

# Schedule of Classes

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## Introduction

Class schedules are reviewed and modified each year. Because it is common for departments to offer similar rounds of classes during an academic year, classes in the Course Catalog are rolled over from year to year. Fall courses are copied to the following fall semester; spring and summer courses are copied over to the next spring and summer. This allows academic units to review and update existing class schedule information rather than recreate all their classes each year. The process of updating existing class information is called Maintain Schedule of Classes.

When Academic Council or Graduate Council approves a course that has never been offered or an approved course was not taught the previous year, there will be no class information in SOAR. In such cases, a new course must be set up; that process is addressed in the Schedule New Course section.

Some sections will need to be combined into a single class period. This requires defining the sections and creating a single ID, so that one class roster is generated. That procedure is covered in the final section of this document.

Class schedule entry will be opened during the month of October. Course information will be copied from prior terms.

Examples: Classes ▪ Primary Instructor ▪ TA & Proxy

Note: The location of the class will NOT be rolled over

## Maintaining Schedule of Classes

Courses in the university schedule will roll from year to year. For example, the Fall 2008-2009 courses will roll to Fall 2009-2010. You must review the courses to be sure the information is accurate. Your department may not offer all the same courses or information for these courses may have changed over time.

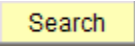
A course must already exist in the schedule in order to be maintained. If you use the following navigation and you cannot find the course, it may be because the course has been newly approved and newly entered into the Course Catalog. Therefore, it would not yet exist in the schedule.

Please keep in mind that the Course Catalog contains all courses for Hattiesburg and the Gulf Coast. If a new course is approved and an employee at the Gulf Coast enters their section into the schedule first, then it would be your job to add a Hattiesburg section to the schedule. You would not want to Schedule New Course. Be sure to review all the sections that have been created.

### *Basic Navigation*

Home > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

### *Basic Data Page*

1. Academic Institution:           Should default to USM01. If not, enter USM01.
2. Term:                            Enter term code for the appropriate semester.
3. Subject Area:                 Enter the 2-3 letter code for subject area of interest.
4. Catalog Nbr:                  Enter the three-digit number such as 101, 102.
5. Click on the  button.

### 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**

1 Academic Institution: = [v] [USM01] [magnifying glass]

2 Term: = [v] [4081] [magnifying glass]

3 Subject Area: = [v] [MAT] [magnifying glass]

4 Catalog Nbr: begins with [v] [210]

Academic Career: = [v] [ ] [v]


Campus: begins with [v] [ ] [magnifying glass]

Description: begins with [v] [ ]

Course ID: begins with [v] [ ] [magnifying glass]

Course Offering Nbr: = [v] [ ] [magnifying glass]

Case Sensitive

5 **Search** **Clear** [Basic Search](#)  [Save Search Criteria](#)

- Click on the appropriate class and location from the list, as there may be multiple results.

**Search Results**



[View All](#) First [v] 1-2 of 2 [v] Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
<a href="#">USM01</a>	<a href="#">4081</a>	<a href="#">MAT</a>	<a href="#">210</a>	<a href="#">Undergrad</a>	<a href="#">HBG</a>	<a href="#">Math Elem Teacher I</a>	<a href="#">008933</a>	<a href="#">1</a>
<a href="#">USM01</a>	<a href="#">4081</a>	<a href="#">MAT</a>	<a href="#">210</a>	<a href="#">Undergrad</a>	<a href="#">MGC</a>	<a href="#">Math Elem Teacher I</a>	<a href="#">008933</a>	<a href="#">1</a>

**NOTE:** There are 4 sections of this class already scheduled.

- To add another section for this class, click on the **+** button. (If you insert too many rows, click the **-** button to delete the extra row(s).)



- 9. Associated Class: Must be in sequential order and numbers must ALL be unique. Use the next available number (which will require that you look through all existing sections).
- 10. Campus: Enter HBG or USMGC.
- 11. Location: Enter appropriate code.
  - ❖ Locations for HBG: HBG, MERIDIAN, NATCHEZ, STUDY ABRD, and TUPELO.
  - ❖ Locations for USMGC: BRMC, GCRL, GULF PARK, JACKSON CO, KEESLER, SRHS, and STENNIS.
- 12. Course Topic ID: Click  to view availabilities. May include: Writing Intensive, Senior Capstone, and Study Abroad.
- 13. Course Attribute: Click  to view availabilities. May include: Study Abroad, Community Service Learning, Department Approval Required, and LIS Online.

