

# Managing the Schedule of Classes

Provided by the Office of the Registrar  
Room & Course Scheduling





Picture above from msn.com

# Agenda

- Introductions
- Goals
- Admin vs. Student View
- Definitions
- Scheduling Timeline
- Gathering Class Information
- Hands On Experience

# Introductions



- You have requested to take this training to understand how to manage your departments Schedule of Classes in UAccess.
- Let's take this time to get to know one another.




# Goals

- **Goal 1:** Understand the Schedule of Classes.
- **Goal 2:** Understand the Schedule of Classes Timeline.
- **Goal 3:** Understand how the Course Catalog and Schedule of Classes are connected.
- **Goal 4:** Understand what information to collect from your department.
- **Goal 5:** Understand how to add, maintain, and cancel a class.
- **Goal 6:** Understand Cross-Listings

Picture below from brandeis.edu



# Scheduler Introductions

- Name:
  - Department:
  - Current job & duties:
  - What brought you to UArizona:
- 

# Course Admin vs. Student View

## **Course/ Course Catalog**

- The structure of a class that can be offered in the Schedule of Classes. It provides the course title, description, units, grading basis, fees, and component.
- *SIE 100*

## **Browse Catalog**

- The Browse Catalog also provides the basic structure of a course offered at the University of Arizona. It is linked to the Course Catalog and the Schedule of Classes. It provides the overview of the course's learning outcomes, units, grading basis, and component type (lecture, lab, etc.). It lives in UAccess and is used by current and incoming Students. The information is term specific.



# Course Admin vs. Browse Catalog

TAR 116 - Introduction to Stage Costume Construction

**Catalog Data** | Offerings | UA Characteristics | Components

Course ID: 034330

Find | View All | First 1 of 1

\*Effective Date: 08/01/2017 \*Status: Active **Course Offering** 1 of 2  
EIS 515R

\*Description: Insect Biology

Long Course Title: Insect Biology

Long Description: Examination of how insects function morphologically, physiologically, and behaviorally. Investigation of relationships between members of Insecta and how they interact with other major taxa, both plant and animal. See <http://ag.arizona.edu/classes/ento415/> for class information and list of lectures. Graduate-level requirements include submission of reports on landmark papers in

**Course Units/Hours/Count**

Minimum Units: 3.00 Last Course of Mult Term Seq:

Maximum Units: 3.00 \*Enrollment Unit Load Calc Type: Actual Units

Academic Progress Units: 3.00 Course Count: 1.00

Financial Aid Progress Units: 3.00 Course Contact Hours: 0.00

**Course Grading**

\*Grading Basis: Graded \*Grade Roster Print: Component

Graded Component: Lecture

**Typically Offered**

Main Campus: Fall South Campus: Not Offered

UA Online Campus: Not Offered Phoenix Campus: Not Offered

Distance Campus: Not Offered Community Campus: Not Offered

**Repeat for Credit Rules**

Repeat for Credit Total Units Allowed: 3.00

Allow Multiple Enroll in Term Total Completions Allowed: 1

**Course Detail**

Career: Undergraduate  
Units: 3.00  
Grading Basis: Regular Grades

Course Components: Laboratory Lecture Required Required

Academic Group: UA General  
Academic Organization: Theatre, Film & Television, Sch

**Enrollment Information**

Typically Offered Semester(s): Main campus: Fall, Spring

**Description**

Basic principles of construction process and techniques. Use of materials for stage costumes.

**Characteristics**

Flat Fee: \$10.00  
iCourse Fee\*: \$50.00  
Course Requisites: TAR 118 for Theatre Arts Majors.

\*Sections of this course offered as fully online sections in main campus programs will be charged a \$50 iCourse Fee. This fee does not apply to In person or Hybrid sections of this course, or to students in fully online programs. Please check the Schedule of Classes for up-to-date information on the mode of instruction for individual sections of this course as offerings may change from semester to semester.

**Course Schedule**

Terms Offered: Spring 1996

Open with Requirements Open Closed Wait List

TAR 116 Sections for Spring 1996 1-2 of 2

Section	Personalize	Find	View All	First	1 of 1	Last
001-LEC (24121)				1		

**Section Details** 1-2 of 2

Days	Start	End	Room	Instructor	Dates
MoWe	9:00AM	9:50AM	TBA	Staff	01/11/1996 - 05/01/1996
Mo	1:00PM	4:50PM	TBA	Staff	01/11/1996 - 05/01/1996

Section	Personalize	Find	View All	First	1 of 1	Last
002-LEC (26365)				1		

**Section Details** 1-2 of 2

Days	Start	End	Room	Instructor	Dates
MoWe	9:00AM	9:50AM	TBA	Staff	01/11/1996 - 05/01/1996
Tu	1:00PM	4:50PM	TBA	Staff	01/11/1996 - 05/01/1996

# Class Admin vs. Student View

## Schedule of Classes

- The Schedule of Classes is the list of sections/classes offered from the Course Catalog Course List during a given semester. The Schedule of Classes includes information on the session, day/time, instructor, campus/location and class roster of a sections/classes.
- *SIE 100 and all the sections offered 001-006 for this course in Fall 2019*

## Class Search

- Where students can search for a class for a given term.

## Section

- The course offered in a given semester in the Schedule of Classes. It has the time and place a course is being offered.
- *SIE 100-001, PLS 330-005, ENGL 106-101*





# Schedule of Classes vs. Class Search

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

Course ID: 034330 Course Offering Nbr: 1  
 Academic Institution: The University of Arizona  
 Term: Fall 2018 Graduate  
 Subject Area: EIS Entomology and Insect Science  
 Catalog Nbr: 515R Insect Biology [Auto Create Component](#)

**Class Sections** Find | View All First 1 of 1 Last

\*Session: 1 Regular Academic Session Class Nbr: 41948  
 \*Class Section: 001 \*Start/End Date: 08/20/2018 12/05/2018  
 \*Component: LEC Lecture Event ID: 000116780  
 \*Class Type: Enrollment  
 \*Associated Class: 1 Units: 3.00  
 \*Campus: MAIN UA [Add Fee](#)  
 \*Location: TUCSON Tucson  Schedule Print  
 Course Administrator:   Student Specific Permissions  
 \*Academic Organization: 2501-EIS Entomology & Insect Sci, GIDP  Dynamic Date Calc Required  
 Academic Group: UA UA General  Generate Class Mtg Attendance  
 \*Holiday Schedule: SAHOL Student Holidays  Sync Attendance with Class Mtg  
 \*Instruction Mode: P In Person  GL Interface Required  
 Primary Instr Section: 001

**Class Topic**

Course Topic ID:   Print Topic in Schedule

**Equivalent Course Group**

Course Equivalent Course Group: 01561 EIS 515R x-list with ECOL 515R  Override Equivalent Course  
 Class Equivalent Course Group:

**Class Attributes** Personalize | Find | View All | First 1 of 1 Last

\*Course Attribute  \*Course Attribute Value   
 CE Course Equivalencies  CL Cross Listed

## SLHS 255 - 001 Hearing, Health and Society

University of Arizona - Main Tucson This course introduces students to critical thinking in relation to hearing loss and quality of life issues associated with a disability across the life span.  
 1/13/2021 - 5/5/2021

Status	Class Number	Session
Open	81831	Regular Academic Session
Units	Instruction Mode	Class Components
3 units	Live Online	Lecture Required
Career	Grading	
Undergraduate	Regular Grades A, B, C, D, E	

**Class Notes**  
 \*\*Important Information - Live Online\*\*

This class will be offered in a Live Online format. Students and instructors will meet simultaneously through an online platform. Students must be available during all scheduled class meetings, and will require sufficient internet bandwidth to join the classes via video link. Students who are unable to attend a class due to illness during the semester will be able to stay current with class work via remote methods.

### Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 3:30PM - 4:45PM	Live Online	Aileen Wong	01/13/2021 - 05/05/2021

**Enrollment Information** >

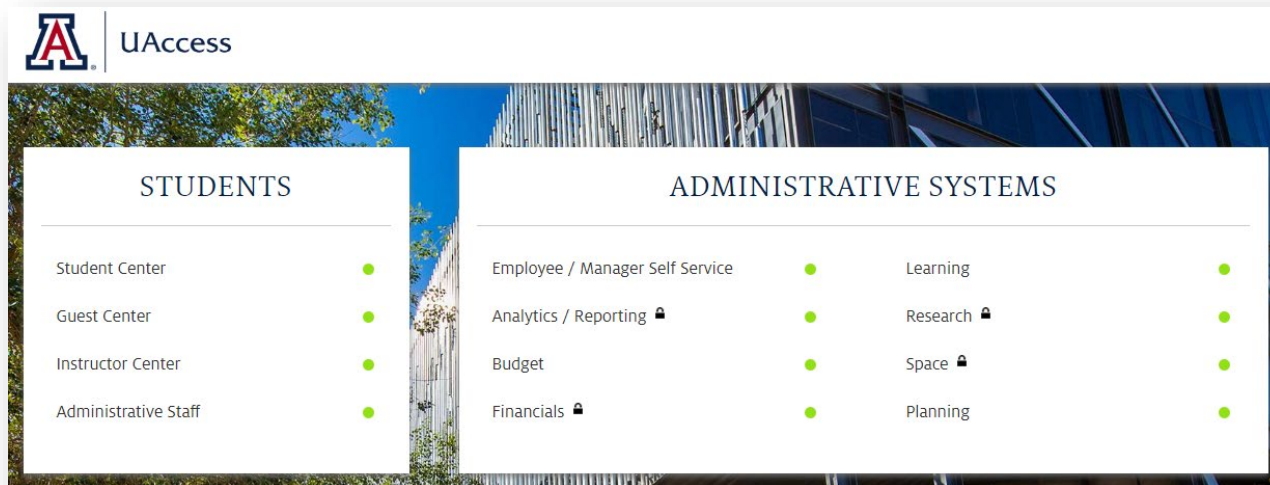
# 10 Basic Definitions

## 1. Room and Course Scheduling (RCS)

- A department in the Office of the Registrar that oversees the Schedule of Classes, Events and Centrally Scheduled Classrooms for the University of Arizona.

## 2. UAccess

- The PeopleSoft software that we use to manage the Schedule of Classes and Course Catalog at the University of Arizona



# Definitions Continued

## 3. Term

- The semester a class takes place. For Spring 2021, we abbreviate the term as 2211.
- Year – Remove the second digit in a four digit year,
  - 2021 is 221
- Semester – Is the fourth digit after the Term
  - Spring is 1
  - Summer is 2
  - Fall is 4
  - Winter is 5

## Test your knowledge:

- Summer 2016                      2162
- 2191                                  Spring 2019
- Winter 2019                      2195
- 2214                                  Fall 2021



# Definitions Continued

## 4. Session

- A set start and end date within a term such as Regular Session, 7 week etc.

## 5. Campus

- Part of the University students are admitted in ie. MAIN, DIST, ONLN, etc.

## 6. Location

- Part of a campus students enroll in ie. MAIN: Tucson SOUTH: Nogales etc.

## 7. Component

- The format the class is taught in ie. Lecture, discussion, lab etc.

## 8. Mode

- How the class is delivered ie. In Person (P), Flex In-Person (HY), Live-Online (R), Fully Online (FO), Interactive Broadcast (ITV)



# Definitions Continued

**Session**

**Component**

**Campus**

**Location**

**Mode**

Course ID:	034330
Academic Institution:	The University of Arizona
Term:	Fall 2019
Subject Area:	EIS
Catalog Nbr:	515R
<b>Class Sections</b>	
*Session:	1 Regular Academic Session
*Class Section:	001
*Component:	LEC Lecture
*Class Type:	Enrollment
*Associated Class:	1 Units: 3.00
*Campus:	MAIN UA
*Location:	TUCSON Tucson
Course Administrator:	
*Academic Organization:	2501-EIS Entomology & Insect Sci, GDP
Academic Group:	UA UA General
*Holiday Schedule:	SAHOL Student Holidays
*Instruction Mode:	P In Person
Primary Instr Section:	001

Class Nbr: 40629  
\*Start/End Date: 08/26/2019  
Event ID:

Schedule Pr  
 Student Spe  
 Dynamic Da  
 Generate Cl  
 Sync Attend  
 GL Interface

This is an example of a **Section** in the Schedule of Classes

ie. 2194 EIS 515R-001

# Definitions Continued

## 9. Centrally Scheduled Classrooms (CSC)

- Room & Course Scheduling in the Office of the Registrar handles scheduling in about 250 rooms across campus known as Centrally Scheduled Classrooms (CSC). We schedule both events and classes in CSC spaces.

