

## Creating a Schedule of Classes

### Building the Schedule of Classes

There are four views of scheduling features in UAConnect. The difference in the components is the view of the classes and the search function.

**NOTE:** The security setting for an individual user controls the pages and fields they are able to see. A user may not see all available pages or fields.

- **Maintain Schedule of Classes** - displays only those classes that have already been scheduled for a term. This component is identical to the *Schedule New Course* component. Use this component to view and to modify already scheduled classes.
- **Schedule New Course** - displays all courses available to be scheduled for a term. When adding multiple sections of a class, add the sections in the *Schedule New Course* component. Use this component to schedule courses that have newly been added to the catalog, but that have yet to be scheduled for any term.
- **Schedule Class Meetings** - displays individual class sections that have been scheduled. Use this component to add or update meeting times, facilities, and instructors for one class section at a time. The benefit is a faster performance time in the save function because the edit functions are checking against only one section.
- **Update Sections of a Class** - displays a snapshot summary of all section information for a class. Use this component to view and make changes to enrollment details for several class sections at one time.

<b>Schedule of Classes Terminology</b>	
<b>Class Associations</b>	A means of tying specific sections of a component together. This functionality allows a department to tie several labs to one section of lecture, thereby prohibiting students from registering for another section of the lecture. Using an association number of "9999" allows students to do just the opposite—they can enroll in any lab section, regardless of what lecture they select. <i>Components or sections that are not tied together should have different association numbers.</i>
<b>Combined Sections</b>	A functionality that enables two or more separate classes to be offered as one class offering with one instructor, one location, one meeting pattern, and one enrollment capacity. Example: HUMN 3163 <i>On Death and Dying</i> and SCWK 3163 <i>On Death and Dying</i> . <i>Combined sections are also used when offering both graduate and undergraduate credit for the same class.</i>
<b>Components</b>	Components are parts of the course. Each course has at least one component. For instance, a lecture course will have <b>Lecture</b> as its component. Courses may have an associated lab or drill for an additional component. Components do not have their own course ID. They are tied to the original course. However, they must be scheduled as their own separate class section; failure to schedule associated components will prevent students from being able to register for these classes.
<b>Offerings</b>	Do not confuse this with sections of a class. Think of an offering as the same class with a change in the details. In the scheduling process, be sure to select the offering that is coded with the required details. <i>For example, a class may have an undergraduate offering and a graduate offering; an on campus offering and an off campus offering, or a "MIN" offering</i> In the scheduling process, be sure to select the appropriate offering.
<b>Class Type</b>	Classes should be set as an "Enrollment" section UNLESS they are an associated lab or drill. These should be set as "Non-Enroll"; failure to set Class Type correctly will prevent students from being able to register for these classes.
<b>Instruction Mode</b>	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.

Schedule a New Course

Navigation: Curriculum Management > Schedule of Classes > Schedule New Course

**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 =

Term =

Subject Area =

Catalog Nbr begins with

Academic Career =

Campus begins with

Description begins with

Course ID begins with

Course Offering Nbr =

Case Sensitive

1. The Academic Institution field defaults to **THEUA**.
2. Input the correct term code in the **Term** field or click the magnifying glass icon to lookup the value.
3. Input information in other fields on the search page to locate the required class/classes such as **Subject Area**, **Academic Career**, or **Course ID**.

**NOTE:** The search can be as specific or as general as needed. Be aware that only the first 300 results will be returned in the search. For most purposes a search producing a smaller population is more useful.

4. Click the link in Search Results that describes the class to be added. This action opens the **Basic Data** page in the Schedule New Course component.

**Search Results**

View All First 1-100 of 211 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
THEUA	1179	ENGL	0002	Undergrad	FAY	BASIC WRITING	013560	1
THEUA	1179	ENGL	0002	Undergrad	OFF	BASIC WRITING	013560	2
THEUA	1179	ENGL	0002I	Undergrad	OFF	BASIC WRITING	813560	1
THEUA	1179	ENGL	0013	Undergrad	FAY	READING STRATEGIES	026788	1

Basic Data

**Class Sections Group Box**

1. Input the code for the session this class meets in the **Session** field or click the magnifying glass icon to see all the session values. This example shows a **Session** code of **1**, **Regular Academic Session**. The session code determines the **Start/End Date** fields. If the class meets for a mini session, the Start/End Date information must be manually entered on both the *Basic Data* and *Meetings* tabs.
2. Type the section number in the **Class Section** field. Class Section numbering convention is as follows:

Contains a three-digit number	the first section of a course begins with <b>001</b> (can use 001-599)
Lab and Drill sections	follow same numbering conventions, but are preceded by either an <b>L</b> or <b>D</b> (for honors sections, <b>M</b> or <b>E</b> ) (ex: L001 or D001)
All self-paced correspondence courses	have section numbers in the <b>800</b> range
All courses offered as OFF CAMPUS sections	have a section number beginning with <b>901</b>
Study Abroad courses	have a section number beginning with <b>600</b>

3. The **Component** field defaults to **LEC** and the **Class Type** field defaults to **Enrollment**. To add a zero-credit component, such as a drill or lab, add a new row to the associated class.

