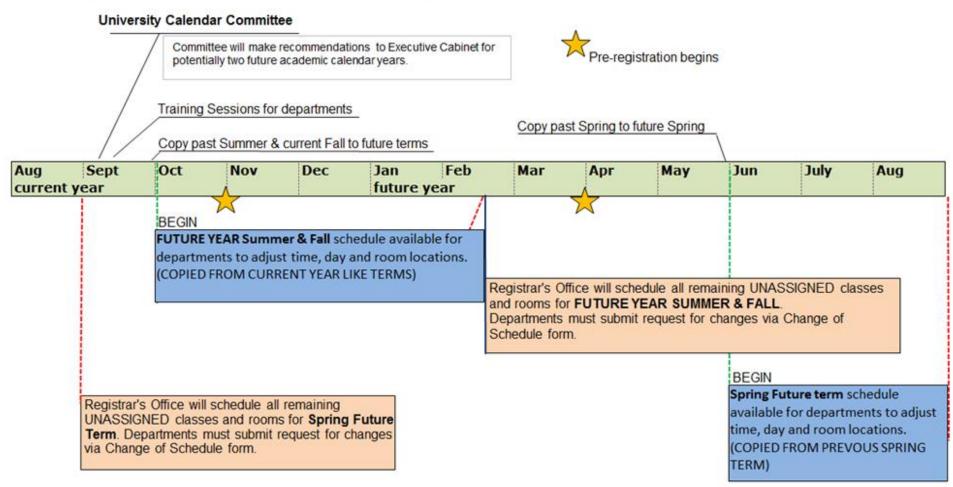
Schedule Info for Schedule of Class Data Entry

Timeline for Class Schedule Entry

 Schedule entry by departments should be complete a minimum of one month PRIOR to pre-registration for that term.



Key Fields for Reporting

Term: Fall 2010-2011 Undergrad Subject Area: AEC Construction Catalog Nbr: Statics&Strengths 270 Class Sections Session *Session: Regular Academic Session H001 *Class Section: *Start/Er LEC Q Event II *Component: Lecture Enrollment *Class Type: *Associated Class: Campus **HBG** *Campus: Hattiesbrg Location Q HBG Hattiesburg *Location: Course Administrator: CONSTRUCT *Academic Organization: School of Construction Academic Group: SCT College of Science & Tech STAF *Holiday Schedule: Faculty and Staff Holiday Instruction mode CF Q *Instruction Mode: Lecture / Face-to-Page H001 Primary Instr Section: Class Topic Course Topic ID:

Session Facts

- Session codes
 - Determine begin/end dates
 - Determine contact minutes
 - Add/drop deadlines
 - Tuition (mini sessions)
 - CE1 use specific dates the sections meet throughout the term
 - CE2 use specific dates in the first half (same as 8w1/5w1)
 - CE₃ use specific dates in the second half (same as 8w2/5w2)

Campus & Location Options

Face-to-face courses – no online component		
Campus	HB/USMGC	
Location	HB/GP/GPT/Keesler/GCRL/Stennis etc.	
Inst. Mode	CF, DF, etc.	
Facility ID	Will be a bldg and room by location info	

Courses with < 50% Online component		
Campus	HB/USMGC	
Location	HB/GP/GPT/Keesler/GCRL/Stennis etc.	
Inst. Mode	C5 – web supplement	
Facility ID	Will be a bldg and room by location info	

Courses with 50 - 99 % Online component		
Campus	HB/USMGC	
Location	Online	
Inst. Mode	C9 - hybrid	
Facility ID	Hybrid HB/USMGC – campus based on where students may meet at some point	

Courses that are 100 % Online		
Campus	Online	
Location	Online	
Inst. Mode	CO – fully online	
Facility ID	Online HB/USMGC or CHAT HB/USMGC based on instructor's campus	



NOTE: Section codes for online courses should match the instructor's home campus.

Instruction Modes

METHODS OF INSTRUCTION



DELIVERY METHOD

- C Lecture
- E Seminar
- F Field
- L Lab
- D Dissertation
- I Individual Study
- P Practicum
- T Thesis
- S Studio
- etc. see list

- F Face-to-face
- 9 Hybrid (50-99% online)
- O Online (fully online)
- I Interactive (IVN)
- etc. see list

Section Codes

- Use H... for Hattiesburg or Meridian
- Use G... for Gulf Park, Gulfport, Stennis
- GCRL uses HBG or Gulfport depending on subject
- No X, R, M, etc.
- Use numeric numbers only
- Try to use consecutively (Hoo1, Hoo2, Hoo3, etc.)

Change of Schedule Form

- Submit for cancellations regardless of enrollment
- Please submit <u>typed</u> change of schedule forms
- Gulf Park changes go to Gulf Park for processing

Gotchas

- Class Associations
 - Must be unique for each course & section
 - Can't be changed after section has enrollment
- Class (Course) Attributes
 - Do not remove NSLC code if shown needed for enrollment verifications
- Non-Standard Meeting Patterns avoid!
 - Impacts student schedules
 - Impacts space utilization
 - Unverified contact minutes
 - Unknown exam time

Gotchas, continued...

- Online HBG vs. Online USMGC
- Hybrids and events
- Online HBG/USMGC vs. CHAT HBG/USMGC
- MSVCC restricted enrollment
- Graduate courses require instructors with 'faculty' level; dissertation courses require instructors with 'professor' level – both graduate statuses must be approved by Graduate Council.

Gotchas, continued...

- 'Arranged' listed as facility for sections that do NOT need a room
- WI & SC as class topics all sections for appropriate courses
- Do not use 'Sec Inst' as instructor
- Load factor MUST equal 100%
- Instructors must be assigned by 10th class day
- Email Debbie Leland the emplid for new instructors to be added to table

Registrar's Office Resources

- Training opportunities for data entry
- Online tutorials
- Open/Closed Class Report via SOAR
- Registrar's Office website via Schedule Guide
 - Classroom Scheduling Policies approved 9/8/14
 - Standard Meeting patterns UPDATED