Updating the Schedule of Classes

Created on August 14, 2015

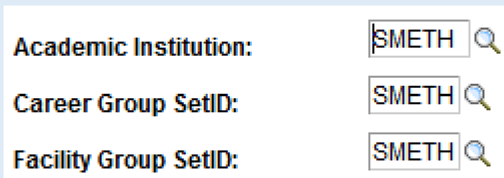
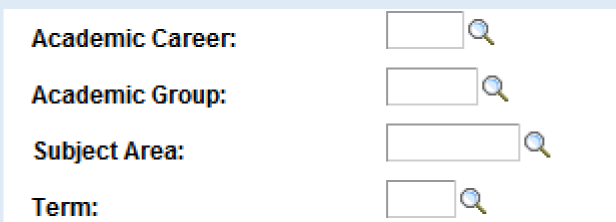
Notice

IT Training & Communications
Office of Information Technology Services
Southern Methodist University
P.O. Box 750262
Dallas, TX 75275-0262
Telephone: (214) 768-1824
Email: ittraining@smu.edu

Table of Contents

Preparing for the Schedule of Classes

Set User Defaults

1.	Setting defaults are optional. The selected fields can be overwritten on any page in the system if necessary.
2.	Click **Set Up SACR**.
3.	Click **User Defaults** .
4.	The first three fields: **Academic Institution, Career Group SetID,** and **Facility Group ID** will be populated with "SMETH" (for Southern Methodist University).  Other fields that <u>may</u> be helpful to auto-fill are Academic Career, Academic Group, and Term. Having these fields auto-populate can be of value when working with enrollment, admissions and academic scheduling. 
5.	Click the **Look Up Academic Career** icon. 
6.	Click the **Look Up** button.
7.	Select an entry from the **Academic Career** search results.
8.	Click the **Look Up Academic Group** icon. 
9.	Click the **Look Up** button.
10.	Select an entry from the **Academic Group** results.
11.	Click the **Look Up Term** icon. 
12.	Click the **Look Up** button.
13.	Select an entry from the **Term** search results.
14.	Click the **Save** button.
	End of Procedure.

Updating the Schedule of Classes

The Schedule of Classes contains all the class sections, meeting days and times, instructors, capacity and requirements for courses that are available **for a specific term**.

Roll the Schedule of Classes

The Assistant Registrar for Academic Scheduling will create the basic Schedule of Classes for a term by running a process called the Prior Term Copy, which rolls forward a copy of the SOCL from the previous corresponding term.

Fall	1157	Fall	1167
January	1161	January	1171
Spring	1162	Spring	1172
May	1163	May	1173
Summer	1164	Summer	1174
August	1166	August	1176

Scheduling Period

The scheduling period is the allotted time for making changes to the **Schedule of Classes**. This happens after the prior term has been copied and before Enrollment begins.

May, Summer, August & Fall Terms

- Schedule in February
- Available in my.SMU - Early March

Spring Term

- Schedule in September
- Available in my.SMU - Early October

Census Date

The 12th day of classes for fall and spring terms; the 3rd day of classes for summer terms. Changes **<u>cannot</u>** be made to the **Schedule of Classes** after this date.

Production Calendar

A timeline is sent twice a year from the Assistant Registrar for Academic Scheduling. It shows when the **Schedule of Classes** will be rolled and the Scheduling Period.

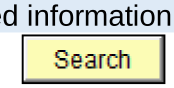
Understanding the Schedule of Class Pages

Editing the Schedule of Classes can be done on two different pages.

Page	Navigation	Purpose
Schedule New Course	Curriculum Management, Schedule of Classes, Schedule New Course	Use Schedule New Course when no sections of a course are currently scheduled for a given term.
Maintain Schedule of Classes	Curriculum Management, Schedule of Classes, Maintain Schedule of Classes	At least one class section must have rolled in order to use this page. Use this page to edit existing class sections or modify sections by adding or deleting classes as needed.

Working with the Schedule of Classes Pages

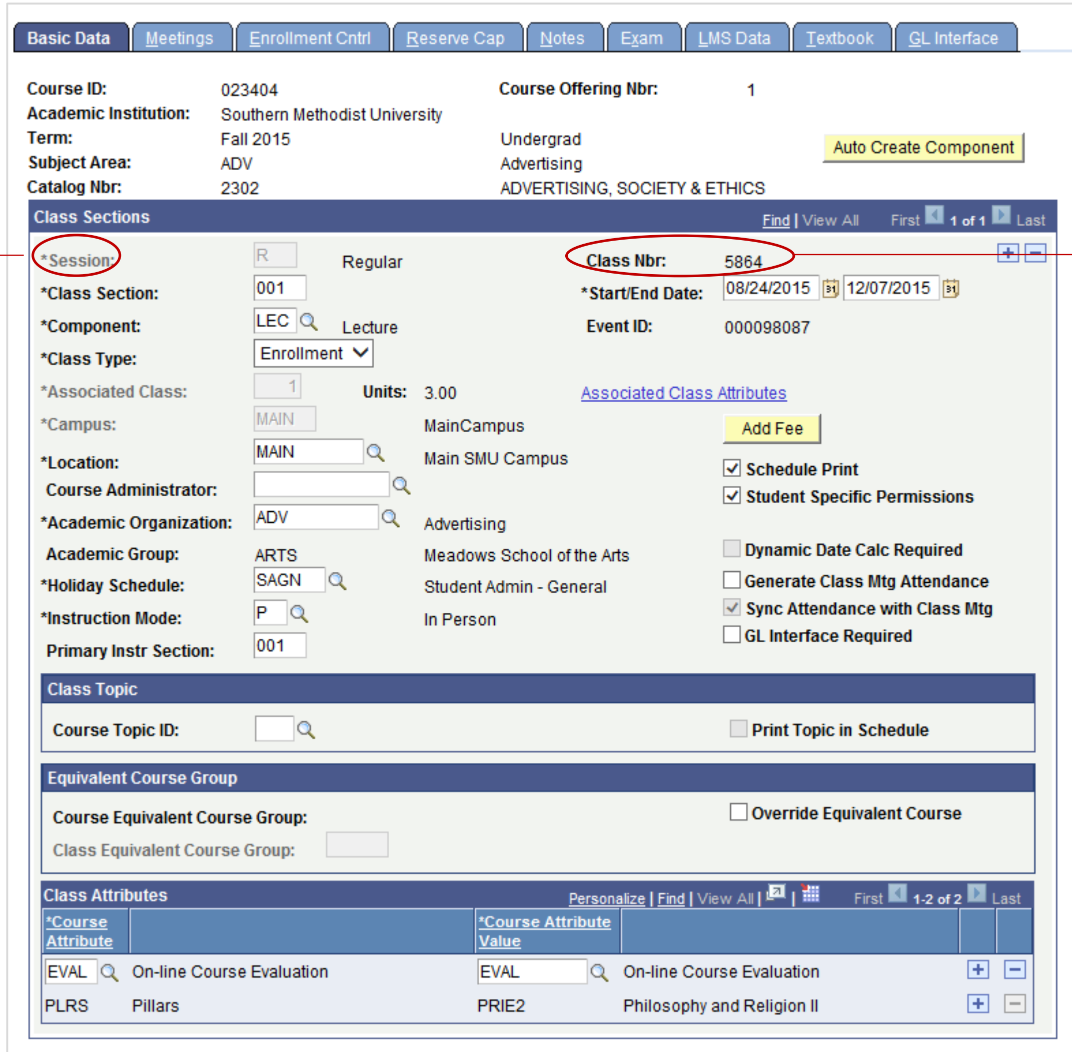
The **Maintain Schedule of Classes** and **Schedule New Courses** pages look the same but function differently. This section will provide a comprehensive overview of the functions of these pages.

1. Click **Curriculum Management.**
2. Click **Schedule of Classes**.
3. Click **Maintain Schedule of Classes** *or* **Schedule New Course**.
4. Enter the **Term**.
5. Enter the **Subject Area**.
6. Enter the desired information into the **Catalog Nbr:** field.
7. Click **Search**. 

   Note: If the search does not return results when using Maintain Schedule of Classes, then go to the Schedule New Course page.
8. When working with either of these pages, you will need to be familiar with the following tabs:
   - Basic Data
   - Meetings
   - Enrollment Cntrl
   - Reserve Cap
   - Notes

   The remaining tabs are not used.

Basic Data Tab


Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID: 023404 **Course Offering Nbr:** 1
Academic Institution: Southern Methodist University
Term: Fall 2015 Undergrad
Subject Area: ADV Advertising
Catalog Nbr: 2302 ADVERTISING, SOCIETY & ETHICS

Auto Create Component

Class Sections Find | View All First 1 of 1 Last

*Session: R Regular
Class Nbr: 5864
***Class Section:** 001
***Start/End Date:** 08/24/2015 12/07/2015
***Component:** LEC Lecture
Event ID: 000098087
***Class Type:** Enrollment
*Associated Class: 1 **Units:** 3.00
Associated Class Attributes
*Campus: MAIN MainCampus
Add Fee
***Location:** MAIN Main SMU Campus
Course Administrator:
***Academic Organization:** ADV Advertising
Academic Group: ARTS Meadows School of the Arts
***Holiday Schedule:** SAGN Student Admin - General
***Instruction Mode:** P In Person
Primary Instr Section: 001

☑ Schedule Print
☑ Student Specific Permissions
☐ Dynamic Date Calc Required
☐ Generate Class Mtg Attendance
☑ Sync Attendance with Class Mtg
☐ GL Interface Required

Class Topic
Course Topic ID:
☐ Print Topic in Schedule

Equivalent Course Group
Course Equivalent Course Group:
Class Equivalent Course Group:
☐ Override Equivalent Course

Class Attributes Personalize | Find | View All | First 1-2 of 2 Last

*Course Attribute		*Course Attribute Value	
EVAL	On-line Course Evaluation	EVAL	On-line Course Evaluation
PLRS	Pillars	PRIE2	Philosophy and Religion II

9. The following Session codes include:
R - Regular Spring/Fall Terms
RA - Regular Module A (ONLY for Fall & Spring MBA/HART classes)
RB - Regular Module B (ONLY for Fall & Spring MBA/HART classes)
RE - Regular Executive MBA (ONLY for Fall & Spring EMBA classes)
S1 - Summer Session I (also used for RA in Summer)
S2 - Summer Session II (also used for RB in Summer)
S3 - Summer Session III (same as R in Fall & Spring)
S4 - Summer Session IV (also used for RE in Summer)
IT - January/May/August Terms
Note: Because of associated calendar default date issues, it is easier to schedule a new section than it is to change the session code on an existing session. If you need to make a session change, it is recommend that you delete the old section (prior to enrollment) and add a new section with the correct session.

10. **Class Nbr**: Once a class has been saved, a 4 digit number will display. This represents the subject, catalog number, class section number and term. Each class number for a term is unique.

11. **Class Sections** may also be up to four digits. They include:

First Digit:
0 - Class Meets before 5 pm
2 - EDU classes
4 - Videotape
5 - Study Abroad
6 - Washington, D.C.
7 - Class Meets at 5 pm or later
8 - Lecture has non-enrollment lab/discussion
D - Graded Discussion
L - Graded Lab
P - Private Study *
R – Recitation primarily used for AERO (Air Force class) taught at UNT
N - Non-graded Lab or Discussion
W - Writing Intensive

Second & Third Digits:
Sections beginning with 0, 7, or 8 should be assigned the next sequential number. Sections beginning with 4, 5 or 6 should be assigned a section number based on the location.

Note: *Private Study schedulers - When setting up P-sections, the second and third digits are assigned based on the instructor teaching the section. Unique numbers are assigned to instructors by the department.

Fourth Digit - *Fall and Spring Term Only*
A - Alternate Meeting Time
B - Alternate Meeting Time
A/B can also be used on sections with location specific section numbers and need to have multiple sections scheduled.
C - Combined Section
H - Honors Section

Fourth Digit - *Summer Term Only*
1 - Summer I
2 - Summer II
3 - Summer III
4 - Courses offered that begin prior to Summer I and end during or after Summer II (GCOX only).

Important: If you are unsure about what section number to use, be sure to check with the Assistant Registrar for Academic Scheduling. Do not make up your own section numbers.

12. **Start/End Date:**

These dates are defaults based on session code. The default dates can and should be changed for sections that don't meet for the entire term session.

<u>If the dates are changed on the Basic Data page, they will also need to be changed on the meetings page.</u>

13. **Component**:

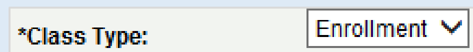
Component choices are determined by how the course was set up in the Course Catalog. Some of the common choices are LEC, LAB, DIS, IND and RSH. See the Table of Contents for a complete list of "Course Components."

Remember if you have set up a course at the catalog level as multi-component (i.e. graded lecture/non-graded lab), **<u>you must schedule all section with these components</u>**, or contact the Assistant Registrar for Academic Scheduling to break the component requirements.

Zero-Hour/Full Time Status courses: Select the "Full-Time" component. (Zero hour courses are used for graduate dissertations and research.)

If the desired value does not return in the search results, notify the Assistant Registrar for Academic Scheduling for assistance.

14. **Class Type:**



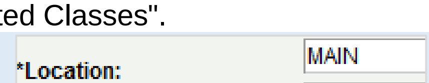
The Class Type default is Enrollment. The only time that you should change this is whenever you are scheduling a multi-component course that requires a graded Lecture as well as a non-graded component.

Be very careful that you have the Enrollment Class type associated with the Lecture portion of the class and the Non Enrollment class type associated with the Lab/Discussion/etc.

15. **Associated Class:**

This field is used to pair lectures with specific labs/discussions or to have a section labeled with a certain designation. For more information, see the Table of Contents for instructions labeled "Entering Associated Classes".

16. **Location**:



The default is MAIN. Change as necessary.
For more information, see the Table of Contents for instructions labeled "Location Codes and Facility IDs".

17. **Course Administrator:** Leave blank. Do not use.

18. **Academic Organization:**
Default based on the subject/department. Do not change.

19. **Holiday Schedule:** Default based on the subject/department. Do not change.

20. **Instruction Mode**:

Instruction mode can and should be changed to reflect the way that the course is being taught. For more information, see the Table of Contents for instructions labeled "Location Codes and Facility IDs" mode.

21. **Primary Inst Section**: Default based on the subject/department. Do not change.

22. Schedule Print:

If you uncheck, students will not be able to see the class section in the Schedule of Classes. The Study Abroad department is typically the only area not displaying their class sections.

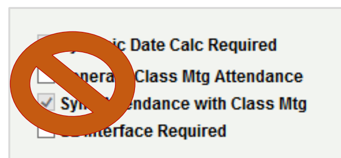
23. **Student Specific Permissions**:

Check the Student Specific Permissions box. This box allows departments to grant student specific permissions for instructor consent, department consent, class capacity overrides, and requisite overrides.

By checking this box, it means that you can give student permission if necessary, not that you must give student permission for any student to enroll. The checkbox alone will not perform any system function. It must be used in conjunction with student specific permissions explained later in this document.

Note: You want to make sure that this box always has a checkmark in it for every class section.

24. No action is needed for the remaining fields:
Dynamic Date Calc Required
Generate Class Mtg Attendance
Sync Attendance with Class Mtg
GL Interface Required

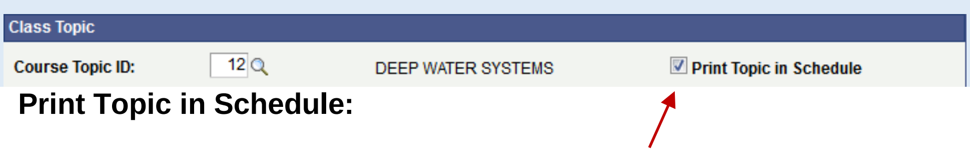


25. **Course Topic ID:**

Course Topics are generally used for small group class sections. Choices available are determined in Course Catalog set-up.

