

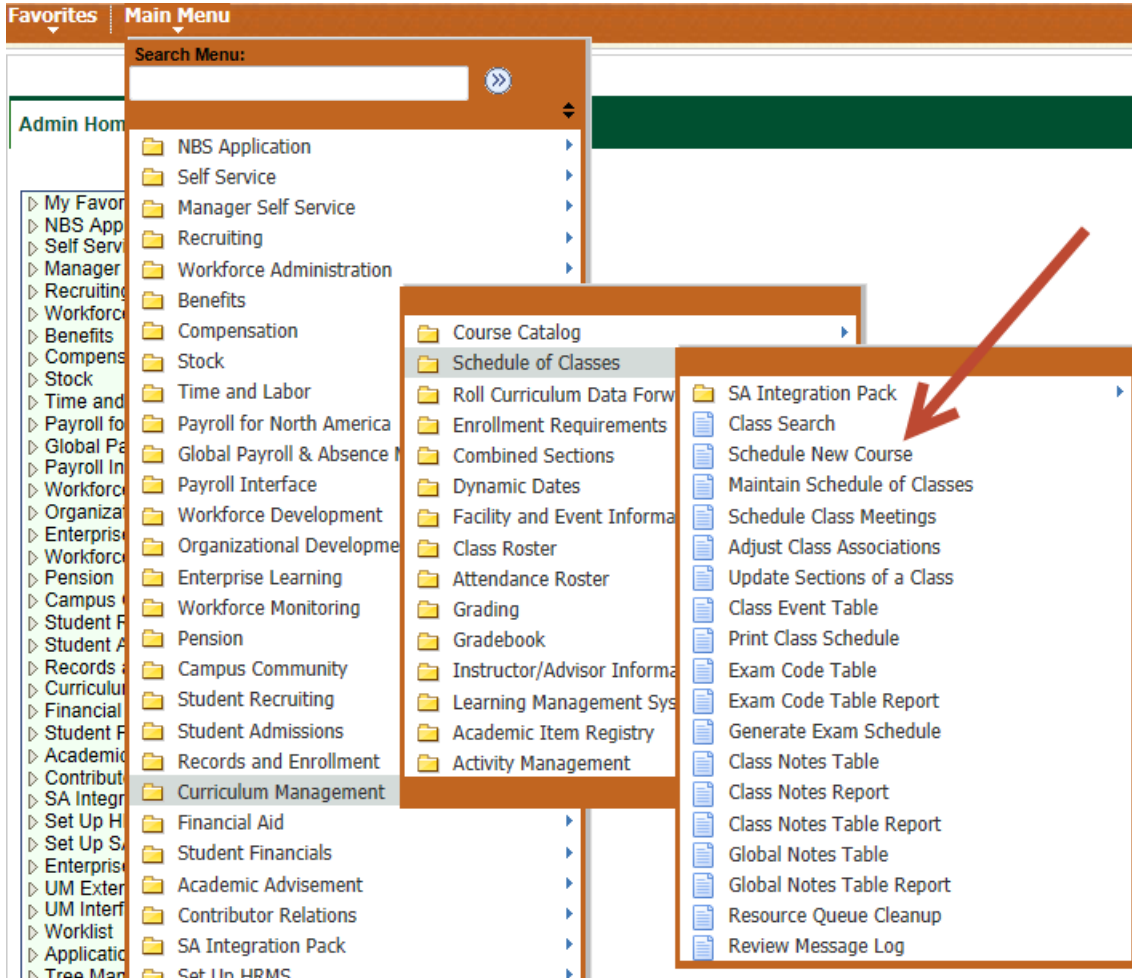
SCHEDULING NEW COURSE (Updated 4/24/15)

Rolling classes from one term to another

Only the Registrar's Office may roll classes. Registrar will announce when rolling is an option. Rolling classes from a previous term saves on data entry but classes should still be reviewed and updated as appropriate.

Schedule New Course – Scheduling a new Class Section that does not exist.

