


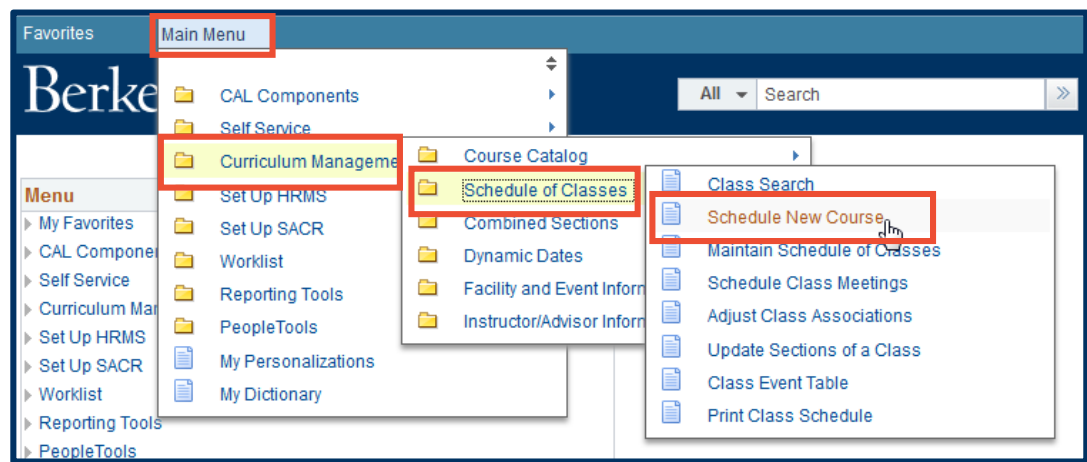
How to Schedule a New Course Offering

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.

This document explains the basic steps required to add a class (course offering) that was not scheduled the previous year. 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.

- From the **Main Menu**, navigate to:
Curriculum Management >
Schedule of Classes >
Schedule New Course.



- 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.

Schedule New Course
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

- 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 **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

***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

5. 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 Section:	001	Class Nbr: 12662
*Component:	LEC	Lecture
*Class Type:	Enrollment	*Start/End Date: 08/24/2016 12/09/2016
*Associated Class:	1	Units: 4.00
*Campus:	BERK	Berkeley
*Location:	MAIN	UC Berkeley Main Campus
Course Administrator:		
*Academic Organization:	ANTHRO	Anthropology
Academic Group:	CLS	College of Letters and Science
*Holiday Schedule:	UCB01	UCB Non-Instructional Days
*Instruction Mode:	P	In-Person
Primary Instr Section:	001	

6. 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 Section:	001	Class Nbr: 12662
*Component:	LEC	Lecture
*Class Type:	Enrollment	*Start/End Date: 08/24/2016 12/09/2016
*Associated Class:	1	Units: 4.00
*Campus:	BERK	Berkeley
*Location:	MAIN	UC Berkeley Main Campus
Course Administrator:		
*Academic Organization:	ANTHRO	Anthropology
Academic Group:	CLS	College of Letters and Science
*Holiday Schedule:	UCB01	UCB Non-Instructional Days
*Instruction Mode:	P	In-Person
Primary Instr Section:	001	

7. 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: 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

8. 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 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

9. 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. **

10. Select the **Meetings** tab.

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam

11. 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.

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
REQGA	999	TR90	11:00AM	12:29PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/24/2016 12/09/2016

Request GA Topic ID: Free Format Topic: Print Topic On Transcript Contact Hours

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.

12. Enter the code or use the look up table (Q) 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.

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
REQGA	999	TR90	11:00AM	12:29PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/24/2016 12/09/2016

Request GA Topic ID: Free Format Topic: Print Topic On Transcript Contact Hours

13. 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.

The screenshot shows the 'Meeting Pattern' form. The 'Mtg Start' field is set to '11:00AM' and the 'Mtg End' field is set to '12:29PM'. Both fields are highlighted with a red box. The form also includes fields for Facility ID (REQGA), Capacity (999), Pat (TR90), and *Start/End Date (08/24/2016 to 12/09/2016). There are checkboxes for days of the week (M, T, W, T, F, S, S) and a 'Print Topic On Transcript' checkbox.

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).

14. Use the **Free Format Topic** field for special topics (32 character limit). Additionally, use the **Notes** tab for longer explanations.

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

The screenshot shows the 'Meeting Pattern' form. The 'Free Format Topic' field is highlighted with a red box. The form also includes fields for Facility ID (REQGA), Capacity (999), Pat (TR90), and *Start/End Date (08/24/2016 to 12/09/2016). There are checkboxes for days of the week (M, T, W, T, F, S, S) and a 'Print Topic On Transcript' checkbox.

15. 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.

The screenshot shows the 'Instructors For Meeting Pattern' table. The 'ID' field is highlighted with a red box. The table has columns for ID, Name, *Instructor Role, Print, Access, and Contact. The *Instructor Role dropdown is open, showing options: 1-TIC, 2-TNIC, 3-ICNT, and 4-INVT. The Access dropdown is also open, showing options: Approve, Grade, and Post.

16. 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 #4*)

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

18. 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.

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

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

21. 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.

22. Select the **Enrollment Cntrl** tab.



23. 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.

24. 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.

25. 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.)



26. Select the **Notes** tab.

Special notes for the class can be entered in the **Free Format Text** box. Click the **+** button to add additional notes.



Class Notes Find | View All First 1 of 1 Last

*Sequence Number: **+**

*Print Location: Even if Class Not in Schedule

Note Nbr:

Free Format Text:

27. 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"/>