To select a Course Topic ID, click the Look Up icon, then click the Look Up button. Select from the search results.

If the topic needed is not set up, please contact the Assistant Registrar for Academic Scheduling. Remember topics set up in the Schedule of Classes apply to entire class sections. If you need a topic to be created for an individual, please complete a Notice of Special Topics form. This can be found on the registrar website in the Forms Library.
http://www.smu.edu/EnrollmentServices/Registrar/FormsLibrary



26. **Print Topic in Schedule:**

If the Course Topic ID is populated the Print Topic in Schedule button will be selected. Do not change.

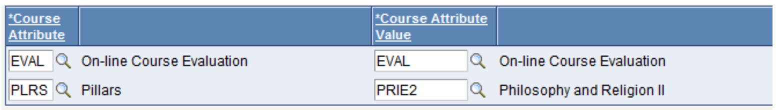
27. Course Equivalent Group:

Nothing should be entered in this field. If an equivalent course exists it will display.

(Equivalent courses are set-up in Course Catalog.)

28. Override Equivalent Course: Do not check.

29. Course Attribute:



*Course Attribute		*Course Attribute Value	
EVAL	On-line Course Evaluation	EVAL	On-line Course Evaluation
PLRS	Pillars	PRIE2	Philosophy and Religion II

Select EVAL for any sections that will have an on-line evaluation in Blackboard. This attribute is used to identify sections that require students to complete an on-line evaluation. To tag courses with UC curriculum attributes click the **+** button.

Catalog level UC tags (Foundations and Pillars) are set up at the catalog level, and automatically appear on scheduled sections. You cannot modify these catalog level tags at the section level.

Proficiencies and Experiences (PREX) tags are maintained by departments at the section level. While these tags will roll as part of the Prior Term Copy, they should always be checked and verified every term. Make sure that courses are approved for UC-PREX tags before adding them to any sections.

Find approval information on the UC website (www.smu.edu/uc). Also confirm with the instructor of the class that they will be assessing for the approved PREX tags during any given term.

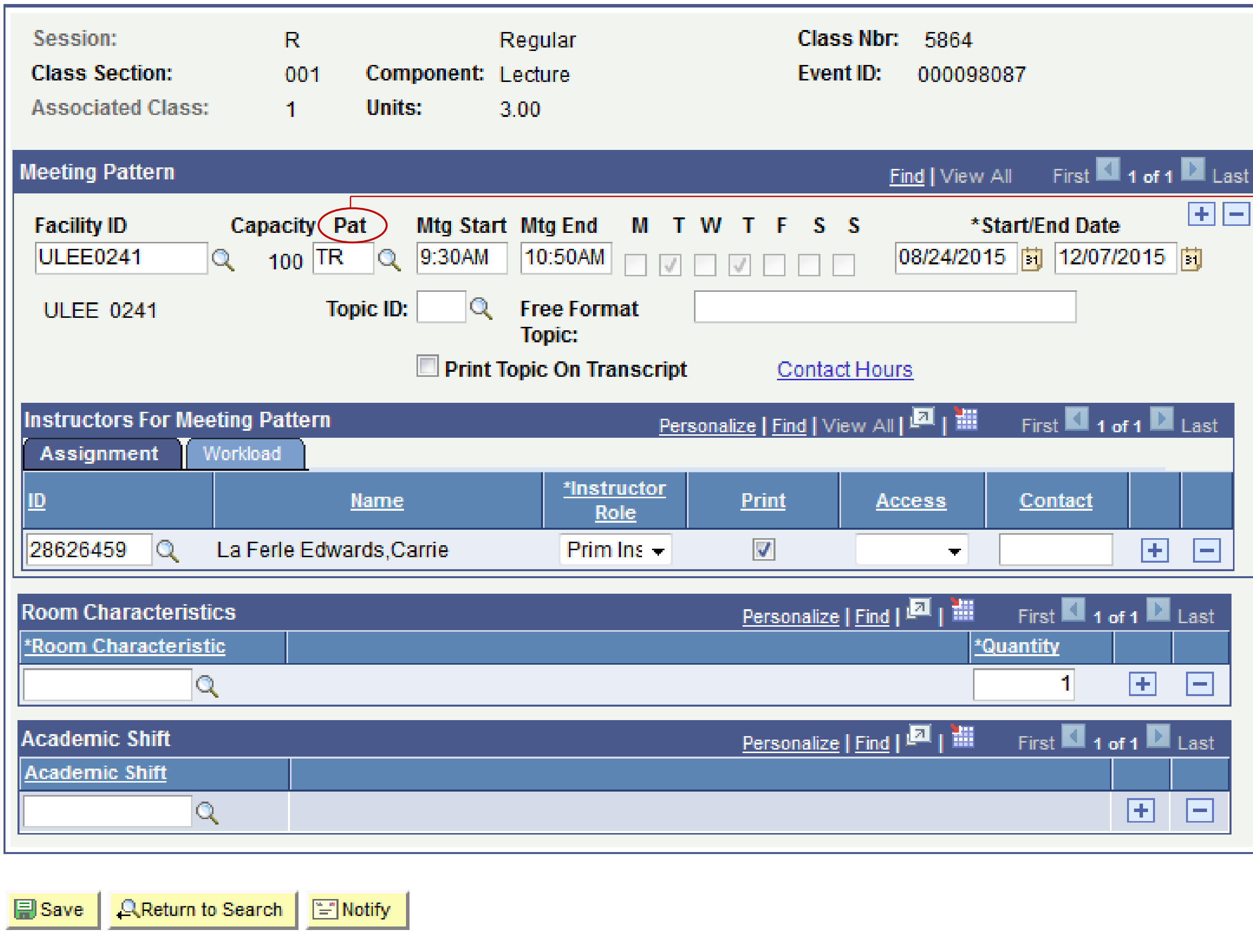
Just because a section is approved for PREX tags does not mean that they will always be offered with those tags.

UC Curriculum Proficiencies & Attributes

(Tag courses at the section level. Prior permission must be secured before using these.)

PREX	Proficiencies and Experiences	CE	Community Engagement
PREX	Proficiencies and Experiences	GE	Global Engagement
PREX	Proficiencies and Experiences	HD	Human Diversity
PREX	Proficiencies and Experiences	IL	Information Literacy
PREX	Proficiencies and Experiences	OC	Oral Communication
PREX	Proficiencies and Experiences	QR	Quantitative Reasoning
PREX	Proficiencies and Experiences	SL	Second Language
PREX	Proficiencies and Experiences	WRIT	Writing

Meetings Tab



30. Facility ID:

Enter the **Facility ID** or click the **Look Up** icon, then click **Look Up** button. Select from the search results. (The room capacity will display based on the facility selected.)

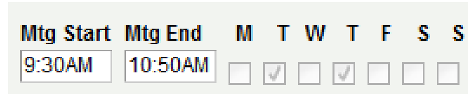
If the Facility ID that you need does not appear in my.SMU, please contact the Assistant Registrar for Academic Scheduling. All classes that have an actual meeting time also must have a Facility ID listed. All classes, even Directed Study/Internship/Etc., must have a Facility Id listed.

For more information on the Facility Ids used for arranged sections, see the Table of Contents for instructions labeled “Locations, Facilities and Instruction mode.

31. Pat:

Enter the meeting pattern or click the **Look Up** icon, then click the **Look Up** button. Select from the search results. Choose a selection from the search results to populate this field. This will populate the days of the week checkboxes to the right. <u>Do not check these boxes.</u> If the meeting pattern is not known, select **ARR**. <u>This field should never be left blank.</u>
See the Table of Contents for information on “Alternate/Multiple Meeting Patterns”.

32. **Mtg Start**:

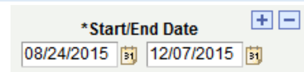


Enter a start time for the section. Be sure to distinguish between A.M. and P.M. Military time can also be entered. A.M. is the default.

33. **Mtg End**:

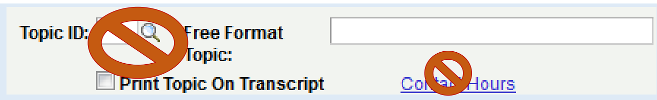
Time will default based on day and start time entered. Modify if necessary. Note: If the Facility ID, Mtg Start, and Mtg End fields are left blank they will appear in the Schedule of Classes as TBA.

34. **Start/End Date**:



These fields will be automatically populated. If you made adjustments to the Start/End Dates on the Basic Data page, please be sure to make the corresponding changes here.

35. **Topics:**



Do not use the following fields:

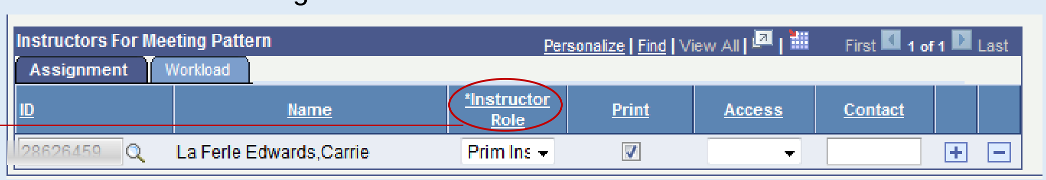
Topic ID
Free Format Topic
Print Topic on Transcript

Note: Topic information entered on the Basic Data page also appears on Student Transcripts. Do not enter any Topic information on this page.

36. **Contact Hours:** The **Contact Hours** link is not used.

37. **Associating Faculty and Staff with Instructor Roles**

At the bottom of the Meetings tab, you will need to associate the appropriate individual with an assigned instructor role.



Enter the SMU **ID** for the instructor or click the **Look Up** icon to search and click the **Look Up** button. Select the instructor from the search results.

Note: You will only see approved instructors for the desired subject/course. This includes proxy graders.

See the Table of Contents for information on the "Instructor Advisor Table."

38. **Instructor Roles:** Select one of the following instructor roles.

Prim Instr - Primary Instructor
Credentialed instructor responsible for teaching the class. *Note*: All sections must have one Primary Instructor. (In the case of team taught sections, you may have multiple Primary Instructors if needed.) Add additional rows as needed by using the **+** button.

Sec Instr - Secondary Instructor
Co-teaching a class with a primary instructor in a secondary capacity.

Sup Instr - Supervisory Instructor
Tenured faculty member responsible for supervising select non-tenured primary instructors.

(If you have a course that is being taught by a Graduate Student in a Primary Instructor role, you may want to list a Supervisory Instructor as part of the SOCL set-up.)

AA - Administrative Aide
Administrative responsibilities only. Assists instructors with attendance & entering grades.

TA - Teaching Assistant
Graduate student responsible for assisting a primary or secondary instructor.

If additional instructors do not need to show in print, deselect the Print button. (This is typically done for the AA and TA.)

Important: Instructors must be entered on this on this page before the census date. Contact the Assistant Registrar for Academic Scheduling if changes are needed after these dates.

39. **Access:**

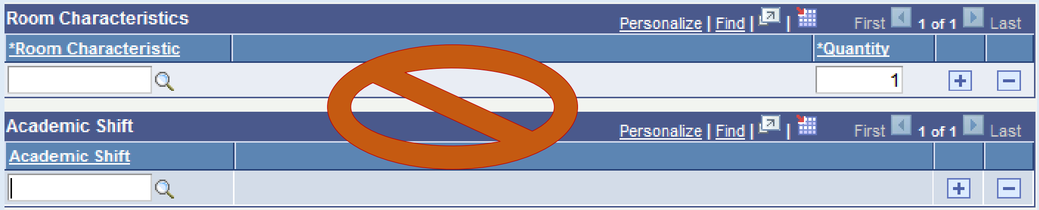
Select the appropriate security role for the instructor indicated.
- **Approve:** Allows the instructor to enter and approve grades.
- **Grade:** Allows instructor to enter and save grades. Does not include access for final approval for posting grades.
- **Post:** Do not use.

40. **Sections Taught by Staff or is Unknown**

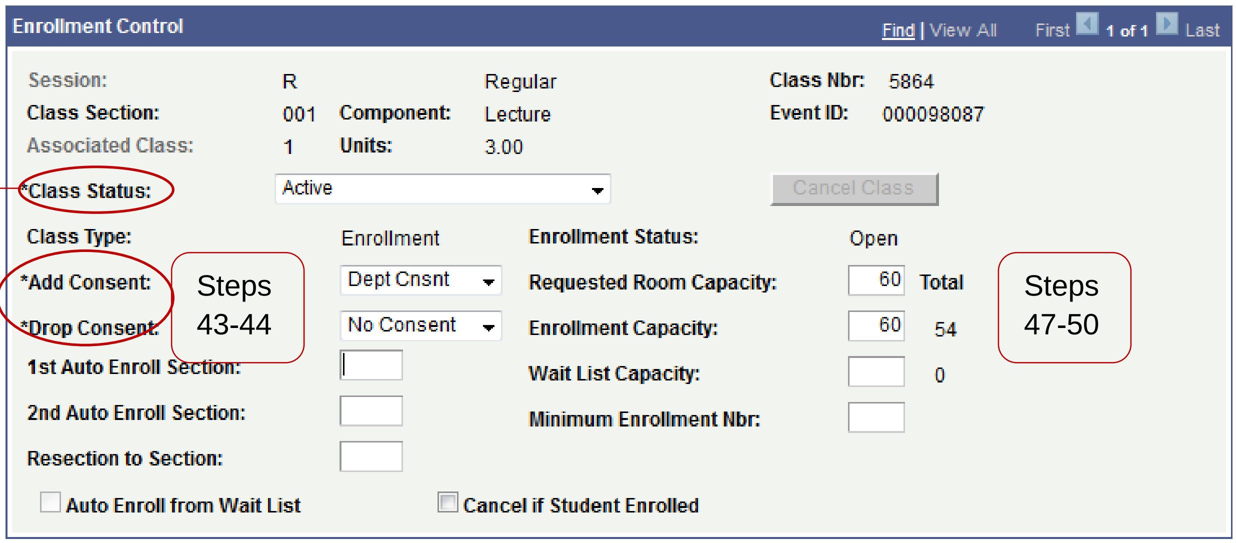
This method of entering an instructor should be used as a last resort and is really considered to be a place-holder until an instructor is identified. The following placeholder ID may be used.
- **03374487** - Staff, Instructor Varies
- **Instructor Role:** Default is **Prim Instr.** Do not change.
- **Print:** Default is checked. Do not change.
- **Access:** Leave Blank.
- **Contact:** Do not modify.

Placeholder Instructor ID's **must** be removed by the Census Date.

41. *Note*: The Room Characteristics and Academic Shift sections are not in use.



Enrollment Control Tab



42. **Class Status:** The Default value is Active. This field has four values:

Active - Allows students to enroll in the class section.

Stop Further Enrollment - Select Stop Further Enrollment when a section has at least one student in it and needs to be cancelled*. Then, contact the Assistant Registrar for Academic Scheduling.

Note: Stop Further Enrollment should not be used to limit course enrollment. It should only be used while in the process of canceling a class section.

Cancelled - Select Cancelled once all students have been dropped from a section previously marked as Stop Further Enrollment. The Cancel Class button will then be active. (Refer to the Delete/Cancel Class Sections in the Table of Contents for procedures for canceling a class section.)