8 → \*Session: 1 Regular Academic Session Class Nbr: 0

\*Class Section: H004 \*Start/End Date: 08/20/2007 12/14/2007

\*Component: LEC Lecture Event ID:

\*Class Type: Enrollment

9 → \*Associated Class: 5 Add Fee

10 → \*Campus: HBG Hattiesburg

11 → \*Location: HBG Hattiesburg

Course Administrator: [ ]

\*Academic Organization: MATH Mathematics

Academic Group: SCT College of Science & Tech

\*Holiday Schedule: STAF Faculty and Staff Holiday

\*Instruction Mode: P

Primary Instr Section: H004

Schedule Print

Student Specific Permissions

Dynamic Date Calc Required

Generate Class Mtg Attendance

Sync Attendance with Class Mtg

GL Interface Required

12 → Class Topic

Course Topic ID: [ ]  Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group: [ ]  Override Equivalent Course



Class Equivalent Course Group: [ ]

13 → Class Attributes

*Course Attribute	*Course Attribute Value
[ ]	[ ]


Save Return to Search Previous in List Next in List

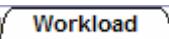
## Meetings Page

1. Click on the  tab at the top of the page.
2. Pat: Enter the pattern for the class or select by click on the . **DO NOT USE CHECKBOXES!!!**
3. Mtg Start: Enter the beginning time of the class.

### Helpful hints when doing time entry:

- a. For 8am, enter “800A” or for 3:30pm, enter “330p.”
  - b. Also, time defaults to AM if nothing is entered.
4. Mtg End: Will default if you tab out of the Mtg Start box. Otherwise, enter ending time of the class.
  5. Free Format Topic: If used, do NOT simply repeat class title. This description will appear on everyone’s transcript, so abbreviations and spelling should be checked carefully.
  6. ID: Enter the EmplID of the instructor of record for the class.
  7. Instructor Role: Prim Instr – Primary instructor.  
  
TA – Proxy (secretaries and/or department chairs who will enter grades for primary instructor at the end of the semester). Access will include midterm grade entry and final grade entry. TA’s will have access to rosters.

**NOTE:** If you want to enter a second instructor or a proxy, click the  button to insert another row.

8. Print: Check only for the Primary Instructor so his/her name will display on the class schedule guide.
9. Access: Choose approve for all who will be entering grades.
10. Click on the  tab.

The screenshot shows the SOAR 8.9 interface with several tabs: **Basic Data**, **Meetings**, and **Enrollment Cntrl**. The **Meetings** tab is active, displaying course information for Course ID 008933, Academic Institution: Univ of Southern Mississippi, Term: Fall 2007-2008, Subject Area: MAT, and Catalog Nbr: 210. Below this, the **Class Sections** section shows Session 1, Regular Academic Session, Class Nbr: 0. The **Meeting Pattern** section includes fields for Facility ID, Capacity, Pat (MWF), Mtg Start (11:00AM), Mtg End (11:50AM), days of the week (M, T, W, T, F, S, S), and Start/End Dates (08/22/2007 to 12/14/2007). The **Instructors For Meeting Pattern** section has tabs for **Assignment** and **Workload**. The **Workload** tab is highlighted, and a callout 10 points to the **Workload** tab. Other callouts point to various fields and buttons throughout the interface.

11. Enter the load factor. The overall load factor (all of them added together) should equal 100%.

- a. TA and Proxies – assign 0.0000%
- b. 1 Primary Instructor – assign 100%
- c. 2 or more Primary Instructors – divide 100 by number of instructors, and assign this number to each of them
  - 2 primary instructors are assigned 50 each.
  - 3 primary instructors are 33, 33, and 34.

