

## **Background**

The Section form is used to communicate adds, changes, and cancellations to the Schedule of Classes during closed scheduling. Department Schedulers have access to the forms for each term during any given closed scheduling period

## **Entering Data into Fields**

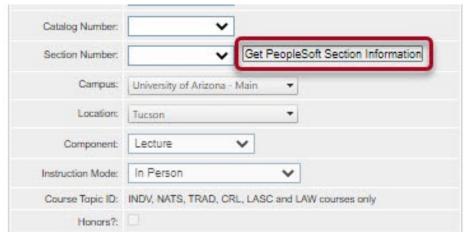
**Step 1**: Navigate from the Office of the Registrar home page > Faculty Staff Resources > Forms & Help Guides > Faculty & Staff Forms tile > Faculty & Staff Forms and then select Section Request Form

- Step 2: Log in with NetID & Password.
- **Step 3**: Select and complete **Add, Change or Cancel** form based on section need.
- **Step 4:** Choose the **term and session** the add/changes/cancel form addresses.

**Step 5:** Choose the **Subject Area/Catalog Number/Section number**. Please note the subjects you can view are based on your provisioning.

**Step 6:** Make sure when using the Change form to click on the **Get PeopleSoft Section Information** button. You will need to do this to adjust all the information under the section number field.

**Step 7:** Choose the corresponding campus/location.



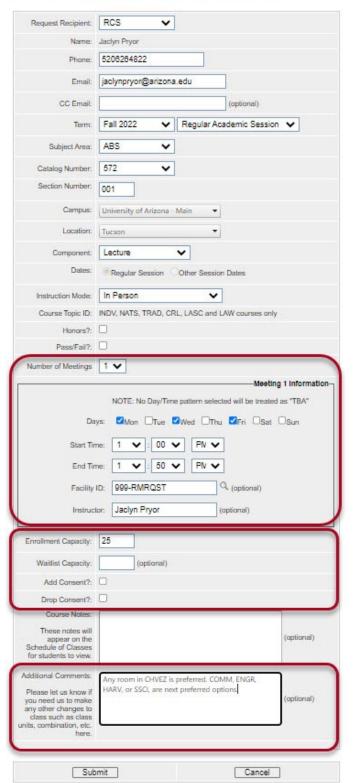
Step 8: Choose the instruction mode the class section is designed and approved to be delivered.

Instruction Mode	Description	Facility ID	Explanation
Р	In Person	Departmentally Scheduled	Students and instructors attend class in
		room (DSC) or Centrally	person.
		Scheduled room (CSC)	
FO	Fully Online	999-ONLINE	Class is taught fully online, and class meetings
			are asynchronous.
HY	Hybrid (Flex In-	DSC or CSC room +	Students attend in-person and online.
	Person)	999-FLEX (asynchronous) <b>or</b>	
		999-ONLINE (synchronous)	
IT	Interactive	DSC or CSC room or matches	Students are in multiple classrooms in
	Broadcast/	the same facility ID as the	different buildings.
	Webcast	section it is combined with	
R	Live Online (must	999-REMOTE	Class is taught live online, and class meetings
	be approved)		are synchronous.

Step 9: Check the honors box if you would like the class section to be offered for honors credit



## RCS Online Forms - Section Add Form



**Step 10:** A **complete meeting pattern** is required for all class components and sections; the only exception is for independent study. Choose the desired days and times.

**Step 11:** Enter **999-RMRQST** in the **Facility ID** field if a Centrally Scheduled Classroom is needed. If a Departmentally Scheduled Classroom will be used, please enter the specific Facility ID.

Step 12: Enter the desired Enrollment Capacity and Waitlist Capacity (when applicable). Indicate if this class section needs department consent for enrollment drop, add, or both.

**Step 13:** Use the **Additional Comments** section to communicate any pertinent information you were not able to include through the offered fields. Examples would be the region you would like us to find a room in, the topic of the course, whether the section needs to be combined with another section, if the instructor is pending, and so on.

## **Contact Information**

Please contact RCS with any questions regarding the Section Form (Add, Cancel, or Change) process. Reach us via email: <a href="mailto:rcshelp@arizona.edu">rcshelp@arizona.edu</a> or phone: 520-621-3313. For more information, visit our website: <a href="https://www.registrar.arizona.edu">https://www.registrar.arizona.edu</a>