Schedule Info for Schedule of Class Data Entry

September 2010 – UPDATED INFO 10/31/14
Schedule entry by departments should be complete a minimum of one month PRIOR to pre-registration for that term.

University Calendar Committee

Committee will make recommendations to Executive Cabinet for potentially two future academic calendar years.

Training Sessions for departments

Copy past Summer & current Fall to future terms

Pre-registration begins

Copy past Spring to future Spring

Aug current year | Sept | Oct | Nov | Dec | Jan  | Feb  | Mar | Apr | May | Jun | July | Aug

BEGIN

FUTURE YEAR Summer & Fall schedule available for departments to adjust time, day and room locations. (COPIED FROM CURRENT YEAR LIKE TERMS)

Registrar's Office will schedule all remaining UNASSIGNED classes and rooms for FUTURE YEAR SUMMER & FALL. Departments must submit request for changes via Change of Schedule form.

BEGIN

Spring Future term schedule available for departments to adjust time, day and room locations. (COPIED FROM PREVIOUS SPRING TERM)
### Key Fields for Reporting

- **Session**
- **Campus**
- **Location**
- **Instruction mode**

<table>
<thead>
<tr>
<th>Term:</th>
<th>Fall 2010-2011</th>
</tr>
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<tbody>
<tr>
<td>Subject Area:</td>
<td>AEC</td>
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<td>Catalog Nbr:</td>
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<tr>
<td>Undergrad Location:</td>
<td>Construction Statics &amp; Strengths</td>
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<tr>
<td>Class Sections</td>
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<td><em>Class Section:</em></td>
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<td><em>Component:</em></td>
<td>LEC</td>
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<td><em>Campus:</em></td>
<td>HBG</td>
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<tr>
<td><em>Location:</em></td>
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<td>Class Topic</td>
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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

**UPDATE 8/1/12**: C5 is no longer used for web supplement. Use CF, DF, etc. as appropriate.
Instruction Modes

METHODS OF INSTRUCTION

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

DELIVERY METHOD

- 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 (H001, H002, H003, etc.)
Submit for cancellations regardless of enrollment

Please submit **typed** change of schedule forms

Gulf Park changes go to Gulf Park for processing
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.
‘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 10\textsuperscript{th} 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