


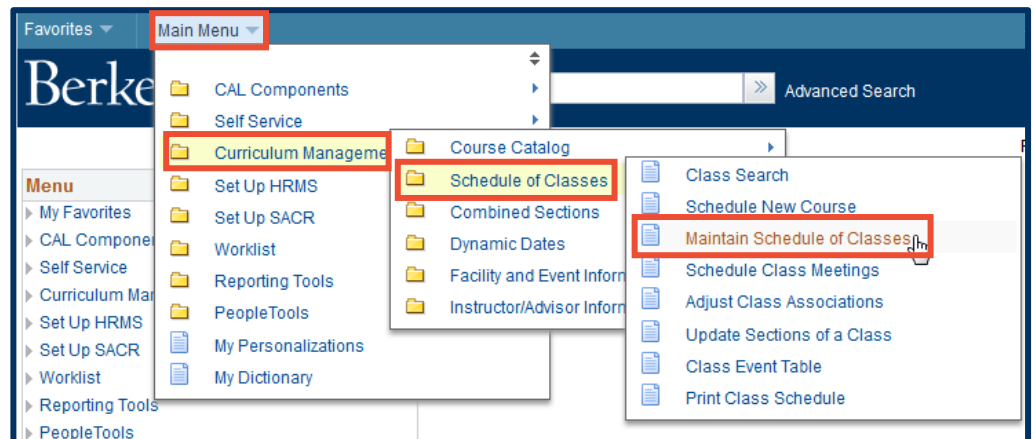
How to Add New Class Sections

Prior to the Schedule of Classes development cycle for each term, the schedule for the previous “like” term is copied over into the new term (Fall to Fall; Spring to Spring). This means that schedulers will be able to use the prior year’s class set up to edit, add and delete class sections for the upcoming term, as well as adding new classes that were not scheduled the previous year. In both cases, schedulers can add new sections to any course offering.

This document explains the basic steps required to add new sections. For a detailed description of every field on the pages referenced in this document, see the “Scheduling and Maintaining Classes” reference guide at <http://sisproject.berkeley.edu/team/training>.

At any point in this process, work can be saved by clicking  Save on the bottom left of the screen. For a brief moment, a “Saved” notification will appear in the upper right when saving is complete.

1. From the Main Menu, navigate to:
Curriculum Management >
Schedule of Classes >
Maintain Schedule of Classes.



- Under Search Criteria, use the look up table (🔍) or enter the Term, Subject Area, and Catalog Nbr of the class you would like to edit.
- Click Search.

The Basic Data page for the class will appear next.

NOTE: If a list of classes appears below the Search button, click the link for the intended class to get to the Basic Data page.

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Academic Institution: = UCB01 🔍

Term: = 2168 🔍

Subject Area: = ANTHRO 🔍

Catalog Nbr: begins with 157

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

- On the Basic Data page, click the plus sign (+) at the right corner to add a new, additional section.

NOTE: On the new section, complete the required fields (instructions below) and click the Save button on the bottom, left for the system to assign a Class Nbr to the new section.

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data

Course ID: 100664 Course Offering Nbr: 1

Academic Institution: UC Berkeley

Term: 2016 Fall Undergrad [Auto Create Component](#)

Subject Area: ANTHRO Anthropology

Catalog Nbr: 157 Anthropology Of Law

Class Sections Find | View All First 1 of 1 Last

*Session: 1 🔍 Regular Academic Session Class Nbr: 12662 [+](#) [-](#)

*Class Section: 001 *Start/End Date: 08/24/2016 12/09/2016

*Component: LEC 🔍 Lecture Event ID:

*Class Type: Enrollment

*Associated Class: 1 🔍 Units: 4.00 [Associated Class Attributes](#)

*Campus: BERK Berkeley [Add Fee](#)

*Location: MAIN 🔍 UC Berkeley Main Campus Schedule Print

Course Administrator:

*Academic Organization: ANTHRO 🔍 Anthropology Student Specific Permissions

Academic Group: CLS College of Letters and Science Dynamic Date Calc Required

*Holiday Schedule: UCB01 🔍 UCB Non-Instructional Days Generate Class Mtg Attendance

*Instruction Mode: P 🔍 In-Person Sync Attendance with Class Mtg

Primary Instr Section: 001 GL Interface Required

- Enter "1" in the Session box, and press tab on your keyboard. Pressing tab here will populate the Start/End instruction dates for the selected term.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data

Course ID: 100664 Course Offering Nbr: 1
 Academic Institution: UC Berkeley
 Term: 2016 Fall Undergrad
 Subject Area: ANTHRO Anthropology
 Catalog Nbr: 157 Anthropology Of Law