- *So what is a Departmentally Scheduled Classroom?*

## 10. Facility ID

- 999-RMRQST – requesting a CSC
- 999-REMOTE- Live Online
- 999-ONLINE – for FO meetings
- 202-A118 – DSC
- 94-410 – CSC

Enrollment Control

Session:	1	Regular Academic Session	Class Nbr:	43800
Class Section:	001	Component: Lecture	Event ID:	000141012
Associated Class:	1	Units: 3.00		

\*Class Status:

Class Type:	Enrollment	Enrollment Status:	Open
Add Consent:	<input type="text" value="No Consent"/>	Requested Room Capacity:	<input type="text" value="40"/> Total:
Drop Consent:	<input type="text" value="No Consent"/>	Enrollment Capacity:	<input type="text" value="44"/> 27
1st Auto Enroll Section:	<input type="text"/>	Wait List Capacity:	<input type="text" value="20"/> 0
2nd Auto Enroll Section:	<input type="text"/>	Minimum Enrollment Nbr:	<input type="text"/>
Resection to Section:	<input type="text"/>		

Auto Enroll from Wait List       Cancel if Student Enrolled      Combined Section

# Scheduling Timeline

WINTER 2021/2022  
SPRING 2022

Date*	Item	Additional Information
April 28	Open Scheduling Kick-Off Webinar	We will review the open scheduling process, upcoming deadlines, and any new information.
April 29	First Day of Open Scheduling for Departments	Departments will have the ability to add, maintain, and cancel sections in UAccess.
May 28	Deadline to Request Targeted Roll	This will be explained further in the April 28 Webinar.
July 1	Deadline to Request Priority Scheduling	Please use the <a href="#">Priority Scheduling Request form</a> to submit your requests.
July 30	Last Day of Open Scheduling for Departments	Last day for departments to add, maintain, or cancel sections in UAccess.
August 23	Room & Course Scheduling begins Optimization Process	Room & Course Scheduling will assign rooms to sections needing a classroom.
August 30	First Day of Resolution Week	Room & Course Scheduling will work with departments to resolve room assignment issues.
August 30	Section Forms Open	Section forms will be processed in the order they are received.
September 1	Deadline for Course Modifications	Last day to submit UA Course Modify forms for the Course Catalog.
September 3	Last Day of Resolution Week	Last day to work with Room & Course Scheduling to resolve room assignment issues
September 23	Department Schedule Review	Departments will be able to review classroom assignments and make final changes.
October 1	Schedule of Classes Goes Live!	Schedule of Classes and Course Catalog will be made viewable to the public.

# Scheduling Timeline

## Open Scheduling

You can “add, maintain, and cancel” your classes in UAccess.

- **Schedule New Course**
  - Schedule a new class
- **Maintain Schedule of Classes**
  - Edit or Cancel an existing class
- **Combined Sections Table**
- **Instructor/Advisor Table** \*Not locked
- **Schedule Class Meetings** \*Not locked

## Closed Scheduling

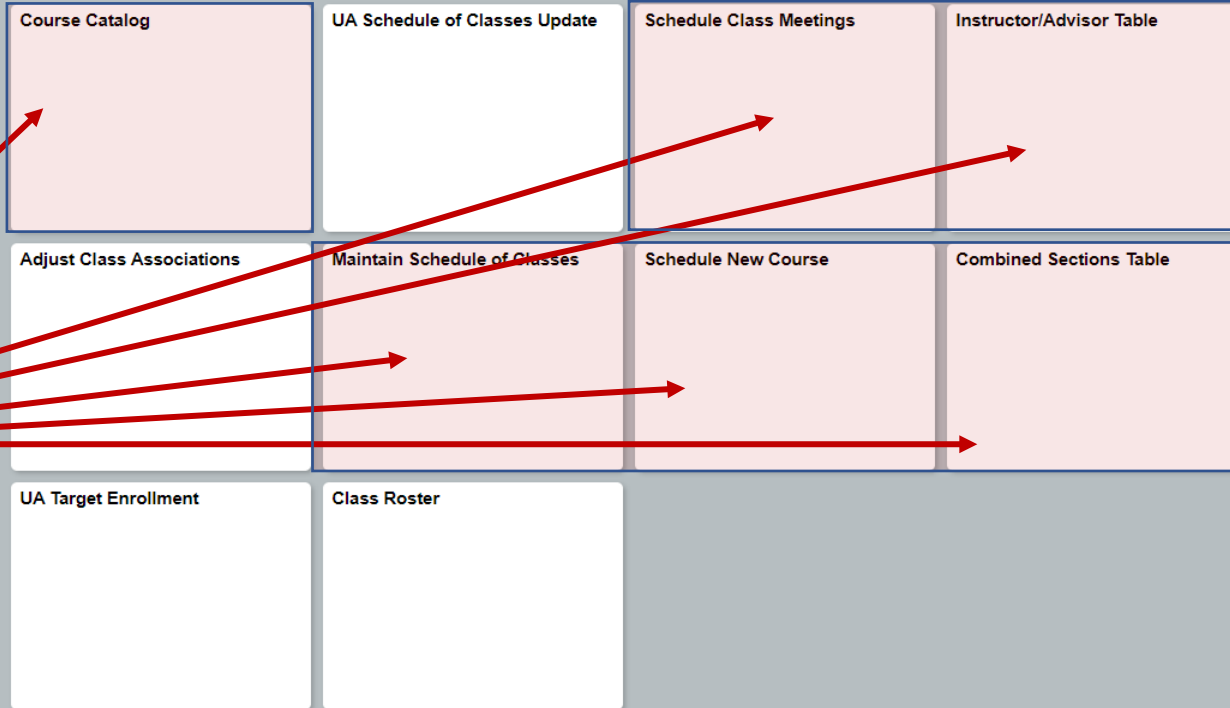
You have limited access to “maintain” your classes in UAccess.

- **UA Schedule of Classes Update**
  - Schedule Print
  - Add/Drop Consent
  - Enrollment/Waitlist Capacity
  - Instructor Print/Post/Workload
- **Instructor/Advisor Table** \*Not locked
- **Schedule Class Meetings**\*Not locked



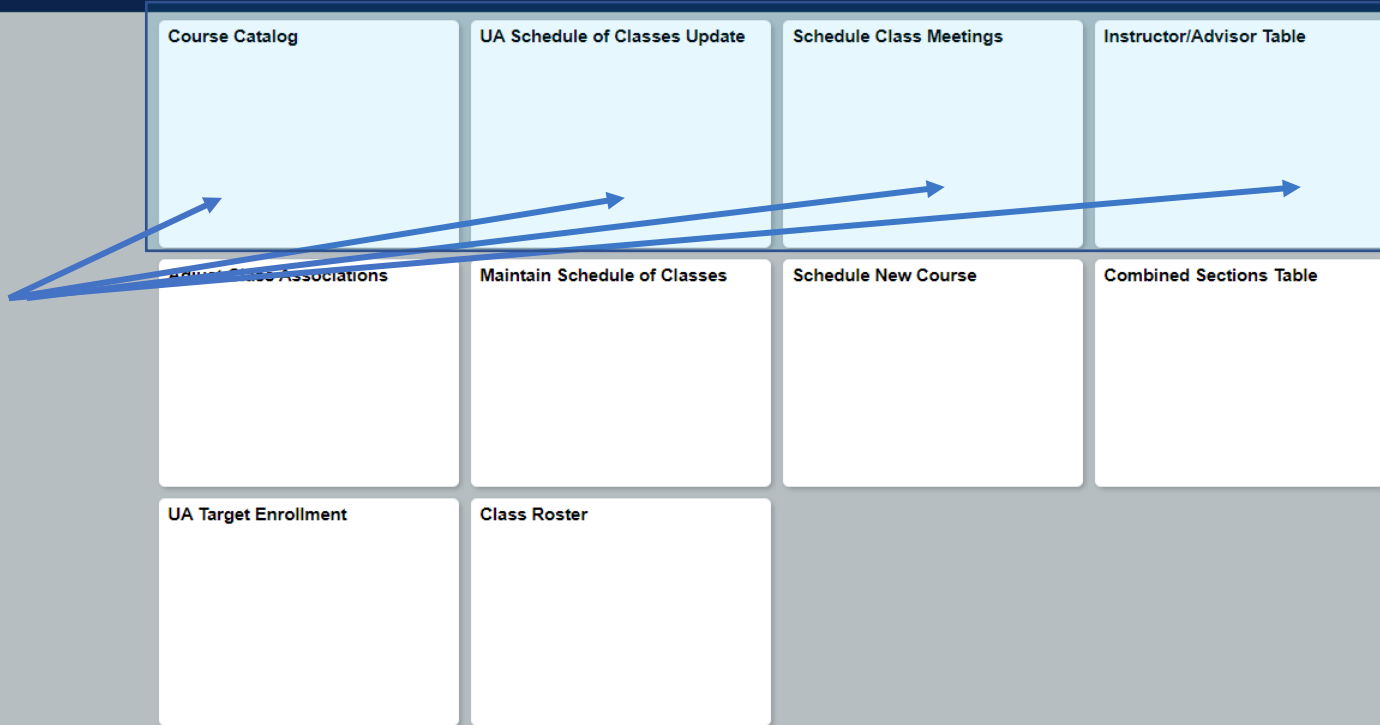
# Scheduling Timeline

## Open Scheduling



# Scheduling Timeline

## Closed Scheduling



# Scheduling Timeline

## Closed Scheduling

- What if you still need to 'add, change, or cancel' a section during Closed Scheduling?

→ You can submit a section form!

- <https://registrar.arizona.edu/online-forms-available-from-office-of-the-registrar>

registrar.arizona.edu> forms> Room and Course Scheduling Forms> Section Request Form (Online Process)

## RCS Online Forms - Section Add Form

Request Recipient:	RCS
Name:	Alyssa Gaines
Phone:	5206264822
Email:	againes@email.arizona.edu
CC Email:	(optional)
Term:	Fall 2019
	Regular Academic Session
Subject Area:	AAS
Catalog Number:	
Section Number:	
Campus:	University of Arizona - Main
Location:	Tucson
Component:	Lecture
Dates:	<input checked="" type="radio"/> Regular Session <input type="radio"/> Other Session Dates
Instruction Mode:	In Person
Course Topic ID:	INDV, NATS, TRAD, CRL, LASC and LAW courses only
Honors?:	<input type="checkbox"/>
Pass/Fail?:	<input type="checkbox"/>
Number of Meetings:	1

### Meeting 1 Information

NOTE: No Day/Time pattern selected will be treated as "TBA"

Days:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Start Time: 1 : 00 AM

End Time: 1 : 00 AM

Facility ID: (optional)

Instructor: (optional)

# Business Process Guides and Tutorials

- Want more information and step-by-step guides for the Schedule of Classes?

→ Visit the Schedule of Classes Resources & Tutorials webpage!

- <https://registrar.arizona.edu/courses/schedule-classes-resources-tutorials?audience=staff&cat1=10&cat2=232>

## Schedule of Classes Resources & Tutorials

This section provides information and tutorials to help you navigate the Schedule of Classes. If you have any other questions, please feel free to drop in and receive one-on-one training at the times below in Modern Languages 347. If the times below do not work for you, please contact us and book an appointment that works around your schedule.

- Monday: 11-11:50 am
- Tuesday: 8 - 8:50 am
- Wednesday: 11-11:50 am
- Thursday: 8 - 8:50 am
- Friday: 11-11:50 am

+New Hire - How to Request Access to the Schedule of Classes

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+General Information and Definitions

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+Tutorials / Business Process Guides (BPGs)

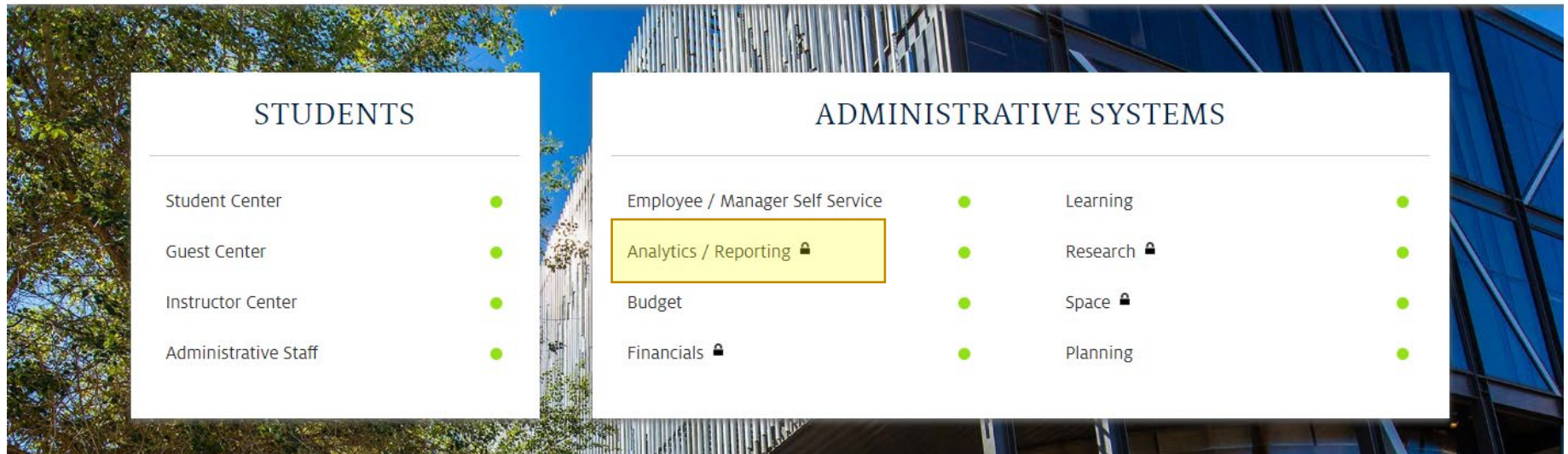
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Questions or concerns regarding the information on this page should be sent to Room & Course Scheduling:

- Phone: (520) 621-3313
- Email: [rcshelp@email.arizona.edu](mailto:rcshelp@email.arizona.edu)

# Gathering Class Information

- You should review the Schedule of Classes for your department through UA Analytics before making any changes in UAccess Administrative Staff.
- **How to serve your department/college for their scheduling needs?**
  - Review rolled over classes to manage from UAccess Analytics
  - Log on to Analytics (uaccess.Arizona.edu)



# Gathering Class Information

How to serve your department/college for their scheduling needs?

