Maintain Schedule of Classes

Navigation: Compass > Navigator > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Introduction
As each new term rolls around, class schedules must be reviewed and modified. 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 in this fashion: fall courses are copied to the following fall semester, spring term to the following spring term, summer to summer. This allows academic units to review and update existing class schedule information rather than recreate all their classes each year. It is the department’s responsibility to make the needed changes to the template so an accurate set of classes is available for student registration.

1. Enter USM01 as the Academic Institution.
2. Enter the appropriate term code.
3. Enter the subject area code for YOUR department.
4. Enter the catalog number of the class.
5. Click the Search button.

6. If multiple search results appear at the bottom, click any link to proceed.

Search Results
View All
Academic Institution Term Subject Area Catalog Nbr Academic Career Campus Descipt
USM01 4201 CMS 111 Undergrad HBG Public S
USM01 4201 CMS 111 Undergrad ONLINE Public S
USM01 4201 CMS 111 Undergrad USMGG Public S
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).

Basic Data Tab

1. **Session**: Select the appropriate schedule for the course (Regular, 8W1, 8W2, Inter, etc).

2. **Class Section**: Enter the appropriate code (G001, H001, H002, etc) based on the following design:
   a. First, enter the appropriate letter based on the *location of the course.
      - H – Hattiesburg
      - G – Gulf Coast
   b. Then, within that letter, enter the next highest number.

   *Online classes receive the letter of the campus where the instructor teaches most.
3. **Associated Class Number**: Must be in sequential order and numbers **MUST** be unique. Use the next available number (which will require that you look through all existing sections.

*Note: For this comparison, I recommend using Compass > Navigator > Curriculum Management > Schedule of Classes > Update Sections of a Class.*

4. **Campus**: Select HBG, Online, or USMGC.

5. **Location**: Select the appropriate location for the course.

6. **Holiday Schedule**: Select STAF.

7. **Instruction Mode**: Constructed of 2 digits.
   a. **Method of Instruction**: what type of class (Lecture, lab, dissertation, seminar, etc)
   b. **Method of Delivery**: the medium of teaching (face-to-face, online, hybrid, etc)

*See appendix for the comprehensive list, pages 9-11.*

8. **Course Topic ID**: Make appropriate selection (Capstone, Writing-intensive, Study Abroad).

9. **Course Attribute and Value**: If needed, make selection.
   Examples are:
   Attribute = Study Abroad
   Attribute = Honors College Only
   Attribute = Class Note, Value = IVN course, Online hybrid, etc

**NOTE**: IVN classes should be coded with a transmitting site as CF (lecture, face-to-face) and video/receiving site as CI (lecture, IVN).

### Meetings Tab

1. Click the **Meetings** tab.
2. **Facility ID**: See section for Astra Room Scheduling.

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**Staff: Schedule of Classes**

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3. **Pat:** Select the pattern for the class. DO NOT USE THE CHECKBOXES!!

4. **Mtg Start:** Enter the beginning time of the class.

   **NOTE:** Times default to AM if you do not specify.

5. **Mtg End:** Will default if you tab out of the Mtg Start box for fall and spring. Be sure to check the default especially for the summer term.

6. **Topic ID:** Re-enter the same information. [Duplicated field from previous tab]

7. **Free Format Topic:** Optional. Used to further explain the content of the course, but, if used, appears on the transcripts of everyone who took this course.
   - a. Do not repeat the course title.
   - b. Check all spelling and abbreviations.
   - c. Only use on non-descript classes such as Forum, Special Problems, etc.
   - d. If only one person asks for more specifics, submit a Variable Title Form to the Registrar’s Office.

8. **ID:** Enter the ID number of the course instructor.

   **NOTE:** If the instructor does not appear:
   - a. Check with HR about hiring date/status.
   - b. Check the instructor’s credentials.

9. **Instructor Role:**
   - a. Prim Instr – primary instructor (must be entered by tenth day of class, per IHL).
   - b. TA – proxy or graduate assistant. This gives access to all grade rosters and, if applicable, Canvas course.

   **NOTE:** If a second instructor will be co-teaching a course, click the button to insert another row.

10. **Print:** Check only for the primary instructor so his/her name will display in the students’ class search.

11. **Access:** Chose Approve for anyone listed as a Prim Instr or TA.