Tentative - Used at departmental discretion to schedule a tentative class section. This section is put on "hold" and doesn't appear in the Class Search in My.SMU. (This is often used so a room can be scheduled.)

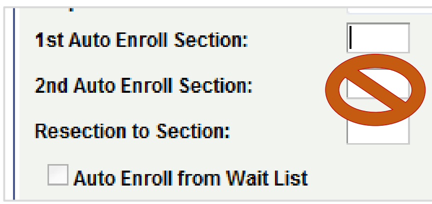
43. *__Add Consent__:

Defaults from Course Catalog. Change as necessary. Any consent, Department or Instructor, requires that you give student specific permission to all students in order for them to be able to enroll.

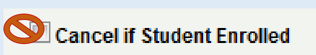
44. *__Drop Consent__:

If you believe that you have a reason where you need to require that students need to have permission before they can drop a section, please contact the Assistant Registrar for Academic Scheduling.

45. Do not edit the auto enroll section. To use the wait list feature, contact the Assistant Registrar for Academic Scheduling.



46. **Cancelled if Student Enrolled:** Defaults blank. Do not change.



47. **Requested Room Capacity:**

Initially, this defaults from the Course Catalog. Once it's edited, it rolls from the previous schedule. Change if needed.

__For combined sections__: change to reflect the total number of seats available in the course. This is the total of each of the individual combined section capacities.

48. **Enrollment Capacity**:

This is what drives the number of students allowed to enroll in a section. Requested Room capacity is text only.

__For combined sections:__ change to reflect the total number of seats available in the course. This is the total of each of the individual combined section capacities.

49. **Wait List Capacity:**

Defaults blank. <u>Do not change.</u> To use the wait list feature, contact the **Assistant Registrar for Academic Scheduling.**

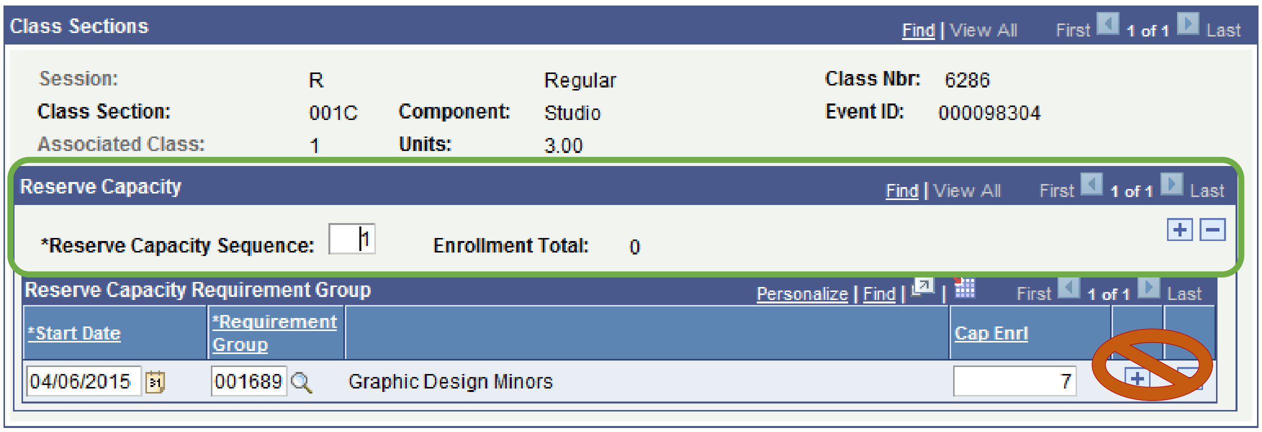
50. **Minimum Enrollment Number:**

Defaults blank. Enter the minimum number of students needed to enroll in the section in order for it to convene. This is for informational purposes only and is not required.

Reserve Cap Tab

A requirement group creates a restriction on a class section. This restriction is in addition to the system enforced requirement set up for the course in the Course Catalog. These requirement groups can only be applied on this page at the section level.

Example: If a course was set up at the Course Catalog level with a system enforced requisite of "Junior Standing Only" the system will check this requisite before permitting enrollment for all sections of this course. If, on the other hand, this same course has a section that is set up at the section level allowing a specific numbers of “Graphic Design Minors”, the system will check first for "Junior Standing Only" and then the system will verify the required minor.



51. Reserve Capacity Sequence:

The system automatically assigns a sequential number to each Reserve Capacity Sequence. This number will increase by one as multiple Requirement Groups are linked to a class section.

52. Start Date:

Enter the first date of enrollment. The system checks enrollment against the Requirement Group and the number of seats reserved.

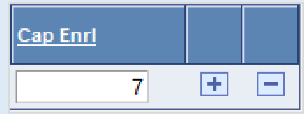
This **<u>MUST</u>** be set to “on or before” the start of enrollment, not the start of the term.

Requirement Groups:

Existing **Requirement Groups** can be selected from the **Reserve Capacity Requirement Group** section. Click the **Look Up** icon, then select **Look Up** and choose a value from the **Search Results**.

Contact the Assistant Registrar for Academic Scheduling to have new Requirement Groups created.

53. Cap Enrl:



Enter the number of restricted seats for the section. The Enrollment Capacity of the Requirement Group(s) cannot exceed the Enrollment Capacity specified on the Enrollment Control page.

If the sum of all Reserve Capacities is less than the Enrollment Capacity specified for the section, the remainder of the seats will be labeled as unrestricted seats – including restrictions placed at the catalog level. If there are no catalog-level restrictions, the remaining seats will be open to all students.

54. **Adding Multiple Requirement Groups**

To add additional Requirement Groups click the **Add a new row +** button on the Reserve Capacity row.

The Reserve Capacity Sequence will increase by one. Enter the next Requirement Group and the appropriate Cap Enrl number.

It is important to note that if you restrict seats using more than one Requirement Group, each Requirement Group needs to be set up under its own Reserve Capacity sequence number.

<u>Be sure</u> that you add a row using the **Reserve Capacity +** button and not the bottom one located under the Reserve Capacity Requirement Group.

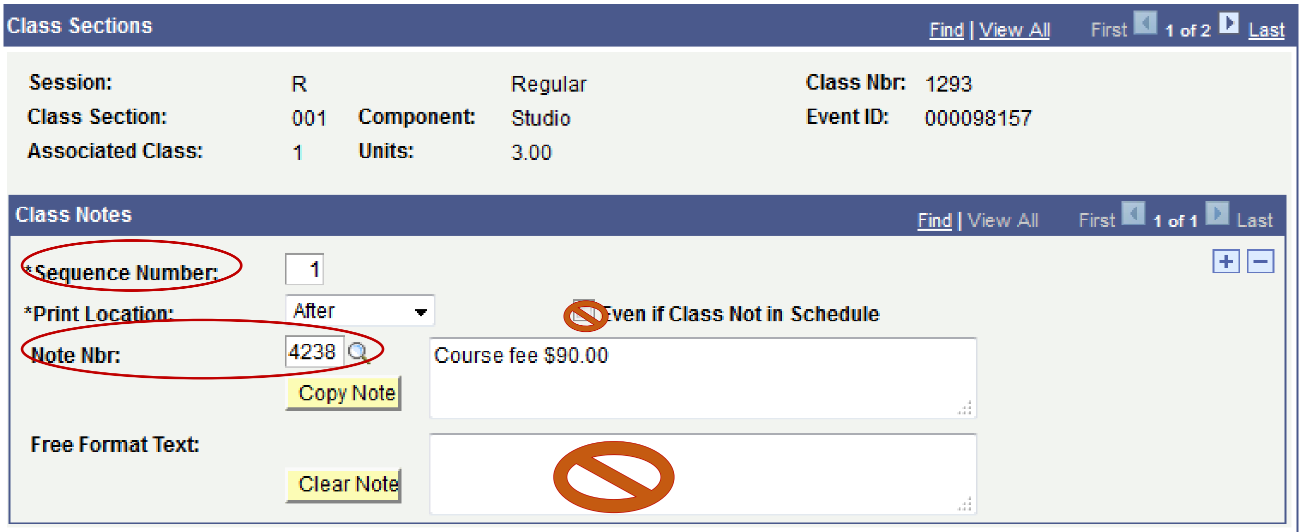
If you use the lower button you are essentially telling the system to replace one Requirement Group with another, and not asking it to enforce both.

55. **Opening Unrestricted Seats**

If no students are enrolled using the restriction you can open up unrestricted seats by deleting a restriction. Under the Reserve Capacity section, navigate to the appropriate requirement. Then, click the **-** button to delete the reserve capacity. Click **Save**.

If students are enrolled using a restriction, open up seats without affecting the students who are currently enrolled. Change the Cap Enrl number to equal the Enrollment Total number that is displayed on this page. Click **Save**.

Notes Tab



56. Sequence Number:

The system automatically assigns a sequential number to each note. This number will increase by one as multiple Notes are linked to a class section. The sequence number will determine the order the notes are displayed in Class Search. You can override this number if you need to change the sequence.

57. Print Location:

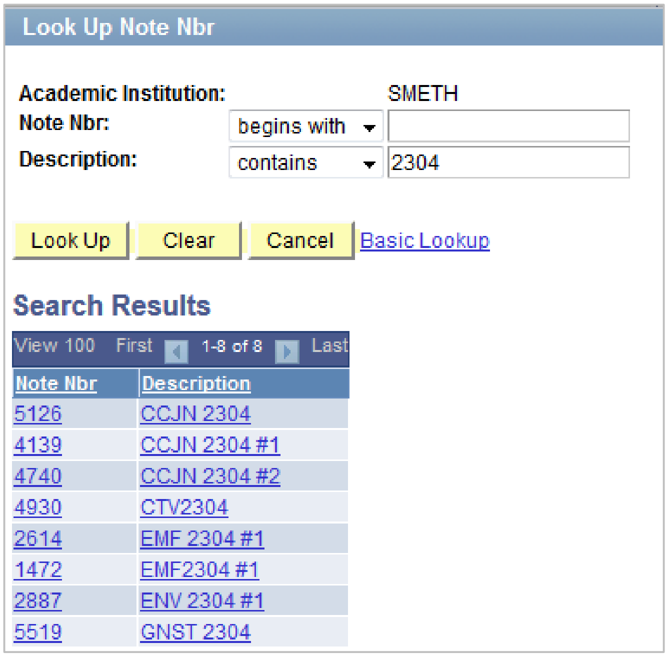
The Print Location will default to Print After. Do not change. SMU does not use "print before".

58. Note Nbr:

The Note Nbr field will allow you to select existing notes for a specific class section. If you need a new note added to my.SMU, contact the Assistant Registrar for Academic Scheduling.

Notes can be searched two ways:

1. ***Search from the Notes Tab:*** Select the Look Up icon.
   Tip: Change the **Description** drop-down list to "contains" and enter the course number. Then, click **Look Up.**



2. ***View notes from the Class Notes Table***. See the Table of Contents for instructions listed under "View Class Notes Table."

60. **Even if Class Not in Schedule:** This field is unchecked. Do not change.

61. **Free Format Text:**

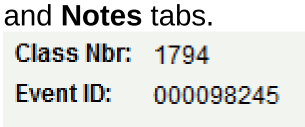
Do not type in this field. **All notes must be entered in the Note Nbr field.**

62. After careful review of all tabs click **Save**.

Tip: When scheduling multiple sections of the same class remember to save your work after entering each section.

Class Nbr and Event ID

63. Once the Schedule of Classes has been saved, a Class Nbr (see step 10 for definition) and Event ID will be assigned. This can be found on the **Basic Data** and **Notes** tabs.



64. **Event ID:**

The **Event ID** confirms that no other department has scheduled a class in the selected room for the desired days and times. This **does not** mean that permission has been granted to use the room. During the Scheduling Period, room assignments are handled within each school. After the Scheduling Period, contacts vary by school. See schedule.smu.edu for more information on room scheduling.
.
End of Procedure.

Adding and Editing Class Sections

When adding and editing class sections it is critical to make sure you are associating the correct schedule with the appropriate class section.

1. ***Add a new section:***

To add a new section, click the **+** button. The Class Sections bar will increase by an additional row.

The Class Section field will be empty. Continue editing the new class section using the steps outlined in the previous pages.

2. ***Edit an existing section:***

Using the arrows in the Class Sections bar, scroll until you find the correct class section number.

Continue editing the rolled class section using the steps outlined in the previous pages.

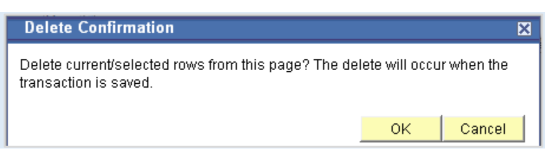
End of Procedure.

Delete a Class Section: No Students Enrolled

Deleting every class section from the Schedule of Classes deletes the entire course from the Schedule of Classes for a specific term. Follow the instructions below to delete one or more class sections of a course that does not have any students enrolled.

If a sections has ever had students enrolled during the term, you should not delete it from the schedule. Instead follow the instructions on cancelling a section.

1. Click **Curriculum Management**.
2. Click **Schedule of Classes**.
3. Click **Maintain Schedule of Classes**.
4. Enter the **Term**.
5. Enter the **Subject**.
6. Enter the **Catalog Nbr**.
7. Click **Search**. Select the desired course.
8. Note the class section that displays. Use the arrow buttons to navigate to the desired class section.
9. Once you are on the appropriate class section, click the **-** button to remove the desired class section.
10. Click **OK**.



11. Click **Save**.

End of Procedure

Cancel a Class Section: Students Enrolled

Class Sections should be cancelled if there has ever been any student enrollment in the section. Deleting sections that have previously had student enrollment can cause issues with student enrollment records.

1. Click **Curriculum Management**.
2. Click **Schedule of Classes**.
3. Click the **Maintain Schedule of Classes.**
4. Enter the **Term**.
5. Enter the **Subject**.
6. Enter the **Catalog Nbr**.
7. Click **Search**. Select the desired course.
8. Note the class section that displays. Use the arrow buttons to navigate to the desired class section.
9. Click the **Enrollment Cntrl** tab.
10. Click the **Class Status** drop down list.
    Select **Stop Further Enrollment**.

    Stop Further Enrollment
11. **Important!**

    E-mail all enrolled students notify them that the section is being cancelled and that they need to drop the class in my.SMU as soon as possible.

    Notify the Assistant Registrar for Academic Scheduling that you are in the process of canceling the section.
12. Once all students have dropped return to the class section and select the **Enrollment Control** tab**.**

    Change the **Class Status** from Stop Further Enrollment to **Cancelled Section**.

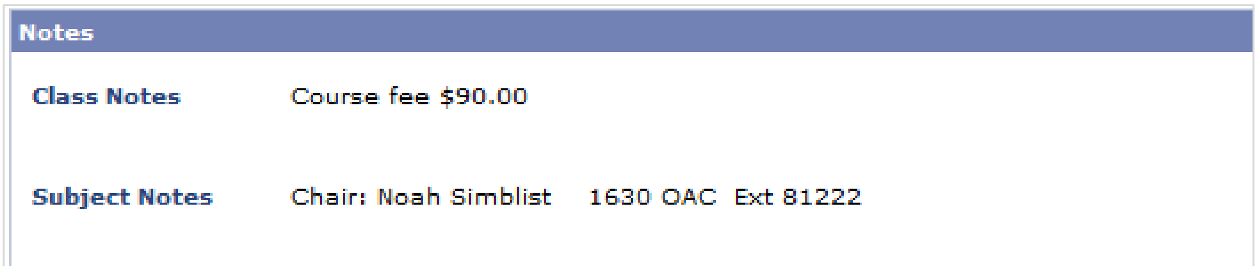
    Cancelled Section
13. The Cancel Class button will now be active. Click **Cancel Class**.

