits.arizona.edu/workshops](http://uits.arizona.edu/workshops))
Getting Started

Using UAccess Analytics to View the Schedule of Classes

You can start with a report in UAccess Analytics. The steps below show you how to access that report.

Procedure

Use UAccess Analytics to view a report that will show you all of your department’s classes.

You can view this report either as a way to see what is already scheduled when you are getting started or to check your work when you are done.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin at <a href="http://uaccess.arizona.edu">http://uaccess.arizona.edu</a>. Click the Analytics/Reporting link.</td>
</tr>
</tbody>
</table>
## Step 2
Once you've logged in, you will typically be on your own personal Dashboard. You may have access to the Student shared Dashboards. The report you want is there. You must have UAccess Analytics > Student-Medium security in order to access this dashboard.

Click the **Dashboards** link.

### Step 3
Click the **Student** link.

### Step 4
Click the **Catalog and Schedule** link.

### Step 5
There are several tabs filled with different reports.

Click the **Overview with Characteristics** tab.
6. You can use the Dashboard Prompt at the top of the page to filter your report to just the information you're looking for.

   **Note:** You can use any prompt but use the Academic Org filter at least once as this will also display any cross-listed courses your department owns.

   Don't forget to click the **Apply** button.

7. This report is a great place to check what classes are scheduled, what sections are included in each class, and what information has been entered for each class.

   To print, either print as pdf or export data as tab delimited format.

8. Once you're done reviewing which classes are already scheduled, you should have a sense of the changes you need to make.

   **End of Procedure**
Updating Classes Checklist

There are several specific steps on each of the following tabs that should be reviewed and, if necessary, updated for each class. The next lessons go through, in detail, each of these steps. This checklist can help you as you work with the real system.

**Basic Data Tab**

1. **Session** (Regular, Dynamic, Seven Week 1, etc.)
2. **Class Section** number (001, 001A, 002, etc.)
3. **Start/End Date** (Needs edited if Session is Dynamic or Carry-over)
4. **Instruction Mode** (For Fully Online, must use the appropriate Course Offering)

**Meetings Tab**

1. **Mtg Start/End Time**
2. **Meeting Patterns** (appropriate days of week selected)
3. **Start/End Date** (Needs edited if Session is Dynamic or Carry-over)
   - **Instructors for Meeting Pattern** (add yourself if appropriate)
   - **Assignment** (with appropriate **Instructor Role**)
   - **Workload**
4. **Room Characteristics** (Applicable only if centrally scheduled rooms are being used/requested)

**UA Facility Prefer Tab**

1. Enter **Preferred Facility** for the classroom
   - Remember, even if using Department Rooms, that room must be entered here.
   - Not entering a Preferred Facility indicates RSC should find a centrally scheduled room for your class.

**Enrollment Control Tab** (You can also do these steps in the Update Sections of a Class component.)

1. **Add/Drop Consent** fields (Only use the Department Consent drop-down)
2. **Auto Enroll** options
3. **Auto Enroll from Wait List**
4. **Room, Enrollment, & Wait List Capacity**

**Notes Tab**

1. **Confirm/Add Notes** (Department specific Notes do not copy from one semester to another)
Searching for Classes

Procedure

The Maintain Schedule of Classes component enables you to view all courses from the Course Catalog that have been rolled-over, which you can review and/or modify.

When you click on the Maintain Schedule of Classes component, the system takes you to a standard Search screen. From that screen, you can search for any and all classes available to you.

Note: To schedule a new course for the first time for a semester, use the Schedule New Course component. The fields in that component work the same as those in Maintain Schedule of Classes.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | From the Main Menu, navigate to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.  

Note: This component is only editable during the open scheduling period. Once that window closes, you have to use the UA Schedule of Classes Update component to make adjustments to your classes. |
## Managing the Schedule of Classes

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 2.   | This is the basic search screen.  

*Note: The Academic Institution field is already filled out.* |
| 3.   | You are updating classes for a particular term.  

Type the desired information into the Term field. |
| 4.   | Use the Subject Area field to identify the general area of classes you will be working with.  

*Note: You will only have access to schedule classes for your department(s).*  

Enter "chem" in the Subject Area field. |
| 5.   | Fill out the other fields based on how narrow you want your search to be.  