Auto Create Component

Class Sections Find | View All First 1 of 1 Last

*Session: 1 Regular Academic Session Class Nbr: 12662
 *Class Section: 001 *Start/End Date: 08/24/2016 12/09/2016
 *Component: LEC Lecture
 *Class Type: Enrollment
 *Associated Class: 1 Units: 4.00 Associated Class Attributes
 *Campus: BERK Berkeley Add Fee
 *Location: MAIN UC Berkeley Main Campus Schedule Print
 Course Administrator: Student Specific Permissions
 *Academic Organization: ANTHRO Anthropology Dynamic Date Calc Required
 Academic Group: CLS College of Letters and Science Generate Class Mtg Attendance
 *Holiday Schedule: UCB01 UCB Non-Instructional Days Sync Attendance with Class Mtg
 *Instruction Mode: P In-Person GL Interface Required
 Primary Instr Section: 001

- Enter the Class Section number.
 As a numbering convention, primary Enrollment sections start at 001, and Non-Enrollment sections start at 101.

Term: 2016 Fall Undergrad
 Subject Area: ANTHRO Anthropology
 Catalog Nbr: 157 Anthropology Of Law

Class Sections Find | View All First 1 of 1 Last

*Session: 1 Regular Academic Session Class Nbr: 12662
 *Class Section: 001 *Start/End Date: 08/24/2016 12/09/2016
 *Component: LEC Lecture
 *Class Type: Enrollment
 *Associated Class: 1 Units: 4.00 Associated Class Attributes
 *Campus: BERK Berkeley Add Fee
 *Location: MAIN UC Berkeley Main Campus Schedule Print
 Course Administrator: Student Specific Permissions
 *Academic Organization: ANTHRO Anthropology Dynamic Date Calc Required
 Academic Group: CLS College of Letters and Science Generate Class Mtg Attendance
 *Holiday Schedule: UCB01 UCB Non-Instructional Days Sync Attendance with Class Mtg
 *Instruction Mode: P In-Person GL Interface Required
 Primary Instr Section: 001

7. Enter the Component.

For a list of approved components for this class, use the look up table () to select.

Term:	2016 Fall	Undergrad
Subject Area:	ANTHRO	Anthropology
Catalog Nbr:	157	Anthropology Of Law
Class Sections Find View All First 1 of 1 Last		
*Session:	1 Regular Academic Session	Class Nbr: 12662
*Class Section:	001	*Start/End Date: 08/24/2016 12/09/2016
*Component:	LEC Lecture	Event ID:
*Class Type:	Enrollment	
*Associated Class:	1 Units: 4.00	Associated Class Attributes
*Campus:	BERK Berkeley	Add Fee
*Location:	MAIN UC Berkeley Main Campus	<input checked="" type="checkbox"/> Schedule Print
Course Administrator:		<input type="checkbox"/> Student Specific Permissions
*Academic Organization:	ANTHRO Anthropology	<input type="checkbox"/> Dynamic Date Calc Required
Academic Group:	CLS College of Letters and Science	<input type="checkbox"/> Generate Class Mtg Attendance
*Holiday Schedule:	UCB01 UCB Non-Instructional Days	<input type="checkbox"/> Sync Attendance with Class Mtg
*Instruction Mode:	P In-Person	<input type="checkbox"/> GL Interface Required
Primary Instr Section:	001	

8. Select the Class Type. "Enrollment" is the default for primary Components of a class. Choose "Non-Enroll" if you are scheduling a section that is a secondary Component.

Term:	2016 Fall	Undergrad
Subject Area:	ANTHRO	Anthropology
Catalog Nbr:	157	Anthropology Of Law
Class Sections Find View All First 1 of 1 Last		
*Session:	1 Regular Academic Session	Class Nbr: 12662
*Class Section:	001	*Start/End Date: 08/24/2016 12/09/2016
*Component:	LEC Lecture	Event ID:
*Class Type:	Enrollment	
*Associated Class:	1 Units: 4.00	Associated Class Attributes
*Campus:	BERK Berkeley	Add Fee
*Location:	MAIN UC Berkeley Main Campus	<input checked="" type="checkbox"/> Schedule Print
Course Administrator:		<input type="checkbox"/> Student Specific Permissions
*Academic Organization:	ANTHRO Anthropology	<input type="checkbox"/> Dynamic Date Calc Required
Academic Group:	CLS College of Letters and Science	<input type="checkbox"/> Generate Class Mtg Attendance
*Holiday Schedule:	UCB01 UCB Non-Instructional Days	<input type="checkbox"/> Sync Attendance with Class Mtg
*Instruction Mode:	P In-Person	<input type="checkbox"/> GL Interface Required
Primary Instr Section:	001	

- Assign an Associated Class number. Associated Class numbers link class sections that constitute a single course offering.

