

# Scheduling New Classes Maintaining Schedule of Classes

Curriculum Management > Schedule of Classes > Schedule New Course  
Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

## Basic Data Tab

The following is a guide to the Basic Data tab, which is the primary tab for scheduling a new class or updating an existing class. Below is an image of the full screen.

On the following pages, this page is split into three sections with numbered callouts and explanations of the various information and fields on this page.

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

Course ID: 100664      Course Offering Nbr: 1  
 Academic Institution: UC Berkeley  
 Term: 2015 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: 30976  
 \*Class Section: 001      \*Start/End Date: 08/19/2015 12/18/2015  
 \*Component: LEC Lecture      Event ID: 000086490  
 \*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

**Class Topic**

Course Topic ID:       Print Topic in Schedule

**Equivalent Course Group**

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

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

*Course Attribute	*Course Attribute Value
TIE Instructional Activity Types	LECT Lecture
VUOC Variable Units of Credit	F Fixed

Save | Return to Search | Notify

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

Information here is populated from the Course Catalog and from your search criteria.

1. Course ID is automatically generated when the course is created and saved
2. Populates from the Course Catalog
3. Populates from your search criteria
- 4-5. Populates from the Course Catalog
6. Usually "1" – may be a higher number for courses that are cross listed

*Note:* Click on Look Up icons (🔍) to access searchable pop up tables.

7. Choose the term session in which the class will be offered.
8. Enter the **Class Section** number (e.g., 001 = LEC1, 101 = LAB1, 102b = DIS2, etc.)
9. Choose the **Component** type (e.g., LEC, LAB, SEM, DIS, etc.)
10. Choose **Enrolled** or **Non-Enrolled** for each class section/component
11. **Associated Class** – Used to link main Class Sections with other component sections
12. **Campus**, **Units**, and **Location** are populated from the Course Catalog
13. Not used/No functionality
14. **Academic Organization** and **Academic Group** are populated from the Course Catalog
15. Holiday schedule will always be "UCB01"

- 16. Instruction mode can be In-Person (**P**), Web-Based (**W**), Simulcast (**S**), or Other (**O**)
- 17. Auto-populates from **Class Section** field – do not change
- 18. **Start/End Date** fields auto-populate to the instruction dates for the Session chosen
- 19. Check this box to print/display in the Schedule of Classes.
- 20. Checkbox only functional if section requires instructor or departmental permission for enrollment (See **Add/Drop Consent** on the **Enrollment Cntrl** tab.)
- 21. The **Class Number** populates after clicking “**Save**” (unique for each class section)
- 22. Use arrows to toggle between multiple sections/components. **Be careful:** If you go to another tab at the top, make sure you are on the record number for the section you mean to update.
- 23. The  button allows you to add a new section; the  button allows you to delete a section.

The screenshot shows the 'Basic Data' configuration form. It includes the following elements:

- 24:** Course Topic ID field.
- 25:** Course Equivalent Course Group field.
- 26:** Class Attributes table with columns for \*Course Attribute and \*Course Attribute Value.
- 27:** A dropdown menu for selecting a value for a Course Attribute.
- 28:** Plus (+) and minus (-) buttons for adding or deleting Class Attributes.
- 29:** Save, Return to Search, and Notify buttons.

- 24. – 25. Populates from the Course Catalog. Do not change.
- 26. **Course Attributes** populate from the Course Catalog
- 27. Select a value for each **Course Attribute**
- 28. Allows you to add or delete **Class Attributes**
- 29. Click the **Save** button to save your **Basic Data** configurations

## Meetings Tab

The following is a guide to the **Meetings** tab, which is the second tab for scheduling a new class or updating an existing class. Below is an image of the full screen.

On the following pages, the tab is split into three sections with numbered callouts and explanations of the various information and fields on this page.

**Course Information:**  
 Course ID: 100664      Course Offering Nbr: 1  
 Academic Institution: UC Berkeley  
 Term: 2015 Fall      Undergrad  
 Subject Area: ANTHRO      Anthropology  
 Catalog Nbr: 157      Anthropology Of Law

**Class Sections**  
 Session: 1      Regular Academic Session      Class Nbr: 30976  
 Class Section: 001      Component: Lecture      Event ID: 000086490  
 Associated Class: 1      Units: 4.00

**Meeting Pattern**  
 Facility ID: 2060VALLEY      Capacity: 157      Pat: [ ]      Mtg Start: 11:00AM      Mtg End: 12:29PM  
 M T W T F S S: [ ] [x] [ ] [x] [ ] [ ] [ ]      \*Start/End Date: 08/19/2015 - 12/18/2015  
 Valley Lsb 2060      Topic ID: [ ]      Free Format: [ ]  
 Print Topic On Transcript      Contact Hours: [ ]

**Instructors For Meeting Pattern**  

ID	Name	*Instructor Role	Print	Access	Contact
3030326105	Nader, Laura	Teachr	<input checked="" type="checkbox"/>	Approv	[ ] [ ]

**Room Characteristics**  
 \*Room Characteristic: [ ]      \*Quantity: 1

**Academic Shift**  
 Academic Shift: [ ]

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*Note: If you go to another tab at the top, make sure you are on the record number for the section you mean to update.*




1. Everything in the above section either populates from the Course Catalog or from the **Basic Data** tab for this class section.

