

Cheat sheet - Schedule of Classes

Maintain Schedule of Classes

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

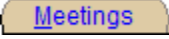

NOTE: There are 4 sections of this class already scheduled.

7. 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).
8. Class Section: Enter the appropriate code (H001, X002, etc) based on the following design:
 - a. First enter, the appropriate letter based on location.

H – Hattiesburg	G – Gulf Coast
H – Studies Abroad (Course attribute will distinguish these from other classes)	
X – Online	R – GCRL
T – Tupelo	M – Meridian
1-49 – CAA	1-49 – ELI
1-49 – CEU	
 - b. Then, enter the next consecutive number based on the numbers used for that letter.
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.

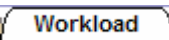
Meetings Page

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.
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
 - i. 2 primary instructors are assigned 50 each.
 - ii. 3 primary instructors are 33, 33, and 34.

Enrollment Control Page

1. Click on the **Enrollment Cntrl** tab.
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!!**

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.

Schedule 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.

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.

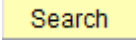

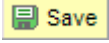
FYI concerning Combining Sections:

- 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


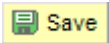
1. Academic Institution: Enter USM01.
2. Term: Enter or select the appropriate term code.
3. Session: Select the appropriate session type.
4. Click on the  button.
5. On the first line, click on the  button to add a blank row.
6. Description: Enter the prefix of the department, a space, a forward slash, 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.

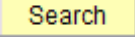


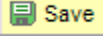
Step 2: Identifying Combined Sections

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.



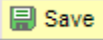
Separating Combined Sections

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  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  button.
8. Requested Room Capacity: Enter 0.
9. Enrollment Capacity: Enter 0.
10. Click on the  button.
11. Click on the [View Combined Sections Table](#) link.

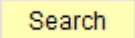
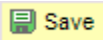
Step 2: Combined Sections

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.

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  button.
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.

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.
You can quickly see a number of things:
 - a. Section
 - b. Enrollment Status
 - c. Associated class number
 - d. Consent required
7. Click on the **Class Enrollment Limits** tab.
 - a. You can quickly CHANGE the enrollment capacity
 - b. You can quickly SEE the enrollment total.