- Select Dashboards drop down

## Create...



Analysis and Interactive Reporting  
Analysis Filter More 



Actionable Intelligence  
Agent Action

## Get Started...



My UAccess Roles and APL



UAccess Community Analytics Forum



Analytics Metadata Wiki



Workshops and Training Team



University Analytics and Institutional Research



Reset Secondary Password




University Privacy Statement


## Recent

### Dashboards



Catalog and Schedule - Ov...  
Open More 




Catalog and Schedule - Ov...  
Open More 



Catalog and Schedule - Fa...  
Open More 




Catalog and Schedule - Cat...  
Open More 




Catalog and Schedule - co...  
Open More 



All Dashboards Index - Das...  
Open More 

[More Dashboards](#) 

## Most Popular



 No recommendations are currently available. Most Popular items will be displayed here when results become available.

# Gathering Class Information

How to serve your department/college for their scheduling needs?

- Select Dashboards drop down
  - Click on Student
    - Go to Catalog & Schedule

## Create...

-  Analysis and Interactive Reporting  
Analysis Filter More
-  Actionable Intelligence  
Agent Action

## Get Started...

-  My UAccess Roles and APL
-  UAccess Community Analytics Forum
-  Analytics Metadata Wiki
-  Workshops and Training Team
-  University Analytics and Institutional Research
-  Reset Secondary Password
-  University Privacy Statement

## Recent

### Dashboards

-  Catalog and Schedule - Ov...  
Open More
-  Catalog and Schedule - Ov...  
Open More
-  Catalog and Schedule - Cat...  
Open More
-  Catalog and Schedule - co...  
Open More

More Dashboards

### Most Popular

No recommendations are currently available. Most Popular items will be displayed here when results become available

Most Recent(Catalog and Schedule - Overview with Characteristics)

My Dashboard

- All Dashboards Index
  - All Dashboards Index
- Budget
  - Line Management
  - Operating Budgets & Multi-Year Plans
- Employee
  - Time & Labor
- Financial
  - Central - Accounts Payable
  - Central - Capital Assets
  - Central - Financial Management
  - Central - Procurement and Contract Services
  - Central - Sponsored Projects
  - Central - Tax
  - Central- Periodic Reports
  - General - Financial Management
  - General - IT Services
  - General - Labor Ledger
  - General - Purchasing Card
  - General - Security
  - General - Sponsored Projects
  - General - System Monitoring
  - General - System Value Sets
- RCM
- Security
  - Student
    - Admissions
    - Catalog and Schedule
    - Class Enrollment

# Gathering Class Information

How to serve your department/college for their scheduling needs?

- Find Overview with Characteristics Tab

## Catalog/Schedule

This dashboard assists colleges and departments with course and class management. The dashboard pulls information from UAccess Student.

### Dashboard Descriptions

Dashboard Page: --Select Value--  
Description: contains any   
Apply Reset

Dashboard Page	Description	Required Roles
Course Projections	Course Projections provide counts of predicted seat demand as calculated based on previous years enrollment.	BI_SA_LOW or BI_SA_MED or BI_SA_HIGH
	Seat Projections Fall 2014 provides counts of predicted seat demand as calculated based on previous years enrollment.	BI_SA_LOW or BI_SA_MED or BI_SA_HIGH
Courses by College	Courses by College and Level for Comparison Term provides the number of seats taken and available for courses by term, session, college, academic organization, subject and catalog number for a comparison term.	BI_SA_LOW or BI_SA_MED or BI_SA_HIGH
	Courses by College and Level provides the number of seats taken and available for courses by term, session, college, academic organization, subject and catalog number.	BI_SA_LOW or BI_SA_MED or BI_SA_HIGH
	Courses by College compares college course information such as enrollment, seats offered, and seats available between terms.	BI_SA_LOW or BI_SA_MED or BI_SA_HIGH

Rows 1 - 5

### Links

- Room & Course Scheduling
- FERPA Training
- UAccess Application Access Provisioning
- UAccess Community / UAccess Analytics Forum
- History of Dashboard Changes
- Dashboard Feedback

### On Demand Reports


- Available Requirement Groups
- Printable Course Description by Department
- Printable Course Descriptions for All Subjects
- Catalog by Subject, Cat Nbr, Org, & Career



# Gathering Class Information

How to serve your department/college for their scheduling needs?

- Will Probably give you the Blue Search Bar
  - If the system is searching for more than 5 minutes, please refresh the page.

UAccess ANALYTICS Sign Out 

**Catalog and Schedule** Home My Roles Catalog Favorites ▾ Dashboards ▾ New ▾ Open ▾ Signed In As **againes** ▾

Overview Fall Summary Schedule Overview **Overview with Characteristics** Gen Ed Requirement Groups Courses by College Instructor Availability Faculty Load Primary Instructors Over-Enrollment Total Class Enrollment ⚙️ ?

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## Catalog/Schedule


This dashboard assists colleges and departments with course and class management. The dashboard pulls information from UAccess Student.

**Dashboard Descriptions**

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	Courses by College compares college course information such as enrollment, seats offered, and <b>seats available between terms</b> .	BI_SA_LOW or BI_SA_MED or BI_SA_HIGH

   Rows 1 - 5



**Links**

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- History of Dashboard Changes
- [Dashboard Feedback](#)

**On Demand Reports**

- Available Requirement Groups
- Printable Course Description by Department
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# Gathering Class Information

How to serve your department/college for their scheduling needs?

- Choose **term** and **subject/Academic Org** you are interested in
- Click Search and wait for it to load, it may take some time

**Important Note: Please Read!**

Please be aware that some issues have been reported regarding the way this dashboard is currently reflecting enrollment numbers. It seems to take an extra day for the actual enrollment numbers to filter through from UAccess Student. If you are concerned that the number of enrolled students displayed here does not appear to be correct, you should refer to the [Student > Class Enrollment > Class Enrollment Trends](#) dashboard page for class enrollment numbers or to the [Class Lists](#) dashboard page for a list of enrolled students. Both dashboards will provide assuredly-updated numbers. Use the links provided immediately below to navigate directly to either of those dashboards. Thank you. ~ the UAIR Team

[Student > Class Enrollment > Class Enrollment Trends](#)

[Student > Class Enrollment > Class Lists](#)

Make your selections and click APPLY

Term: Spring 2020 |
 Campus: --Select Value-- |
 Academic Org: Plant Sciences, Sch |
 Subject: --Select Value-- |
 Catalog Number: --Select Value-- |
 Facility: --Select Value-- |
 **Apply** |
 Reset

Schedule Overview with Room Characteristics

Term	Campus	Session	Subject	Cat. #	Section	Start Date	End Date	Meet #	Req Desig	P/F Opt	Component	Section Credit Hours	Class Term Units	Class Minimum Units	Class Maximum Units	Course Term Units	Course Minimum Units	Course Maximum Units	Variable Unit Flag	Instructor	Course Desc	Course Toipc	Meeting Days	Start	End	Facility	Fac 1st Pref	Fac 2nd Pref	Fac 3rd Pref	Max Enroll	Actual Enroll	Combined Section	Combined Actual Enroll	Rm Cap	Enrt Stat
Spring 2020	MAIN	Regular Academic Session	ABS	593A	001	1/15/2020	5/6/2020	1	-		Ind Study	0.00	1	1	9	1	1	9	YES	-	Internship in Applied Biosci		12:00 AM	12:00 AM	NA				10.00	0.00	-	0.00	0	Ope	
	MAIN	Regular Academic Session	ABS	593A	002	1/15/2020	5/6/2020	1	-		Ind Study	9.00	1	1	9	1	1	9	YES	Fares,Hanna F	Internship in Applied Biosci		12:00 AM	12:00 AM	NA				12.00	0.00	-	0.00	0	Ope	
	MAIN	Regular Academic Session	ABS	593A	003	1/15/2020	5/6/2020	1	-		Ind Study	9.00	1	1	9	1	1	9	YES	Kaora,Murat	Internship in Applied Biosci		12:00 AM	12:00 AM	NA				10.00	0.00	-	0.00	0	Ope	
	MAIN	Regular Academic Session	ABS	593A	004	1/15/2020	5/6/2020	1	-		Ind Study	9.00	1	1	9	1	1	9	YES	Molnar,Istvan	Internship in Applied Biosci		12:00 AM	12:00 AM	NA				10.00	0.00	-	0.00	0	Ope	
	MAIN	Regular Academic Session	ABS	593A	005	1/15/2020	5/6/2020	1	-		Ind Study	9.00	1	1	9	1	1	9	YES	Nagy,Lisa M	Internship in Applied Biosci		12:00 AM	12:00 AM	NA				5.00	0.00	-	0.00	0	Ope	
	MAIN	Regular Academic Session	ABS	593A	006	1/15/2020	5/6/2020	1	-		Ind Study	9.00	1	1	9	1	1	9	YES	Schmelz,Monika	Internship in Applied Biosci		12:00 AM	12:00 AM	NA				5.00	0.00	-	0.00	0	Ope	
	MAIN	Regular Academic Session	ABS	593A	007	1/15/2020	5/6/2020	1	-		Ind Study	9.00	1	1	9	1	1	9	YES	Briehl,Margaret M	Internship in Applied Biosci		12:00 AM	12:00 AM	NA				5.00	0.00	-	0.00	0	Ope	
	MAIN	Regular Academic Session	ABS	593A	008	1/15/2020	5/6/2020	1	-		Ind Study	9.00	1	1	9	1	1	9	YES	Camenisch,Todd D	Internship in Applied Biosci		12:00 AM	12:00 AM	NA				5.00	0.00	-	0.00	0	Ope	
	MAIN	Regular Academic Session	ABS	593A	009	1/15/2020	5/6/2020	1	-		Ind Study	9.00	1	1	9	1	1	9	YES	De,Barun K	Internship in Applied Biosci		12:00 AM	12:00 AM	NA				5.00	0.00	-	0.00	0	Ope	
	MAIN	Regular Academic Session	ABS	593A	010	1/15/2020	5/6/2020	1	-		Ind Study	9.00	1	1	9	1	1	9	YES	Dussor,Gregory O	Internship in Applied Biosci		12:00 AM	12:00 AM	NA				5.00	0.00	-	0.00	0	Ope	

# Gathering Class Information

Selecting **Academic Org** will give you all of your course offerings, including cross-listing secondaries, whereas the **Subject** search will only give you the classes that are being offered under a subject area.



# Gathering Class Information

How to serve your department/college for their scheduling needs?