*Note: Click on Look Up icons (Q) to access searchable pop up tables.*

2. Choose the **Facility ID** for your own department's rooms or leave blank to request a General Assignment classroom
3. Select a **Meeting Pattern** from the look up table (Q)
4. Input the class meeting **Start** time.
5. If you chose a **Meeting Pattern**, the end time should automatically populate. Otherwise, input the class **Mtg End** time.
6. Click checks in the appropriate checkboxes for the days a class meets.
7. **Start** and **End dates** for this meeting populate from the session chosen on the **Basic Data** tab
8. Click the **+** button to generate a new **Meeting Pattern**, as when you are offering more than one class per session. Click the **-** button to delete an unwanted **Meeting Pattern**.
9. *Not using* (would populate from Course Catalog)
10. If needed, enter a **Free Format Topic**. E.g., Chaucerian literature vs. Jane Austin's literature, under the general heading of English Literature.
11. Check this box to print the **Free Format Topic** on transcripts

*Note on #5: In order to avoid conflicts with other meeting start times, the **Mtg End** time must conclude with ":29" or ":59"*

The screenshot displays a web interface for configuring room characteristics and academic shifts. It features two main sections: 'Room Characteristics' and 'Academic Shift'. The 'Room Characteristics' section includes a search field (12), a quantity field (13) with '+' and '-' buttons (14), and a 'Save' button (16). The 'Academic Shift' section includes a search field (15). Navigation buttons like 'Return to Search', 'Previous in List', 'Next in List', and 'Notify' are located at the bottom of the interface.

12. Use the **Lookup**  to select a room characteristic, such as “Whiteboard”, “AV-Microphones” or “Seating-Movable”.
  - If you are requesting a General Assignment (GA) classroom, you must select the **Room Characteristic**, “**General Assignment Classroom**,” from this list.
13. Leave the quantity for **Room Characteristics** at “1” to have the most options for GA classrooms
14. The  and  buttons allow you to add and remove **Room Characteristics**
15. *Not using*
16. Click the **Save** button to save your **Meetings** configurations

## Enrollment Cntrl Tab

The following is a guide to the **Enrollment Cntrl** tab, which is the third tab for scheduling a new class or updating an existing class. Below is an image of the full screen.

On the following pages, the tab is split into two sections with numbered callouts and explanations of the various information and fields on this page.

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Schedule New Course

# Berkeley

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

Course ID: 100664 Course Offering Nbr: 1  
 Academic Institution: UC Berkeley  
 Term: 2015 Fall Undergrad  
 Subject Area: ANTHRO Anthropology  
 Catalog Nbr: 157 Anthropology Of Law

Enrollment Control Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 30976  
 Class Section: 001 Component: Lecture Event ID: 000086490  
 Associated Class: 1 Units: 4.00

\*Class Status: Active

Class Type: Enrollment Enrollment Status: Open  
 \*Add Consent: No Consent Requested Room Capacity: 157 Total  
 \*Drop Consent: No Consent Enrollment Capacity: 120 0  
 1st Auto Enroll Section: Wait List Capacity: 120 0  
 2nd Auto Enroll Section: Minimum Enrollment Nbr:  
 Resection to Section:

Auto Enroll from Wait List  Cancel if Student Enrolled

1. Populates from the Course Catalog and your original Search Criteria

*Note: Always make sure you are on the record number you are intending to update.*

- 2. Populates from the Course Catalog and the Basic Data tab
- 3. Select a **Class Status** from the drop-down list; choices are “Active,” “Cancelled Section,” and “Stop Further Enrollment”
- 4. Select a consent value from the **Add** and **Drop Consent** drop-down list; options are “No Consent,” “Dept Cnsnt,” and “Inst Cnsnt.”

**Note:** If Add/Drop consent by Department or Instructor is chosen, the **Student Specific Permissions** checkbox on the **Basic Data** tab becomes active.

- Go back to the **Basic Data** tab
  - Check the **Student Specific Permissions** checkbox if you will add the students yourself, using their Student IDs.
  - Leave the **Student Specific Permissions** box unchecked if you will give students permission codes to add or drop the class.



5. Enter the section number(s) if you wish to have students auto-enrolled in a secondary section when they enroll in the primary section.
6. Alternative section into which a student would be automatically enrolled if this section is full
7. Check box to allow Wait Listed students to be automatically enrolled as space becomes available
8. **Cancel Class** button will turn on if the **Class Status** is “Cancelled Section”
9. Enter the seating capacity of the requested room
10. Enter the maximum enrollment number for the class
11. Enter the desired number Wait List spaces
12. Enter a minimum class enrollment if desired
13. Check box to cancel the section even if students are enrolled  
**Note:** The UCB best practice is to make sure all students have dropped before a section is cancelled.
14. Click the **Save** button to save your **Enrollment Cntrl** configurations.