*Note: You can set default values for many of these fields, such as Subject Area and Academic Career, using the User Defaults Component.* |
| 6.   | If you leave the remainder of the search fields blank, this allows you to use the Next in List button once you've updated your first class.  

*Note: To see all classes, including cross-listed courses owned by your department but with a different prefix, leave all fields except Academic Institution and Term blank.*  

Click the Search button. |
Step | Action
--- | ---
7. | Once the system has found your list of classes, simply click the link in the applicable row.

Click the **Chem 241A** link.

**Note:** All Honors courses, except those with the HNRS prefix, reside with the respective college.

**End of Procedure**
Updating Classes

Basic Data Tab

The **Basic Data** tab is used to identify the class sections, components, and other criteria used to identify the class.

Pay special attention to the **Class Section**, **Component**, **Class Type**, **Associated Class**, **Location**, and **Course Attributes** fields, particularly when scheduling a new section of a class.

**Procedure**

Use the **Basic Data** tab to confirm or update the Class Section(s) and Component(s) for your class.

In most cases, you simply review the information on this tab and confirm that it is accurate.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | **The Class Section** field identifies the code for this particular offering of the course.  
      Enrollment sections should have a three-digit class number with no letter attached. This is the “main” section. For example, Chem 241A section 001 is a Lecture.  
      The Non-Enrollment sections associated with that class will have a three-digit class number with a letter appended: for instance, 001A, 001B, 001C. Chem 241A section 001A is a lab.  
      Only one section per class can be identified as the Enrollment section. |
| 2.   | **The Component** field identifies what type of offering this is: Lecture, Discussion, Studio, Lab, etc.  
      Make sure that the correct component type is associated with each section. |
| 3.   | Single-component classes will have only an Enrollment Class Type. However, multi-component classes will have Enrollment and Non-Enrollment Class Types. |
| 4.   | **The Associated Class** number keeps all of your sections together in one class. Think of it as a box that holds all the related sections together. For instance, Class Sections 001, 001A, 001B, and 001C should all be tied together by the Associated Class number 1.  
      Make sure that the Enrollment and Non-Enrollment sections are properly grouped by **Associated Class** number. |
| 5.   | Check to make sure that your **Campus** and **Location** are accurate, although this should be automatically completed. |
| 6.   | Confirm that your **Course Attributes** in the **Class Attributes** are correct.  
      **Note:** In general, Course Attributes are not added or edited here. To add an attribute, complete the Room and Course Scheduling form to edit the course (and add the attribute). |
| 7.   | When you first access any class, you are always viewing the first available section, typically numbered as 001.  
      You may, however, use the arrow buttons to move to the following sections.  
      Click the **Next** button. |
### Step 8

You're now looking at section 002.

Click the Next button.
### Step 9
As you move down the screen, keep your eye on the **Class Section** field to determine what section you're viewing.

Click the scrollbar.

### Step 10
Rather than paging through or opening up the entire list of sections, there will be occasions when you know beforehand which section needs to be modified.

Click the **Find** link.

### Step 11
Enter "002" in the **Enter search string** field.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td></td>
<td>![OK button]</td>
</tr>
<tr>
<td>13.</td>
<td>The system locates the unique information on the screen (in this case, section 002 on row 4) and navigates directly to that record. Click the <strong>First</strong> link.</td>
</tr>
<tr>
<td></td>
<td>![First link]</td>
</tr>
</tbody>
</table>
| 14.  | If any data has been updated or modified, you must click the **Save** button at the bottom of the screen before moving to the next class.  

**Note:** You can move to the next tab without saving but be sure to click **Save** before exiting.  

**End of Procedure**
Meetings Tab

Procedure

Access the Meetings tab to confirm or update Meeting Patterns, Instructors, or Room Characteristics.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the Meetings tab.</td>
</tr>
<tr>
<td>2.</td>
<td>In this example, the Meeting Patterns section has two rows. Click the View All to see both Meeting Patterns, or use the arrow buttons to navigate.</td>
</tr>
</tbody>
</table>
3. The first meeting pattern is Tuesday and Thursday from 9:30 AM to 10:45 AM.

The important fields in this section are the Mtg Start, Mtg End, and the individual day checkboxes. The Pat field is optional and only the start/end times and checkboxes are used by RCS to determine the class schedule.