- **Scroll** to bottom of page
- Click **Export** and choose **CSV Data File**

You can use the links provided immediately below to navigate directly to either of those dashboards. Thank you. ~ the UAIR Team  
 Student > Class Enrollment > Class Enrollment Trends  
 Student > Class Enrollment > Class Lists

Make your selections and click APPLY

Term: Spring 2020 Campus: --Select Value-- Academic Org: --Select Value-- Subject: PLS Catalog Number: --Select Value-- Facility: --Select Value-- **Apply** **Reset**

Schedule Overview with Room Characteristics

Term	Campus	Session	Subject	Cat. #	Section	Start Date	End Date	Meet #	Req Desig	PIF Opt	Component	Section Credit Hours	Class Term Units	Class Minimum Units	Class Maximum Units	Course Term Units	Course Minimum Units	Course Maximum Units	Variable Unit Flag	Instructor	Course Desc	Course ToIpc	Meeting Days	Start	End	Facility	Fac 1st Pref	Fac 2nd Pref	Fac 3rd Pref	Max Enroll	Actual Enroll	Combined Section	Combined Actual Enroll	Rm Cap	En St
Spring 2020	MAIN	Regular Academic Session	PLS	120	001	1/15/2020	5/6/2020	2	-		Lecture	0.00	3	3	3	3	3	3	NO	Barreto Munoz,Armando	Basic Comptr Skills Off Apps		T	11:00 AM	11:50 AM	SHNTZ-338				250.00	0.00	Combined	0.00	1	O
					Jondall,Dava R															Basic Comptr Skills Off Apps		T	11:00 AM	11:50 AM	SHNTZ-338				250.00	0.00	Combined	0.00	1	O	
					Yitayew,Mulneh															Basic Comptr Skills Off Apps		T	11:00 AM	11:50 AM	SHNTZ-338				250.00	0.00	Combined	0.00	1	O	
MAIN	Regular Academic Session	PLS	120		1/15/2020	5/6/2020	1	-		Lecture	0.00	3	3	3	3	3	3	NO	Jondall,Dava R	Basic Comptr Skills Off Apps			12:00 AM	12:00 AM	ONLINE				250.00	0.00	Combined	0.00	1	O	
																			Yitayew,Mulneh	Basic Comptr Skills Off Apps			12:00 AM	12:00 AM	ONLINE				250.00	0.00	Combined	0.00	1	O	
																			Barreto Munoz,Armando	Basic Comptr Skills Off Apps	3.00		12:00 AM	12:00 AM	ONLINE				250.00	0.00	Combined	0.00	1	O	
MAIN	Regular Academic Session	PLS	120	002	1/15/2020	5/6/2020	2	-		Lecture	0.00	3	3	3	3	3	3	NO	Jondall,Dava R	Basic Comptr Skills Off Apps		T	12:00 PM	12:50 PM	SHNTZ-338				30.00	0.00	Combined	0.00	1	O	
																			Barreto Munoz,Armando	Basic Comptr Skills Off Apps	3.00		12:00 PM	12:50 PM	SHNTZ-338				30.00	0.00	Combined	0.00	1	O	
MAIN	Regular Academic Session	PLS	120		1/15/2020	5/6/2020	1	-		Lecture	0.00	3	3	3	3	3	3	NO	Jondall,Dava R	Basic Comptr Skills Off Apps			12:00 AM	12:00 AM	ONLINE				30.00	0.00	Combined	0.00	1	O	
																			Barreto Munoz,Armando	Basic Comptr Skills Off Apps	3.00		12:00 AM	12:00 AM	ONLINE				30.00	0.00	Combined	0.00	1	O	

Subject is equal to PLS and Class Status Description is not equal to / is r and Term Description is equal to Spring 2020  
 Analysis contains no Selections  
 Analyze - Refresh - Print

Rows 1 - 10

Powerpoint 2007+  
 Web Archive (.htm)  
 Data  
**CSV Format**  
 Tab-delimited Format  
 XML Format

# Gathering Class Information

How to serve your department/college for their scheduling needs?

- Open the Download and begin to delete, rename, sort, and filter to easily view the data. See [video](#).

See [Sample Excel Sheet](#) with communication dates for record keeping purposes.

Session	Campus	Cat. #	Section	Start Date	End Date	Component	Class	Min	Max	Meeting	Start	End	Max Enroll	Mode	Instructor	Updates or Changes Needed?	Emailed by October 15th?	Emailed Followup by November 15th?	Received reply
Regular A	MAIN	120	1	1/15/2020	5/6/2020	Lecture	3	3	T	11:00:00 AM	11:50:00 AM	250	Hybrid	Barreto Munoz, Armando					
Regular A	MAIN	120	1	1/15/2020	5/6/2020	Lecture	3	3	T	11:00:00 AM	11:50:00 AM	250	Hybrid	Jondall, Dava R					
Regular A	MAIN	120	1	1/15/2020	5/6/2020	Lecture	3	3	T	11:00:00 AM	11:50:00 AM	250	Hybrid	Yitayew, Muluneh					
Regular A	MAIN	120	1	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	250	Hybrid	Barreto Munoz, Armando					
Regular A	MAIN	120	1	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	250	Hybrid	Jondall, Dava R					
Regular A	MAIN	120	1	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	250	Hybrid	Yitayew, Muluneh					
Regular A	MAIN	120	2	1/15/2020	5/6/2020	Lecture	3	3	T	12:00:00 PM	12:50:00 PM	30	Hybrid	Barreto Munoz, Armando					
Regular A	MAIN	120	2	1/15/2020	5/6/2020	Lecture	3	3	T	12:00:00 PM	12:50:00 PM	30	Hybrid	Jondall, Dava R					
Regular A	MAIN	120	2	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	30	Hybrid	Barreto Munoz, Armando					
Regular A	MAIN	120	2	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	30	Hybrid	Jondall, Dava R					
Regular A	MAIN	120	3	1/15/2020	5/6/2020	Lecture	3	3	W	8:00:00 AM	8:50:00 AM	30	Hybrid	Barreto Munoz, Armando					
Regular A	MAIN	120	3	1/15/2020	5/6/2020	Lecture	3	3	W	8:00:00 AM	8:50:00 AM	30	Hybrid	Jondall, Dava R					
Regular A	MAIN	120	3	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	30	Hybrid	Barreto Munoz, Armando					
Regular A	MAIN	120	3	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	30	Hybrid	Jondall, Dava R					
Regular A	MAIN	120	4	1/15/2020	5/6/2020	Lecture	3	3	W	9:00:00 AM	9:50:00 AM	30	Hybrid	Barreto Munoz, Armando					
Regular A	MAIN	120	4	1/15/2020	5/6/2020	Lecture	3	3	W	9:00:00 AM	9:50:00 AM	30	Hybrid	Jondall, Dava R					
Regular A	MAIN	120	4	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	30	Hybrid	Barreto Munoz, Armando					
Regular A	MAIN	120	4	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	30	Hybrid	Jondall, Dava R					
Regular A	MAIN	120	102	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	250	FullOnline	Barreto Munoz, Armando					
Regular A	MAIN	120	102	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	250	FullOnline	Farrell-Poe, Kathryn L					
Regular A	MAIN	120	102	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	250	FullOnline	Jondall, Dava R					
Regular A	MAIN	120	102	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	250	FullOnline	Yitayew, Muluneh					
Regular A	ONLN	120	201	1/15/2020	5/6/2020	Lecture	3	3	T	12:00:00 PM	12:50:00 PM	300	FullOnline	Barreto Munoz, Armando					
Regular A	ONLN	120	201	1/15/2020	5/6/2020	Lecture	3	3	T	12:00:00 PM	12:50:00 PM	300	FullOnline	Farrell-Poe, Kathryn L					
Regular A	ONLN	120	201	1/15/2020	5/6/2020	Lecture	3	3	T	12:00:00 PM	12:50:00 PM	300	FullOnline	Jondall, Dava R					
Regular A	ONLN	120	201	1/15/2020	5/6/2020	Lecture	3	3	T	12:00:00 PM	12:50:00 PM	300	FullOnline	Yitayew, Muluneh					
Regular A	ONLN	120	201	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	300	FullOnline	Barreto Munoz, Armando					
Regular A	ONLN	120	201	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	300	FullOnline	Farrell-Poe, Kathryn L					
Regular A	ONLN	120	201	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	300	FullOnline	Jondall, Dava R					
Regular A	ONLN	120	201	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	300	FullOnline	Yitayew, Muluneh					
Regular A	DIST	120	301	1/15/2020	5/6/2020	Lecture	3	3	T	12:00:00 PM	12:50:00 PM	300	FullOnline	Barreto Munoz, Armando					
Regular A	DIST	120	301	1/15/2020	5/6/2020	Lecture	3	3	T	12:00:00 PM	12:50:00 PM	300	FullOnline	Farrell-Poe, Kathryn L					
Regular A	DIST	120	301	1/15/2020	5/6/2020	Lecture	3	3	T	12:00:00 PM	12:50:00 PM	300	FullOnline	Jondall, Dava R					
Regular A	DIST	120	301	1/15/2020	5/6/2020	Lecture	3	3	T	12:00:00 PM	12:50:00 PM	300	FullOnline	Yitayew, Muluneh					
Regular A	DIST	120	301	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	300	FullOnline	Barreto Munoz, Armando					
Regular A	DIST	120	301	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	300	FullOnline	Farrell-Poe, Kathryn L					
Regular A	DIST	120	301	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	300	FullOnline	Jondall, Dava R					
Regular A	DIST	120	301	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	300	FullOnline	Yitayew, Muluneh					
Regular A	MAIN	170C1	101	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	210	FullOnline	Pessaraki, Mohammad					
Regular A	MAIN	170C2	102	1/15/2020	5/6/2020	Lecture	3	3		12:00:00 AM	12:00:00 AM	150	FullOnline	Orchard, Samantha					
Regular A	MAIN	299	52	1/15/2020	5/6/2020	Ind Study	1	3		12:00:00 AM	12:00:00 AM	0	FullOnline	Galbraith, David W					
Regular A	MAIN	299	59	1/15/2020	5/6/2020	Ind Study	1	3		12:00:00 AM	12:00:00 AM	0	FullOnline	McCloskey, William B					
Regular A	MAIN	299	68	1/15/2020	5/6/2020	Ind Study	1	3		12:00:00 AM	12:00:00 AM	0	FullOnline	Ottman, Michael J					
Regular A	MAIN	988	69	1/15/2020	5/6/2020	Ind Study	1	3		12:00:00 AM	12:00:00 AM	0	FullOnline	Rau, Dennis T					

# Gathering Class Information Summary

- You should review the Schedule of Classes for your department through UA Analytics before making any changes in UAccess Administrative Staff.
- **How to serve your department/college for their scheduling needs?**
  - Review rolled over classes to manage from UAccess Analytics
    - Log on to Analytics
      - Select Dashboards drop down
        - Click on Student
          - Go to Catalog & Schedule
            - Find Overview with Characteristics Tab

# Gathering Class Information Summary

- **Once you are at the Overview with Characteristics Tab**
  - Choose term and subject you are interested in
    - Click Search and wait for it to load, it may take some time
      - Scroll to bottom of page to
        - Click Export and choose CSV Data File
          - Open the Download and begin to delete, rename, sort, and filter to easily view the data. See [video](#).

# Gathering Class Information from your Department

After reviewing the Uaccess Analytics Report, touch base with your department on class offerings for the next term.

- What ways can you collect the information?
  - First, talk to your supervisor about your historical department practices and preferences on how to contact and get information from your faculty.
  - One popular method is to email each faculty member a summary of their class offerings rolled over from last semester (see template below and change yellow highlighted text to fit your needs).
    - Ask them to review the offerings and get back to you by a specific deadline if they would like to cancel, add, change anything like class meeting days/times or max enrollment.



# Gathering Class Information Email

See sample email to communicate class offerings for the next term.

Hello **Dr. Baker,**

I am reviewing the **EIS and ENTO** Schedule of Classes for **Spring 2021** term. Could you review the classes that you have been assigned as an instructor to teach below? Please fill out the green columns and **reply to me by May 15th, 2020** so I can update UAccess. The schedule will go live to students by **October 1<sup>st</sup> 2020** so it is important for you to review the offerings below. If I do not hear from you by the deadline, I will leave the classes as is.