12. Click the **Workload** tab.

13. **Load Factor:** Enter the percent credit the person will receive for teaching the course. {Must add up to 100%}
   - a. 1 Primary Instructor – Assign 100.00.
   - b. 2 or more Primary Instructors – divide 100 by number of instructors and assign this number to each of them.
     - ➢ 2 Primary Instructors are assigned 50.00 each
     - ➢ 3 Primary Instructors are 33, 33, and 34.
   - c. TA and Proxies – Assign 0.00.
Enrollment Control Tab

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Component Lecture</th>
<th>Session 1</th>
<th>Component Lecture</th>
<th>Session 1</th>
<th>Component Lecture</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>*Add Consent</td>
<td>No Special Consent Required</td>
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<td>Requested Room Capacity</td>
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<tr>
<td>Wait List Capacity</td>
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<td>Shopping Cart Requested:</td>
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<td>Shopping Cart Requested:</td>
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<td>Shopping Cart Requested:</td>
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</tr>
</tbody>
</table>

1. Click the **Enrollment Control** tab.

2. **Class Status:**
   a. Active: Class is being taught this term.
   b. Cancelled:
      - Class not being offered this term
      - No students have enrolled in the course
      - Course will roll into next year’s template
      - If students are enrolled, look at “Stop Further Enrollment”
   c. Inactive:
      - Class not being offered this term
      - No students have enrolled in the course
      - Course will **NOT** roll into future templates
   d. Stop Further Enrollment:
      - Use as a temporary setting for classes that need to be cancelled but have students enrolled
      - Contact the students enrolled and establish a date by which they should drop the course
      - On that date, drop any remaining students and recategorize the course as “Cancelled”

3. **Add Consent:** Can be selected if you want to require consent for each student to register (Department Consent Required).

4. **Drop Consent:** Can be selected if you want to require consent for each student to drop the course (Department Consent Required).

5. **Requested Room Capacity:** Number of seats needed for the course. This is used by Astra, so the number needs to be the same as the Enrollment Capacity.

6. **Enrollment Capacity:** Number of students who can enroll for the course.

**NOTE:** Requested Room Capacity and Enrollment Capacity SHOULD BE THE SAME.

7. **Wait List Capacity:** Optional. Once a class fills up, the number of seats you wish to have for the wait list.
8. **Auto Enroll from Wait List**: Click to activate so SOAR will automatically check the students on the waitlist for pre-requisites, time availability, etc and automatically enroll those who fit the criteria. Students will receive notification of registration or a message of why they didn’t meet the criteria for enrollment.

   **NOTE**: If you choose to waitlist, both the Wait List Capacity and Auto Enroll from Wait List should be completed.

**Reserve Cap Tab**

Used only if the class is restricted to a specific group, such as the Honor’s College. If the class in not restricted, simply save the newly-created section or the edits you’ve made.

![Reserve Capacity Table]

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1. **Click on the Reserve Cap tab.**

2. **Requirement Group**: Select the group for which the seats are reserved.

3. **Cap Enrl**: Enter the number of seats you want to reserve for this population.

**Assign a Room**

1. a. Log into Astra (link available on [www.usm.edu/registrar](http://www.usm.edu/registrar))
   b. Enter your SOAR username and password.
   c. Click the **Log In** button.

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2. Click on the Academics header > Sections.

3. a. Click the Filter> button at the top-left.
   b. Adjust the filter as needed (probably term, subject, and campus).
   c. Click on the Search button.

4. Click on the Class Link G/H001 to add a room to a section.

5. Click on the Assign Room (House) icon to edit.
6. Click on the v button to the right of Room > select Columns to add columns of information, such as Room Type.

7. a. Edit the criteria using the + to search for a room.
   b. Click the Search button.
8. a. Click on the Available option for the classroom you wish to select. 
**NOTE:** The “Available” will switch to “Selected.”
b. Click the OK button.

![Select Classroom Example]

9. Notice the red flag indicates new information added to the class.

![Classroom Schedule]

10. Click the Save button.

Click the Save button.

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**Appendix of Instruction Modes**

**Most Commonly-Used Instruction Modes:**

<table>
<thead>
<tr>
<th>CF</th>
<th>Lecture; Face-to-face</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO</td>
<td>Lecture; Online</td>
</tr>
<tr>
<td>C9</td>
<td>Lecture; Hybrid</td>
</tr>
<tr>
<td>LF</td>
<td>Lab; Face-to-face</td>
</tr>
<tr>
<td>DF</td>
<td>Dissertation; Face-to-face</td>
</tr>
<tr>
<td>EF</td>
<td>Seminar; Face-to-face</td>
</tr>
<tr>
<td>IF</td>
<td>Individual Directed Study; Face-to-face</td>
</tr>
<tr>
<td>TF</td>
<td>Thesis; Face-to-face</td>
</tr>
</tbody>
</table>

**Other Instruction Modes:**

<table>
<thead>
<tr>
<th>AF</th>
<th>Study out-of-state; Face-to-face</th>
</tr>
</thead>
<tbody>
<tr>
<td>BF</td>
<td>Study out-of-country; Face-to-face</td>
</tr>
<tr>
<td>FF</td>
<td>Field supervision of student teaching; Face-to-face</td>
</tr>
<tr>
<td>HF</td>
<td>Clinical instruction; Face-to-face</td>
</tr>
<tr>
<td>CI</td>
<td>Lecture; Interactive Video Network</td>
</tr>
<tr>
<td>MP</td>
<td>Correspondence; Print-based</td>
</tr>
<tr>
<td>SF</td>
<td>Studio; Face-to-face</td>
</tr>
<tr>
<td>PF</td>
<td>Practicum/Internship; Face-to-face</td>
</tr>
<tr>
<td>JF</td>
<td>Joint Lecture/Lab; Face-to-face</td>
</tr>
<tr>
<td>MV</td>
<td>Correspondence; Video Tape</td>
</tr>
</tbody>
</table>