    Cancel Class
14. Click **Save**.

End of Procedure.

Working with Notes

The Class Search page provides students with both **Class Notes** (specific to a class section) and **Subject Notes** also known as **Global Notes**. Subject/Global notes provide department wide information.

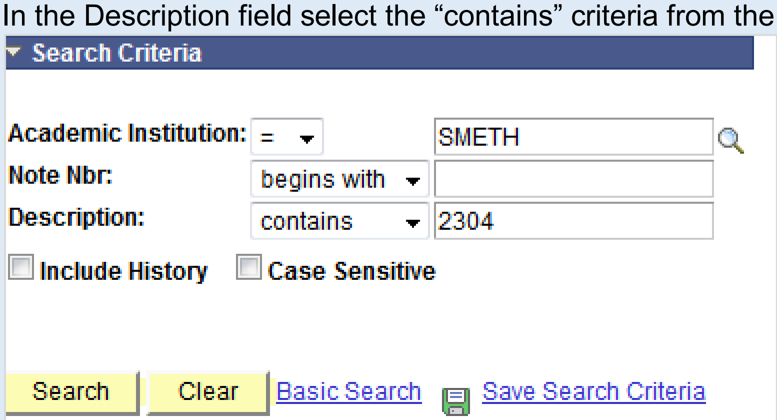


View Class Notes Table

We already learned how to associate a note from the Notes Tab in the Maintain Schedule of Classes and Schedule New Course section. Class Notes, like the one in the above example, can also be viewed from the Class Notes Table.

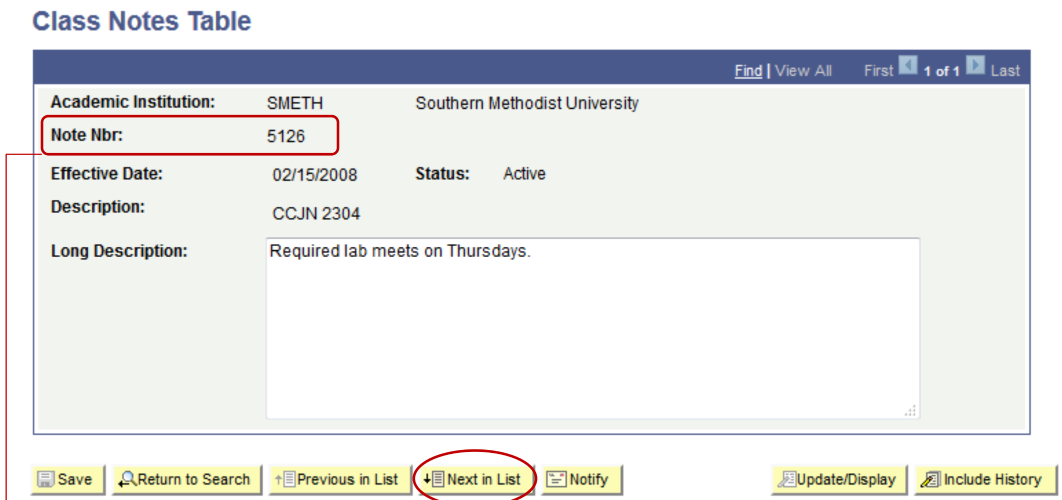
Class notes are used whenever you need to give additional information about a specific section. While a note set up can be viewed in the Class Notes Table, it isn't always easy to find what you are looking for. In order to view all class notes, it is recommended that you run the query: U_SR_SC2350_CLASS_NOTES. Notes can be modified by contacting the Assistant Registrar for Academic Scheduling.

1. **Click Curriculum Management**.
2. Click **Schedule of Classes**.
3. Click **Class Notes Table**.
4. In the Description field select the "contains" criteria from the drop-down list.



5. Enter the catalog number into the **Description** field.
6. Click **Search** and select the desired course.

7. The first note for this course will be displayed, if necessary, click **Next in List** to view the next class note from the search results.



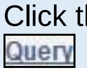
8. Continue to click the **Next in List** button until the appropriate note is displayed. Once the desired note is reached, write down the **Note Nbr**. This number may be inserted into the Note Nbr field on the Notes Tab when editing the Schedule of Classes.

End of Procedure.

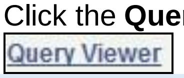
Run Class Notes Query

1. Click the Reporting Tools link.

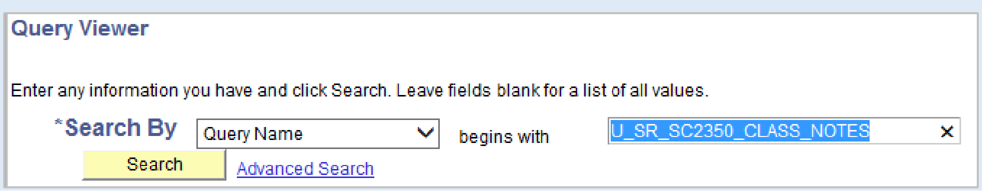
2. Click the **Query** link.



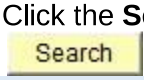
3. Click the **Query Viewer** link.



4. Enter: U_SR_SC2350_CLASS_NOTES in the **Query Name** field.



5. Click the **Search** button.



6. The Search Results will display. To view the query click the **HTML** link from the desired row.

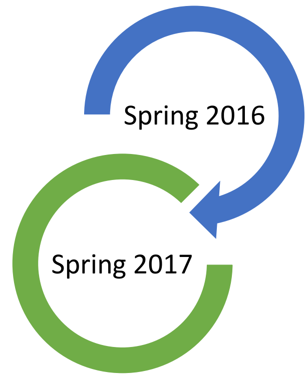
7. Results are displayed. To export to Excel, click the **Excel SpreadSheet** link. You will need to filter the results in order to view your specific subject.

End of Procedure

Understanding Global Notes

Global Notes are used to convey scheduling information to students regarding an entire subject area. Once the global notes are setup for a subject area for each term the notes will only need to be modified as changes to departmental information are made.

Global Notes roll from corresponding term to corresponding term, just like the Schedule of Classes. When you make an update to the Global Note Table, it will only roll to the next corresponding term, not the next chronological term.



Make sure that you check and update your notes every term. Term Global Notes are not tied together; therefore, a change to one term's Global Note will not affect another term's Global Note.

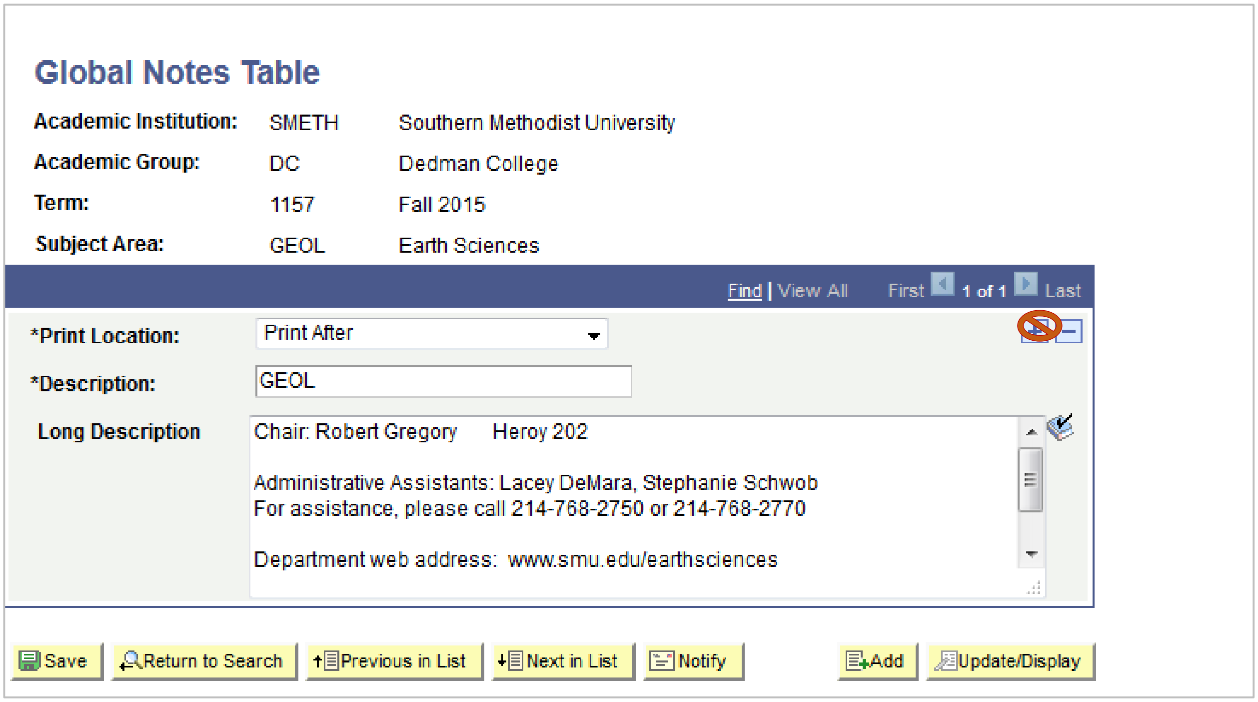
Examples:

- An explanation of any section numbering schemes that would impact the student's ability to fulfill a departmental requirement, such as "All students enrolled in a MURE course are required to attend one recital orientation session."
- Departmental/Subject contact information.

Each department establishes their own Global Notes.

Updating the Global Notes Table

1.	Click **Curriculum Management**.
2.	Click **Schedule of Classes**.
3.	Click **Global Notes Table**.
4.	Enter **Academic Group**.
5.	Enter the desired **Term**.
6.	Enter the **Subject**.
7.	Click **Search**.



8. To change the Global Note, simply click in the Long Description field and edit as needed. Do not add a row.

Global Notes are set up at the subject level, and appear on all class sections as Subject Notes in the Schedule of Classes Class Search. Be sure to structure your notes so that they include information that is applicable to all class sections.

Department chair information and department contact information are appropriate Global Note content. Specific restriction code information and P section information is not appropriate Global Note content.

9. Click **Save**.

End of Procedure.

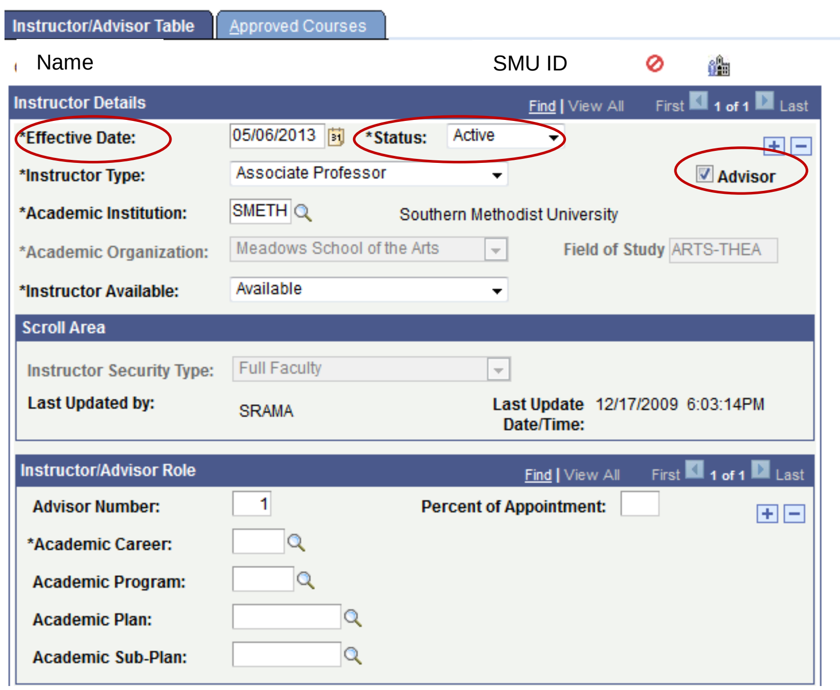
Instructor Advisor Table

Adding Instructors to the Instructor/Advisor Table

1. Click **Curriculum Management.**
2. Click **Instructor/Advisor Information**.
3. Click **Instructor/Advisor Table**.
4. Enter the desired information into the **ID** field. In order to set up an instructor in the Instructor/Advisor table the instructor must first have an SMU ID number.

   !

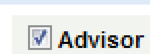
   Please use caution when searching for a new instructor by name only, as it is very easy to accidentally set up the wrong person.
5. Click **Search**.



6. **Effective Date:**

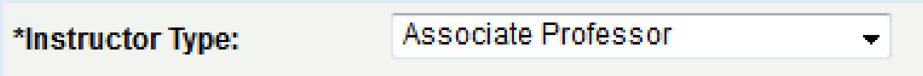
   The effective date needs to be on or before the first day of the term. If you are adding an instructor after the start of the term, change the effective date default of today's date back to the first day of the term.
7. ***Status:**

   Defaults to Active. You do not need to change this field when adding new instructors.
8. **Advisor:**

   If the instructor will also have advising responsibilities, be sure to select the Advisor checkbox.

9. **Instructor Type:**



Select the appropriate Instructor Type from the drop down list.

Adjunct: Part-time faculty position; one-half teaching load on a contractual basis; non-benefits eligible

Advisor Only: Faculty or Staff serving in an Advisory Capacity only and has no teaching responsibilities

Assistant Professor: Regular benefits eligible, tenure-track position; excludes Visiting Professors

Associate Professor: Regular benefits eligible, tenured or on tenure-track position; excludes Visiting Professors

Emeritus: Previously tenured faculty member who retired and has returned to teach or fulfill other academic responsibilities

Graduate Teaching Assistant: A graduate student who has primary, secondary, or teaching assistant role in the classroom; non-contractual; not qualified as Adjunct

Non-Tenure Track: Regular benefits eligible non-tenure track position, including Lecturer, Senior Lecturer, in- Residence, Instructor, Research, Clinical/Technical, and Professor of Practice. (Excludes Visiting Professors)

Professor: A regular benefits eligible, tenured position of the Full Professor Rank. (Excludes Visiting Professors)

Teaching Administrative Aid: Typically a Teaching Assistant role; listed as a coordinator or for administrative purposes (such as entering grades, overseeing the class schedule, etc.)

Visiting: A faculty member of any rank or tenure status, who is visiting, regardless of length of contract.

10. **Academic Organization:**

Select the appropriate Academic Organization. The Academic Organization is generally the instructor’s school. If the instructor being set up is teaching in multiple schools, select the primary school from the drop down list.

11. Study Field:

Select the designated Study Field. The Study Field is generally the instructor's subject area. If the instructor being set up is teaching multiple subjects, select the primary subject from the drop down list.

12. Instructor Available: Field should be listed as available.

13. Instructor Security Type:

Select the appropriate **Instructor Security Type**:

Full Faculty: A role that grants instructors access to their class and grade rosters as well as student information (i.e., class schedules, grades, degree progress reports, unofficial transcripts, biographical-phone, address, emergency contacts, and service indicators). It also grants access to Catalog and Class Search.