On the new row, a zero-credit component Drill will be added. The **Session**, **Start/End Date**, and **Class Section** fields default in. Because the **Component** and **Class Type** fields default to **LEC** and **Enrollment**, and this section is a zero-credit drill, these two fields must be changed

**NOTE:** UACONNECT does not allow two sections to have the same **Component** type and **Class Type**.

The screenshot displays the 'Basic Data' tab of a course record. Key information includes Course ID 011819, Course Offering Nbr 1, Academic Institution The University of Arkansas, Term Fall 2019, Subject Area CHEM, and Catalog Nbr 1103. The 'Class Sections' tab is active, showing details for Session 1, Class Section D001, Component DRL, and Class Type Non-Enrollment Section. The 'Associated Class' field is set to 9999. The 'Associated Class Attributes' section includes checked boxes for 'Schedule Print', 'Dynamic Date Calc Required', and 'Sync Attendance with Class Mtg'. Other attributes like 'Student Specific Permissions', 'Include in Dynamic Date Calc', 'Generate Class Mtg Attendance', and 'GL Interface Required' are unchecked.

The **Component** field is now **DRL** and the **Class Type** field is now **Non-Enroll**.

- The **Associated Class** field is used to assign linkage to sections. For example, a special topics class will have multiple sections, all having different topics. A student can enroll in several sections of the same course in this case. Each section of the course must follow in sequence, starting with 1, in assigning the *Associated Class* code. If two sections of the course have the same code, if the student drops one, UAConnect will drop them from the other automatically. Also, for zero-credit components, this field most often will be **9999**, indicating that the component can be linked to any section of the parent course. (See Class Associations terminology for other options). The parent course **Associated Class** code must be sequenced beginning with 1. Set the association number to match the class number.
- Ensure that the **Schedule Print** check box  is checked to allow a section to be shown in the Schedule of Classes and Class Search Functions.

### Class Topic Group Box

- If a class has variable topics click the magnifying glass icon next to the **Course Topic ID** field and select the required topic.


### Class Attributes

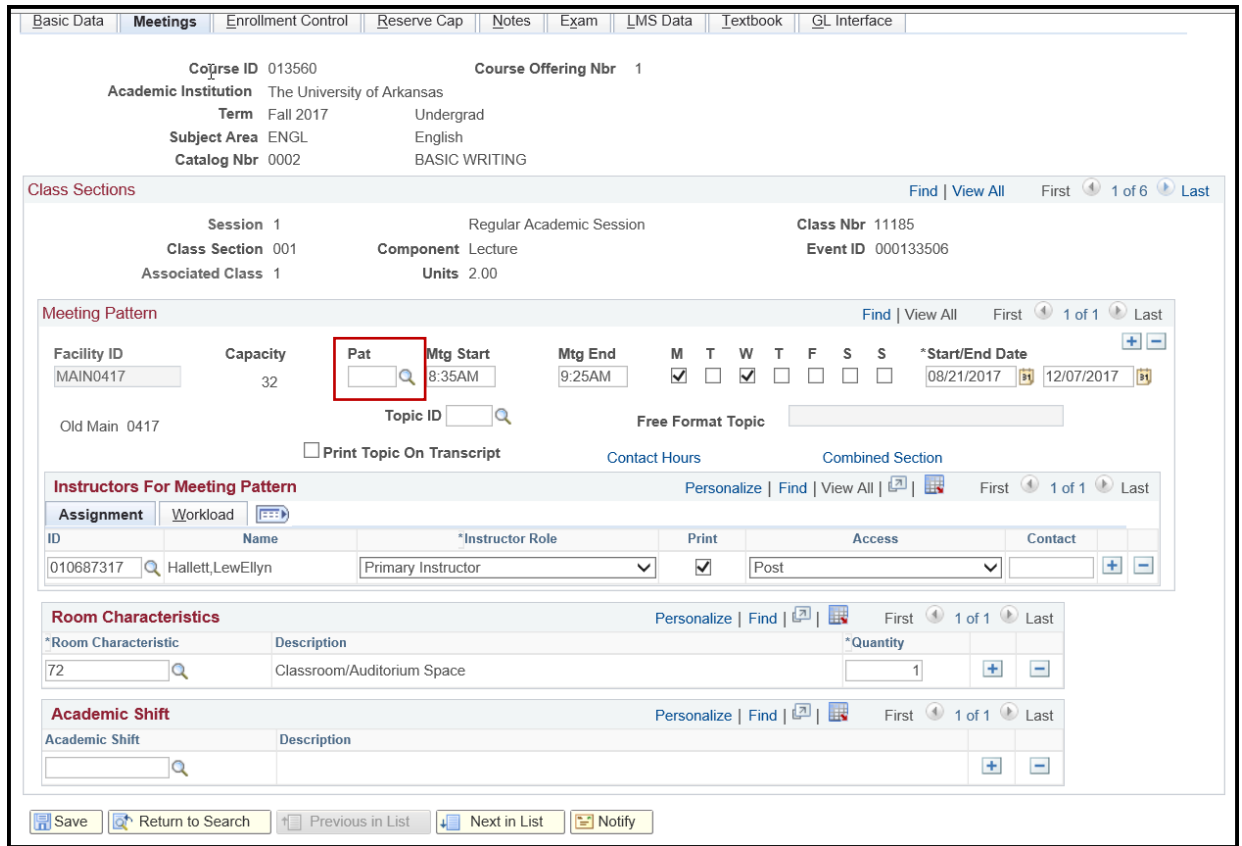
- Every class should have at least two attributes: **Course Method Codes** and **Course Type**. These are set at a catalog level and roll to the Schedule of Classes. Other attributes may be added to individual class sections by the departments scheduling the class.