*Note: If you are using a centrally scheduled room, refer to the RCS website ([http://rcs.registrar.arizona.edu/](http://rcs.registrar.arizona.edu/)) for a list of the standard meeting times.*

4. In the Instructors for Meeting Pattern section, enter any instructors that you want added to the section. If there are multiple meeting patterns for a section, there is a separate instructor section for each.

If the appropriate instructor is not available in the ID lookup, this person must be added to the Instructor/Advisor table. See the end of this section (p. 22) for step-by-step instructions on adding a person to the table. In general, this should be the person who is in the classroom.
## Step 5

### Action
Chose the appropriate **Instructor Role** and **Access**.

- **Grade** access allows the instructor to enter grades. **Post** allows an instructor to enter grades with the added ability to post the final grade.

## Step 6

### Action
You may also want to add yourself or another staff member as an instructor if you need to access the Instructor Center to enter grades.

The **Print** checkbox should be marked for any instructors you want printed in the Schedule of Classes.

**Note:** *If you leave the instructor ID blank, the instructor appears as Staff in the Schedule of Classes.*

Click the **Print** option.

## Step 7

### Action
The Workload tab should be reviewed and/or completed and updated. These numbers are critical for faculty productivity measures reporting and may also affect your department’s budget.

- **Assign Type** should match the section’s component (such as lecture, lab, discussion)
- To change the Assign Type for a department Admin, you must first uncheck the **Auto Calc** box, delete the Load Factor, and then change **Assign Type** to Not Include.
- Enter the correct Load Factor for the remaining instructor(s). This is the % credit an instructor gets for that section and should total 100%.

## Step 8

### Action
Click the scrollbar.

## Step 9

### Action
At the bottom of the screen are the **Room Characteristics**.

This is your one opportunity to indicate which characteristics are important for this section of the class. Check to make sure that everything you need is listed.

**End of Procedure**
Adding an Instructor to the Instructor/Advisor Table

In order to be assigned as an instructor for a class section, a person must have a completed record in the Instructor/Advisor Table, indicating the academic organization(s) for which the person teaches. When entering instructor data for a section, if UAccess Student returns an error or does not display the person as an option, check to ensure the person has a complete record in the Instructor/Advisor Table.

1. Navigate to Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table, and search for the instructor by Emplid or by Last and First Name.

2. Ensure that the Instructor Details section of the Instructor/Advisor Table tab is filled out with an Effective Date predating the semester in which the instructor will be teaching. The Status is Active, and Instructor Availability is Available. The Instructor Type, Academic Institution, and Primary Acad Org fields should be filled out as appropriate for the individual. The Primary Academic Org is the Department number of the main department for which the instructor will be teaching. If you are unsure of this number, it can be found on the Basic Data tab of the course you are adding the instructor to.

3. Go to the Approved Courses tab. In the Course Description section, check that the Acad Org field is correct. If this is not correct, the instructor will not show in the Maintain Schedule of Classes component.
   a. If the instructor teaches for multiple departments, each department should be included with its own row on this tab, with the Acad Org field filled out. The other fields on this tab should not be filled out.

   **Note:** If the Instructor/Advisor Table tab is already filled out you will need to:
   1. Click the Correct History button near the bottom.
   2. Go the the Approved Courses tab.
   3. Add a new row (by clicking the +).
   4. Enter the Acad Org number of the course the instructor will be teaching.
   5. Click Save.

   The instructor has now been added to the list of instructors eligible to teach courses with that Acad Org number.

If the above steps have been followed and the instructor still does not appear in the instructor search box for the class, try filtering the search using the first or last name of the instructor. The search results only show the first 300 results, so departments with large numbers of faculty may not see all options without first filtering the search.
UA Facility Prefer Tab

Procedure

Use the **UA Facility Prefer** tab to update your room requests for each section.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>UA Facility Prefer</strong> tab.</td>
</tr>
</tbody>
</table>

Click the scrollbar.

Notice that the meeting patterns are still visible, as this tab held the settings from the previous tab, but the fields are not editable from this tab.
Step | Action
--- | ---
3. | When you are choosing your Preferred Facility, you should keep in mind the capacity of the room you enter as your first preference.