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



Retrieve Course Info

- Enter Term 2158 (Fall 2015)
- Subject Area (BUS)
- Catalog Number (101)
- Click Search

[Favorites](#) | [Main Menu](#) > [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:	=	▼	MIAMI	🔍
Term:	=	▼	2158	🔍
Subject Area:	=	▼	BUS	🔍
Catalog Nbr:	begins with	▼	101	
Academic Career:	=	▼		▼
Campus:	begins with	▼		🔍
Description:	begins with	▼		
Course ID:	begins with	▼		🔍
Course Offering Nbr:	=	▼		🔍

Case Sensitive

Search

Clear

Basic Search

📄 Save Search Criteria

Basic Data Tab - Create New Class Section

- Verify Session to add class.
- Enter Class Section - e.g., A, A1, B, B1, 01, 02, etc. in the Class Section field.
- Select Component - (Lecture, Laboratory) **If the component needed is not displayed, please contact the Registrar's office for assistance. Component must be added at the Catalog level by Registrar's Office prior to any student enrollment in the class.**
- Select Class Type:
 - Enrollment = section will carry all credits if selected
 - Non-Enroll = non-credits, carries no credits for section when selected but will still display the credits associated with the enrollment section.
- Enter Associated Class Number – this number will either tie the classes together or separate the classes. If the course has more than one section and not all of the sections will share the same information, e.g. Honors, Credits, Pre-req., etc., then assign each section its own class association number and Save. **For example: REL 101 has 4 sections and you create sections A, B, C and D, each section must be given a different associated class number of 1, 2, 3 and 4.**
- Class Topic – if a section should have a specific class topic, this must first be entered at the catalog level in order to be available to add via the drop down in this field. Click on the search glass - a list of topics will show; select the topic needed for that class section.
- Class Attributes – this field allows for searching attribute on class search: Honors & Writing, Honors, Writing, Civic, Prism, **but does not display on the transcript.** In order to appear on the transcript, you would also need to select Honors or Writing or Honors & Writing in the Requirement Designation field on the "Adjust Class Associations" page.

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

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID: 115448 Course Offering Nbr: 1
 Academic Institution: University of Miami
 Term: Fall 2015 Undergrad
 Subject Area: BUS Business
 Catalog Nbr: 101 FIRST Step Auto Create Component

Class Sections Find | View All First 1 of 4 Last

*Session: 1 Regular Academic Session Class Nbr: 16454
 *Class Section: T1 *Start/End Date: 08/24/2015 12/08/2015
 *Component: LEC Lecture Event ID: 000038777
 *Class Type: Enrollment
 *Associated Class: 1 Units: 3.00 Associated Class Attributes
 *Campus: GABLE Gables Add Fee
 *Location: CGABLES Coral Gables
 Course Administrator:
 *Academic Organization: BUS Business Schedule Print
 Academic Group: BU School of Business Admin Student Specific Permissions
 *Holiday Schedule: ACAD Academic Holiday Schedule Dynamic Date Calc Required
 *Instruction Mode: P In Person Generate Class Mtg Attendance
 Primary Instr Section: T1 Sync Attendance with Class Mtg
 GL Interface Required

Class Topic Print Topic in Schedule

Course Topic ID: ➔

Equivalent Course Group Override Equivalent Course

Course Equivalent Course Group:
 Class Equivalent Course Group: ➔

Class Attributes Personal | View All First 1 of 1 Last

*Course Attribute	*Course Attribute Value
HONR Honors	HONR Honors

➔

Save Return to Search Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Meetings Tab – Enter times & days/dates, instructor info & room characteristics, if applicable

- Meeting times - Enter start time (End time defaults 1 hour out so need to adjust accordingly); check boxes for days to meet; and review start/end dates (defaults from session dates on the basic data tab)
- Instructor info:
 - Enter EmplID if known or click on the search glass and enter the last & first name or C# in the Campus ID field to find correct person.
 - Select instructor role and access that will give an individual access to the grade roster once created by the Registrar’s Office. (Approve allows for entering and releasing grades; Grade allows for entering grades only, no release; Post – only for Registrar’s ONLY.)
 - Check the print box for any instructor for whom you want to print schedule of classes.
 - To approve grades, a primary instructor must be listed with “Approve” in order to release the grades to the Registrar’s Office. TA should be reserved for entering Grades only.
- Room Characteristics – use if needing to note preferences for GPC space

Navigation: Favorites | Main Menu | Curriculum Management | Schedule of Classes | Schedule New Course

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

Course ID: 115448 Course Offering Nbr: 1
 Academic Institution: University of Miami
 Term: Fall 2015 Undergrad
 Subject Area: BUS Business
 Catalog Nbr: 101 FIRST Step