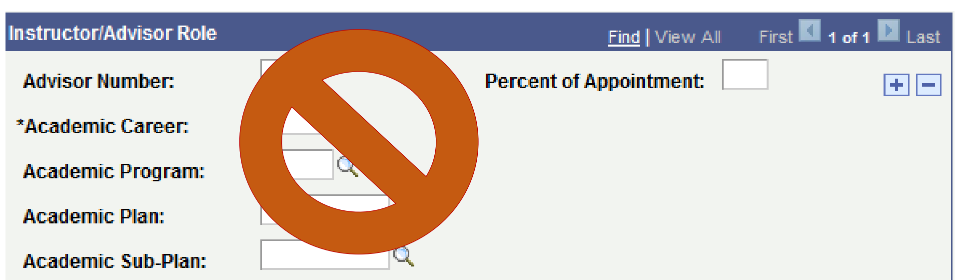
Limited: A role that grants instructors access to their class and grade rosters but not to any individual student information not related to their own classes.

Not Applicable: Not used at SMU.

SR Proxy: A role that grants teaching/administrative assistants who assist course instructors in managing their courses and entering grades.

14. Instructor/Advisor Role:

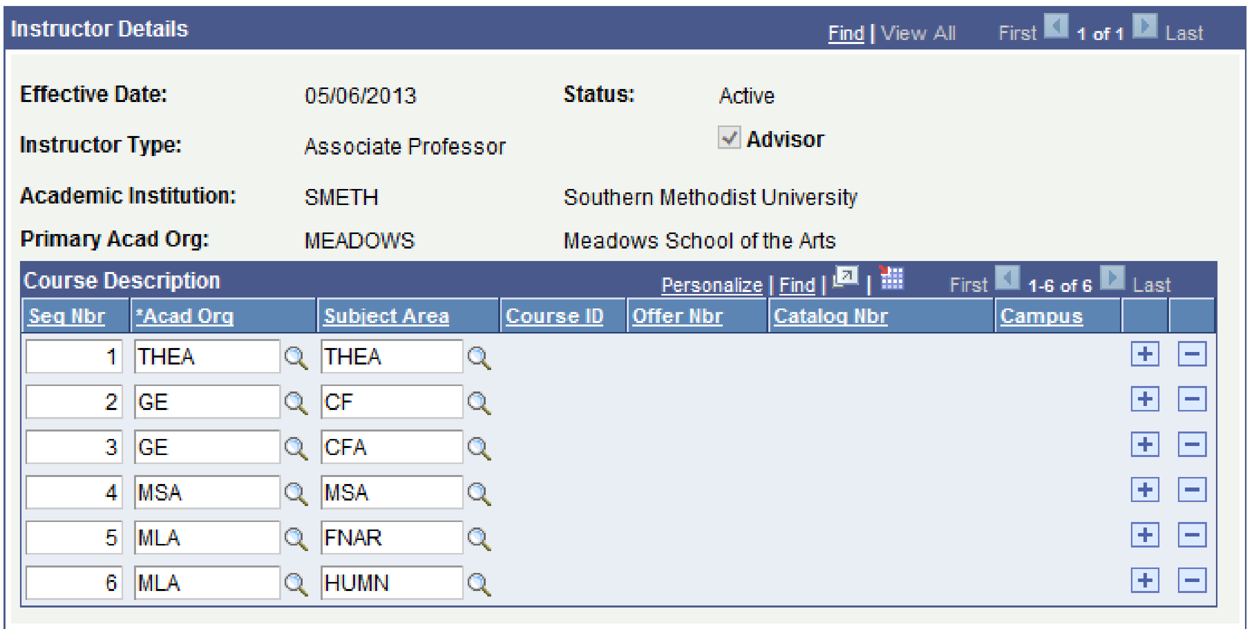
The remainder of the page is not used by SMU.



This completes entry for the first tab.

Approved Courses Tab

15. Click the **Approved Courses** tab.



Instructor Details — Find | View All — First 1 of 1 Last

Effective Date:	05/06/2013	**Status:**	Active
Instructor Type:	Associate Professor		✓ **Advisor**
Academic Institution:	SMETH	Southern Methodist University	
Primary Acad Org:	MEADOWS	Meadows School of the Arts	

Course Description — Personalize | Find | — First 1-6 of 6 Last

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus		
1	THEA	THEA					+	−
2	GE	CF					+	−
3	GE	CFA					+	−
4	MSA	MSA					+	−
5	MLA	FNAR					+	−
6	MLA	HUMN					+	−

16. Click the **Look up Acad Org** button.

17. Click **Look Up**.

18. Click an entry in the Description column. Please note, Academic Org and Subject are generally the same. There are a few exceptions though.

<u>When in doubt, confirm by viewing the Instructor/Advisor table set up for an instructor that you know is set up correctly.</u>

19. Click the **Look Up Subject Area** button.

20. Click **Look Up**.

21. Click an entry in the Description column.

22. Click the **Add a new row +** button if the person assigned needs to work with additional classes.

23. Click **Save**.

End of Procedure.

Critical Notes:

1. If a mistake is made, do not attempt to fix it.

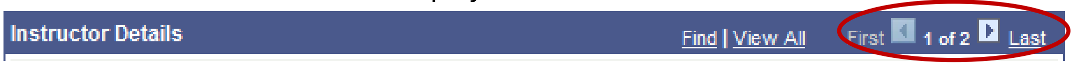
2. Do not add rows to try and correct.

3. Call the Assistant Registrar for Academic Scheduling to fix any errors.

Edit Instructor/Advisor Table

Edits are typically made to the Instructor/Advisor table whenever an instructor needs to have subject areas added or removed from their set-up

1. Click **Curriculum Management.**
2. Click **Instructor/Advisor Information**.
3. Click **Instructor/Advisor Table**.
4. Enter the appropriate ID into the **ID** field.
5. Click **Search**.
6. <u>Always</u> make changes by clicking the **Add a new row +** button.
7. A new row will display with all data from the previous row copied in the fields. The Instructor Details bar will now display an additional row.

   The Effective Date will default to the current date. The Effective Date must be on or before the start of the term in order for changes to apply. Backdate if making changes after the start of the term.

   Changes are made to the existing data on the new row by either typing over the data or selecting other options from the drop down menus. ***Note***: If you need to make changes to Academic Org, Study Field or Security Type, please contact the Assistant Registrar for Academic Scheduling.

8. Click **Save**.

   End of Procedure.

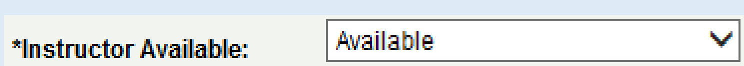
Inactivate Responsible Person from Instructor/Advisor Table

If a person is no longer an active Instructor, Advisor, etc. his/her status should be changed to inactive by inserting a new effective-dated row.

1. Complete steps 1-6 as listed above.
2. The **Effective Date** will default to the current date. Change as needed.
3. Change the **Status** field to **Inactive**.

4. Select **Unavailable** in the **Instructor Available** field.

   Note: If an instructor is no longer teaching for your department, but still teaching at the University, <u>they should not be inactivated</u>. Instead, select the **Approved Courses** tab on the new row. Then, click the **Delete a row -** button to remove the course.

5. Click **Save**.

   End of Procedure.

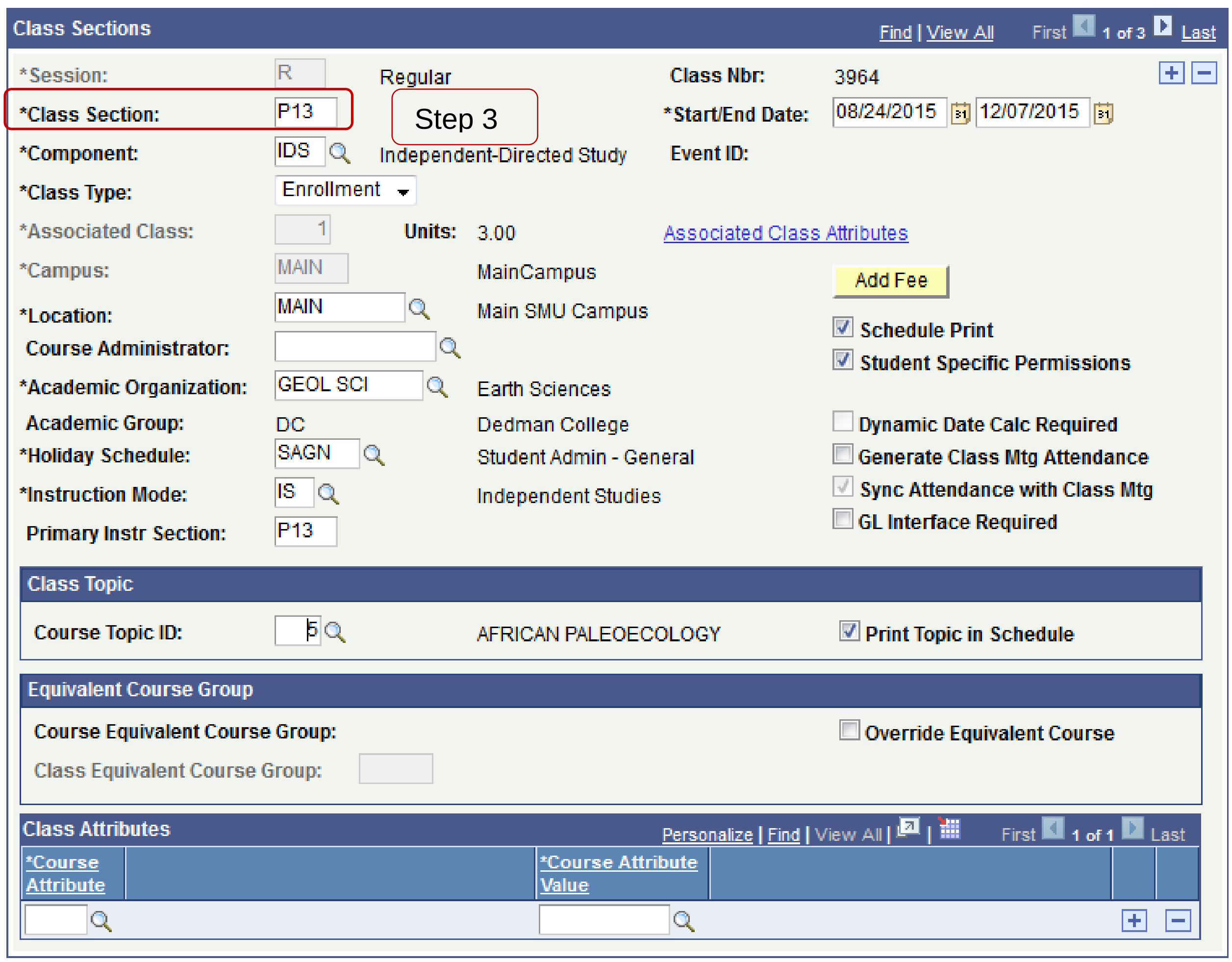
Special Circumstances

1. Private Study Course

Private study courses enable students to work more closely with an instructor. Commonly (but not exclusively), these courses are titled one of the following:

- Independent Study
- Internship
- Individual Research
- Thesis
- Dissertation

These classes have no regularly-scheduled meeting pattern. Scheduling a private study class section is much like scheduling all other classes, but certain items in the class section set-up must be modified.



1. Begin with navigating to the appropriate Schedule of Classes page (Schedule New Course or Maintain Schedule of Classes).

2. Once you are on the desired page, from the **Basic Data** tab use the arrow buttons to navigate to the appropriate class section or click the **Add a new row +** button to add an additional class section if needed.

3. **Class Section:**

Private Study Class Sections begin with the letter P followed by a 2-digit number which the department chooses. The 2-digit number can only be assigned to one instructor within a department. Verify with your dept. as to which P-number you should use.

4. Click the **Student Specific Permissions** option.

Student Specific Permissions

5. Since Private Study course topics vary, a topic needs to be entered so the students' records can reflect the work done. Topics are handled differently depending on how many students are in the class section.

- **One /Two Students**: Private study courses are usually conducted on a one-on-one (or two) basis.

  ***Topic*:** The Topic is NOT part of the Course Catalog, but must appear on the students' transcripts. The departmental representative completes form SC2250A: Notice of Special Topic. Contact the designated Registrar's Office Records Representative. The Topic entered on this form will appear as Transcript Text.

- **More Than Two Students**: Occasionally, a small group of students work closely with an instructor on a project.

  Topic: Select existing Topics for a class section by searching Course Topic ID field on the Basic Data Tab.

I don't see the topic I need, how can I get a new topic created?

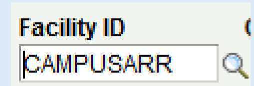
Contact the Assistant Registrar for Academic Scheduling. The Topic entered in the Schedule of Classes and Course Catalog appears as a Topic on the transcript. Please note, you are limited to 30 spaces whenever entering catalog level topics.

6. To search for the **Topic** ID, click the **Look up Course Topic ID** button.

7. Click the desired **Course Topic ID.**

8. Click the **Meetings** tab**.**

9. **Facility ID:**

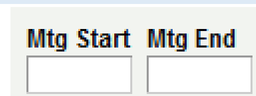


The **Facility ID** <u>must be entered</u>. Common Choices for Private Study:

If the following Location was selected:	***Then, the appropriate Facility ID would be:***
MAIN	CAMPUSARR
OFFSITE	LOCALARR
STDNTSPEC	STDNTSPEC

For more information, see the Table of Contents for Location Codes and “Facility IDs”.

10. **Mtg Start/Mtg End:** Leave these fields blank. <u>Do not modify.</u>



11. Enter the Instructor's **ID.**

12. **Instructor Role:** Default is "**Prim Instr**". Do not modify.

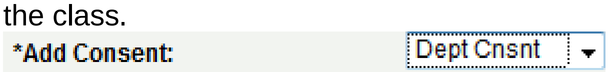
13. **Access:** Select "**Approve**".

14. **Contact:** Defaults blank. Do not modify.

15. Click the **Enrollment Cntrl** tab.

16. **Add Consent:**

Select **Inst Cnsnt** or **Dept Cnsnt**. Without this setting, <u>any</u> student can enroll in the class.



17. **Reserve Cap Tab:**

There is no need to reserve seats for different types of students because each student will be given permission to enroll on an individual basis.

18. **Notes Tab:** Class notes are optional for Private Study classes. Usually, no note is needed.

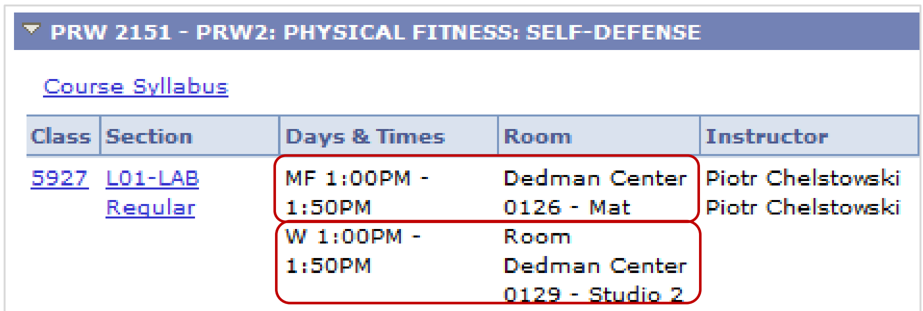
19. Click **Save.**

End of Procedure.

2. Alternate/Multiple Meeting Patterns

Class sections can meet at different locations and have different instructors on different days.

Example: One instructor with two locations.