   The room capacity available for the room in **Preference 1** establishes precedence. The remaining rooms identified in **Preference 2** and **Preference 3** will only be considered by the system if the room capacity is equal to or greater than that of the room identified in **Preference 1**.

   If the room in **Preference 1** can hold 50 people, and the rooms in the remaining fields can only hold 40 people, the system ignores the second and third preferences because they don't fit the established profile.

   **Note:** To see a list of centrally scheduled rooms, including capacity, refer to the RCS website ([http://rcs.registrar.arizona.edu/](http://rcs.registrar.arizona.edu/)).

4. | The **Back to Back** section is a place for you to identify a section of a class that meets right before or after this section. If a back to back class is entered, RCS will do their best to schedule both sections in the same room or at least in rooms as close together as possible.

   **End of Procedure**
Enrollment Control Tab

Procedure

Use **Enrollment Control** to modify the number of students per class, if needed.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Enrollment Cntrl</strong> tab.</td>
</tr>
</tbody>
</table>

![Image showing the Enrollment Control tab](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>You can either check the information on this tab or in <strong>Update Sections of a Class</strong>.</td>
</tr>
</tbody>
</table>
| 3.   | Select the **Class Status**. Only the two statuses below should be used  
- **Active**: a section you are offering  
- **Cancelled Section**: section you no longer want to offer  

You want to leave any section you may offer as **Active**, even if you initially set the enrollment capacity at zero. After the open scheduling period, only RCS can change the Class Status from **Cancelled** to **Active**. |
### Step 4

4. **The Add Consent and Drop Consent fields** govern whether students can enroll themselves for the class.

   - Requiring Department Consent for students to enroll means that you, or someone else in your department, manually enrolls every student for the class.

   - Regardless of how the student is obtaining the consent, from the department or the instructor directly, the only option we use in either Consent field is **Dept Consent**.

   - Complete the **1st and 2nd Auto Enroll Section** fields, if appropriate.

   - The **Resection to Section** option is covered on page 55.

### Step 5

5. **The Auto Enroll 1 and Auto Enroll 2 fields** can be very useful.

   - If a class has both an Enrollment Section (001) and a Non-Enrollment Section (001A), you can use the Auto Enroll 1 field to automatically enroll students for the Non-Enrollment Section when they register for the Enrollment Section.

   - **For example:** Students must take Chem 241A section 001 (the lecture) and section 001A (the lab). On section 001, put 001A as the 1st Auto Enroll section. When the student registers for section 001, they will automatically be registered in 001A as well.

   - To use Auto-Enroll, simply enter the Section Number of the Non-Enrollment section in the 1st **Auto Enroll Section** field.

### Step 6

6. **The Resection field** is rarely used but it allows the system to automatically enroll the student in an alternate section if the primary section is full. You can use the Resection field to chain classes together.

### Step 7

7. **Make sure Auto Enroll from Wait List is checked.** Putting a checkmark in the box, along with including a number in the **Wait List Capacity** field on the right, makes the Wait List function properly.

   - Do not put a number in **Minimum Enrollment Number**.

---

**End of Procedure**
Reserve Capacity Tab

Procedure

Use the Reserve Capacity within Maintain Schedule of Classes to identify specific numbers of seats in a class you'd like to reserve for specific groups of people.

Please be aware that when Reserve Capacity is used, this affects how open seats show in the Class Search. If any seats are available, the section will show as Open with Requirements. If a student not meeting requirements attempts to enroll and the only seats left are those reserved, the student will receive a message simply stating they do not meet the requirements to enroll.

To reserve an entire section, use Adjust Class Associations.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the Reserve Cap tab.</td>
</tr>
</tbody>
</table>

Reserve Cap
### Step 2
The Start Date is when seats start being reserved in that section of the class, for the Requirement Group indicated.

Click the **calendar** icon.

### Step 3
Click the **Month** drop-down list.

### Step 4
Click the **May** list item.  

### Step 5
Click the **17** link.

### Step 6
Once you've chosen the date, you need to start choosing the group of students whose seats start being held on that date.