The screenshot shows the **Workload** tab in the SOAR 8.9 interface. It displays a table with columns for **ID**, **Name**, and **Load Factor**. The **Load Factor** column is circled, and callout 11 points to the input field for the Primary Instructor's load factor, which is set to 100.0000. The TA's load factor is set to 0.0000.

ID	Name	Load Factor
191420	Name of Prim Instr	100.0000
301238	Name of TA	0.0000

### Enrollment Control Page

1. Click on the **Enrollment Cntrl** tab on top of the page.
2. Class Status: Active – Class is being taught this semester.

Cancelled – Class not offered this term. This is used only when the schedule has been printed and/or posted on SOAR as a scheduled course, and no students have enrolled. If students are enrolled, it is the department's responsibility to contact each registered student to inform of cancellation.

Inactive – DO NOT USE. This would prevent entire class being rolled on to next year's template.

Stop Further Enrollment – USED PRIMARILY BY REGISTRAR'S OFFICE.

3. Consent:

Defaults from Course Catalog. However, it can be changed.

No Consent – Student does not need permission to take the course.

Dept Cnsnt – Student must get permission from department to take this class. Departmental designate must override to grant permission.

4. Requested Room Capacity:

Number of student who can be placed in the room.


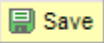
5. Enrollment Capacity:

Number of student who can enroll for the class.

**NOTE:** Requested Room Capacity and Enrollment Capacity MUST BE THE SAME!!

The screenshot shows the 'Reserve Capacity' page in the SOAR 8.9 system. At the top, there are several tabs: 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', 'Exam', 'LMS Data', and 'GL Interface'. The 'Reserve Cap' tab is selected. Below the tabs, course information is displayed: Course ID: 008933, Academic Institution: Univ of Southern Mississippi, Term: Fall 2007-2008, Subject Area: MAT, Catalog Nbr: 210, Course Offering Nbr: 1, Undergrad, Mathematics, Math Elem Teacher I. The main section is titled 'Enrollment Control' and contains several fields: Session: 1, Regular Academic Session, Class Nbr: 0, Class Section: H004 Component: Lecture, Event ID: (empty), \*Class Status: Active (dropdown), Class Type: Enrollment, Enrollment Status: Closed, Consent: No Consent (dropdown), Requested Room Capacity: 20, Enrollment Capacity: 20, 1st Auto Enroll Section: (empty), Enrollment Capacity: 0, 2nd Auto Enroll Section: (empty), Wait List Capacity: 0, Resection to Section: (empty), Minimum Enrollment Nbr: (empty). There are also checkboxes for 'Auto Enroll from Wait List' and 'Cancel if Student Enrolled'. A 'Cancel Class' button is visible. Numbered callouts 1 through 5 are placed over the interface to indicate key elements.

### *Reserve Capacity Page*

1. Click on the **Reserve Cap** tab **if the class is restricted to a specific group** (ie, Honor's College). **If the class is not restricted, skip this panel.**
2. Requirement Group: Click the  to select the appropriate group code or enter the code if you know it.
3. Cap Enrl: Enter the number of seats you want to reserve for the selected group.
4. Click on the  button.

**NOTE:** Upon saving, a warning message will appear for each section of the class.

5. Click OK through all to complete the save operation.

## Scheduling New Course

### Basic Navigation

Home > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

When a new course has been approved through Graduate Council or Academic Council, the course will be new in the Course Catalog in SOAR.

**For entering a new class into the Class Schedule Guide, you may need the following additional info. Enter other information as documented in the above section.**

**Session:** 1 – Regular Session  
 8W1 – Eight week 1  
 8W2 – Eight week 2

**Holiday Schedule:** Enter STAF.

**Instruction Mode:** Select the appropriate Instruction Mode as it is critical for IHL reporting. If in doubt, please contact Institutional Research.