**Meetings**

Use this page to assign a room, to schedule meeting times, and to assign an instructor.

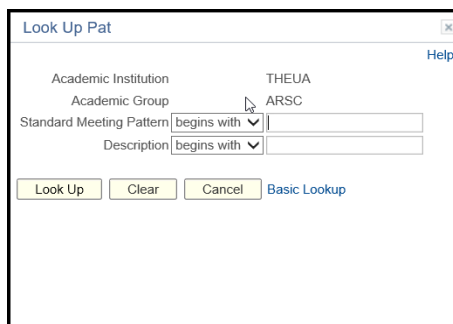
**Important:** When scheduling a large number of sections use the *Schedule Class Meetings* component to schedule facility and meeting pattern information. Because the system only performs edit checks (Facility Conflict checking) on an individual class section (rather than for all the sections of the class), performance is faster.

1. Click the magnifying glass icon  to the right of the **Pat** (Pattern) field. The Lookup page appears for that field.



The screenshot shows the 'Meetings' tab in a software interface. At the top, there are navigation tabs: Basic Data, **Meetings**, Enrollment Control, Reserve Cap, Notes, Exam, LMS Data, Textbook, and GL Interface. Below these, course information is displayed: Course ID 013560, Course Offering Nbr 1, Academic Institution The University of Arkansas, Term Fall 2017, Undergrad, Subject Area ENGL, English, and Catalog Nbr 0002, BASIC WRITING. The 'Class Sections' section shows Session 1, Regular Academic Session, Class Nbr 11185, Class Section 001, Component Lecture, Event ID 000133506, Associated Class 1, and Units 2.00. The 'Meeting Pattern' section is the focus, with fields for Facility ID (MAIN0417), Capacity (32), Pat (highlighted with a red box and magnifying glass), Mtg Start (8:35AM), Mtg End (9:25AM), and days of the week (M, T, W, T, F, S, S). Below this is a table for 'Instructors For Meeting Pattern' with one entry: ID 010687317, Name Hallett, LewEllyn, Primary Instructor, Print checked, Access Post. At the bottom, there are sections for 'Room Characteristics' and 'Academic Shift'.

2. Click **Look Up** to see a list of all the values available for that field. Select the standard meeting pattern that the class follows in the **PAT** field or leave the field blank if the class follows a non-standard pattern.





The 'Look Up Pat' dialog box is shown. It contains the following fields: Academic Institution (THEUA), Academic Group (ARSC), Standard Meeting Pattern (begins with), and Description (begins with). At the bottom, there are four buttons: Look Up, Clear, Cancel, and Basic Lookup. A 'Help' link is also present in the top right corner.

**IMPORTANT:** Use the **PAT** field instead of the days of the week checkboxes. The system checks the boxes based on the **PAT** selected. The checkboxes are only to be used for non-standard class meetings.

3. Input the time the class begins and ends in the **Mtg Start/Mtg End** fields.


**NOTE:** **0930a** indicates 9:30 a.m. *The leading zero must be entered.* If a standard meeting pattern has been entered, the system calculates the ending time based on the starting time. This can be changed for an irregular meeting time. If a class meets different times on different days, insert rows for each unique meeting pattern.