## Reserve Cap Tab

The following is a guide to the **Reserve Cap** tab, which is the fourth tab for scheduling a new class. Below is an image of the full screen.

The following page examines the lower half of the tab (that is not pre-populated), with numbered callouts and explanations of the various information and fields on this page.

The screenshot shows the 'Reserve Cap' tab in the Berkeley Student Information Systems. The breadcrumb trail is: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course. The 'Reserve Cap' tab is selected and highlighted with a red box. Below the tabs, the following information is displayed:

- Course ID:** 100664
- Academic Institution:** UC Berkeley
- Term:** 2015 Fall
- Subject Area:** ANTHRO
- Catalog Nbr:** 157
- Course Offering Nbr:** 1
- Undergrad:** Anthropology
- Anthropology Of Law**

The **Class Sections** section is highlighted with a red callout '1'. It contains one record:

Session:	Class Section:	Component:	Units:	Class Nbr:	Event ID:
1	001	Lecture	4.00	30976	000086490

The **Reserve Capacity** section shows:

- \*Reserve Capacity Sequence: 1
- Enrollment Total: 0

The **Reserve Capacity Requirement Group** section has the following fields:

*Start Date	*Requirement Group	Cap Enrl
<input type="text"/>	<input type="text"/>	0

At the bottom of the screen are buttons for Save, Return to Search, Previous in List, Next in List, and Notify.

**Note:** Always make sure you are on the record number for the section you mean to update.

1. Populates from the Course Catalog, your original Search Criteria and the Basic Data tab.

**Note:** Always make sure you are on the record number you are intending to update.

The screenshot shows the 'Reserve Capacity' interface. At the top, there is a 'Reserve Capacity Sequence' field with the value '1' and an 'Enrollment Total' of '0'. Below this is a table of 'Reserve Capacity Requirement Group' entries. The first entry has a 'Start Date' of '08/27/2015', a 'Requirement Group' of '000006', and a 'Cap Enrl' of '40'. The second entry has a 'Start Date' of '09/03/2015', a 'Requirement Group' of '000006', and a 'Cap Enrl' of '0'. The interface includes various navigation and action buttons like 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

In this example, follow the numbers horizontally across the image.

**Reserve Capacity** refers to reserving a number of seats in a class, for a defined group of students. In this example, 40 seats are reserved for Math majors.

2. This is the first defined **Reserve Capacity**.
3. Here we see that this **Reserve Capacity Sequence** is the first of two defined reserve capacity sequences. You *must* have a separate Sequence group number for each type of student **Requirement Group**.
4. Click the **+** button to add a new Sequence or the **-** button to delete a Sequence
5. Enter the **Start Date** at which reserve capacity seats become available for the selected **Requirement Group**
6. Use the **🔍** icon to select the desired **Requirement Group**
7. Enter the number of seats you wish to reserve
8. Click the **+** button to add an “expiration”
9. Enter the date on which you wish to release the seats held for this **Requirement Group** (optional)
10. Select the same **Requirement Group** as the previous row
11. Enter “0” – This means that there are zero seats reserved for this group of students after this row’s **Start Date**
12. Click **Save** to save your **Reserve Capacity** configurations.

## Notes Tab

The following is a guide to the **Notes** tab, which is the fifth tab for scheduling a new class. Below is an image of the full screen.

The following page examines the lower half of the tab (that is not pre-populated), with numbered callouts and explanations of the various information and fields on this page.

1. Populates from the Course Catalog, your original Search Criteria and the Basic Data tab.

**Note:** Always make sure you are on the record number for the section you mean to update.

The screenshot shows the 'Class Notes' form with the following elements and callouts:

- 2:** \*Sequence Number: input field with '1'.
- 3:** \*Print Location: dropdown menu with 'After' selected.
- 4:** Note Nbr: input field with a magnifying glass icon.
- 5:** Copy Note button.
- 6:** Free Format Text: text area.
- 7:** Clear Note button.
- 8:** Even if Class Not in Schedule checkbox.
- 9:** + and - buttons for adding/deleting notes.
- 10:** Save button.

2. Enter a Sequence Number to indicate the order in which each of the **Class Notes** will appear in the schedule of classes.
3. Indicate the display view for the schedule of classes. “**After**” is the default and preferred setting.
4. Use the **Note Nbr** look up icon (🔍) to display a table of standard texts to choose from. Once you select a text option or type in a **Note Nbr**, press the tab key to populate the text in the adjacent text box.
5. Use the **Copy Note** button to move the text from the **Note Nbr** text box to the **Free Format Text** box if you wish to edit the standard text.
6. Enter unique text into the Free Format Text box to display in the schedule of classes.
7. Use the **Clear Note** button to remove text in the **Free Format Text** (lower) box.
8. *Do not use.* This is for the *printed* Schedule of Classes only.
9. Use the **+ -** buttons to add additional **Class Notes** or to delete existing **Class Notes**.
10. Click **Save** to save your **Notes** configurations.