Mode	Method of Instruction	Method of Delivery
<b>Most Commonly Used Instruction Modes</b>		
CF	(C) Lecture (Students receive structured units of information and accompanying material through direct contact with the instructor; typically considered the traditional classroom)	(F) Face-to-Face
CO	(C) Lecture	(O) Online, Internet, or Web (Students receive course instruction and structured units of information by Web-based using online, Internet, or web-based methods)
DF	(D) Dissertation or Thesis (Students study a particular subject and do individualized original research under the guidance of an instructor and work toward completing a scholarly research document)	(F) Face-to-Face
EF	(E) Seminar (Students study a particular subject and do individualized original research under the guidance of an instructor and exchange results by informal lectures and discussions)	(F) Face-to-Face

IF	(I) Individual Directed Study (Academic work chosen or designed by the individual student with the approval of the department concerned, under an instructor’s supervision, and usually undertaken outside the classroom structure; typically one-on-one interaction)	(F) Face-to-Face
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**Other Instruction Modes**

AF	(A) Study Out-of-State (course instruction or academic work that takes place in a U.S. state other than Mississippi)	(F) Face-to-Face (students receive course instruction and structured units of information by face-to-face contact with the instructor)
BF	(B) Study Out-of-Country (Course instruction or academic work that takes place in a country other than the United States)	(F) Face-to-Face
FF	(F) Field Supervision of Student Teaching (Short-term work experience requiring students in the education discipline to teach under the direct supervision of persons experienced in the teaching profession)	(F) Face-to-Face
HF	(H) Clinical Instruction (Short-term work experience, usually related to a student’s major field, that is supervised by persons experienced in the discipline and focuses on the practical application of concepts and principles; typically associated with biological, physical, and other sciences such as biology, chemistry, anatomy, psychology, etc.)	(F) Face-to-Face

JF	(J) Joint Lecture/Laboratory (Students receive structured units of information and accompanying material through direct contact with the instructor as well as receive supplemental instruction in a classroom setting conducive to the practical application of relevant principles and concepts)	(F) Face-to-Face
LF	(L) Laboratory (Students study in a classroom setting conducive to the practical application of concepts and principles; typically associated with biological, physical, and other sciences such as biology, chemistry, anatomy, psychology, etc.)	(F) Face-to-Face
CI	(C) Lecture	(I) Interactive Video (Students receive course instruction and structured units of information by means of real-time interactive video)
MV	(M) Correspondence (Students receive structured units of information and accompanying material completely through the mail; different from distance learning)	(V) Video Tape (Students receive course instruction and structured units of information by means of video tape)
MP	(M) Correspondence	(P) Print-based (Students receive course instruction and structured units of information by print-based material delivered through postal mail or facsimile transmissions (typically correspondence))
PF	(P) Practicum/Internship (Short-term work experience, usually related to a student's major field, that is supervised by persons experienced in the discipline that consists of study and/or practical experience)	(F) Face-to-Face

SF	(S) Studio (Students study in a classroom setting conducive to the practical application of visual and performing arts such as art, music, dance, etc.)	(F) Face-to-Face
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Note: *IVN classes should be coded with the Transmitting site as CF (face to face) and the other section (site) as CI, Lecture/Interactive Video.*

Reminder: *IVN and online courses must be coordinated through the Alternative Learning Coordinator in your College.*

## Combining Sections

Combining sections is a 2-part process. The first step is to add the combination to the Sections Combined Table, which is basically a table of contents of all of the combined sections. Then, you must actually combine the classes using the Combined Sections Page.

### FYI concerning Combining Sections:

- Combined sections will be rolled to future terms.
- If you input info for both classes prior to combining, the info must be IDENTICAL or the classes will NOT COMBINE.

### *Step 1: Combined Sections*

Home > Curriculum Management > Combined Sections > Combined Sections Table

1. Academic Institution:           Enter USM01.
2. Term:                                Enter or select the appropriate term code.
3. Session:                            Select the appropriate session type.
4. Click on the Search button.

### 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: =   1

Term: =   2

Session: =   3

4   [Basic Search](#)

5. On the first line, click on the  button to add a blank row.
6. Description: Enter the prefix of the department, a space, a forward slash, and the 2 class numbers (PS 407/507).
7. Short Description: Enter the above sequence **WITHOUT the space** (PS407/507)!!!
8. Click the  button at the bottom of the list.

\*\*The system will generate the Combined Sections ID number after saving this info.

