RESOURCE GUIDE: Setting Up Student Engagement Attributes in the Schedule of Classes

Office of the Registrar

Engagement Course Attributes Setup Explained

Course Attributes are used to explain something extra about a class in the catalog. Specifically, **Engagement Course Attributes** explain a uniquely integrative educational experience. Sections will automatically inherit the engagement attributes listed at the course catalog level. If the catalog lists specific **Engagement Activity** and **Engagement Competency** attributes, all sections of the course must list those same attributes. If the catalog lists generic **TBD attributes** for a course, departments may choose to list either specific attributes or generic TBD attributes for each section during open scheduling, or by submitting **RCS Section Forms**. If the catalog does not list engagement attributes for a course, departments may choose to offer one or more sections within a semester for engagement credit, selecting either specific or generic TBD attributes for the section.

Scheduling a Class with Engagement Attributes

Step 1: Navigate to **Maintain Schedule of Classes**. **Class Attributes** are displayed under the **Basic Data** tab.

Step 2: A section offered for Engagement needs exactly one **Student Engagement Activity** (**SEA**) and one **Student Engagement Competency (SEC)** course attribute.

Choose only **one SEA** and **one SEC**. Assigning more or less than one each prevents engagement from appearing on the student's record.

Step 3: Select **specific attributes** for sections where **all students will complete the same Activities and Competencies**. Select **generic, TBD attributes** for sections where at the start of the term, **each student chooses the Activity and Competency they will complete**. Instructors must verify the specific Activity and Competency selected by each student when grading at the end of the semester

WHEN ADDING or CHANGING 'TBD' on the class section CHOOSE <u>ONE</u> FROM EACH COLUMN

Student Engagement Activity (SEA)
- (CE) Creative Expression
- (CP) Community Partnership
- (DI) Discovery
- (EN) Entrepreneurship
- (IE) Intercultural Exploration
- (LE) Leadership
- (PD) Professional Development

Student Engagement Competency (SEC)
- (CCR) Civic and Community
- (DID) Diversity and Identity
- (GIC) Global and Intercultural
- (INC) Innovation and Creativity
- (INT) Interdisciplinarity
- (PRO) Professionalism
- (SUS) Sustainability

Contact Information

Please contact RCS with any questions regarding the Engagement Course Attributes class setup process. Reach us via email: **rcshelp@arizona.edu** or phone: 520-621-3313. For additional information regarding Engagement courses, please visit **Policies on Student Engagement | General Catalog (arizona.edu).**