The Associated Class Number entered for enrollment components should match that component's section number ("1" for section 001, "2" for section 002, etc.). For non-enrollment components, the standard rule should be that the Associated Class number should always match the enrollment component's (the primary section for this secondary section) associated class number. The exception is if there is more than one enrollment component, and the department wants students to be able to choose any of the non-enrollment sections, in which case the Associated Class number should be 9999.

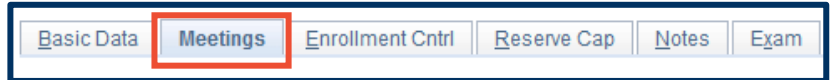
Term:	2016 Fall	Undergrad
Subject Area:	ANTHRO	Anthropology
Catalog Nbr:	157	Anthropology Of Law
Class Sections Find View All First 1 of 1 Last		
*Session:	1 Regular Academic Session	Class Nbr: 12662
*Class Section:	001	*Start/End Date: 08/24/2016 12/09/2016
*Component:	LEC Lecture	Event ID:
*Class Type:	Enrollment	
*Associated Class:	1 Units: 4.00	Associated Class Attributes
*Campus:	BERK Berkeley	Add Fee
*Location:	MAIN UC Berkeley Main Campus	<input checked="" type="checkbox"/> Schedule Print
Course Administrator:		<input type="checkbox"/> Student Specific Permissions
*Academic Organization:	ANTHRO Anthropology	<input type="checkbox"/> Dynamic Date Calc Required
Academic Group:	CLS College of Letters and Science	<input type="checkbox"/> Generate Class Mtg Attendance
*Holiday Schedule:	UCB01 UCB Non-Instructional Days	<input type="checkbox"/> Sync Attendance with Class Mtg
*Instruction Mode:	P In-Person	<input type="checkbox"/> GL Interface Required
Primary Instr Section:	001	

- Check or uncheck the Schedule Print and Student Specific Permissions per your department's business process for enrollment control.

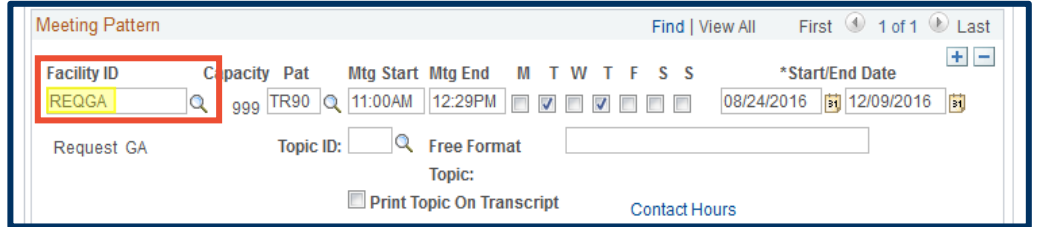
*Location:	MAIN UC Berkeley Main Campus	<input checked="" type="checkbox"/> Schedule Print
Course Administrator:		<input type="checkbox"/> Student Specific Permissions
*Academic Organization:	ANTHRO Anthropology	<input type="checkbox"/> Dynamic Date Calc Required
Academic Group:	CLS College of Letters and Science	<input type="checkbox"/> Generate Class Mtg Attendance
*Holiday Schedule:	UCB01 UCB Non-Instructional Days	<input type="checkbox"/> Sync Attendance with Class Mtg
*Instruction Mode:	P In-Person	<input type="checkbox"/> GL Interface Required
Primary Instr Section:	001	

** All remaining fields on the Basic Data screen are either pre-populated or should not be altered. **

11. Select the Meetings tab.

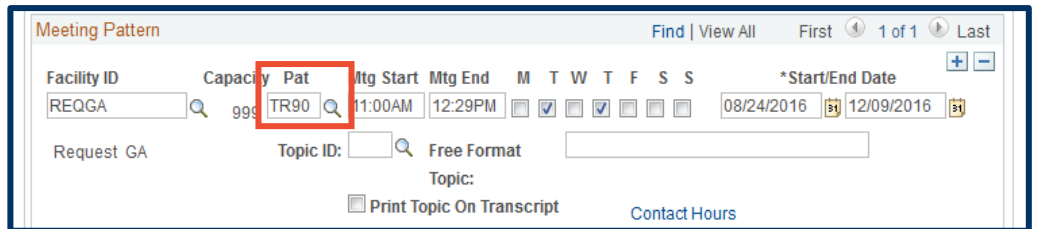


12. Enter REQGA in the Facility ID field if a General Assignment (GA) room is needed for this section. Enter the Facility ID of the department room if the class will be meeting in a department room.



