

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 **RCS Section Forms** 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

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 **UA Course Modify form** 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	CP	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.