Session	Campus	Sub	Cat. #	Sec	Component	Days	Start	End	Room	Max Enroll	Mode	Instruct	Any Changes?
Regular	MAIN	EIS	699	11	Ind Study				NA	0	In Person	Becerra, Judith X	
Regular	MAIN	EIS	900	11	Ind Study				NA	0	In Person	Becerra, Judith X	
Regular	MAIN	EIS	920	11	Ind Study				NA	0	In Person	Becerra, Judith X	

Thank you,

**Alyssa**



# Hands on Experience

## Open Scheduling

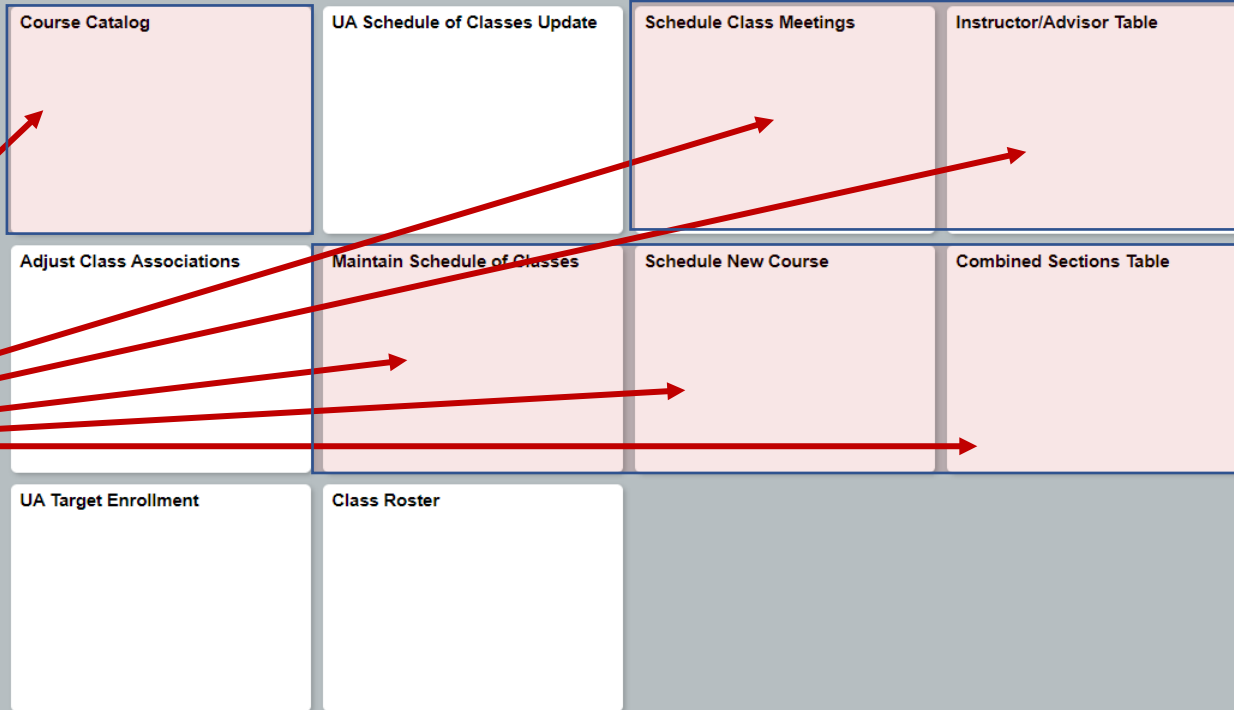
Let's 'ADD' a section for a course in your department in **Schedule New Course**.

- Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9-9:50 in a 100+ room.



# Scheduling Timeline

## Open Scheduling



# Hands on Experience

“Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room.”

UA Access Student

UA Schedule of Classes

Course Catalog

UA Schedule of Classes Update

Schedule Class Meetings

Instructor/Advisor Table

Adjust Class Associations

Maintain Schedule of Classes

Schedule New Course

Combined Sections Table

UA Target Enrollment

Class Roster

Office of the Registrar  
Room & Course Scheduling (RCS)  
BASIC CHECKLIST FOR SECTION REVIEW

1. Course Catalog Checklist

- Check that it is Active
- Check Catalog Data
  - Min & Max Units
  - Repeat for Credit
  - Allow Multiple in Term
  - Cross listings
- Check Components
  - Components (Required & \*Optional)

2. Schedule of Classes Checklist

- Check Basic Data
  - Session
  - Section & Associated Class
  - Class Type
  - Campus & Location
  - Instruction Mode
- Meetings (If Combined, do this last)
  - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
  - Standard Meeting Pattern
  - Instructor
  - Room Characteristics
- Enrollment Cntrl
  - Class Status
  - Add Consent
  - Drop Consent
  - Requested Room Capacity
  - Enrollment Capacity
  - Waitlist
- Reserve Cap\* *Optional - May leave tab blank*
  - Reserve Capacity
  - Reserve Capacity Sequence
  - Enrollment Total
  - Start Date
  - Requirement Group
  - Cap enroll
- Notes\* *Optional - May leave tab blank*
  - Note Nbr
  - Free Format Text
- Additional Items\* *Optional*
  - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
  - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

“Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room.”

## Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Academic Institution = ▾ UAZ00 🔍

Subject Area = ▾ 🔍

Catalog Nbr begins with ▾ 🔍

Campus begins with ▾ 🔍

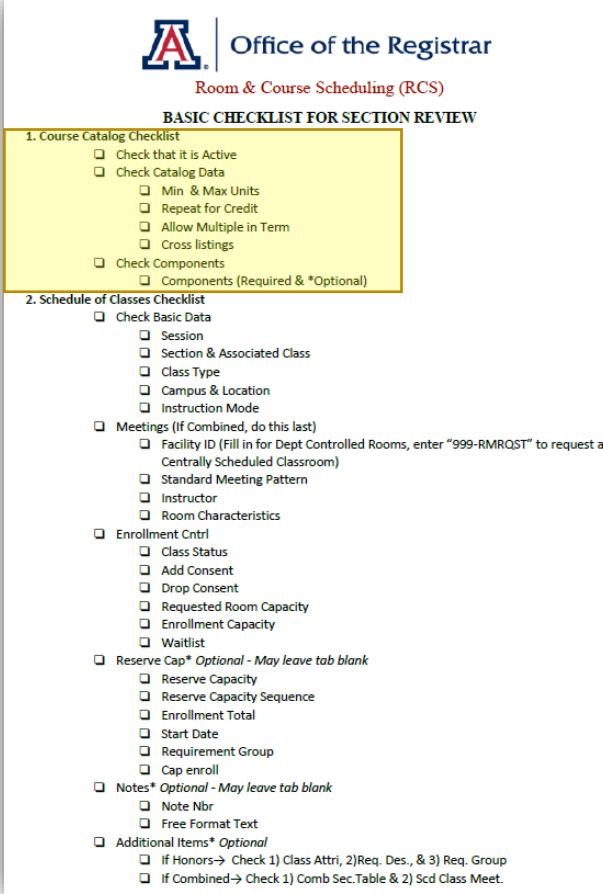
Course ID begins with ▾

Description begins with ▾

Include History  Correct History  Case Sensitive

|

Unfilled: Course Catalog



**Office of the Registrar**  
Room & Course Scheduling (RCS)  
BASIC CHECKLIST FOR SECTION REVIEW

- 1. Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- 2. Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
    - Room Characteristics
  - Enrollment Cntrl
    - Class Status
    - Add Consent
    - Drop Consent
    - Requested Room Capacity
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    - Reserve Capacity
    - Reserve Capacity Sequence
    - Enrollment Total
    - Start Date
    - Requirement Group
    - Cap enroll
  - Notes\* *Optional - May leave tab blank*
    - Note Nbr
    - Free Format Text
  - Additional Items\* *Optional*
    - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
    - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

“Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room.”



## Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

Academic Institution =

Subject Area =

Catalog Nbr | begins with

Campus | begins with


Course ID | begins with

Description | begins with

Include History  Correct History  Case Sensitive

|

**Filled: Course Catalog**

 **Office of the Registrar**  
Room & Course Scheduling (RCS)  
**BASIC CHECKLIST FOR SECTION REVIEW**

**1. Course Catalog Checklist**

- Check that it is Active
- Check Catalog Data
  - Min & Max Units
  - Repeat for Credit
  - Allow Multiple in Term
  - Cross listings
- Check Components
  - Components (Required & \*Optional)

**2. Schedule of Classes Checklist**

- Check Basic Data
  - Session
  - Section & Associated Class
  - Class Type
  - Campus & Location
  - Instruction Mode
- Meetings (If Combined, do this last)
  - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
  - Standard Meeting Pattern
  - Instructor
  - Room Characteristics
- Enrollment Cntrl
  - Class Status
  - Add Consent
  - Drop Consent
  - Requested Room Capacity
  - Enrollment Capacity
  - Waitlist
- Reserve Cap\* *Optional - May leave tab blank*
  - Reserve Capacity
  - Reserve Capacity Sequence
  - Enrollment Total
  - Start Date
  - Requirement Group
  - Cap enroll
- Notes\* *Optional - May leave tab blank*
  - Note Nbr
  - Free Format Text
- Additional Items\* *Optional*
  - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
  - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

"Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room."

Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Academic Institution: UAZ00  
Subject Area: PLS  
Catalog Nbr: begins with 330  
Campus: begins with  
Course ID: begins with  
Description: begins with

Include History  Correct History  Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All | First | 1-4 of 4 | Last

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
UAZ00	PLS	330	(blank)	027230	Plant Propagation
UAZ00	PLS	330	(blank)	027230	Prop I:Sexual+Asex Repro
UAZ00	PLS	330	(blank)	037881	Plant Propagat. Product. Mgmt
UAZ00	PLS	330	(blank)	037881	Princi &Tech of Plant Propagat

Find an Existing Value | Add a New Value

Filed: Course Catalog  
-Choose the Bottom Record

Office of the Registrar  
Room & Course Scheduling (RCS)  
BASIC CHECKLIST FOR SECTION REVIEW

1. Course Catalog Checklist

- Check that it is Active
- Check Catalog Data
  - Min & Max Units
  - Repeat for Credit
  - Allow Multiple in Term
  - Cross listings
- Check Components
  - Components (Required & \*Optional)

2. Schedule of Classes Checklist

- Check Basic Data
  - Session
  - Section & Associated Class
  - Class Type
  - Campus & Location
  - Instruction Mode
- Meetings (If Combined, do this last)
  - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
  - Standard Meeting Pattern
  - Instructor
  - Room Characteristics
- Enrollment Cntrl
  - Class Status
  - Add Consent
  - Drop Consent
  - Requested Room Capacity
  - Enrollment Capacity
  - Waitlist
- Reserve Cap\* *Optional - May leave tab blank*
  - Reserve Capacity
  - Reserve Capacity Sequence
  - Enrollment Total
  - Start Date
  - Requirement Group
  - Cap enroll
- Notes\* *Optional - May leave tab blank*
  - Note Nbr
  - Free Format Text
- Additional Items\* *Optional*
  - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
  - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

"Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room."

Course ID 037881

\*Effective Date: 08/01/2019 \*Status: Active Course Offering: 1 of 1

\*Description: Princi & Tech of Plant Propagat PLS 330

Long Course Title: Principles and Techniques of Plant Propagation and Culture.

Long Description: Plant propagation integrates art with science by applying principles of plant biology and cultural practices to create and multiply plants using seeds, cuttings, grafting, budding and tissue culture systems. While sexual seed propagation and all asexual techniques can be carried out in field or controlled environments, plant tissue culture requires specialized substrate, facilities and equipment to ensure sterile

**Course Units/Hours/Count**

Minimum Units: 3.00 Maximum Units: 3.00

Academic Progress Units: 3.00 Financial Aid Progress Units: 3.00

\*Enrollment Unit Load Calc Type: Actual Units Course Count: 1.00 Course Contact Hours: 0.00

**Course Grading**

\*Grading Basis: Regular Grades \*Grade Roster Print: Component

Graded Component: Lecture

**Typically Offered**

Main Campus: Fall (odd years only) South Campus: Not Offered

UA Online Campus: Not Offered Phoenix Campus: Not Offered

Distance Campus: Not Offered Community Campus: Not Offered

**Repeat for Credit Rules**

Repeat for Credit  Allow Multiple Enroll in Term

Total Units Allowed: 3.00 Total Completions Allowed: 1

**Additional Course Information**

\*Instructor Edit: No Enrollment Choice \*Add Consent: No Special Consent Required \*Drop Consent: No Special Consent Required

Requirement Designation: [ ] Equivalent Course Group: [ ]

**Course Attributes**

*Course Attribute	Description	*Course Attribute Value	Description
[ ]		[ ]	

Override Topic Link ID

**Course Topics**

Description	Repeat For Credit

## Course Catalog

**Office of the Registrar**  
Room & Course Scheduling (RCS)

**BASIC CHECKLIST FOR SECTION REVIEW**

- Course Catalog Checklist**
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- Schedule of Classes Checklist**
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
    - Room Characteristics
  - Enrollment Cntrl
    - Class Status
    - Add Consent
    - Drop Consent
    - Requested Room Capacity
    - Enrollment Capacity
    - Waitlist
  - Reserve Cap\* *Optional - May leave tab blank*
    - Reserve Capacity
    - Reserve Capacity Sequence
    - Enrollment Total
    - Start Date
    - Requirement Group
    - Cap enroll
  - Notes\* *Optional - May leave tab blank*
    - Note Nbr
    - Free Format Text
  - Additional Items\* *Optional*
    - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
    - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.



# Hands on Experience

"Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room."