PRW 2151 - PRW2: PHYSICAL FITNESS: SELF-DEFENSE

Course Syllabus

Class	Section	Days & Times	Room	Instructor
5927	L01-LAB Regular	MF 1:00PM - 1:50PM	Dedman Center 0126 - Mat	Piotr Chelstowski Piotr Chelstowski
		W 1:00PM - 1:50PM	Room Dedman Center 0129 - Studio 2	

Follow the steps below to create a class section with multiple meeting patterns.

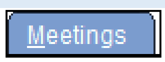
1. Begin with navigating to the appropriate Schedule of Classes page: Schedule New Course or Maintain Schedule of Classes.

2. Once you have found the course, from the **Basic Data** tab, use the arrow buttons to navigate to the appropriate class section or click the **Add a new row +** button to add an additional class section if needed.

3. **For new Class Sections:** enter the appropriate section number.

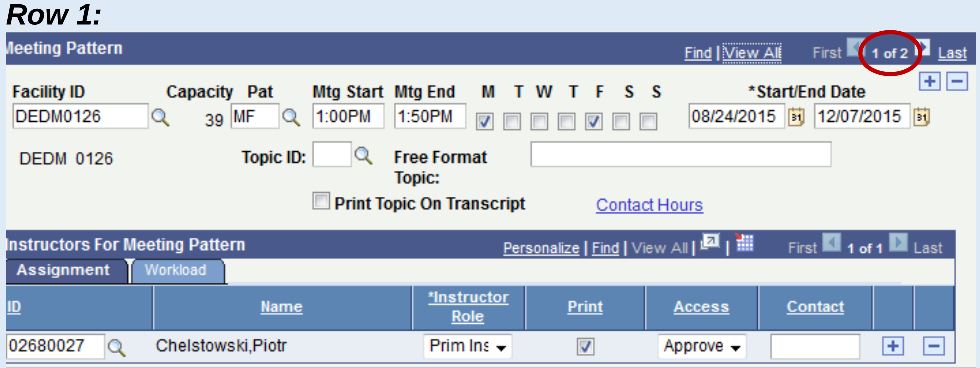
4. Continue entering all required fields on the Basic Data tab.

5. Click the **Meetings** tab.



In this example, the Meetings tab will have 2 rows of information.

6. ***Row 1:***



7. Select the first **Facility ID.**

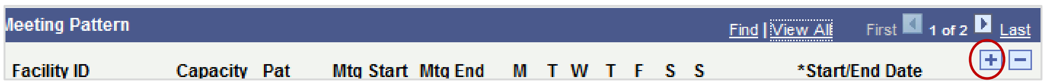
8. Enter the first meeting pattern into the **Pat** field.

9. Enter the first **Mtg Start** & **Mtg End** time.

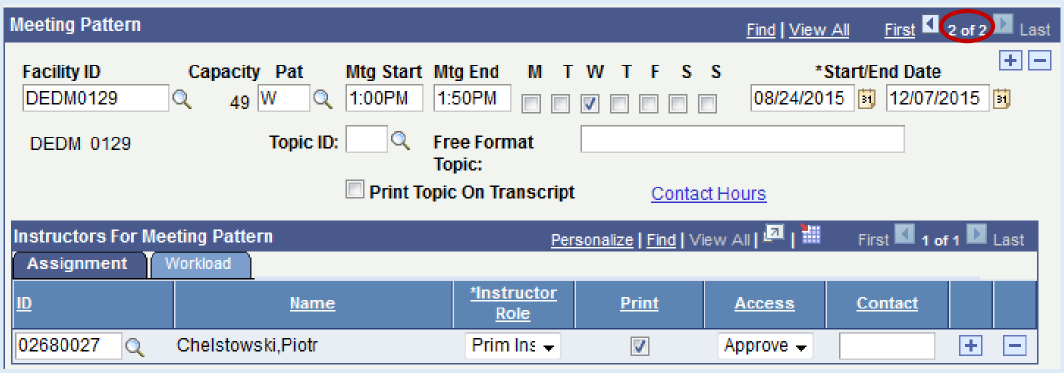
Be careful!
A different end time will be suggested by the system as this field is set to suggest an end time based on unit hours. You may need to correct the auto suggested time.

10. Enter/verify the **Instructor**, **Role** and **Access**. Change as needed.

11. Navigate to the Meeting Pattern field and click the **Add a new row +** button.



12. ***Row 2:***



13. Select the second **Facility ID.**

14. Enter the second meeting pattern into the **Pat** field.

15. Enter the second **Mtg Start** & **Mtg End** time.

16. Enter/verify the **Instructor**, **Role** and **Access**.
Change as needed.

17. After careful review, click **Save.**

End of Procedure.

3. Class Associations

Understanding Class Associations

There are many courses that require enrollment in a lecture section and a lab or discussion section. Enrollment in the lab or discussion is mandatory. Usually, the lecture section is the only graded section. The setup of Class Associations in Schedule of Classes is as follows:

- Ensures that a student enrolls in both components.
- Allows a section to be distinguished Honors.
- Can be used to “break” the lecture-lab link if it is necessary to exempt students from taking a normally required lab or discussion section.

Lectures with Labs/Discussions Considerations

- Lecture sections: Section numbers start with an 8.
- Lab and Discussion sections: Section numbers starting with an N.

The Lecture section (graded component) is designated as the Enrollment component. Multiple sections of each component may be set up. The Lab/Discussion section (non-graded component) is designated as the Non-Enrollment component.

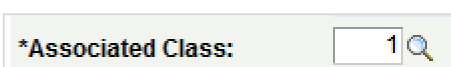
Any Section vs. Specific Section

Prior to scheduling lecture classes with required labs or discussions, it must be decided if students enrolling in a lecture:

- Are allowed to take any lab/discussion section that fulfills the course requirements.
- Are required take a specified lab/discussion section.

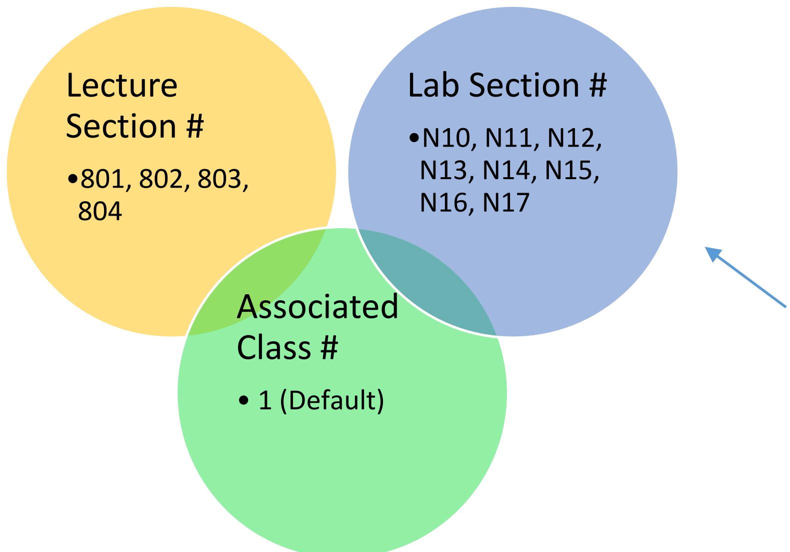
This decision affects what is entered in the Associated Class field on the Basic Data tab.

Associated Class: The **Associated Class** field is located on the **Basic Data** tab of the Schedule of Classes pages. A number will be entered in this field to establish the relationship between the lecture component of the course and the lab/discussion component.



Multiple Graded Sections and <u>Any</u> Non-Graded Section

The Class Association Number defaults to **1**. The number **1** allows any lab/discussion section to be taken with the lecture.



A student enrolling in Sections 801 - 804 may choose any of the labs N10 – N17.

Multiple Graded Sections and <u>Specific</u> Non-Graded Sections

If a specified lab/discussion section is required this number must be changed for both the graded and non-graded sections. The Class Association Numbers link the lecture to the specific lab as in the example below.

Associated Class # 01

- Lecture Section # 801
- Lab Section # N10, N11, N12

Associated Class # 02

- Lecture Section # 802
- Lab Section # N20, N21, N22

Associated Class # 03

- Lecture Section #803
- Lab Section # N30, N31, N32

Honor Classes

Honor class sections are given a unique Associated Class Number to distinguish them from other class sections. If you have a class section that needs to be marked *Honors* e-mail the Assistant Registrar for Academic Scheduling prior to enrollment.

Breaking the Lecture-Lab link

If you have a class section that needs to have the lecture/lab broken, contact the Assistant Registrar for Academic Scheduling prior to enrollment.

Entering Associated Classes

The primary difference between entering traditional lecture sessions and those sessions that also require enrollment in a lab or discussion are found on the Basic Data tab.

Other changes made to the remaining Schedule of Classes tabs are generally due to the specific nature of the class and not to the Class Associations. Class sections are ready for entry only after appropriate decisions have been made about how the labs or discussions will be associated to the corresponding lectures.

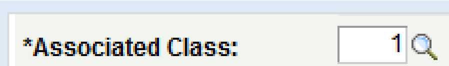
The course components that are set up for a course at the course catalog level are the only components you are able to select when scheduling class sections. If the course is not set up at the catalog level as a lecture class that requires an additional lab section enrollment, then it cannot be scheduled as such.

The following fields must be modified to schedule a lecture class section with a required lab or discussion. Modify other fields on the Schedule of Classes pages as needed.

Lecture Sections

1. From the **Basic Data** tab navigate to the following:

   Class Sections:
   Begins with the number 8 followed by a 2-digit number which the department chooses.
2. **Component**: Enter **LEC** for Lecture.
3. **Class Type**: Select **Enrollment**.
4. **Associated Class**:

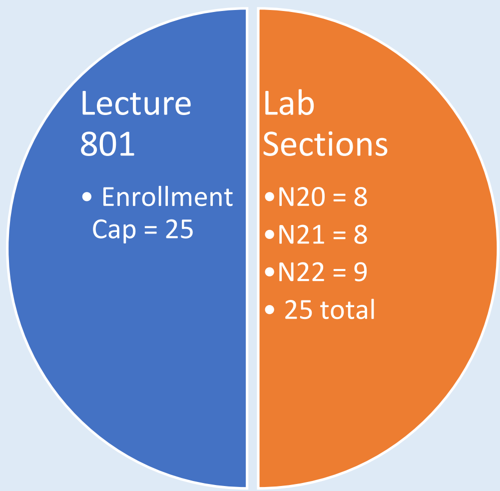
   

   Multiple Graded Sections and Any Non-Graded Section
   The default is 1. Do not change this field.

   Multiple Graded Sections and Specific Non-Graded Sections
   Add the appropriate Associated Class number to match the relationships for the specific lecture and lab/discussion.
5. Click the **Enrollment Cntrl** tab.

6. Adjust the **Enrollment Capacity** field as needed. The total Enrollment Capacity for the Lecture component must equal the total Enrollment Capacity of the Lab/Discussion component for the Associated Class.



7. Click **Save**.

Lab/Discussion Sections

8. Return to the **Basic Data** tab and Locate the lab/discussion sections by using the arrow buttons to navigate to the desired row, or click the **Add a new row +** button if needed.

9. **Class Sections**:

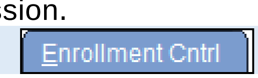
Begin with a letter N or a letter D followed by a 2-digit number which the department chooses.

10. **Component**: Select or type **LAB** for LAB or **DIS** for Discussion.

11. **Class Type**: Select **Non-Enroll.**

12. ***Multiple Graded Sections and Any Non-Graded Section***
The default is 1. Do not change this field.

Multiple Graded Sections and Specific Non-Graded Sections
Add the appropriate Associated Class number to match the relationships for the specific lecture and lab/discussion.

13. ***Click the Enrollment Cntrl tab.*** 

14. **Enrollment Capacity**:

Adjust the **Enrollment Capacity** field as needed.

Remember, the total Enrollment Capacity for all the Lab/Discussion components must equal the total Enrollment Capacity of the Lecture component per the Associated Class.

15. After careful review, click **Save**.

4. Combined Sections

There are two types of Combined Sections in the Schedule of Classes.

- ***Cross-Subject*** - Two or more different subject areas meet in the same room, at the same time, with the same instructor. For example, RELI 3368 combined with CF 3368 - Wholeness & Holiness. These combined class sections requires collaboration between departments. Before data entry, the following must be determined:
    - Verify which department is providing the instructor. This department will be the "primary" section for scheduling purposes.
    - Confirm the number of seats each department will have in the class section.

- ***Within-Subject*** - Most commonly this occurs when an undergraduate and graduate class section in the same department study the same content during the same class period. Before this combined section can be added, verify:
    - Sections that are being combined. One must be the "primary" section for scheduling purposes.
    - The number of seats will each class section have

Note: The total number of seats for both of the combined class sections must be agreed upon in advance of scheduling. (See step 4 for "Schedule Combined Sections".)

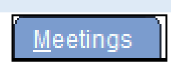
Schedule of Class entries must be completed for both combined sections.
For Cross-Subject entries, each department must enter their own class sections.

Schedule Combined Sections

1. Begin with navigating to the appropriate Schedule of Classes page (Schedule New Course or Maintain Schedule of Classes).

2. Combined Class Section numbers end in a 'C'. Adjust the **Class Section** field accordingly.

3. Click the **Meetings** tab.



- The "primary" department section enters **<u>all</u>** the information on the **Meetings** tab.

- The "secondary" department section enters **no** information on the **Meetings** tab including instructor information.

4. Click the **Enrollment Cntrl** tab.

•Both sections enter the **<u>same</u>** grand total in the **Requested Room Capacity** field for their respective sections.

•Both sections enter their <u>respective number</u> of seats in the Enrollment Capacity field for their respective sections.

5. Continue entering required information for all tabs. Then, click **Save.**
End of Procedure.

Requesting Class Sections Be Combined

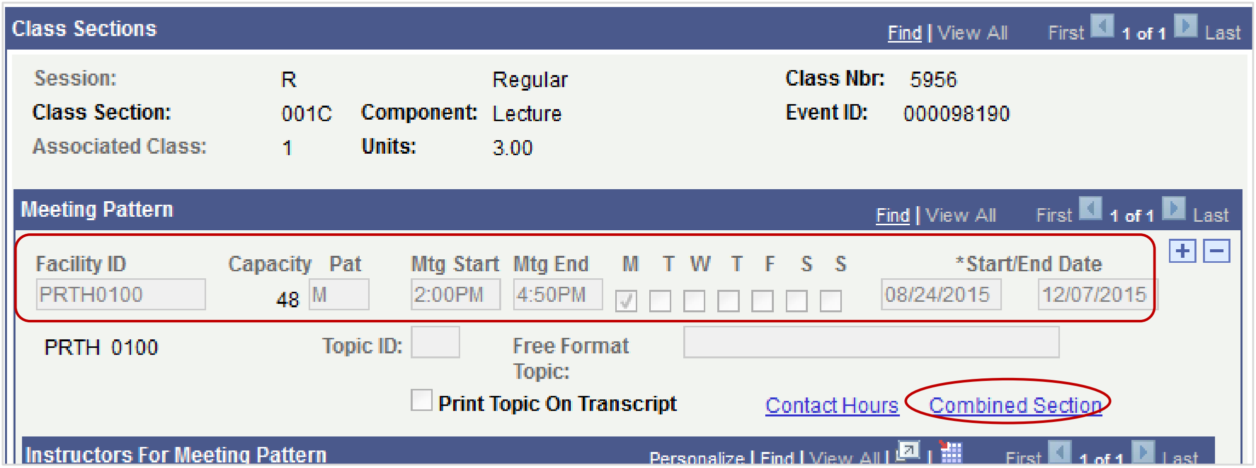
Once both departments have scheduled their class section, e-mail the Assistant Registrar for Academic Scheduling to have the sections combined. Please provide the following information on **<u>both</u>** sections.