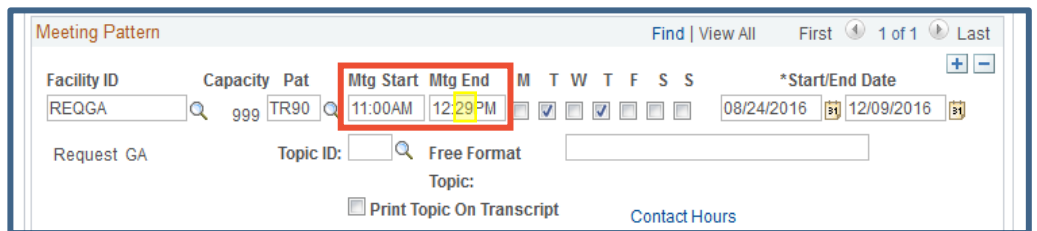
NOTE: If a GA room is not needed, but a specific department room has not yet been assigned for the section, leave the Facility ID field blank.

13. Enter the code or use the look up table (🔍) to select a meeting pattern.



NOTE: If there is no pre-set meeting pattern (Pat) appropriate for the section, leave this field blank, and check the days of the week.

14. Enter the Mtg Start time of the class. Tab out to populate the Mtg End time.

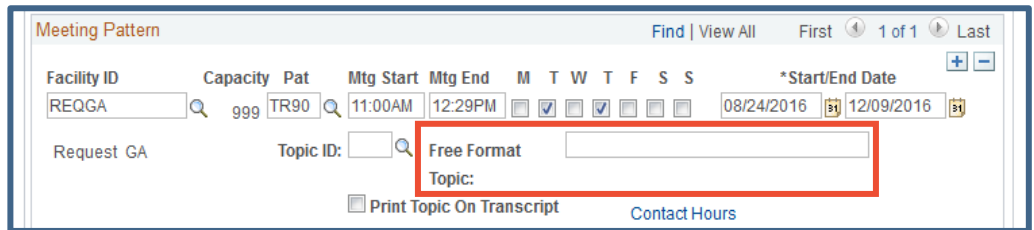


NOTE: The end time of the class will automatically populate based on the meeting pattern selected. Confirm the end time is correct.

NOTE: The Mtg End time needs to be set for :29 or :59 if the class would normally end on the half hour or on the hour. Classes must not end on the half hour or the hour to avoid a time conflict with another class start time.

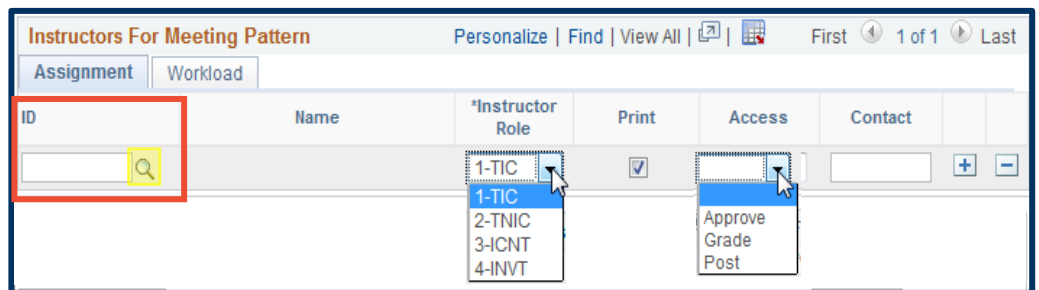
If the desired meeting pattern is not on the look up table, the end time will populate to one hour later. > Delete this end time and enter the end time (most often :29 or :59).

15. Do not use the Free Format Topic field. An exception is made for special topics for P.E. department classes. Term-specific class Special Titles, descriptions, and/or notes can be entered on the Notes Tab. Read more about this process in Step 27 or this job aid: <http://bit.ly/29HwkUi>

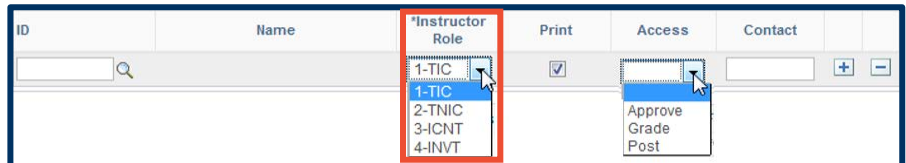


NOTE: Do not use the Topic ID field or the Print Topic On Transcript checkbox.