Course ID 037881

Effective Date 08/01/2019 Status Active

Description Princi & Tech of Plant Propagat

Course Offering 1 of 1  
PLS 330

Course Component 1 of 1  
\*Course Component Lecture

Instructor Contact Hours  
Default Section Size 0  
Workload Hours 3.00  
OEE Workload Hours  
\*Final Exam Yes  
Exam Seat Spacing 1  
Provider for Authentication  
LMS Extract File Type

Auto Create  
 Graded Component  
 Primary Component  
 Optional Component  
 Generate Class Mtg Attendance

Update Fee

Course Attendance 1 of 1

Instruction Mode  
\*Attendance Type

Use Present  
 Use Reason  
 Use Tardy  
 Use Left Early  
 Use Contact Minutes  
 Use To and From Time  
 Override Template Date / Time

Room Characteristics Required 1 of 1

*Room Characteristic	Description	*Room Characteristic Quantity
		1

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

## Course Catalog

Office of the Registrar  
Room & Course Scheduling (RCS)

### BASIC CHECKLIST FOR SECTION REVIEW

- Course Catalog Checklist
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# Hands on Experience

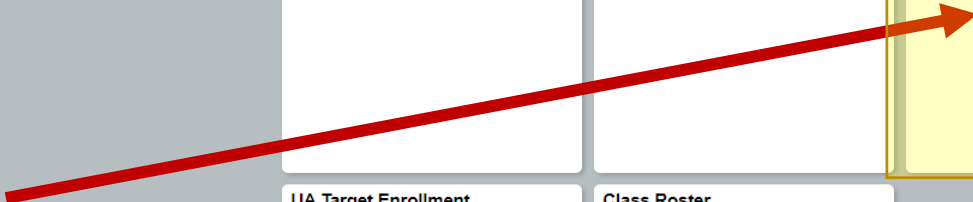
"Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room."


UAccess ▶ Student

▼ UA Schedule of Classes



Course Catalog	UA Schedule of Classes Update	Schedule Class Meetings	Instructor/Advisor Table
Adjust Class Associations	Maintain Schedule of Classes	<b>Schedule New Course</b>	Combined Sections Table
UA Target Enrollment	Class Roster		



 Office of the Registrar  
Room & Course Scheduling (RCS)

**BASIC CHECKLIST FOR SECTION REVIEW**

1. Course Catalog Checklist
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# Hands on Experience

"Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room."

Favorites > Main Menu > UA Schedule of Classes > Schedule New Course



New Window

## Schedule New Course

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution =  🔍  
Term =  🔍  
Subject Area =  🔍  
Catalog Nbr begins with   
Academic Career =   
Campus begins with  🔍  
Description begins with   
Course ID begins with  🔍  
Course Offering Nbr =  🔍

Case Sensitive

Search Clear Basic Search 🔍 Save Search Criteria

Unfilled: Schedule New Course

**Office of the Registrar**  
Room & Course Scheduling (RCS)  
BASIC CHECKLIST FOR SECTION REVIEW

1. Course Catalog Checklist

- Check that it is Active
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  - Repeat for Credit
  - Allow Multiple in Term
  - Cross listings
- Check Components
  - Components (Required & \*Optional)

2. Schedule of Classes Checklist

- Check Basic Data
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  - Section & Associated Class
  - Class Type
  - Campus & Location
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  - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
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# Hands on Experience

"Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room."

Navigation: Favorites ▾ Main Menu ▾ > UA Schedule of Classes > Schedule New Course

Home icon | Vertical menu icon | Play icon

New Window

### Schedule New Course

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


▼ Search Criteria

Academic Institution =	UAZ00	🔍
Term =	2204	🔍
Subject Area =	PLS	🔍
Catalog Nbr   begins with	330	🔍
Academic Career =		▼
Campus   begins with		🔍
Description   begins with		🔍
Course ID   begins with		🔍
Course Offering Nbr =		🔍

Case Sensitive

Search Clear Basic Search Save Search Criteria

Filled: Schedule New Course

 Office of the Registrar

Room & Course Scheduling (RCS)

### BASIC CHECKLIST FOR SECTION REVIEW

1. Course Catalog Checklist
  - Check that it is Active
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# Hands on Experience

"Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room."

Course ID 037881 Course Offering Nbr 1

Academic Institution The University of Arizona

Term Fall 2020 Undergrad

Subject Area PLS Plant Science

Catalog Nbr 330 Princi & Tech of Plant Propagat

Auto Create Component

Class Sections

\*Session 1 Regular Academic Session Class Nbr 60011

\*Class Section 001 \*Start/End Date 08/24/2020 12/09/2020

\*Component LEC Lecture Event ID

\*Class Type Enrollment Section

\*Associated Class 1 Units 3.00

\*Campus MAIN UA

\*Location TUCSON Tucson

Course Administrator

\*Academic Organization 1238 Plant Sciences, Sch

Academic Group UA UA General

\*Holiday Schedule SAHOL Student Holidays

\*Instruction Mode P In Person

Primary Instr Section 001

Add Fee

Schedule Print

Student Specific Permissions

Dynamic Date Calc Required

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

Class Attributes

*Course Attribute	Description	*Course Attribute Value	Description

-Hit the '+' to add a new section

Office of the Registrar

Room & Course Scheduling (RCS)

BASIC CHECKLIST FOR SECTION REVIEW

1. Course Catalog Checklist

- Check that it is Active
- Check Catalog Data
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  - Repeat for Credit
  - Allow Multiple in Term
  - Cross listings
- Check Components
  - Components (Required & \*Optional)

2. Schedule of Classes Checklist

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  - Session
  - Section & Associated Class
  - Class Type
  - Campus & Location
  - Instruction Mode
- Meetings (If Combined, do this last)
  - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
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# Hands on Experience

"Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room."

Favorites ▾ Main Menu ▾ > UA Schedule of Classes > Schedule New Course

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

Course ID 037881 Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Fall 2020 Undergrad  
 Subject Area PLS Plant Science  
 Catalog Nbr 330 Princi & Tech of Plant Propagat

Auto Create Component

**Class Sections** Find | View All First 2 of 2 Last

\*Session 1 Regular Academic Session Class Nbr 0  
 \*Class Section  
 \*Component LEC Lecture  
 \*Class Type Enrollment Section  
 \*Associated Class 1 Units 3.00  
 \*Campus  
 \*Location  
 Course Administrator  
 \*Academic Organization 1238 Plant Sciences, Sch  
 Academic Group UA UA General  
 \*Holiday Schedule SAHOL Student Holidays  
 \*Instruction Mode P In Person  
 Primary Instr Section

Event ID  
 \*Start/End Date 08/24/2020 by 12/09/2020  
 Add Fee  
 Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 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  
 Override Equivalent Course  
 Class Equivalent Course Group


**Class Attributes** Personalize | Find | View All | First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description

Save Return to Search Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

-Fill in with Class Info

 Office of the Registrar  
 Room & Course Scheduling (RCS)  
**BASIC CHECKLIST FOR SECTION REVIEW**

1. Course Catalog Checklist

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# Hands on Experience

Associated Class Number

## Associated Class:

A Multi Component Class Section (ie. Lecture and Lab) are linked together by the Associated Class

How do you get the Associated Class number?

1. No Leading Zeros
2. No Trailing Letters

Ex. 001 = 1

012A = 12

### Test your knowledge:

- 015                    15
- 004A                   4
- 307                    307
- 212D                   212



# Hands on Experience

"Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room."

[Favorites](#) > [Main Menu](#) > [UA Schedule of Classes](#) > [Schedule New Course](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

Course ID 037881      Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Fall 2020      Undergrad  
 Subject Area PLS      Plant Science  
 Catalog Nbr 330      Princi & Tech of Plant Propagat

[Auto Create Component](#)

---

**Class Sections**      Find | View All      First 2 of 2 Last

\*Session | Regular Academic Session      Class Nbr 0  
 \*Class Section      \*Start/End Date 08/24/2020 by 12/09/2020  
 \*Component | Lecture      Event ID  
 \*Class Type | Enrollment Section  
 \*Associated Class | Units 3.00  
 \*Campus  
 \*Location  
 Course Administrator  
 \*Academic Organization | Plant Sciences, Sch  
 Academic Group UA      UA General  
 \*Holiday Schedule | Student Holidays  
 \*Instruction Mode | In Person  
 Primary Instr Section

[Add Fee](#)

Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 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       Override Equivalent Course  
 Class Equivalent Course Group

---


**Class Attributes**      Personalize | Find | View All | 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description
<input type="text" value=""/>		<input type="text" value=""/>	

[Save](#) | [Return to Search](#) | [Notify](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

-Fill in with Class Info


**Office of the Registrar**  
 Room & Course Scheduling (RCS)

**BASIC CHECKLIST FOR SECTION REVIEW**

1. Course Catalog Checklist

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# Hands on Experience

"Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room."

Favorites ▾ Main Menu ▾ > UA Schedule of Classes > Schedule New Course

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

Course ID 037881 Course Offering Nbr 1

Academic Institution The University of Arizona

Term Fall 2020 Undergrad

Subject Area PLS Plant Science

Catalog Nbr 330 Princi & Tech of Plant Propagat

Auto Create Component

**Class Sections** Find | View All First 2 of 2 Last

\*Session 1 Regular Academic Session Class Nbr 0

\*Class Section 015 \*Start/End Date 08/24/2020 12/09/2020

\*Component LEC Lecture Event ID

\*Class Type Enrollment Section

\*Associated Class 15

\*Campus MAIN UA

\*Location TUCSON Tucson Add Fee

Course Administrator

\*Academic Organization 1238 Plant Sciences, Sch

Academic Group UA UA General

\*Holiday Schedule SAHOL Student Holidays

\*Instruction Mode P In Person

Primary Instr Section 015

Schedule Print

Student Specific Permissions

Dynamic Date Calc Required

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 Override Equivalent Course


Class Equivalent Course Group

**Class Attributes** Personalize | Find | View All | First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description

Save Return to Search Notify

-Filled in with Class Info

 Office of the Registrar

Room & Course Scheduling (RCS)

**BASIC CHECKLIST FOR SECTION REVIEW**

1. Course Catalog Checklist

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# Hands on Experience

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[Favorites](#) > [Main Menu](#) > [UA Schedule of Classes](#) > [Schedule New Course](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

Course ID 037881      Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Fall 2020      Undergrad  
 Subject Area PLS      Plant Science  
 Catalog Nbr 330      Princi & Tech of Plant Propagat

[Auto Create Component](#)

---

**Class Sections**      Find | View All      First 2 of 2 Last

\*Session 1      Regular Academic Session      Class Nbr 0  
 \*Class Section 015      \*Start/End Date 08/24/2020 12/09/2020  
 \*Component LEC      Lecture      Event ID  
 \*Class Type Enrollment Section  
 \*Associated Class 15  
 \*Campus MAIN      UA      [Add Fee](#)  
 \*Location TUCSON      Tucson  
 Course Administrator  
 \*Academic Organization 1238      Plant Sciences, Sch  
 Academic Group UA      UA General  
 \*Holiday Schedule SAHOL      Student Holidays  
 \*Instruction Mode P      In Person  
 Primary Instr Section 015

Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 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       Override Equivalent Course


---

**Class Attributes**      Personalize | Find | View All | 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description
<input type="text"/>		<input type="text"/>	

-Filled in with Class Info

\*\*\*write down the Academic Organization


**Office of the Registrar**  
 Room & Course Scheduling (RCS)

**BASIC CHECKLIST FOR SECTION REVIEW**

- Course Catalog Checklist
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# Hands on Experience

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[Favorites](#) > [Main Menu](#) > [UA Schedule of Classes](#) > [Schedule New Course](#)

[Basic Data](#) | **[Meetings](#)** | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

Course ID 037881      Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Fall 2020      Undergrad  
 Subject Area PLS      Plant Science  
 Catalog Nbr 330      Princi & Tech of Plant Propagat

**Class Sections**      Find | View All      First 2 of 2

Session 1      Regular Academic Session      Class Nbr 0  
 Class Section 015      Component Lecture      Event ID  
 Associated Class 15

**Meeting Pattern**      Find | View All      First 1 of 1      Last

Facility ID       Capacity      Pat       Mtg Start       Mtg End       M T W T F S S      \*Start/End Date 08/24/2020 12/09/2020  
 Topic ID       Free Format Topic

Print Topic On Transcript

**Instructors For Meeting Pattern**      Personalize | Find | View All | First 1 of 1 | Last

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		<input type="text"/>		Primary Instructor	<input checked="" type="checkbox"/>	<input type="text"/>		0	

**Room Characteristics**      Personalize | Find | View All | First 1 of 1 | Last

*Room Characteristic	Description	*Quantity
<input type="text"/>		1

**Academic Shift**      Personalize | Find | View All | First 1 of 1 | Last

Academic Shift	Description
<input type="text"/>	

[Save](#)   [Return to Search](#)   [Notify](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

- Enter Meeting Pattern
- Give Instructor 'Post' Access
- Enter '32' for Room Characteristic



- BASIC CHECKLIST FOR SECTION REVIEW**
- Course Catalog Checklist
    - Check that it is Active
    - Check Catalog Data
      - Min & Max Units
      - Repeat for Credit
      - Allow Multiple in Term
      - Cross listings
    - Check Components
      - Components (Required & \*Optional)
  - Schedule of Classes Checklist
    - Check Basic Data
      - Session
      - Section & Associated Class
      - Class Type
      - Campus & Location
      - Instruction Mode
    - Meetings (If Combined, do this last)
      - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
      - Standard Meeting Pattern
      - Instructor
      - Room Characteristics
    - Enrollment Cntrl
      - Class Status
      - Add Consent
      - Drop Consent
      - Requested Room Capacity
      - Enrollment Capacity
      - Waitlist
    - Reserve Cap\* *Optional - May leave tab blank*
      - Reserve Capacity
      - Reserve Capacity Sequence
      - Enrollment Total
      - Start Date
      - Requirement Group
      - Cap enroll
    - Notes\* *Optional - May leave tab blank*
      - Note Nbr
      - Free Format Text
    - Additional Items\* *Optional*
      - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
      - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

"Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room."