**Methods of Instruction:**

<table>
<thead>
<tr>
<th>C</th>
<th>Lecture (Students receive structured units of information and accompanying material through direct contact with the instructor; typically considered the traditional classroom)</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Dissertation (Students study a particular subject and do individualized original research under the guidance of an instructor and work toward completing a scholarly research document)</td>
</tr>
</tbody>
</table>
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)

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)

T - Thesis

A - Study Out-of-State (course instruction or academic work that takes place in a U.S. state other than Mississippi)

B - Study Out-of-Country (Course instruction or academic work that takes place in a country other than the United States)

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)

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.)

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)

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.)

M - Correspondence (Students receive structured units of information and accompanying material completely through the mail; different from distance learning)

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)

S - Studio (Students study in a classroom setting conducive to the practical application of visual and performing arts such as art, music, dance, etc.)
<table>
<thead>
<tr>
<th>Method of Delivery:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>F</strong> - Face-to-Face</td>
</tr>
<tr>
<td><strong>O</strong> - Online, Internet, or Web (Students receive course instruction and structured units of information by Web-based using online, Internet, or web-based methods)</td>
</tr>
<tr>
<td><strong>9</strong> - Hybrid</td>
</tr>
<tr>
<td><strong>I</strong> - Interactive Video (Students receive course instruction and structured units of information by means of real-time interactive video)</td>
</tr>
<tr>
<td><strong>V</strong> - Video Tape (Students receive course instruction and structured units of information by means of video tape)</td>
</tr>
<tr>
<td><strong>P</strong> - Print-based (Students receive course instruction and structured units of information by print-based material delivered through postal mail or facsimile transmissions (typically correspondence))</td>
</tr>
</tbody>
</table>

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.
Combining Sections

Combining sections is a 2-part process:
1. Add intended combined section to the Combined Sections Table (a list of all combined sections)
2. Combine the courses on the Combined Sections Page

Important info regarding this process:
1. Combined sections will roll into future terms as combined
2. Information on the courses must be IDENTICAL for the combination to work
3. After the courses are combined, changes to the information must be done on the Schedule Class Meetings page (Curriculum Management > Schedule of Classes > Schedule Class Meetings)

Step 1: Combined Sections Table
Navigation: Compass > Navigator > Curriculum Management > Combined Sections > Combined Sections Table

1. **Academic Institution**: USM01

2. **Term**: Enter correct term

3. **Session**: Enter the correct session type (Regular, 8W1, etc)

4. Click the Search button.

5. To add a new row, click the **+** button.

6. **Description**: Enter in this manner – ENG 459/559 (space permitted between ENG and first number)

7. **Short Description**: Enter in this manner – ENG459/559 (no space between ENG and first number)

8. Click the **Save** button. {The system will generate a Combined Sections ID.}

9. Click the **View Combined Sections** link to the right of your newly-saved line.
Step 2: Combined Sections Page

1. **Class Nbr:** Enter the class number of the first course.
2. Click the [button].
3. **Class Nbr:** Enter the class number of the second course.
4. **Combination Type:** Select Cross Subject, Within Subject, or Both.
5. **Requested Room Capacity:** The sum of the 2 (or more) courses’ room capacities.
6. **Enrollment Capacity:** The sum of the 2 (or more) courses’ enrollment capacities.
7. **Wait List Capacity:** The sum of the 2 (or more) courses’ wait lists capacities.
8. Click the [Save] button.

**Editing a Combined Section**

NAVIGATION: Curriculum Management > Schedule of Classes > Schedule Class Meetings for any edits to combined sections.
Seperating Combined Sections

Separating combined sections is a 2-part process:

1. Undo the combination on the Combined Sections Page.
2. Delete formerly combined section from the Combined Sections Table (a list of all combined sections)

Step 1: Combined Sections Page

1. Click the button for both courses.
2. You will see a message box appear. Click on the button if you wish to proceed.
3. Requested Room Capacity: Enter 0.
4. Enrollment Capacity: Enter 0.
5. Wait List Capacity: Enter 0.
6. Click the button.
7. Click the View Combined Sections Table link.
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Step 2: Combined Sections Table

| 0153 | MCJ 480/580 | View Combined Sections | + | − | 1 |

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

2. You will see a message box appear. Click on the button if you wish to proceed.

3. Click the button.

Update Sections of a Class

This page is helpful in viewing information in a more compact (less scrolling), easier-to-read format.

Navigation: Compass > Navigator > Curriculum Management > Schedule of Classes > Update Sections of a Class

Click the tab to quickly change enrollment capacity and see enrollment total.