Click the **Requirement Group** magnifying glass.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>In order to use this function, the desired <strong>Requirement Group</strong> must already be set up in the system. Contact Room and Course Scheduling if you need a Requirement Group created for your department. For training purposes, we are simply going to choose a group.</td>
</tr>
</tbody>
</table>
| 8.   | Click the **Junior or Senior only** link.  
[Junior or Senior only](#) |
| 9.   | Identify the number of reserved seats for this group.  
Enter "10" in the **Cap Enrl** field. |
Step 10. If the course is cross-listed, co-convened, or combined you must apply the same
requirement group to each section.

*Note:* You can set a second batch of seats to reserve by clicking the *Add* button.

Step 11. So far, you’ve only turned on the Requirement Group. If you only want to have those seats reserved for a certain period of time, you can also turn off the Reserve Capacity.

For example, if you only want to reserve the seats until 2 weeks before classes start, you could add another row for group one with a *Start Date* of Jan 1 and a *Cap Enrl* of 0. This means that starting Jan 1, those 10 seats will no longer be reserved.

*Note:* You can also turn off the Reserve Capacity by changing the Cap Enrol to zero or by deleting the row, but just keep in mind you will have no historical reference to what the previous numbers and dates were.

**End of Procedure**
Notes Tab

Procedure

Use the **Notes** tab to enter information specific to a particular section of a course.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Notes</strong> tab.</td>
</tr>
<tr>
<td>2.</td>
<td>Notes are information such as details about a field trip, weekend meetings that are particular to this specific class offering, or particular requirements or expectations regarding the section of the class. Use the <strong>Add (+)</strong> button to enter multiple notes. These Notes appear in the Class Search and are in addition to any course descriptions or requirements indicated when the course was created or last modified through the Course Management process.</td>
</tr>
</tbody>
</table>
### Step 3

Because you've made changes to several of the tabs, you must click the **Save** button before moving to the next class.

Click the **Save** button.

**End of Procedure**
Scheduling a New Course & Adding or Deleting a Section

Scheduling a New Course

To schedule a completely new course, one that has never been scheduled before for that semester, you must first navigate to Curriculum Management → Schedule of Classes → Schedule New Course. This is done after submitting the Add a Course form to RCS and receiving final approvals for the course to be set up in the Course Catalog.

Click the Add (+) button to begin, regardless of the type of section or component you are creating. Once you have the primary component created and saved, you can use the Auto Create Component button to add any secondary components for the new class.

Using the Auto Create Component

This component can only be used when scheduling a new course for the first time, not when simply adding additional sections to a previously scheduled course.

Adding a Non-Enrollment component is a very simple process, but you will have to pay attention.

To add a new section and component to a class you're already working with, you can simply click the Auto Create Component button. This will add a new section or sections with the correct Component(s) already selected and the correct Class Type(s) selected.

For example, if you're currently scheduling the Lecture section component, and the course is a multi-component course, click the Auto Create Component button to create one copy each of the additional components (e.g. Lab, Discussion, Studio, etc.). They must still be individually scheduled, but will automatically be created.

For additional Non-Enrollment components, click the Add (+) button in the upper-right corner of the Basic Data tab. This adds a new section with the attributes of the primary section or component. The primary component will most often be the Lecture component with a Class Type of Enrollment. You need to update the appropriate fields for the Non-Enrollment sections.
Adding a Section

Procedure

Adding a section is quite simple. The next few screens walk you through the basics of doing so.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>To add an additional section, RCS suggests you navigate to a different component. This ensures you are using the Active and most current Course Offering.</td>
</tr>
</tbody>
</table>

From the Main Menu, navigate to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

**Note:** This component is only editable during the open scheduling period. Once that timeframe closes, you have to submit your request to add a new section to RCS.
### Step 2
This is the basic search screen.

*Note: The Academic Institution field is already filled out.*

### Step 3
You are adding a class for a particular term.

Type the desired information into the Term field.

### Step 4
Use the Subject Area field to identify the general area of classes you will be working with.

*Note: You will only have access to add classes for your department(s).*

Enter "chem" in the Subject Area field.

### Step 5
Fill out the other fields based on how narrow you want your search to be.

*Note: You can set default values for many of these fields, such as Subject Area and Academic Career, using the User Defaults Component.*

### Step 6
Click the Search button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 7.   | This should look very similar to the fields and tabs in the *Maintain Schedule of Classes* component. The main difference is a couple tabs are not included and many of the fields will be blank and need completed.  