[Favorites](#) > [Main Menu](#) > [UA Schedule of Classes](#) > [Schedule New Course](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

Course ID 037881      Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Fall 2020      Undergrad  
 Subject Area PLS      Plant Science  
 Catalog Nbr 330      Princi & Tech of Plant Propagat

**Class Sections**      Find | View All      First 2 of 2

Session 1      Regular Academic Session      Class Nbr 0  
 Class Section 015      Component Lecture      Event ID  
 Associated Class 15

**Meeting Pattern**      Find | View All      First 1 of 1

Facility ID 999-RMRQST      Capacity 99      Pat      Mtg Start 9:00AM      Mtg End 9:50AM  
 M T W T F S S \*Start/End Date 08/24/2020 12/09/2020  
 999 RM REQUEST      Topic ID      Free Format Topic  
 Print Topic On Transcript

**Instructors For Meeting Pattern**      Personalize | Find | View All | First 1 of 1

Assignment	Workload	Print	Access	Contact	Empl Rcd#	Job Code
00456854	Hodges, Tanya M	Primary Instructor	Post		0	

**Room Characteristics**      Personalize | Find | View All | First 1 of 1

*Room Characteristic	Description	*Quantity
32	Centrally Scheduled	1

**Academic Shift**      Personalize | Find | View All | First 1 of 1

Academic Shift	Description

[Save](#)   [Return to Search](#)   [Notify](#)

- Enter Meeting Pattern
- Give Instructor 'Post' Access
- Enter '32' for Room Characteristic



- BASIC CHECKLIST FOR SECTION REVIEW**
- Course Catalog Checklist
    - Check that it is Active
    - Check Catalog Data
      - Min & Max Units
      - Repeat for Credit
      - Allow Multiple in Term
      - Cross listings
    - Check Components
      - Components (Required & \*Optional)
  - Schedule of Classes Checklist
    - Check Basic Data
      - Session
      - Section & Associated Class
      - Class Type
      - Campus & Location
      - Instruction Mode
    - Meetings (If Combined, do this last)
      - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
      - Standard Meeting Pattern
      - Instructor
      - Room Characteristics
    - Enrollment Cntrl
      - Class Status
      - Add Consent
      - Drop Consent
      - Requested Room Capacity
      - Enrollment Capacity
      - Waitlist
    - Reserve Cap\* *Optional - May leave tab blank*
      - Reserve Capacity
      - Reserve Capacity Sequence
      - Enrollment Total
      - Start Date
      - Requirement Group
      - Cap enroll
    - Notes\* *Optional - May leave tab blank*
      - Note Nbr
      - Free Format Text
    - Additional Items\* *Optional*
      - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
      - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

"Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room."

[Favorites](#) > [Main Menu](#) > [UA Schedule of Classes](#) > [Schedule New Course](#)

[Basic Data](#) | [Meetings](#) | **[Enrollment Cntrl](#)** | [Reserve Cap](#) | [Notes](#)

Course ID 037881      Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Fall 2020      Undergrad  
 Subject Area PLS      Plant Science  
 Catalog Nbr 330      Princi & Tech of Plant Propagat

**Enrollment Control**      Find | View All      First 2 of 2 Last

Session 1      Regular Academic Session      Class Nbr 0  
 Class Section 015      Component Lecture      Event ID  
 Associated Class 15

\*Class Status      


Class Type Enrollment      Enrollment Status Closed

*Add Consent	<input type="text" value="No Special Consent Required"/>	Requested Room Capacity	<input type="text" value="0"/>	Total
*Drop Consent	<input type="text" value="No Special Consent Required"/>	Enrollment Capacity	<input type="text" value="0"/>	0
1st Auto Enroll Section	<input type="text"/>	Wait List Capacity	<input type="text"/>	0
2nd Auto Enroll Section	<input type="text"/>	Minimum Enrollment Nbr	<input type="text"/>	

Auto Enroll from Wait List       Cancel if Student Enrolled

**-Enter Enrollment Control information then hit save!**


**Office of the Registrar**  
 Room & Course Scheduling (RCS)

**BASIC CHECKLIST FOR SECTION REVIEW**

- Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
    - Room Characteristics
  - Enrollment Cntrl
    - Class Status
    - Add Consent
    - Drop Consent
    - Requested Room Capacity
    - Enrollment Capacity
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  - Reserve Cap\* *Optional - May leave tab blank*
    - Reserve Capacity
    - Reserve Capacity Sequence
    - Enrollment Total
    - Start Date
    - Requirement Group
    - Cap enroll
  - Notes\* *Optional - May leave tab blank*
    - Note Nbr
    - Free Format Text
  - Additional Items\* *Optional*
    - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
    - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

"Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room."

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi & Tech of Plant Propagat

Enrollment Control Find | View All First 2 of 2 Last

Session 1 Regular Academic Session Class Nbr 64353  
Class Section 015 Component Lecture Event ID 000143291  
Associated Class 15 Units 3.00

\*Class Status Active Cancel Class

Class Type Enrollment Enrollment Status Open

\*Add Consent No Special Consent Required Requested Room Capacity 100 Total  
\*Drop Consent No Special Consent Required Enrollment Capacity 100 0  
1st Auto Enroll Section Wait List Capacity 0  
2nd Auto Enroll Section Minimum Enrollment Nbr  
Resection to Section

Auto Enroll from Wait List  Cancel if Student Enrolled

Save Return to Search Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Notice the Class Number!



Office of the Registrar

Room & Course Scheduling (RCS)

## BASIC CHECKLIST FOR SECTION REVIEW

### 1. Course Catalog Checklist

- Check that it is Active
- Check Catalog Data
  - Min & Max Units
  - Repeat for Credit
  - Allow Multiple in Term
  - Cross listings
- Check Components
  - Components (Required & \*Optional)

### 2. Schedule of Classes Checklist

- Check Basic Data
  - Session
  - Section & Associated Class
  - Class Type
  - Campus & Location
  - Instruction Mode
- Meetings (If Combined, do this last)
  - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
  - Standard Meeting Pattern
  - Instructor
  - Room Characteristics

- Enrollment Cntrl
  - Class Status
  - Add Consent
  - Drop Consent
  - Requested Room Capacity
  - Enrollment Capacity
  - Waitlist

- Reserve Cap\* Optional - May leave tab blank
  - Reserve Capacity
  - Reserve Capacity Sequence
  - Enrollment Total
  - Start Date
  - Requirement Group
  - Cap enroll

- Notes\* Optional - May leave tab blank
  - Note Nbr
  - Free Format Text

### Additional Items\* Optional

- If Honors→ Check 1) Class Attri, 2) Req. Des., & 3) Req. Group
- If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

"Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room."

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi & Tech of Plant Propagat

**Class Sections** Find | View All First 2 of 2 Last

Session 1 Regular Academic Session Class Nbr 64353  
Class Section 015 Component: Lecture Event ID 000143291  
Associated Class 15 Units 3.00

**Reserve Capacity** Find | View All First 1 of 1 Last

\*Reserve Capacity Sequence 1 Enrollment Total 0

**Reserve Capacity Requirement Group** Personalize | Find | 1 of 1 Last

*Start Date	*Requirement Group	Cap Enrl
		0

Save Return to Search Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Reserve Cap Tab



Room & Course Scheduling (RCS)

### BASIC CHECKLIST FOR SECTION REVIEW

#### 1. Course Catalog Checklist

- Check that it is Active
- Check Catalog Data
  - Min & Max Units
  - Repeat for Credit
  - Allow Multiple in Term
  - Cross listings
- Check Components
  - Components (Required & \*Optional)

#### 2. Schedule of Classes Checklist

- Check Basic Data
  - Session
  - Section & Associated Class
  - Class Type
  - Campus & Location
  - Instruction Mode
- Meetings (If Combined, do this last)
  - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
  - Standard Meeting Pattern
  - Instructor
  - Room Characteristics
- Enrollment Cntrl
  - Class Status
  - Add Consent
  - Drop Consent
  - Requested Room Capacity
  - Enrollment Capacity
  - Waitlist

#### Reserve Cap\* Optional - May leave tab blank

- Reserve Capacity
- Reserve Capacity Sequence
- Enrollment Total
- Start Date
- Requirement Group
- Cap enroll

#### Notes\* Optional - May leave tab blank

- Note Nbr
- Free Format Text

#### Additional Items\* Optional

- If Honors → Check 1) Class Attri, 2) Req. Des., & 3) Req. Group
- If Combined → Check 1) Comb Sec. Table & 2) Scd Class Meet.

# Hands on Experience

"Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room."


Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi & Tech of Plant Propagat

**Class Sections** Find | View All First 2 of 2 Last  
Session 1 Regular Academic Session Class Nbr 64353  
Class Section 015 Component Lecture Event ID 000143291  
Associated Class 15 Units 3.00

**Class Notes** Find | View All First 1 of 1 Last  
\*Sequence Number   
\*Print Location   Even if Class Not in Schedule  
Note Nbr    
Free Format Text:

Notes Tab  
-Save and go to Home

 Office of the Registrar  
Room & Course Scheduling (RCS)  
**BASIC CHECKLIST FOR SECTION REVIEW**

1. Course Catalog Checklist

- Check that it is Active
- Check Catalog Data
  - Min & Max Units
  - Repeat for Credit
  - Allow Multiple in Term
  - Cross listings
- Check Components
  - Components (Required & \*Optional)

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- Check Basic Data
  - Session
  - Section & Associated Class
  - Class Type
  - Campus & Location
  - Instruction Mode
- Meetings (If Combined, do this last)
  - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
  - Standard Meeting Pattern
  - Instructor
  - Room Characteristics
- Enrollment Cntrl
  - Class Status
  - Add Consent
  - Drop Consent
  - Requested Room Capacity
  - Enrollment Capacity
  - Waitlist
- Reserve Cap\* *Optional - May leave tab blank*
  - Reserve Capacity
  - Reserve Capacity Sequence
  - Enrollment Total
  - Start Date
  - Requirement Group
  - Cap enroll
- Notes\* *Optional - May leave tab blank*
  - Note Nbr
  - Free Format Text
- Additional Items\* *Optional*
  - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
  - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.



# Hands on Experience

**Open Scheduling**

**AND**

**Closed Scheduling**

Now, Dr. X wants your colleague to have Post access for his class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down'.

**How to add a new instructor or department admin to the Meetings tab?**

- Instructor/Advisor table

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

The screenshot shows the 'UA Schedule of Classes' interface. The top navigation bar includes 'UAccess Student' on the left, 'UA Schedule of Classes' in the center, and navigation icons (home, search, menu, refresh) on the right. The main content area is a grid of white tiles with the following labels:

- Course Catalog
- UA Schedule of Classes Update
- Schedule Class Meetings
- Instructor/Advisor Table** (highlighted with a yellow border and a red arrow pointing to it)
- Adjust Class Associations
- Maintain Schedule of Classes
- Schedule New Course
- Combined Sections Table
- UA Target Enrollment
- Class Roster

At the bottom of the interface, there are five small dots and a refresh icon.

