Class Schedule Record

Year Term: Summer 2017  Teaching Area/Curr ID:  Cat #/TC:  Section:  GO

Select Year Term, fill in fields to select class, then click GO
If this is a new class or new section, click GO then select ADD.

MATH 313 - Section 001 - Elementary Linear Algebra

Curriculum ID 03629  Title Code 008

1. Change Title Code. Click here and select the new title from the dropdown.
2. Delete this Section. This will erase all information. You will not be able to reuse the section number.
3. Class Roll. Links to class roll for this section.
4. Go To CLSLOG. Log of all changes to this section.
5. CLS10 Help. How to use this screen.

Go to Headers
Teaching Area: MATH 313: Students are recommended to take MATH 290 before taking MATH 313.
Course:
Section:

"Go to Headers" link opens CLS15
Enter text in the box and click Add.
Use this format: "Math 313 section 001: xxxx"

Department Headers show on all classes for this teaching area.
Course Headers show on all sections of this course.
Class Headers show on this section.
SECTION INFORMATION

1. Section Status
   - Available = section will display for students
   - Cancelled = section will not be held and will not roll over
   - Not Available = section will not display

2. Section Size
   - Desired class size
   - Section Status: Available
   - Section Size: 10
   - Credit Hours: 9.0

3. Credit Hours
   - Variable credit classes can be fixed at a specific number.
   - Section Size: 10
   - Credit Hours: 9.0

4. Section Type
   - Day
   - Evening
   - Salt Lake
   - Online
   - Reg Method: O

5. Term
   - Use semester on Spring term for semester length classes that will go Spring-Summer.
   - 1st Term
   - Final Flag: Semester
   - Enrolled: 1

6. Lab/Quiz
   - Select if the class has been approved through curriculum to have 0 credits.

7. Final Flag
   - Y = will hold an in-class final
   - N = will not hold an in-class final
   - T = will use the testing center
   - Enrolled: 1

8. Waitlist Status
   - "Disabled" will not allow the waitlist for this section.

9. Update
   - Must click for all changes in the Section Information box to be saved.
ROOM SCHEDULE

Room Schedule

1. Room Status
   - Rolls over as Not Confirmed.
   - Confirmed means room is scheduled.
   - Taught together is an approved conflict.
   - Conflicts should be resolved.

2. Class Type
   - Default is class.
   - Class Scheduling can also schedule Help Sessions and Finals.

3. Start & End Time
   - Enter time as “800” “850”
   - Can use military time “1300” or “100p” for p.m. times.

4. Days
   - Enter days as M T W Th F Sa

5. Room & Bldg.
   - Use standard classrooms and building abbreviations.
   - For classes that do not need a room, put TBA in the room field and leave other fields blank.
   - Enter * in the room and building fields to blank out a classroom.

6. Start & End Date
   - These dates populate based on the semester or term chosen in Section Information.

7. Add
   - Enter new information in each box and click Add to create an additional line.

8. Room Code
   - A & B are assigned classrooms. R & Q are special college/department rooms.
   - Only you will be able to schedule your assigned rooms during primary scheduling.
   - The A & B rooms may open to others at certain times.

9. Capacity
   - Turns red if your size is set larger than room capacity.

10. Update
    - Enter changes in boxes above the field labels and click Update to update the existing information.

INSTRUCTOR

Instructor

1. Instructor Net ID
   - Enter Net ID or BYU ID # of instructor.

2. Instructor Type
   - Each section must have one and only one Primary instructor.
   - Additional instructors should be designated as Team.
   - Supervisors can access class and grade rolls but do not get teacher evaluations.

3. Add
   - Enter new information and click Add to create additional instructors.
SIZE MIX

Not editable. Displays how many seats are reserved for envelopes.

SPECIAL ENROLLMENT

Select a Note Type:
Choose from dropdown. Anything else goes in a header.

Select a Limitation Type:
Choose type from dropdown. Enter a value for Class Flags and Majors Only (major code).
COURSE LIMITATIONS

Not editable. Displays limitations from CRS1.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No Course Limitations Found</td>
</tr>
</tbody>
</table>

COMBINE CLASS

Class Scheduling will edit. Displays parent or child on cross-listed classes.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td>No Combined Class Information Found</td>
</tr>
</tbody>
</table>

CROSS-LISTED COURSES

Displays classes from CRS1 that have the same Curriculum ID.

<table>
<thead>
<tr>
<th>Dept</th>
<th>Cat#</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>No cross listed courses</td>
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</tbody>
</table>