- Term
- Subject
- Catalog Number
- Section Number
- Enrollment Capacity
- Grand Total

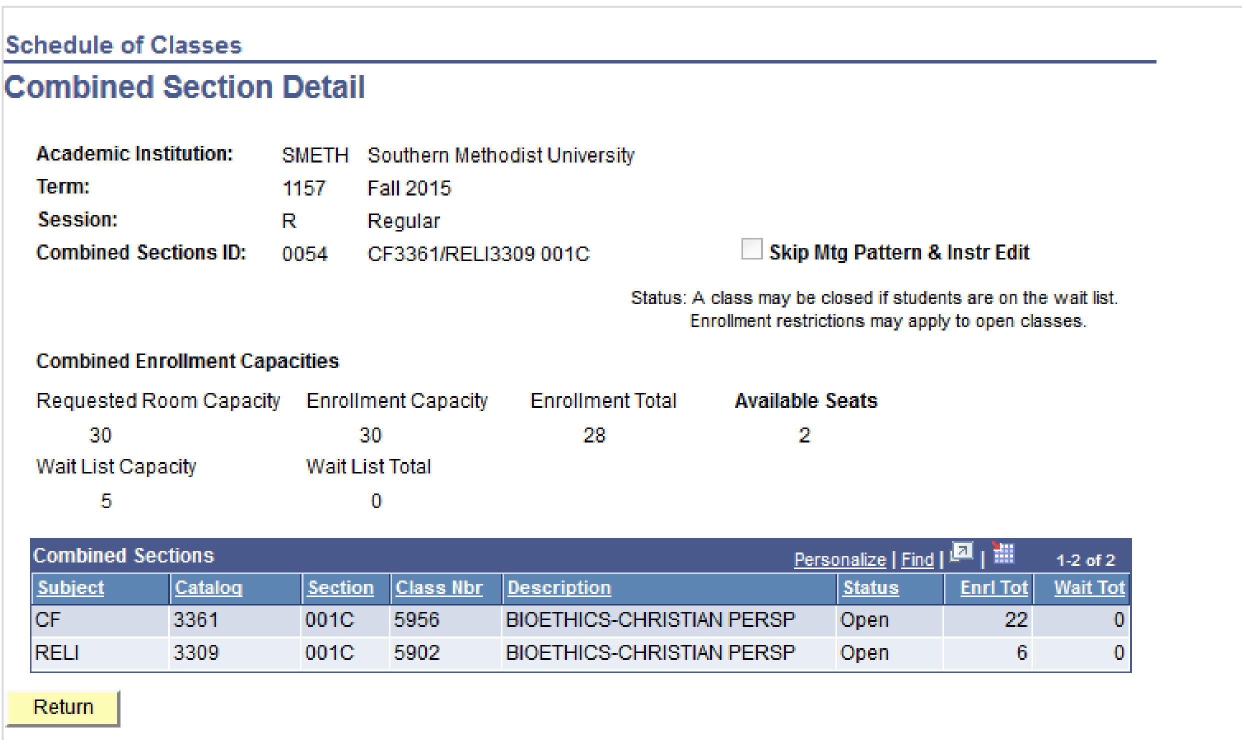
Once the section has been combined, any changes made to the overall grand total must be submitted to the Assistant Registrar for Academic Scheduling.

Verifying Combined Class Sections

To check if both class sections have been combined, go to the **Meetings** tab of either of the sections that were combined. Notice the Facility ID, Pattern, Mtg Start, Mtg End, and the Start/End Date fields are grayed-out. You can no longer type in the Instructor ID field.



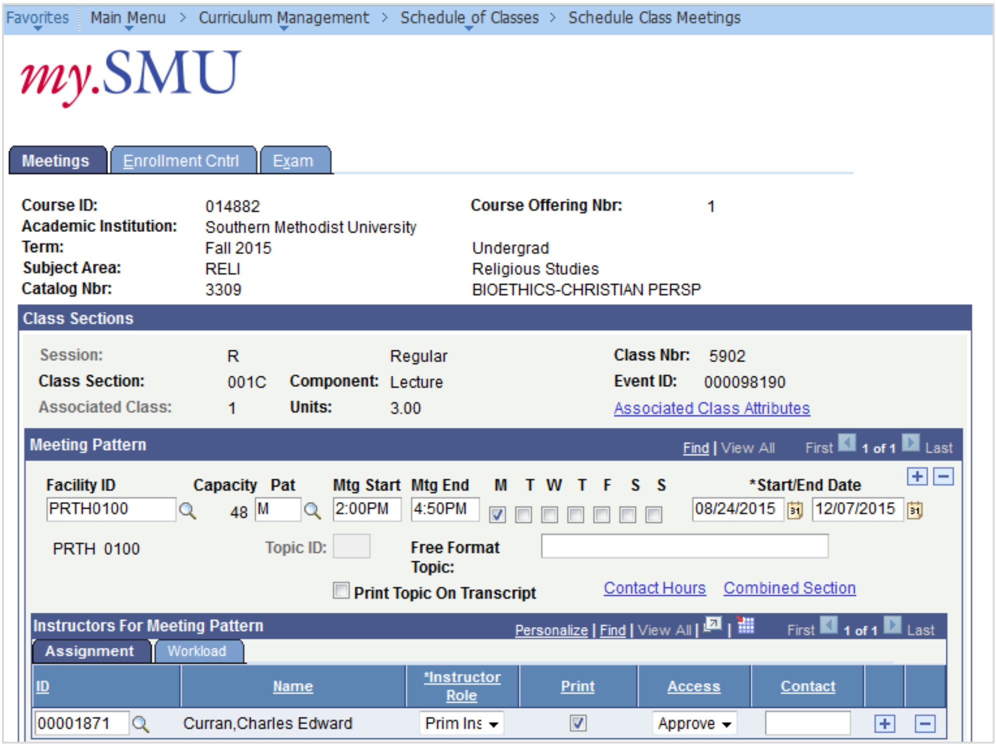
A new link will display, click the **Combined Sections** link.



All data about the combined sections is displayed on this detail page.

Modifying the Meetings Page for Combined Sections

Since the Meetings tab is grayed out and cannot be modified once sections have been combined, edits can be made using the **Schedule Class Meetings** page.



1. Click **Curriculum Management**.
2. Click **Schedule of Classes**.
3. Click **Schedule Class Meetings**.
4. Enter the **Term**.
5. Enter the **Subject Area**.
6. Enter the **Catalog Nbr.**
7. Click **Search**.
8. Change the meeting information as needed.
9. Click **Save**.

End of Procedure.

Do not cancel or delete a combined section without first determining the all of the combined sections need to be cancelled or deleted. If only one section in the combination is being cancelled/deleted, first contact the Assistant Registrar for Academic Scheduling to undo the combination. <u>Deleting/Cancelling one combined section will impact meeting pattern information for all sections in the combination</u>.

5. Granting Class Permissions

1. Click the **Records and Enrollment** link.
2. Click **Term Processing**.
3. Click **Class Permissions**.
4. Click **Class Permissions**.
5. Enter the **Term**.
6. Enter the **Subject Area**.
7. Enter the **Catalog Nbr**.
8. Click **Search**.
9. Select desired class.
10. Review the **Permissions Valid For:** section and select or deselect the given options as needed.
11. The permissions selected at this level will automatically apply to all students given permission. You also have the option of changing the permission given for individual students in a later step.

Closed Class: By checking this box you can allow students to enroll for a section that is closed/full.

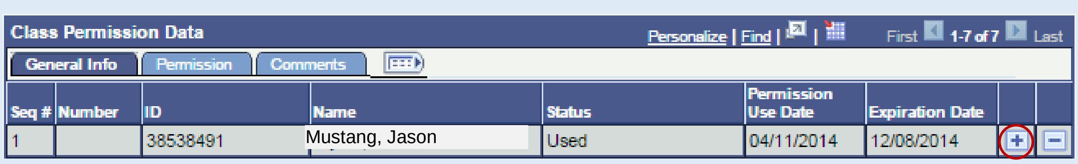
Requisites Not Met: By checking this box, you can allow students to enroll for a section in which they do not meet the course or section level prerequisites or restrictions.

Consent Required: By checking this box, you can allow students to enroll for a section that requires either Department or Instructor Consent.

Career Restriction: By checking this box, you can allow students to enroll for a section that they normally could not enroll for due to their academic career.

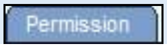
Permission Time Period: Do not use.

12. At the bottom of the page, under the **Class Permission Data** section, click the **Add a new row (+)** button to grant additional student permissions.



Note: if this option is not available and the id field is grayed out, this means that the Student Specific Permission checkbox is not checked for that particular section in the Schedule of Classes. You will need to return to the SOCL and check the box before you can proceed.

13. Enter the desired information into the **ID** field.
14. Click the **Permission** tab.

15. Review the **Permissions Data** section and select or deselect the appropriate fields as needed. This is where you can deviate from the permission initially set as default. You do not need to make any changes if the default selections apply to all students.

16. Enter the desired information into the **Comments** field.
17. If you believe you have a situation where your department needs to require that students have permission before they can drop a particular section, click on the **Drop Permissions** tab.
18. Once you have thoroughly reviewed all changes, click **Save**.

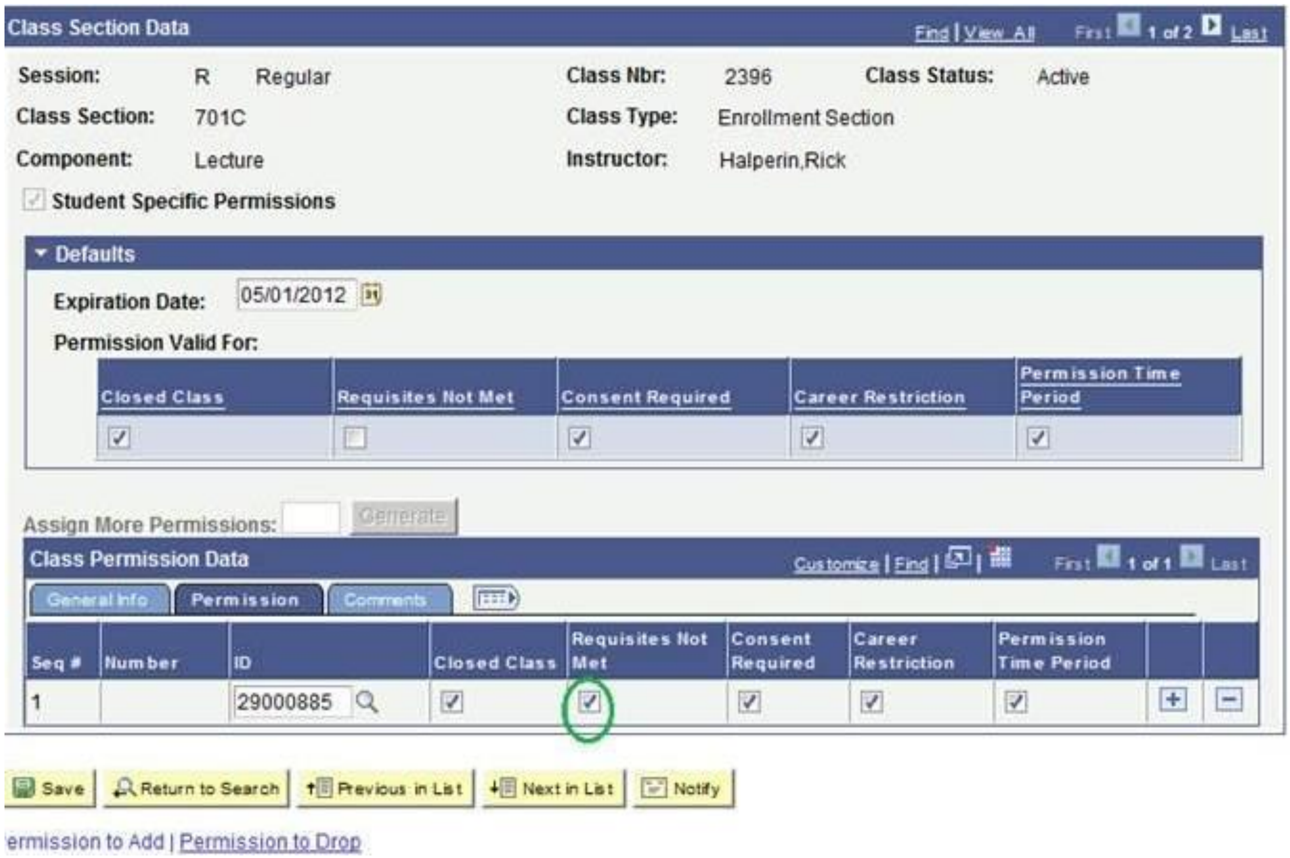
    End of procedure.

Class Permissions Example

In the **Defaults** area from the screenshot below, you would choose the appropriate permissions. By checking the **Permissions Valid For** options you are allowing permission for that specific option. ***Note***: <u>This area applies to all students</u>.

In the screenshot to the right, **Requisites Not Met** is deselected. This indicates that if a student registers they must have the pre-requisites in order to get into the class. If you needed to grant permission to one student, you would come to the Class Permission Data section at the bottom of the page and enter their ID. Also, it is recommend you enter an expiration date 48/72 hours for that permission to expire. <u>You should check with your area as to what business process you should use.</u>

Next, click on the **Permissions** tab located under the **Class Permission Data** bar. All the permission options that were selected above were copied over on the row for this student. The requisite not met was also <u>not checked</u>, but for this student she is being allowed to take this course w/o the pre-requisites so you would select that option.


Class Section Data
Find | View All First 1 of 2 Last
Session: R Regular
Class Nbr: 2396
Class Status: Active
Class Section: 701C
Class Type: Enrollment Section
Component: Lecture
Instructor: Halperin,Rick
Student Specific Permissions
Defaults
Expiration Date: 05/01/2012
Permission Valid For:
Closed Class
Requisites Not Met
Consent Required
Career Restriction
Permission Time Period
Assign More Permissions:
Generate
Class Permission Data
Customize | Find | First 1 of 1 Last
General Info
Permission
Comments
Seq #
Number
ID
Closed Class
Requisites Not Met
Consent Required
Career Restriction
Permission Time Period
1
29000885
Save
Return to Search
Previous in List
Next in List
Notify
ermission to Add | Permission to Drop

Ways to View the Schedule

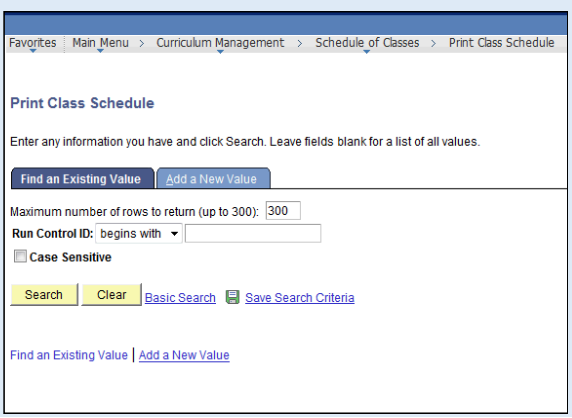
Print Class Schedule Report

Departments should create their own hard copy of the Schedule of Classes Report periodically to check their work. It is recommended that you run the report weekly during each of the term scheduling periods. You should also run the report to double check your schedule prior to the start of enrollment, and after making any significant schedule changes and/or additions.

