# **RESOURCE GUIDE:** Setting Up Course & Class Attributes in the Schedule of Classes



## **Course and Class Attributes Explained**

Course and Class Attributes are used to provide additional information about a course in the catalog and inform class scheduling, class search, and the advisement report. Course Attributes are at the Catalog level and roll from term to term while Class Attributes are at the section level. Some attribute/attribute value combos live in the catalog and cannot be modified in the Schedule of Classes (i.e., CE-CL, GEED, and GEAT), some can live in the catalog and be modified in the Schedule of Classes (i.e., SEA/SEC), and some can be added in the Schedule of Classes even if they aren't on the course in the catalog at all (i.e., HCRS, SEA/SEC). To support accuracy, the RCS team continually monitors course attributes and course attribute values assigned at the course and section level to ensure consistency between the Catalog and the Schedule of Classes. If changes to Class Attributes are needed, department schedulers are encouraged to make adjustments during open scheduling or by submitting <u>RCS Section Forms</u> during closed scheduling.

## Monitoring Class Attributes in the Schedule of Classes

**Step 1**: Check the Catalog to determine which course attribute is approved for use.

Step 2: Navigate to Maintain Schedule of Classes. Class Attributes are displayed under the Basic Data tab.

**Step 3**: Use the **magnifying glass** to view the list **Course Attributes**. Select the appropriate attribute according to the catalog.

**Step 4**: Use the magnifying glass to view the corresponding Course Attribute Values. Select the appropriate attribute value according to the catalog.

Step 5: As needed use the plus (+) button to add a new row

	k Sociocultural Stdy	Auto Create Component
Catalog Nbr 307 Youth Acti	ivism	Find   View All First ④ 1 of 1   Last
	Regular Academic Session	on Class Nbr 79710 € = *Start/End Date 01/10/2024 ₿ 05/01/2024 ₿ Event ID 000218366
*Campus MAIN Q *Location TUCSON Q Course Administrator Q *Academic Organization 3222 Q Academic Group UA	UA Tucson Tch, Lrn & Sociocultural S UA General	Add Fee  Schedule Print  Student Specific Permissions  Upynamic Date Calc Required
*Holiday Schedule [SAHOL_Q *Instruction Mode P_Q Primary Instr Section 001	Student Holidays In Person	Generate Class Mtg Attendance Sync Attendance with Class Mtg GL Interface Required
Class Topic Course Topic ID		Print Topic in Schedule
Equivalent Course Group Course Equivalent Course Group Class Equivalent Course Group		Override Equivalent Course
Class Attributes	Personal	ize   Find   View All   🔄   🔡 First 🕢 1-2 of 3 🕟 Last
*Course Description	*Course Attribute Value	Description
SEA Q Student Engagement Activity	LE 🔍	Leadership
SEC Q Student Engagement Competency	CCR	Civic and Community

#### Managing Attributes in the Course Catalog

Based on the approved curriculum, a course may be given an attribute which is assigned at the catalog level. When a new Course Attribute is approved for a course, the RCS team works with the Academic Catalog and Policy (ACP) team to update previously scheduled class sections to assign the necessary attributes to each class section. Changes to Course Attributes take place through a <u>UA Course Modify form</u> reviewed by Curricular Affairs. Commonly used attributes include:

Course Attribute	Course Attribute Value	Description
CE	CL	Cross Listed
GEED	BC	Gen Ed: Building Connections
HNRS	HCON	Honors Contract Course
HNRS	HCRS	Honors Course
SEA	СР	Engagement: Community Partnership
SEC	CCR	Engagement: Civic and Community Responsibility

#### **Contact Information**

Questions? Please contact RCS regarding the attribute setup process via email: rcshelp@arizona.edu or phone: 520-621-3313.