\*\*WRITE DOWN THE COMBINED SECTIONS ID NUMBER BEFORE GOING TO THE NEXT STEP!!



9. Click on the [View Combined Sections](#) link to the right of the newly created and saved line.

### Combined Sections Table


Academic Institution: Univ of Southern Mississippi  
 Term: Spring 2007-2008  
 Session: Regular Academic Session

*Combined Sections ID	*Description	*Short Description	<a href="#">View Combined Sections</a>
1049	SPE 400/500	SPE400/500	<a href="#">View Combined Sections</a> <input type="button" value="+"/> <input type="button" value="-"/>
1050	PS 407/507	PS407/507	<a href="#">View Combined Sections</a> <input type="button" value="+"/> <input type="button" value="-"/>
1048	GHY 425/525 GC	GHY425/552	<a href="#">View Combined Sections</a> <input type="button" value="+"/> <input type="button" value="-"/>
1047	THE 460/660	THE460/660	<a href="#">View Combined Sections</a> <input type="button" value="+"/> <input type="button" value="-"/>
1046	THE 428/528	THE428/528	<a href="#">View Combined Sections</a> <input type="button" value="+"/> <input type="button" value="-"/>

*Step 2: Identifying Combined Sections*

10. Combination Type: Select either “Cross Subject” or “Within Subject.”
11. Class Nbr: Enter the class number for the first class.
12. Click on the  button to add the second class in which to combine the first.
13. Class Nbr: Enter the class number for the second class.
14. Requested Room Capacity: Add up the Enrollment Capacities for the two classes and enter total into this field.
15. Enrollment Capacity: Add up the enrollment capacities for the two classes and enter the total into this field.
16. Click the  button at the bottom of the list.

**Identify Combined Sections**

Academic Institution: USM01 Univ of Southern Mississippi  
 Term: 4085 Spring 2007-2008  
 Session: 1 Regular Academic Session  
 Combined Sections ID: 1050 PS 407/507  
 \*Combination Type: Within Subject  10

Permanent Combination  
 Skip Mtg Pattern & Instr Edit  
Warning: Mtg Pattern & Instr information will not be shared within the combined section.


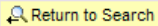

**Combined Capacities**

Requested Room Capacity: 30      Enrollment Capacity: 30      Total: 15  
 Wait List Capacity:        Total: 0

**Combined Sections Table**

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
<span style="border: 1px solid black; padding: 2px;">2110</span>	PS	407	H001		25	25	11	0	0	CAL
<span style="border: 1px solid black; padding: 2px;">4432</span>	PS	507	H001		5	5	0	0	0	CAL

[View Combined Sections Table](#)

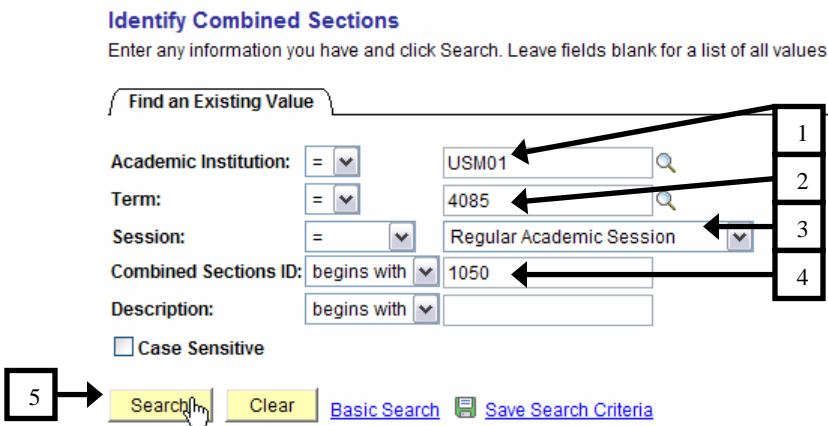
16   

## Separating Combined Sections

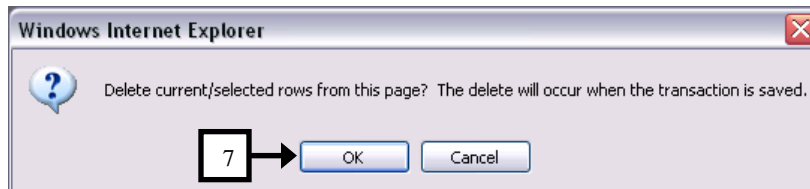
### Step 1: Identifying Combined Sections