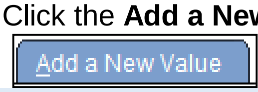
Note: Be sure all pop-up blockers are turned off before starting this procedure.

1. Click **Curriculum Management.**
2. Click **Schedule of Classes**.
3. Click **Print Class Schedule**.
4. If this is the first time a schedule is being printed, a **Run Control ID** must be created for the report. A **Run Control ID** acts as a system bookmark that saves report settings. Each **Run Control ID** created saves the criteria so that the report can be run again in the future.

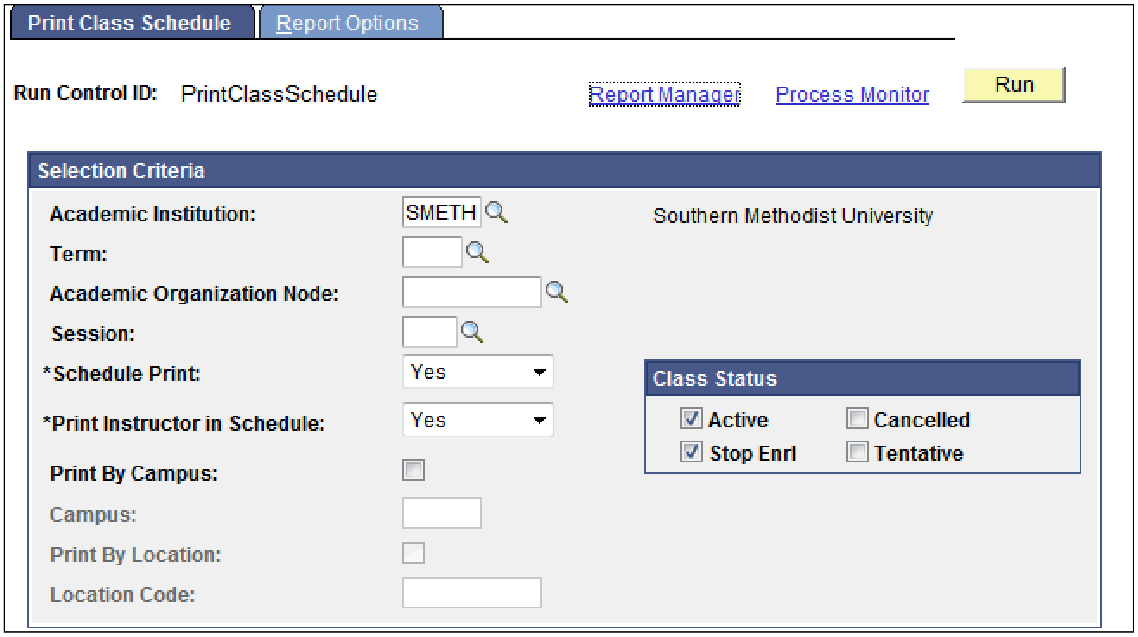
   After the first time printing the schedule, an existing **Run Control ID** can be searched for using the **Find an Existing Value** tab. (Then, proceed to step 8.)

5. Click the **Add a New Value** tab.

6. Enter the desired information into the **Run Control ID** field. (Be sure to create a run control that is easy to identify, i.e. Schedule or SOCL.)
7. Click the **Add** button.
8. Enter the desired term into the **Term** field, or use the **Look Up** icon, then click the **Look Up** button. Select the desired term from the search results.



9. Click the Look up **Academic Organization Node** icon.

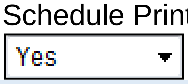
Note: The report can be run by academic area (MATH), school (MEADOWS), or the entire university (SMETH).

10. Click the **Look Up** button.

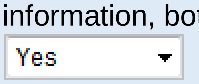
11. Select the desired area from the search results.

12. Leave the **Session** field blank or narrow down the report for Summer Sessions I, II, III.

13. In the **Schedule Print** field select either **Yes** or **All.** By selecting **Yes** you will only be pulling sections with the Schedule Print button checked in the Schedule of Classes. You can select **All** if you need to pull all sections, both with and without Schedule Print checked.



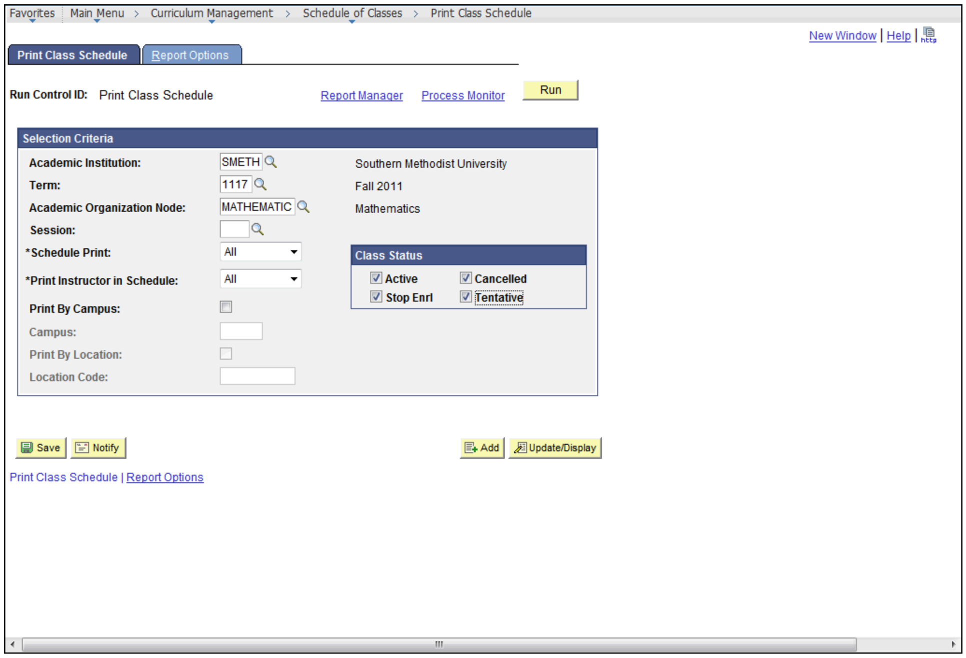
14. In the **Print Instructor in Schedule** select either **Yes** or **All**. By selecting **Yes** you will only be pulling sections with the Instructor Print button checked in the Schedule of Classes. You can select **All** if you need to pull all instructor information, both with and without the Print option checked.



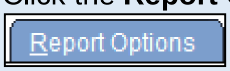
15. The **Active** and **Stop Enrl** options in **Class Status** box are selected by default. Using only these options, the report will show only those active and stop enroll sections. (Stop Enroll is a class status used to prevent more students from enrolling while in the process of canceling a class section.)

When running this report, check all options in the Class Status box. This will allow you to see all sections that are in the schedule, regardless of status.

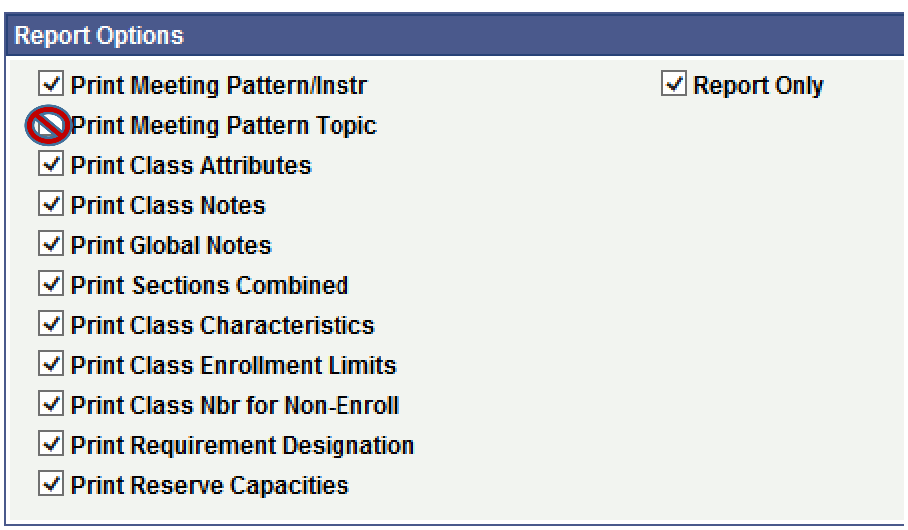
16. **Print by Location:** This can be used in select areas. This is especially important for classes offered at the SMU-in Taos campus. In order to use the Print by Location option, first check the Print by Campus box, enter MAIN in the Campus field. Next check the Print by Location box, enter the location TAOS. This option only works for sections that have a unique location code in the Schedule of Classes.



17. Click the **Report Options** tab.

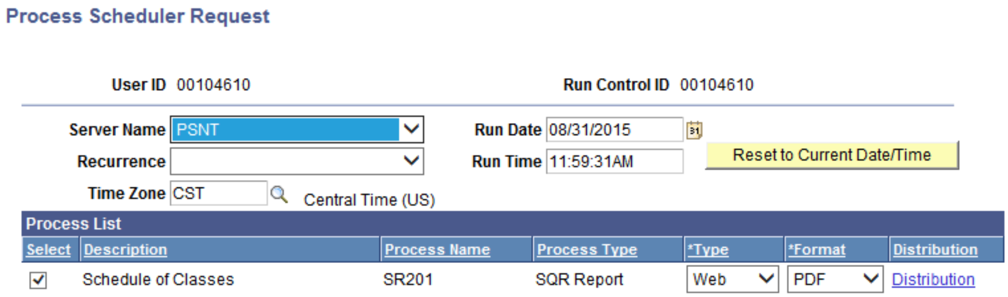


18. Select all options except the Print Meeting Patter topic. That item remains unchecked.



19. Click **Run.**

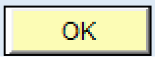
20. Verify the Server Name listed is **PSNT**.



21. Verify that the **Select** option under the **Process List** section is checked.

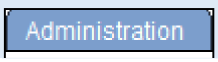
22. Confirm that the **Type** field shows **Web** and **Format** field shows **PDF**.

23. Click **OK**.



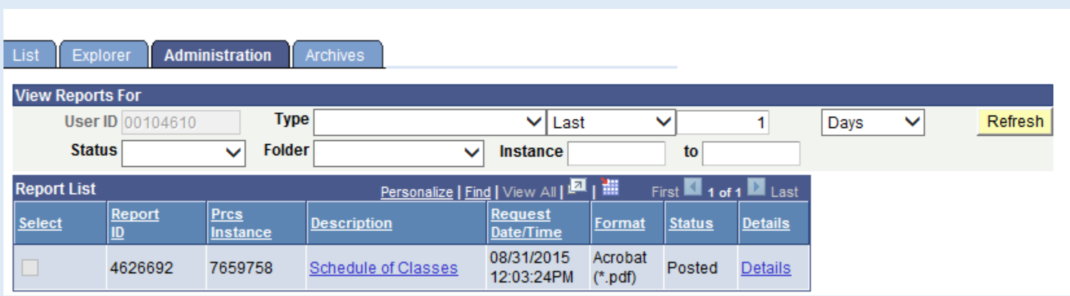
24. Click **Report Manager**.

25. Click the **Administration** tab.



26. Click the Refresh button until the Status indicates "Posted" and the "Details" link displays.

27. Click the **Schedule of Classes** link.



Note: The report will not display if the Pop-up blockers are turned on.

28. The **Schedule of Classes Report** displays in Adobe (PDF) format. Print or save the report. For questions regarding this report, contact the Assistant Registrar for Academic Scheduling.

End of Procedure.

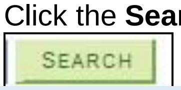
Class Search

1. Click **Curriculum Management.**
2. Click **Schedule of Classes**.
3. Click **Class Search**.
4. At the top of the **Search for Classes** page, carefully review pertinent information that displays.
5. The current term will default. If needed, select the desired **Term** from the drop down list.

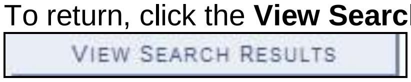
   Note: At least 2 search criteria fields must be populated on this page in order to view search results.
6. Select the desired **Course Subject**.
7. Enter the desired information into the **Course Number** field.
8. If needed, change the **Course Career.**
9. To search for classes that fulfill University Curriculum requirements, select an item from the **University Curriculum** drop down list.
10. Based on the first selection that was made in the University Curriculum field, multiple values may be displayed in the corresponding field on the right. Select the desired list item.
11. Click the **Additional Criteria** button.

    
12. Optional **Additional Search Criteria** is available.

    For example, enter the desired information into the **Instructor Last Name** field.
13. Click the **Search** button.

14. Class Section Location information displays in addition to the University Curriculum component that was selected.
15. For more information, click the **Section** link.
16. Detailed class information displays including the **University Curriculum** component and **Class Description.**
17. To return, click the **View Search Results** button.

    End of Procedure.

Location Codes and Facility IDs

Step 1 – Choose a location code (Basic Data Page). *If your course has Student Fees, do not make a location code change without clearing the change with Student Financials.*

- *ABROAD* – entire section meets abroad
- *MAIN* – entire section meets on campus, either as a whole in a classroom, or in an arranged campus location.
- *MAIN WITH TRAVEL* – section meets primarily on campus, but has a field trip that requires travel.
- *OFFSITE* – entire section is held off campus, but within the state of Texas.
- *OUT OF STATE* – entire class section is held off campus, out of state. All students in this class are in the same state.
- *PLANO* – entire section held on the Plano campus
- *STUDENT SPECIFIC* – students enrolled in this section could be anywhere – students are not all in receiving instruction in the same place, and they could be on campus, off site, or out of state.
- *TAOS* – entire section held on the Taos campus

Step 2 – Enter a facility id based on the location that you have chosen (Meetings Page). ALL class sections, including DIRECTED/INDEPENDENT STUDY must have a facility id listed. If you chose the location of:

- *ABROAD* – the only valid facility id choices are specific abroad programs or countries.
- *MAIN* – the only valid facility id choices are actual on campus buildings/rooms or *ONCAMPUSARR*
- *MAIN WITH TRAVEL* – you will need to enter multiple facility id rows if you have picked this location, one that indicates the on campus building/room where the class meets, and one that indicates where the field trip will be held. Contact the Scheduling Manager if you need a new field trip related facility created.
- *OFFSITE* – the only valid facility id choices are LOCALARR or a specific off campus facility id like UNT or UTA. Contact the Scheduling Manager if you need a new offsite related facility created.
- *OUT OF STATE* – the only valid facility id choices are the specific states where the entire section is meeting. You should not have OUT OF STATE listed as the location if students are not all meeting together in the same state.
- *PLANO* – the only valid facility id choices are actual SMU in Plano buildings/rooms or ONCAMPUSARR
- *STUDENT SPECIFIC* – the only valid facility id choices are DISTANCE (for Lyle 400 sections only), *ONLINE* (if the entire course is held online), or *STDNTSPEC* (for sections that aren't considered DISTANCE or ONLINE)
- *TAOS* – the only valid facility id choice is TAOS

Step 3 – Choose an instruction mode (Basic Data Page). Instruction mode indicates how the student is receiving instruction in the selected course section.

- BLENDED
- FIELD STUDY
- DIRECTED RESEARCH
- INDEPENDENT STUDIES
- IN PERSON
- INTERNSHIP
- ONLINE
- VIDEO (Lyle 400 sections)

Contact for the Schedule of Classes

Darrah Rippy

Assistant Registrar for Academic Scheduling

drippy@smu.edu 214.768.1156