*Note:* Please refer to the *Updating Classes* sections (pp. 13-32) for more detailed information on these fields. |
| 8.   | You can also use what’s already scheduled as a sort of template to see how to set up your new section, with a few modifications.  

Once you’ve added the section using this component, future changes made during the Open Scheduling Period are made using the *Maintain Schedule of Classes* component.  

**End of Procedure** |
Deleting a Class or Section

Procedure

For the purposes of this tutorial you will just delete the section that was just created in the Adding a Section tutorial.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Whether you added a section you didn’t need to or you want to delete sections that will no longer be offered, deleting is simple. Click the Delete button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 2.   | Thankfully, you're given a warning before the deletion occurs. Make sure you're deleting the section you no longer need.  

*Note: If you delete a row and then save, there is no way to undo the deletion so just make sure you're deleting the correct section.*  

Click the **OK** button.  

![](OK.png) |
| 3.   | Now all you need to do is save.  

Click the **scrollbar**.  

| 4.   | Click the **Save** button.  

![](Save.png) |
### Step 5

You started with 7 rows and now you’re back down to 6.

**End of Procedure**
Last Steps

Update Sections of a Class

Use the Update Sections of a Class component to review or modify a snapshot summary of some of the section information for a class. The page displays one row for each section scheduled for a course offering during a term. This can take the place of the Enrollment Control tab in particular but is also a great way to view the structure of the entire Course.

Procedure

Because you can see all sections of a course in one summary screen in this component, it is an excellent place to make sure that all of your Enrollment and Non-Enrollment sections are scheduled and properly associated with one another.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>This tutorial begins after navigating to &gt; Curriculum Management &gt; Schedule of Classes &gt; Update Sections of a Class page.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter &quot;2141&quot; in the Term field.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter &quot;chem&quot; in the Subject Area field.</td>
</tr>
<tr>
<td>4.</td>
<td>Enter &quot;241A&quot; in the Catalog Nbr field.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the Search button.</td>
</tr>
</tbody>
</table>

[Search button]
## Step 6
Use the **Class Status** tab in the **Update Sections of a Class** component to review or modify section information for a class.

The page displays one row for each section scheduled for a course offering during a term.

## Step 7
The Class Type of "E" (enrollment) indicates which section is the primary section. The class type of N indicates that the section choice is the non-enrollment option. Within a class, only one section can possess the E Class Type.

For instance, a lecture might be an Enrollment section of (001), and there might be several labs offered as associated Non-Enrollment sections (001A, 001B, 001C, etc.).

## Step 8
This screen is an excellent place to check to make sure that you have:
- Scheduled all the Enrollment and Non-Enrollment sections that you need
- Given related Class Numbers (001, 001A, 001B, etc.) and
- Have all of the connected sections tied together with an Associated Class Number.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 9.   | The system displays the **Associated Class** number. Double check that your structure is correct.  

*Note: Only edit this field if no students have yet enrolled in the section.*  

10.   | Click the **Class Enrollment Limits** tab.  

[Class Enrollment Limits](#)
## Step 11

Use the **Class Enrollment Limits** tab to view and edit summary enrollment information for a class.

If the Enrollment Capacity (Enrl Cap) is zero, the class will show as Closed in the Schedule of Classes. To open a class, simply add seats to the Enrollment Capacity field.

## Note

Pay attention to how many rows you have and how many are showing. If applicable, click the **View All** or **View 100** link to see all sections as you confirm your work.

## Step 12

**Note:** Pay attention to how many rows you have and how many are showing. If applicable, click the **View All** or **View 100** link to see all sections as you confirm your work.

## Step 13

Save any changes.

Click the **Save** button.

---

**End of Procedure**
Confirming your Work

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>You can use the same Analytics report that is covered in the Getting Started section of this book to confirm the work you did the previous day.</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Note</strong>: Remember Analytics is not real time data but is refreshed nightly. This means changes made today will not be reflected in Analytics until tomorrow.</td>
</tr>
</tbody>
</table>

End of Procedure
Update Classes after the Open Scheduling Period

After the open scheduling period, you will no longer be able to adjust classes through the Maintain Schedule of Classes component.