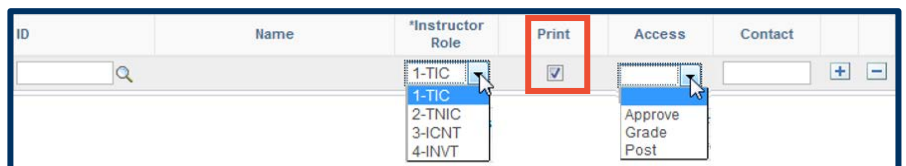
16. Choose the Instructor from the ID look up (🔍) table. Instructors and GSI's will automatically be added to this list once they have completed the HR hiring process. You can save the class section without an instructor and return later to add them.



17. Choose an Instructor Role.
 1-TIC = Teaching and In Charge
 2-TNIC = Teaching but Not In Charge
 3-ICNT = In Charge but Not Teaching
 4-INVT = Teaching with Invalid Title (Do Not Use)



18. The Print checkbox defaults to checked. Uncheck this box if you do not wish to display the instructor in the schedule of classes.



19. Choose the Instructor's Access level for grading and approving grades.

- a. This field can be left blank for non-graded sections
- b. **Approve** – Instructor level approval for grading (Approve is also Grade)
- c. **Grade** – For those who can grade but are not at the approval level for grading
- d. **Post** – *Do not use.* The Office of the Registrar will batch post grades.

20. In the Contact field, enter the number of **minutes** the instructor is teaching, if it differs from the meeting pattern.

21. The + and - buttons allow you to add additional instructors or delete unneeded Instructors.

22. If requesting a GA classroom (REQGA entered as the Facility ID), enter a Room Characteristic ID, or use the look up table (🔍) to select any room features **required** for this class section. The + and - buttons allow you to add or delete characteristics.

23. Select the Enrollment Cntrl tab.

24. Enter the Requested Room Capacity.

NOTE: Only rooms that have a capacity equal to or greater than the Requested Room Capacity will be considered for assignment to the section.

The screenshot shows the 'Enrollment Control' form for Session 1, Class Section 001, and Component Lecture. The 'Requested Room Capacity' field is highlighted in red and contains the value 157. Other fields include 'Enrollment Capacity' (120), 'Wait List Capacity' (120), and 'Minimum Enrollment Nbr'.

25. Enter the Enrollment Capacity.

NOTE: The Enrollment Capacity must be equal to or less than the Requested Room Capacity, even if the facility is a department room. Room capacities can be seen to the right of the Facility ID on the Meetings tab once the Facility ID has been entered.

The screenshot shows the 'Enrollment Control' form for Session 1, Class Section 001, and Component Lecture. The 'Enrollment Capacity' field is highlighted in red and contains the value 120. Other fields include 'Requested Room Capacity' (157), 'Wait List Capacity' (120), and 'Minimum Enrollment Nbr'.

26. Select the Reserve Cap tab.

Reserve capacities are used to limit enrollment in the section or to set aside a number of seats in the class for a select group or groups of students. (See the [Scheduling and Maintaining Classes](#) job aid (p.11) for more details.)

The screenshot shows a row of navigation tabs: 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', and 'Exam'. The 'Reserve Cap' tab is highlighted in red.

The screenshot shows the 'Reserve Capacity' table. The 'Reserve Capacity Sequence' is 1 and 'Enrollment Total' is 0. The table has columns for 'Start Date', 'Requirement Group', and 'Cap Enrl'. Two rows are visible, both for 'Math Major Reserve Capacity'.

*Start Date	*Requirement Group	Cap Enrl
08/27/2015	Math Major Reserve Capacity	40
09/03/2015	Math Major Reserve Capacity	0

27. Select the **Notes** tab. Term-specific class Special Titles, descriptions, and notes can be entered on this page. Notes must be entered following a multi-step process. Directions can be found at <http://bit.ly/29HwkUi> and in the Scheduler's Toolbox.



Class Notes Find | View All First 1 of 1 Last

*Sequence Number: Even if Class Not in Schedule

*Print Location: Even if Class Not in Schedule

Note Nbr:

Free Format Text:

28. Finally, select the **Exam** tab to request extra seat spacing for the final exam.

NOTE: Do not enter any other information on this tab. The Office of the Registrar will assign exam times and room.



Exam Seat Spacing: Final Exam: Yes

Class Exam Personalize | Find |

Exam Time Code	Combined Exam	*Exam Date	Exam Start	Exam End	*Class Exam Type	Facility ID
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Final	<input type="text"/>