Class Sections Find | View All First 1 of 4 Last

Session: 1 Regular Academic Session Class Nbr: 16454
 Class Section: T1 Component: Lecture Event ID: 000038777
 Associated Class: 1 Units: 3.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID: [] Capacity: [] Pat: [] Mtg Start: 5:00PM Mtg End: 6:15PM M T W T F S S *Start/End Date: 08/24/2015 to 12/08/2015

Topic ID: [] Free Format Topic: []

Print Topic On Transcript [Contact Hours](#)

Instructors For Meeting Pattern Personalize | Find | View All | # First 1 of 1 Last

ID	Name	*Instructor Role	Print	Access	Contact
[]	[]	Prim Ins	<input checked="" type="checkbox"/>	Approve	[]

Room Characteristics Personalize | Find | View All | # First 1 of 1 Last

*Room Characteristic	*Quantity
90 GPC Whitten Learning Center	1

Academic Shift Personalize | Find | View All | # First 1 of 1 Last

Academic Shift: []

Buttons: Save | Return to Search | Notify

Footer: Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Look Up ID

Look Up ID

ID: [] begins with []
 Campus ID: [] begins with []
 Last Name: [] begins with []
 First Name: [] begins with []

Buttons: Look Up | Clear | Cancel Basic Lookup

Search Results
 Only the first 300 results can be displayed.

View: 100 First 1-300 of 300 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	Last Name	First Name
[]	[]	[]	[]	[]	[]	MICHAEL	LIONELL

Enrollment Control Tab – Room, Enrollment & Waitlist numbers required, Add/drop consent, if applicable, setup of enrolled sections, if required.

- Room & Enrollment Capacity must be equal
- Waitlist = 300 (Must be 300 – requirement)
- Add/drop consent – use if student needs permission to enroll and/or drop
- 1st and 2nd Auto enroll – use if you want to force enrollment into specific sections in a specific order

Favorites | **Main Menu** > **Curriculum Management** > **Schedule of Classes** > **Maintain Schedule of Classes**

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

Course ID: 106990 Course Offering Nbr: 1
 Academic Institution: University of Miami
 Term: Fall 2015 Undergrad
 Subject Area: BUS Business
 Catalog Nbr: 100 FUNDAMENTALS IN BU

Enrollment Control Find | View All First 1 of 4 Last

Session: 1 Regular Academic Session Class Nbr: 15103
 Class Section: 01 Component: Lecture Event ID:
 Associated Class: 1 Units: 3.00

*Class Status: Active

Class Type: Enrollment Enrollment Status: Open

*Add Consent: No Consent Requested Room Capacity: 40 Total
 *Drop Consent: No Consent Enrollment Capacity: 40 0
 1st Auto Enroll Section: 02 Wait List Capacity: 300 0
 2nd Auto Enroll Section: 03 Minimum Enrollment Nbr:

Resection to Section:

Auto Enroll from Wait List Cancel if Student Enrolled

Reserve Capacity - To set aside seats for a specific population of students, use the reserve cap.

- Set the “start date”
- Enter the “requirement group” for student criteria to register as part of reserve
- Enter the “Cap Enrl” for the number of seats to set aside for these students. This number is pulled out of the Enrollment Capacity number noted on the Enrollment Control tab.

In this example, 2 seats are reserved for students who are part of the PRISM group.

Favorites | **Main Menu** > **Curriculum Management** > **Schedule of Classes** > **Maintain Schedule of Classes**

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

Course ID: [REDACTED] Course Offering Nbr: 1
 Academic Institution: University of Miami
 Term: Fall 2015 Undergrad
 Subject Area: [REDACTED]
 Catalog Nbr: [REDACTED]

Class Sections Find | View All First 1 of 12 Last

Session: 1 Regular Academic Session Class Nbr: [REDACTED]
 Class Section: H Component: Lecture Event ID:
 Associated Class: 1 Units: 3.00

Reserve Capacity Find | View All First 1 of 1 Last

*Reserve Capacity Sequence: 1 Enrollment Total: 2

Reserve Capacity Requirement Group Personalize | Find | [Grid Icon] First 1 of 1 Last

*Start Date	*Requirement Group	Cap Enrl
02/26/2015 [Calendar Icon]	100011 [Search Icon] Prism Program	2 [Plus Icon] [Minus Icon]

Save | **Return to Search** | **Notify**

Two seats are filled by students in the PRISM group and 4 seats are filled by other students. The “Requested Room Capacity” of 6 is reached. The class status here is “closed” but students will see the class as still available to “waitlist” since the waitlist capacity of 300 has not yet been reached. The class would only show as closed to the student if the waitlist capacity had also been reached.