Instead, you must use the UA Schedule of Classes Update component to make changes. Many of the fields available during the open scheduling period are no longer accessible or editable once you are required to use UA Schedule of Classes Update.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>This tutorial begins after navigating to Main Menu &gt; Curriculum Management &gt; Schedule of Classes &gt; UA Schedule of Classes Update.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Enter &quot;2141&quot; in the Term field.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter &quot;chem&quot; in the Subject Area field.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the Search button.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the General Chemistry I link. [General Chemistry I]</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
6. | The only field that can be edited on the Basic Data tab is the Instruction Mode. Notice the tabs aren’t quite the same as those available when you are in the Maintain Schedule of Classes component. Click the Meetings tab.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 7.   | On the Meetings tab, you can adjust the information in the **Instructors for Meeting Pattern** section, including both the information in the **Assignment** and the **Workload** tabs.  

**Note:** To update the instructor name, grade access, or workload for combined sections after the open scheduling, you must use the Schedule Class Meetings component. (See p. 63, #20)  

Click the **Enrollment Cntrl** tab. |

![UAccess STUDENT](image)
Step | Action
--- | ---
8. | On the Enrollment Cntrl tab, you can adjust Consent requirements and the Enrollment and Wait List Capacity of the class.

Notice you cannot change the Class Status. At this point, if this field needs changed you must contact RCS.

Click the Update Sections of a Class tab.
### Step 9

Finally, the **Update Sections of a Class** component is available through the last tab of the **UA Schedule of Classes Update** component.

If you’ve made any changes, make sure you click the **Save** button.

**End of Procedure**
Creating and Scheduling Combined Sections

Classes with the same content can be scheduled with the same instructor, in the same facility location, and at the same time. Those sections can be combined to help coordinate enrollment.

The Combined Sections feature is used to schedule class sections that meet at the same time in the same facility.

Scheduling combined sections is multi-step process, as outlined below. The first two steps are covered in previous sections of this training guide.

1. Create the sections to be combined (in this lesson we assume that the sections have already been created in the Schedule of Classes).
2. Ensure that the meeting patterns, instructor, and facility information are identical or are left blank in each of the sections that are going to be combined. If those fields are not identical or left blank, you won't be able to combine the sections.
3. Combine the sections using the combine section functions. Make sure that the Skip Mtg Pattern & Instr Edit box is un-checked.
4. Add the meeting pattern, instructor, and facility information to one of the combined sections using the Schedule Class Meeting pages. Because the sections are combined, the information also populates in the other section(s). You should already have entered identical facility request information into each of the individual sections. If not, it should at least be entered in the primary section.

**Note:** Classes which are to be combined must be scheduled first. This means if it’s the first time the Course is being offered for a particular semester you must use the Schedule New Course component to schedule the new Course before it can be combined. All combined courses must also have the same information in the Meeting Pattern and Instructor fields, or they cannot be combined (see #2 above).

**Procedure**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In these first few steps, you will combine the classes. This tutorial begins after navigating to Main Menu &gt; Curriculum Management &gt; Combined Sections &gt; Combined Sections Table.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter “2131” in the Term field.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the Session drop-down list.</td>
</tr>
</tbody>
</table>
In this example, the combined sections are in a regular academic session.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Click the <strong>Regular Academic Session</strong> list item.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
</tbody>
</table>
6. There are an incredibly large number of combined sections in the table. You’re going to add one more.

You can add a new row anywhere.

Click the **Add** button.

7. The **Description** is a way for you to identify your combination but does not display for students. Essentially it’s a way for you to be able to identify what this combination is.

Enter "**WFSC 482/582 001**" in the **Description** field.

8. Press **[Tab]**.

9. Enter "**WFSC 482_001**" in the **Short Description** field.

10. If you are not at the bottom of the page, scroll down until you see the **Save** button.

Click the **Save** button.
### Step 11

At this point, you've essentially created a box to put the combination in but have not identified the classes you want in the box.

Locate the combined section you just created. Now that you've saved the structure (created the box), you can add the sections.

Click the **View Combined Sections** link.

[View Combined Sections](#)

### Step 12

In order to make sure the meeting pattern and instructor are editable at a later date, make sure the **Skip Mtg Pattern & Instr Edit** box is not checked.