4. Input the instructor's ID in the **ID** field in the Instructors for Meeting Pattern group box or click the magnifying glass icon  to lookup the ID.
5. Click the  button to add additional rows for multiple instructors.
6. Select the role from the **Instructor Role** field drop-down menu. Values include **Prim Inst**, **Sec Inst** or a **TA**.
7. Check the **Print** checkbox if the instructor's name should be printed in the Schedule of Classes.
8. Select the type of grade entry access the instructor should have from the **Access** drop down menu. Each assigned instructor must have access for each meeting pattern.

**Approve:** Instructor can enter grades and approve the grade roster.

**Grade:** Instructor can only enter grades for the class.

**Post:** Instructor can enter grades and approve the roster.

9. Enter the appropriate Room Characteristic(s). Click the magnifying glass icon  to look up available options. Typically, you will need to select at least one of the following:
  - 72:** Classroom/Auditorium Space (use this to indicate a general access classroom is needed)
  - 77:** Lab/Special Purpose Space (class will not be included in the batch room scheduling process)
  - 91:** No Room Needed (class will not be included in the batch room scheduling process)

## Enrollment Control

Click the **Enrollment Cntrl** tab. This is where the **Class Status** is indicated, whether **Consent** is required to take the class, and where the maximum **Enrollment Capacity** for the class can be set.

1. Select the class status from the *Class Status* drop down menu. Values are: **Active, Stop Further Enrollment, Cancelled Section, or Tentative Section**. This field has a default status value of Active.

**NOTE:** Classes with an **Active** status are the only ones that will display in Class Search, and the only ones that allow students to enroll.

2. Press the **Cancel Class** button to cancel the class section. Cancelling a class drops all currently enrolled students and adjusts fees 100%, regardless of the date the cancellation is processed. *The **Class Status** field must first be set to **Cancelled Section** to be able to select button. The date of the cancellation will display next to the button.*
3. You must check the **Cancel if Student Enrolled** check box to cancel a class if students are enrolled. If this box is not checked, UAConnect will prevent posting of the cancellation.
4. The **Consent** field value defaults from the Course Catalog. This value may be overridden by selection from the drop-down menu. The available values are: **No Consent, Dept. Consent, and Inst. Consent**. Do not use FYE consent.
5. Type the number of seats wanted for the classroom to override the **Requested Room Capacity** field. This field defaults from the Default Section Size in the Course Catalog. *This is for use in the batch scheduling process.*
6. Type the number of seats wanted for the classroom to override the **Enrollment Capacity** field. This field defaults from the Default Section Size in the Course Catalog. This number should reflect the maximum enrollment allowed for the class.
7. If your department uses the Wait List function, be sure to type the number of students you wish to allow to be added to the Wait List. You must also check the **Auto Enroll from Wait List** checkbox in order for eligible students to be moved from the Wait List into the class when the Wait List process runs. If you are waitlisting a Combined Section class, you must also set that value on the **Combined Sections Table**.
8. Click **Save**.



**Notes**

This section deals with class specific notes. Each note is displayed only on the detail for the specific class section to which it is attached. *Notes are optional, but they do roll from term to term in the Prior Term Copy process.*

1. Click the **Notes** tab.

2. UAClass creates the **Sequence Number**. The number determines the display order of the note if there are multiple notes. This sequence number can be overridden.
3. **Print Location** sets the print location of the note, either **Before** the class listing, or **After** it.
4. Use **Note Nbr** search to attach a pre-existing standard note. Selecting an item from the list will populate the adjacent field with the detail. If you would like a **Note Nbr created for your department for future use, contact the Office of the Registrar.**
5. To modify the existing note, press **Copy Note**. The text will be copied to the **Free Format Text** area and eliminated from the previous area. The note number will be erased also.
6. Use the **Free Format Text** field to type a free format text note. Both a free format note and a **Note Number** may be specified for the same class section.
7. Click **Clear Note** to clear the free format text.

**NOTE:** Do not use the **Even if Class Not in Schedule** check box.

### Remaining Tabs

1. Do not enter information on the **Exam** page. The Office of the Registrar populates this information, and it displays for both students and faculty. You may reference this information if you receive questions about final exam times.
2. Do not enter information on the **LMS Data** page. This information was previously used to link class sections to BlackBoard but is no longer is being maintained.
3. Do not use the **GL Interface** page. The Treasurer's Office controls this information.

**NOTE:** Be certain to **SAVE** your changes. To add another class, either press **Return to Search** or move to the next class on your previous search list by pressing the **Next in List** button at the bottom of the page.