Favorites | **Main Menu** > **Curriculum Management** > **Schedule of Classes** > **Maintain Schedule of Classes**

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

Course ID: [REDACTED] Course Offering Nbr: 1
 Academic Institution: University of Miami
 Term: Fall 2015 Undergrad
 Subject Area: [REDACTED]
 Catalog Nbr: [REDACTED]

Enrollment Control Find | View All First 1 of 12 Last

Session: 1 Regular Academic Session Class Nbr: [REDACTED]
 Class Section: H Component: Lecture Event ID: [REDACTED]
 Associated Class: 1 Units: 3.00

*Class Status: Active

Class Type: Enrollment **Enrollment Status: Closed**

*Add Consent: No Consent
 *Drop Consent: No Consent
 1st Auto Enroll Section: **Wait List Capacity: 300 1**
 2nd Auto Enroll Section: **Minimum Enrollment Nbr:**
 Resection to Section:

Auto Enroll from Wait List Cancel if Student Enrolled

Student sees waitlist option for class after reserve capacity and enrollment capacity reached.

Enrollment status on Enrollment Control tab shows the section as “closed” since both the room/enrollment capacity have been reached. But the higher waitlist capacity allows the student to still see the class as available for waitlisting.

The screenshot shows a web interface for a university's self-service portal. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', and 'Student Center'. Below this is a search bar and a set of tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'Enroll' tab is active, and it contains sub-tabs: 'my class schedule', 'add', 'drop', 'swap', and 'term information'. The 'add' sub-tab is highlighted. Below the tabs, the page title is 'Add Classes' with a page number '1' and navigation icons. The main heading is '1. Select classes to add - Enrollment Preferences'. The page content is for 'Fall 2015 | Undergraduate | University of Miami' and the class is 'BUS 300 - CRIT THINK PERSUASN'. Under 'Class Preferences', there are two options: 'Lecture' and 'Wait List'. The 'Wait List' option is selected, indicated by a yellow triangle icon. To the right of the 'Wait List' option is a checkbox labeled 'Wait list if class is full'. Below this are fields for 'Permission Nbr', 'Grading' (set to 'Standard Grading'), and 'Units' (set to '3.00'). On the left side, there is a section for 'Enrollment Information' with a bullet point for 'Writing'. At the bottom right, there are 'CANCEL' and 'NEXT' buttons. A red arrow points from the 'Wait List' option to the 'Wait List' checkbox.

Notes Tab – use if needing to add a note to the students about the class.

Favorites | **Main Menu** > **Curriculum Management** > **Schedule of Classes** > **Maintain Schedule of Classes**

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

Course ID: 106990 **Course Offering Nbr:** 1
Academic Institution: University of Miami
Term: Fall 2015 **Undergrad**
Subject Area: BUS **Business**
Catalog Nbr: 100 **FUNDAMENTALS IN BU**

Class Sections Find | View All First 1 of 4 Last

Session: 1 **Regular Academic Session** **Class Nbr:** 15103
Class Section: 01 **Component:** Lecture **Event ID:**
Associated Class: 1 **Units:** 3.00

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:

Exam Tab – defaults from Catalog setup (can change on the “Adjust Class Associations” page, if needed)

[Favorites](#) | [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Maintain Schedule of Classes](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | **Exam** | [LMS Data](#) | [Textbook](#) | [GL Interface](#)

Course ID: 106990 **Course Offering Nbr:** 1
Academic Institution: University of Miami
Term: Fall 2015 Undergrad
Subject Area: BUS Business
Catalog Nbr: 100 FUNDAMENTALS IN BU

Class Sections [Find](#) | [View All](#) First 1 of 4 Last

Session: 1 Regular Academic Session **Class Nbr:** 15103
Class Section: 01 **Component:** Lecture **Event ID:**
Associated Class: 1 **Units:** 3.00
Exam Seat Spacing: **Final Exam:** Yes

Class Exam [Personalize](#) | [Find](#) | | First 1 of 1 Last

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

Adjust Class Associations

Navigation: Main Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations

Note: If units need to be adjusted for a specific section, please submit request to the Registrar's Office. Please note that sections must have different associated class numbers.

