

The *Asterisk* Denotes a **View only** field that cannot be edited.

Field	Description
Title/Topic	Title or topic of the course. Topics will display in the drop-down if the course is setup to allow topic names. If you need a new topic, see comments field.
Section #	<p>FAY campus must be at least 3 characters the first section of a course begins with 001 (available range is 001-599)</p> <p>Lab and Drill Sections follow same number conventions but are preceded by either an L or D (for honors sections, M or E). ex: L001 or D001</p> <p>Self-paced correspondence courses have section numbers in the 800 range</p> <p>All courses offered as OFF campus sections have a section number beginning with 901</p> <p>Study Abroad courses have a section number beginning with 600.</p>
Credit Hours*	Number of hours of academic credit for course.
Status	Active, Tentative, Stop Further Enrollment or Cancelled. The status may fluctuate by term. Active is the only status that will display to students in the class search and allow for enrollment.
Schedule Print	Must be set to Yes to display in the schedule of classes for student viewing.
Component*	This field is view only unless there is a non-enrolled drill or lab associated with the course. They must schedule at least one section of both; an enrollment component and a non-enrollment component.
Link To	Link non-enrollment drills or labs back to a specific enrollment section or sections.
Session	Select session in which to offer the class. Sessions will vary by term. (Summer sessions vary from fall/spring sessions.) Scheduler will input specific start and end dates for MIN session classes. (See additional documentation Select or Create a Meeting Pattern and Scheduling Min Session Classes).
Campus	Use FAY offering to schedule on-campus classes and use OFF to schedule online or distance education classes. To verify if an off-campus section exists, click the <i>Show courses with no sections</i> . If no OFF campus offering exists, contact the Office of the Registrar for more information.
Inst Method	All classes scheduled under the "Campus" of "FAY" should be set with an Instruction Mode of "P" (face-to-face). Off-campus classes are generally scheduled by Global Campus, and will have different instruction modes, depending on whether they are offered online or via distance education.

Add/Drop Consent	Setting either an add or drop consent requires an administrative user to add or remove students from the class, regardless of the choice selected from the drop-down menu.
Grade Mode*	View the grading basis associated with the course/class. Grading mode cannot be changed for an individual course section.
Combined With	<p>Select additional class or classes if you wish to offer 2 or more sections at the same time with the same instructor in the same room. Examples would be: ENGL 1023 and 1023H or ANSC 4953 and POSC 4953.</p> <p>Combined classes will have one parent section from which changes to meeting pattern, instructor and combined section enrollment totals must be edited. Individual class enrollment capacities can still be edited from the child section.</p>
Section Attributes	Inherited from the course catalog. For new sections, those cannot be added at the class attribute level but can add others as needed (online class attributes, area studies, etc.)
Course Attributes*	These are set at a catalog level and roll to the Schedule of Classes. Other attributes may be added to individual class sections by the departments scheduling the class.
Instructor	<p>An instructor must be listed for each class. Staff may be used if an instructor has not been determined. The first position with the blue star, which is the position that will be highlighted in the Snapper Window, (Meeting) is to help prevent double scheduling this instructor. GRAD status displays by the instructor/name if they are eligible to teach graduate level classes.</p> <p>See additional documentation on Adding an Instructor.</p>
Room	<p>Schedulers will select classroom requirement if they need a classroom. Selections are general access, special purpose/lab and No room needed.</p> <p>General access – add attributes that the instructor needs to teach the class in that space, white board, moveable chairs, etc.</p> <p>Lab/special purpose – no other attributes are required. <i>If a department owns lab/special purpose rooms, those rooms should be available from the drop-down menu.</i></p> <p>No room needed – allows them to schedule a meeting pattern but a room is not required. For example, a synchronous class that requires students to be logged in at 5:00 p.m. on Thursdays for a group chat. (These classes will not be included in the batch room scheduling process.)</p> <p>If no room no meeting pattern is selected, nothing more is required.</p>
Schedule	<p>Setup meeting dates and times by clicking on the patterns link at the top of the snapper window. Official class times, department specific meeting patterns and user defined patterns will be available in that list. Selecting one of these patterns will allow the scheduler to hover over the snapper window to view all time slots. Select the time slot by double clicking on the appropriate time.</p> <p>See additional documentation on Meeting Patterns.</p>

Enrollment	Schedulers should set a maximum enrollment capacity, and a waitlist capacity if applicable. If a department utilizes waitlist, they must enter “Y” in the auto enroll WL field if they want students to be moved off the waitlist via the UAC automated process.
Room Cap Request	Schedulers must set a room cap request that is equal to or greater than the enrollment capacity, even if no room is required. (e.g. online classes)
Notes	Are displayed in the Schedule of Classes for student viewing and should include pertinent class information and instruction. The Note section can be used as a free format field, or to assign a note number that has been previously created. Contact the Office of the Registrar if a new note number is required.
Comments	<p>The Comment section is only for CLSS schedulers and administrative users and are not displayed to students. Departments can utilize this field for their own record keeping notes or to request the following: New Topics, New Instructor, New Note Number, and Class Time Exceptions- <i>schedulers must provide a justification for why the class must meet this day/time.</i></p> <p>UARK schedulers will use the following format to record/request changes needed for the following fields not listed in CLSS:</p> <p>NEW TOPIC:</p> <p>NEW INSTRUCTOR:</p> <p>NOTE NUMBER:</p> <p>CLASS TIME EXCEPTION:</p>
<p>NOTE: Official class time exceptions are listed as an exception and NOT as a comment. Refer to Academic Policy 1200.30 for official class times.</p>	