Home > Curriculum Management > Combined Sections > Identify Combined Sections

1. Academic Institution: Enter USM01
2. Term: Enter appropriate term code.
3. Session: Select appropriate session type.
4. Combined Sections ID: Enter the ID number of the combined section.
5. Click on the **Search** button.



6. Click on the **-** button associated with **each** class that has been combined.
7. You will always get a message box. Click on the **OK** button.



8. Requested Room Capacity: Enter 0.
9. Enrollment Capacity: Enter 0.
10. Click on the **Save** button.

11. Click on the [View Combined Sections Table](#) link.

### Identify Combined Sections

Academic Institution: USM01 Univ of Southern Mississippi  
 Term: 4085 Spring 2007-2008  
 Session: 1 Regular Academic Session  
 Combined Sections ID: 1050 PS 407/507


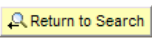

\*Combination Type: Within Subject

Permanent Combination  
 Skip Mtg Pattern & Instr Edit  
 Warning: Mtg Pattern & Instr information will not be shared within the combined section.

Combined Capacities			Total
Requested Room Capacity:	<input type="text" value="0"/>	Enrollment Capacity:	<input type="text" value="0"/>
		Wait List Capacity:	<input type="text" value="0"/>
			0
			0


*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
<input type="text"/>					0	0	0	0	0	

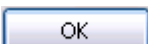
11 → [View Combined Sections Table](#)

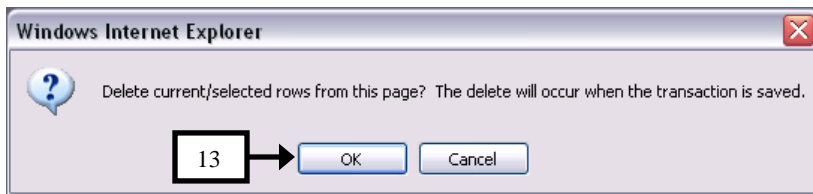
10 →   

6 → 

### Step 2: Combined Sections

12. Click on the  of the combined section line of the classes that you have just separated.

13. You will always get a message box. Click on the  button.



14. Click on the  button.

### Combined Sections Table

Academic Institution: Univ of Southern Mississippi  
 Term: Spring 2007-2008  
 Session: Regular Academic Session

*Combined Sections ID	*Description	*Short Description		
1050	PS 407/507	PS407/507	<a href="#">View Combined Sections</a>	+ -
1049	SPE 400/500	SPE400/500	<a href="#">View Combined Sections</a>	+ -
1048	GHY 425/525 GC	GHY425/552	<a href="#">View Combined Sections</a>	+ -
1047	THE 460/660	THE460/660	<a href="#">View Combined Sections</a>	+ -

14 → Save Return to Search Notify

12 ←

### Dictating class meeting patterns, instructors, etc for combined sections

Use this page to change meeting patterns information for combined sections. You can change meeting pattern info on one section and it will change it for you in the other section. If you have not assigned this info for either section, you can do so on one section and the second section will default to mirror that info.

Home > Curriculum Management > Schedule of Classes > Schedule Class Meetings

1. Academic Institution: Enter USM01.
2. Term: Enter the appropriate term code.
3. Subject Area: Enter the code of subject area.
4. Catalog Nbr: Enter the catalog number of the class.
5. Click on the Search button.

### Schedule Class Meetings

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

Find an Existing Value

1 Academic Institution: =

2 Term: =

3 Subject Area: =

4 Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Session: =

Class Nbr: =

Class Section: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

5   [Basic Search](#)

6. Follow instructions from the “Meetings Page” section of this document (p. 6) and the “Enrollment Control Page” section (p. 7).