Class Components Tab

Requirement Designation

Select the row with the Associated Class number of the section that is to be flagged Honors, Writing, or Honors & Writing. Scroll below to the Class Association Components Area and at the Requirement Designation field click the search glass and select HONORS and Save. **This will credit the student's Transcript with Honors or Writing Credit.**

Grading Basis

Use this page if needing to adjust the grading basis for a section that is different than the Catalog set up. Remember that the section must have a different Associated Class Nbr. or all sections will update with the change made on this page.

Favorites | **Main Menu** > **Curriculum Management** > **Schedule of Classes** > **Adjust Class Associations**

Class Associations | **Class Components** | **Class Requisites**

Course ID: 106990 Course Offering Nbr: 1
Academic Institution: University of Miami
Term: Fall 2015 Undergrad
Subject Area: BUS Business
Catalog Nbr: 100 FUNDAMENTALS IN BU
Session: 1 Regular Academic Session

Class Association Components Find | View All First 1 of 1 Last

Associated Class: 1
*Grading Basis: GRD Graded
Graded Component: Lecture *Grade Roster Print: Component
Requirement Designation: HONR Honors Cr Primary Component: LEC

Associated Class Attributes Find First 1 of 1 Last
*Attribute

Class Components Personalize | Find | View All First 1 of 1 Last

*Course Component	Contact	Optional	*Final Exam	Auto Create
Lecture			Yes	

Class Sections Personalize | Find | View All First 1 of 1 Last

Section	Class Nbr	Component	Class Type	Class Status
01	17068	Lecture	Enrollment Section	Active

Class Association 9999 Personalize | Find | View All First 1 of 1 Last

Section	Class Nbr	Component	Class Type	Class Status

Save | Return to Search | Notify

Components

Components from the course catalog that are not going to be scheduled must be removed or the student will receive an error message when trying to register that an additional component is required to complete registration. Delete the unscheduled component (in this example, delete the “lab”).

The graded component and class component must be the same, or the instructor will receive an error when time to enter grades at the end of the semester.

The screenshot shows the 'Adjust Class Associations' interface. At the top, the breadcrumb trail is: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations. The 'Graded Component' is set to 'Ind Study'. The 'Requirement Designation' is empty. The 'Primary Component' is 'IND'. The 'Associated Class Attributes' section is empty. The 'Class Components' table is shown below, with 'Ind Study' selected in the 'Course Component' column. The 'Class Sections' table is shown at the bottom.

*Course Component	Contact	Optional	*Final Exam	Auto Create		
Ind Study		<input type="checkbox"/>	Yes	<input type="checkbox"/>	+	-
Laboratory		<input type="checkbox"/>	Yes	<input type="checkbox"/>	+	-
Lecture		<input type="checkbox"/>	Yes	<input type="checkbox"/>	+	-

Section	Class Nbr	Component	Class Type	Class Status
B	1013	Lecture	Enrollment Section	Active
OXLB	1016	Laboratory	Non-Enrollment Section	Active
OYLB	15653	Laboratory	Non-Enrollment Section	Active

Class Requisites Tab - Used to restrict enrollment into a section to a group of students who meet specific requirement(s).

Requirement groups for requisites are created by the Registrar Office.

Only 1 requirement may be attached to a section but the requirement can be created to contain multiple restrictions such as academic level and / or having completed a particular class and /or being part of a specific student group, etc.

Favorites | **Main Menu** > **Curriculum Management** > **Schedule of Classes** > **Adjust Class Associations**

Class Associations | **Class Components** | **Class Requisites**

Course ID:	106990	Course Offering Nbr:	1
Academic Institution:	University of Miami		
Term:	Fall 2015	Undergrad	
Subject Area:	BUS	Business	
Catalog Nbr:	100	FUNDAMENTALS IN BU	
Session:	1	Regular Academic Session	

Catalog Requisite

Requirement Group: [Detail](#)

Long Description:

Class Association Requisites Find | View All First 1 of 1 Last

Associated Class:	1	<input checked="" type="checkbox"/> Also Use Catalog Requisite
Requirement Group:	000002 <input type="text"/> Detail	Sophomore Standing
Long Description:	Sophomore Standing	