Click the **Combination Type** drop-down list.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 13.  | Since the two classes are in the same subject area, select **Within Subject**.  
Click the **Within Subject** list item. |
| 14.  | If you know the information, add the Room Capacity details. |
| 15.  | The system wants you to enter Class Number. If you don’t know the Class Numbers, use the magnifying glass to search.  
Remember, Class Numbers are specific to a particular section of a course for the designated semester only.  
Enter “75780” in the **Class Nbr** field. |
| 16.  | Click the **Add** button. |
| 17.  | Enter "75835" in the **Class Nbr** field. |
| 18.  | Press [Tab]. |
| 19.  | Click the **Save** button. |
| 20.  | Now that you’ve created and saved the new Combined Section structure, you still have to schedule one of the classes in the combined section pair.  
Scheduling one of the classes will schedule both.  
You must use the **Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings** component to schedule the combined sections. |

**End of Procedure**
Review Questions

1. What report can you use to review your classes before you begin and after you've updated the schedule?

2. Identify the structure of the classes for your sample course. How many classes are there? How many sections in each class?

3. Are there any combined sections for your course? Where do you need to go to alter the meeting pattern of those sections and add instructors?

4. Which Preferred Facility field sets the minimum seats for your request?

5. What is the alternate location to complete the content on the Enrollment Control tab?

6. What component do you need to navigate to in order to add a section?

7. What are the vital fields to check on the new component to make sure your classes are structured correctly?

8. What component can you use for an all-in-one view to check your associated classes and update enrollment numbers?
9. How do you open a class?

10. When would you use Auto-Enroll?

11. What component will you use to adjust your classes after the open scheduling period is over?

12. What are the two steps to combining sections of a class?
Glossary

**Associated Class**  
The numbering system that ties sections together into classes.

**Basic data**  
Basic Data is one of five tabs used in the process of scheduling a class. Use it to enter information such as Class Section, Component, Class Type, Start and End Dates, etc.

**Class**  
A Class is a specific offering of a course.

**Class Type**  
A **Class Type** is used to identify a section as Enrollment or Non-Enrollment.

The primary section will be given the class type of **Enrollment**. All other sections in that class will be designated as **Non-Enrollment** sections.

**Combined Sections**  
**Combined Sections** are two or more class sections that meet in the same facility and at the same time. For example, ANTH 304 and ANTH304H or PHIL110 and COMM110.

**Component**  
A distinct part of a class that results in the creation of a separately scheduled section. For example, a lecture, a lab, or a discussion. Each section must contain only one component.

**Course Catalog**  
The Course Catalog is the listing of all courses available to be scheduled. Much of the information used in scheduling classes feeds directly from the Course Catalog.

**Enrollment capacity**  
**Enrollment Capacity** is the maximum enrollment for the section.

**Facility**  
The location in which class meetings take place.

**Meetings**  
The **Meetings** tab in the Schedule of Classes is used to identify the meeting pattern and the times that particular class sections are held. It is also used to identify the professor, workload, and grading style.
Training Guide
Managing the Schedule of Classes

Class Notes
Class Notes are additional information about that section of the class, which is not found in the basic description, and display on the class Schedule.

For example: For this lab, if you are not in attendance on the first day, you will be dropped; or This section is reserved for Seniors in the major only.

Course Offering
As defined in the Course Catalog, a Course Offering determines how the course is offered to students (title, units, workload hours, components, description, topics, requisites, and so on).

A single course can be offered under more than one subject area (AFAS and ANTH), but ownership/responsibility still resides with a single academic organization (African American Studies).

Room Characteristics
The Room Characteristics field allows the user to identify those pieces of equipment that are required in the room for the class being scheduled.

Section
A particular offering of a class at a specific date and time regardless of the component.

Subject Area
Subject areas are the specific areas of instruction in which courses are offered within academic organizations. For example, when a course is identified as Math 101, Math is the subject area.

Term
The four UA-defined terms are Fall, Spring, Summer, and Winter. The term code consists of four digits in CYYT format:

- C = century (1,2)
- YY = last 2 digits of the year (99, 00,..., 09, 10)
- T = term (1=Spring, 2=Summer, 4=Fall, 5=Winter)

For example, the term 2094, refers to Fall 2009 and the term 2131 refers to Spring 2013.

UA Facility Prefer
Use the UA Facility Prefer tab to request up to three preferences for the location of the class being scheduled.