7. Click on the  button.

Meetings **Enrollment Cntrl** Exam

Course ID: 007228 Course Offering Nbr: 1  
 Academic Institution: Univ of Southern Mississippi  
 Term: Spring 2007-2008 Undergrad  
 Subject Area: PS Political Science  
 Catalog Nbr: 407 Mississippi Govt

**Class Sections**

Session: 1 Regular Academic Session Class Nbr: 2110  
 Class Section: H001 Component: Lecture Event ID:

**Meeting Pattern** Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
LAB 202	36	M	6:30PM	9:15PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2008 05/09/2008

LAB 202 Topic ID: Free Format Topic:

Print Topic On Transcript [Contact Hours](#) [Combined Section](#)

**Instructors For Meeting Pattern** Customize | Find | View All First 1 of 1 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact
		Prim In:	<input checked="" type="checkbox"/>	Approve	

**Room Characteristics** Customize | Find | View All First 1 of 1 Last

*Room Characteristic	*Quantity
	1

# Update Sections of a Class

## Basic Navigation:

Home > Curriculum Management > Schedule of Classes > Update Sections of a Class

1. Academic Institution: USM01
2. Term: Enter appropriate term code.
3. Subject Area: Enter the appropriate subject area code.
4. Catalog Nbr: Enter the appropriate catalog number.
5. Click on the **Search** button.
6. Click on either of the options that will appear at the bottom.

### Update Sections of a Class

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

**Find an Existing Value**

---

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

**Search** **Clear** [Basic Search](#)

### Search Results

[View All](#)

First  1-2 of 2

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Off
<a href="#">USM01</a>	<a href="#">4091</a>	<a href="#">SCM</a>	<a href="#">320</a>	<a href="#">Undergrad</a>	<a href="#">HBG</a>	<a href="#">Bus And Prof Spking</a>	<a href="#">006249</a>	<a href="#">1</a>
<a href="#">USM01</a>	<a href="#">4091</a>	<a href="#">SCM</a>	<a href="#">320</a>	<a href="#">Undergrad</a>	<a href="#">USMGC</a>	<a href="#">Bus And Prof Spking</a>	<a href="#">006249</a>	<a href="#">1</a>

You can quickly see a number of things:

- a. Section
- b. Enrollment Status
- c. Associated class number
- d. Consent required

**Update Sections of a Class**

Course ID: 006249 Course Offering Nbr: 1  
 Academic Institution: Univ of Southern Mississippi  
 Term: Fall 2008-2009 Undergrad  
 Subject Area: SCM Speech Communication  
 Catalog Nbr: 320 Bus And Prof Spking

Class Sections Customize | Find | View All | First 1-7 of 7 Last

Class Status **Class Enrollment Limits**

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Consen	Schd Print
Regular	G001	10775	Lecture	Open	E	A	7				N	<input checked="" type="checkbox"/>
Regular	H001	1545	Lecture	Closed	E	A	1				N	<input checked="" type="checkbox"/>
Regular	H002	1546	Lecture	Closed	E	A	2				N	<input checked="" type="checkbox"/>
Regular	H003	1547	Lecture	Open	E	A	3				N	<input checked="" type="checkbox"/>
Regular	H004	6867	Lecture	Closed	E	A	4				N	<input checked="" type="checkbox"/>
Regular	H005	7725	Lecture	Open	E	A	5				N	<input checked="" type="checkbox"/>
Regular	H006	10035	Lecture	Open	E	A	6				N	<input checked="" type="checkbox"/>

6a
6b
6c
6d

7. Click on the **Class Enrollment Limits** tab.
- a. You can quickly CHANGE the enrollment capacity
  - b. You can quickly SEE the enrollment total.

Class Sections Customize | Find | View All | First 1-7 of 7 Last

**Class Status** **Class Enrollment Limits**

Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl
Regular	G001	10775	Lecture	20	9			
Regular	H001	1545	Lecture	25	25			
Regular	H002	1546	Lecture	25	25			
Regular	H003	1547	Lecture	25	20			
Regular	H004	6867	Lecture	0				
Regular	H005	7725	Lecture	25	19			
Regular	H006	10035	Lecture	27	1			

7a
7b