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Favorites ▾ Main Menu ▾ > UA Schedule of Classes > Instructor/Advisor Table

Home ⋮ New Window

### Instructor/Advisor Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID begins with ▾


Campus ID begins with ▾

National ID begins with ▾

Last Name begins with ▾

First Name begins with ▾

Include History  Correct History  Case Sensitive

Search Clear Basic Search  Save Search Criteria

Unfilled:  
Instructor/Advisor Table  
-fill in with your  
colleague's name

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Favorites ▾ Main Menu ▾ > UA Schedule of Classes > Instructor/Advisor Table



New Window

## Instructor/Advisor Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

ID begins with ▾


Campus ID begins with ▾

National ID begins with ▾

Last Name begins with ▾

First Name begins with ▾

Include History  Correct History  Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Filled: Instructor/Advisor  
Table

-fill in with your  
colleague's name



# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Favorites ▾ Main Menu ▾ > UA Schedule of Classes > Instructor/Advisor Table

New Window | Personalize Page

Instructor/Advisor Table Approved Courses

Debra Busack 22076768

**Instructor Details** Find | View All First 1 of 1 Last

\*Effective Date 10/16/2019 \*Status Active

\*Instructor Type

\*Academic Institution UAZ00 The University of Arizona

\*Primary Acad Org

\*Instructor Available Available

**Instructor/Advisor Role** Find | View All First 1 of 1 Last

Advisor Number 1 Percent of Appointment

\*Academic Career

Academic Program

Academic Plan

Academic Sub-Plan

Save Return to Search Notify Update/Display Include History Correct History

Instructor/Advisor Table | Approved Courses

Fill in with your information

- Change date to first day of month of semester (ie. 08/01/2020)
- Instructor Type
- Primary Academic Org

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Favorites ▾ Main Menu ▾ > UA Schedule of Classes > Instructor/Advisor Table

New Window | Personalize Page

Instructor/Advisor Table Approved Courses

Debra Busack 22076768

**Instructor Details** Find | View All First 1 of 1 Last

\*Effective Date 08/01/2020 \*Status Active

\*Instructor Type Department Administrator  Advisor

\*Academic Institution UAZ00 The University of Arizona

\*Primary Acad Org 1238 Plant Sciences, Sch

\*Instructor Available Available

**Instructor/Advisor Role** Find | View All First 1 of 1 Last

Advisor Number 1 Percent of Appointment

\*Academic Career

Academic Program

Academic Plan

Academic Sub-Plan

Save Return to Search Notify Update/Display Include History Correct History

Instructor/Advisor Table | Approved Courses

Fill in with information  
Instructor/Advisor Table  
Tab

- Change date to first day of month of semester (ie. 08/01/2020)
- Instructor Type
- Primary Academic Org

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Favorites ▾ Main Menu ▾ > UA Schedule of Classes > Instructor/Advisor Table

New Window | Personalize Page

Instructor/Advisor Table | **Approved Courses**

Debra Busack 22076768 ★

**Instructor Details** Find | View All First 1 of 1 Last

Effective Date 08/01/2020 Status: Active

Instructor Type: Department Administrator  Advisor

Academic Institution UAZ00 The University of Arizona

Primary Acad Org 1238 Plant Sciences, Sch

**Course Description** Personalize | Find | | First 1 of 1 Last

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus
1	1238					

Save Return to Search Notify Update/Display Include History Correct History

Instructor/Advisor Table | Approved Courses

Fill in with information  
Approved Courses Tab  
-Add Primary Acad Org to  
\*Acad Org and hit the Tab  
key  
-Save and go Home

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

The screenshot shows the 'UA Schedule of Classes' interface. The top navigation bar includes 'UAccess Student', 'UA Schedule of Classes', and navigation icons. The main area contains several menu items: 'Course Catalog' (highlighted with a yellow box and a red arrow), 'UA Schedule of Classes Update', 'Schedule Class Meetings', 'Instructor/Advisor Table', 'Adjust Class Associations', 'Maintain Schedule of Classes', 'Schedule New Course', 'Combined Sections Table', 'UA Target Enrollment', and 'Class Roster'. A red arrow points from the bottom center towards the 'Course Catalog' box.

Office of the Registrar  
Room & Course Scheduling (RCS)  
**BASIC CHECKLIST FOR SECTION REVIEW**

- 1. Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- 2. Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
    - Room Characteristics
  - Enrollment Cntrl
    - Class Status
    - Add Consent
    - Drop Consent
    - Requested Room Capacity
    - Enrollment Capacity
    - Waitlist
  - Reserve Cap\* *Optional - May leave tab blank*
    - Reserve Capacity
    - Reserve Capacity Sequence
    - Enrollment Total
    - Start Date
    - Requirement Group
    - Cap enroll
  - Notes\* *Optional - May leave tab blank*
    - Note Nbr
    - Free Format Text
  - Additional Items\* *Optional*
    - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
    - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.



# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Favorites ▾ Main Menu ▾ > UA Schedule of Classes > Course Catalog

Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Academic Institution = UAZ00

Subject Area =

Catalog Nbr begins with

Campus begins with

Course ID begins with

Description begins with

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Unfilled: Course Catalog

Office of the Registrar  
Room & Course Scheduling (RCS)

**BASIC CHECKLIST FOR SECTION REVIEW**

1. Course Catalog Checklist

- Check that it is Active
- Check Catalog Data
  - Min & Max Units
  - Repeat for Credit
  - Allow Multiple in Term
  - Cross listings
- Check Components
  - Components (Required & \*Optional)

2. Schedule of Classes Checklist

- Check Basic Data
  - Session
  - Section & Associated Class
  - Class Type
  - Campus & Location
  - Instruction Mode
- Meetings (If Combined, do this last)
  - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
  - Standard Meeting Pattern
  - Instructor
  - Room Characteristics
- Enrollment Cntrl
  - Class Status
  - Add Consent
  - Drop Consent
  - Requested Room Capacity
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  - Reserve Capacity
  - Reserve Capacity Sequence
  - Enrollment Total
  - Start Date
  - Requirement Group
  - Cap enroll
- Notes\* *Optional - May leave tab blank*
  - Note Nbr
  - Free Format Text
- Additional Items\* *Optional*
  - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
  - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Favorites > Main Menu > UA Schedule of Classes > Course Catalog



New Window

## Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Academic Institution = UAZ00

Subject Area = PLS

Catalog Nbr | begins with | 330|

Campus | begins with |

Course ID | begins with |

Description | begins with |

Include History  Correct History  Case Sensitive

Find an Existing Value | Add a New Value

Filled: Course Catalog

**Office of the Registrar**  
Room & Course Scheduling (RCS)  
BASIC CHECKLIST FOR SECTION REVIEW

- 1. Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- 2. Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
    - Room Characteristics
  - Enrollment Cntrl
    - Class Status
    - Add Consent
    - Drop Consent
    - Requested Room Capacity
    - Enrollment Capacity
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  - Reserve Cap\* *Optional - May leave tab blank*
    - Reserve Capacity
    - Reserve Capacity Sequence
    - Enrollment Total
    - Start Date
    - Requirement Group
    - Cap enroll
  - Notes\* *Optional - May leave tab blank*
    - Note Nbr
    - Free Format Text
  - Additional Items\* *Optional*
    - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
    - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Academic Institution = UAZ00

Subject Area = PLS

Catalog Nbr begins with 330

Campus begins with

Course ID begins with

Description begins with

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-4 of 4 Last

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
UAZ00	PLS	330	(blank)	027230	Plant Propagation
UAZ00	PLS	330	(blank)	027230	Prop I:Sexual+Asex Repro
UAZ00	PLS	330	(blank)	037881	Plant Propagat. Product. Mgmt
UAZ00	PLS	330	(blank)	037881	Princi &Tech of Plant Propagat

Find an Existing Value | Add a New Value

Filed: Course Catalog  
-Choose the Bottom Record

Office of the Registrar  
Room & Course Scheduling (RCS)  
BASIC CHECKLIST FOR SECTION REVIEW

1. Course Catalog Checklist

- Check that it is Active
- Check Catalog Data
  - Min & Max Units
  - Repeat for Credit
  - Allow Multiple in Term
  - Cross listings
- Check Components
  - Components (Required & \*Optional)

2. Schedule of Classes Checklist

- Check Basic Data
  - Session
  - Section & Associated Class
  - Class Type
  - Campus & Location
  - Instruction Mode
- Meetings (If Combined, do this last)
  - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
  - Standard Meeting Pattern
  - Instructor
  - Room Characteristics
- Enrollment Cntrl
  - Class Status
  - Add Consent
  - Drop Consent
  - Requested Room Capacity
  - Enrollment Capacity
  - Waitlist
- Reserve Cap\* *Optional - May leave tab blank*
  - Reserve Capacity
  - Reserve Capacity Sequence
  - Enrollment Total
  - Start Date
  - Requirement Group
  - Cap enroll
- Notes\* *Optional - May leave tab blank*
  - Note Nbr
  - Free Format Text
- Additional Items\* *Optional*
  - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
  - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Course ID 037881

\*Effective Date: 08/01/2019 \*Status: Active Course Offering: 1 of 1

\*Description: Princi & Tech of Plant Propagat PLS 330

Long Course Title: Principles and Techniques of Plant Propagation and Culture.

Long Description: Plant propagation integrates art with science by applying principles of plant biology and cultural practices to create and multiply plants using seeds, cuttings, grafting, budding and tissue culture systems. While sexual seed propagation and all asexual techniques can be carried out in field or controlled environments, plant tissue culture requires specialized substrate, facilities and equipment to ensure sterile

**Course Units/Hours/Count**

Minimum Units: 3.00 Maximum Units: 3.00 \*Enrollment Unit Load Calc Type: Actual Units

Academic Progress Units: 3.00 Course Count: 1.00

Financial Aid Progress Units: 3.00 Course Contact Hours: 0.00

**Course Grading**

\*Grading Basis: Regular Grades \*Grade Roster Print: Component

Graded Component: Lecture

**Typically Offered**

Main Campus: Fall (odd years only) South Campus: Not Offered

UA Online Campus: Not Offered Phoenix Campus: Not Offered

Distance Campus: Not Offered Community Campus: Not Offered

**Repeat for Credit Rules**

Repeat for Credit Total Units Allowed: 3.00

Allow Multiple Enroll in Term Total Completions Allowed: 1

**Additional Course Information**

\*Instructor Edit: No Enrollment Choice \*Add Consent: No Special Consent Required \*Drop Consent: No Special Consent Required

Requirement Designation: [ ] Equivalent Course Group: [ ]

**Course Attributes**

*Course Attribute	Description	*Course Attribute Value	Description
[ ]		[ ]	

Override Topic Link ID

**Course Topics**

Description	Repeat For Credit

## Course Catalog

**Office of the Registrar**  
Room & Course Scheduling (RCS)

**BASIC CHECKLIST FOR SECTION REVIEW**

- Course Catalog Checklist**
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- Schedule of Classes Checklist**
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
    - Room Characteristics
  - Enrollment Cntrl
    - Class Status
    - Add Consent
    - Drop Consent
    - Requested Room Capacity
    - Enrollment Capacity
    - Waitlist
  - Reserve Cap\* *Optional - May leave tab blank*
    - Reserve Capacity
    - Reserve Capacity Sequence
    - Enrollment Total
    - Start Date
    - Requirement Group
    - Cap enroll
  - Notes\* *Optional - May leave tab blank*
    - Note Nbr
    - Free Format Text
  - Additional Items\* *Optional*
    - If Honors -> Check 1) Class Attri, 2) Req. Des., & 3) Req. Group
    - If Combined -> Check 1) Comb Sec. Table & 2) Scd Class Meet.

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Course ID 037881

Effective Date 08/01/2019 Status Active

Description Princi & Tech of Plant Propagat

Course Offering 1 of 1  
PLS 330

Course Component 1 of 1  
\*Course Component Lecture

Instructor Contact Hours  
Default Section Size 0  
Workload Hours 3.00  
OEE Workload Hours  
\*Final Exam Yes  
Exam Seat Spacing 1  
Provider for Authentication  
LMS Extract File Type

Auto Create  
 Graded Component  
 Primary Component  
 Optional Component  
 Generate Class Mtg Attendance

Update Fee

Course Attendance 1 of 1

Instruction Mode  
\*Attendance Type  
 Use Present  
 Use Reason  
 Use Tardy  
 Use Left Early  
 Use Contact Minutes  
 Use To and From Time  
 Override Template Date / Time

Room Characteristics Required 1 of 1

*Room Characteristic	Description	*Room Characteristic Quantity
		1

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

## Course Catalog

Office of the Registrar  
Room & Course Scheduling (RCS)

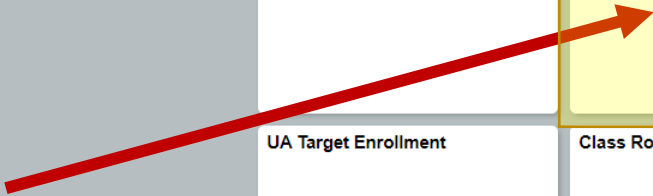
### BASIC CHECKLIST FOR SECTION REVIEW

- Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
    - Room Characteristics
  - Enrollment Cntrl
    - Class Status
    - Add Consent
    - Drop Consent
    - Requested Room Capacity
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    - Reserve Capacity
    - Reserve Capacity Sequence
    - Enrollment Total
    - Start Date
    - Requirement Group
    - Cap enroll
  - Notes\* *Optional - May leave tab blank*
    - Note Nbr
    - Free Format Text
  - Additional Items\* *Optional*
    - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
    - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Course Catalog	UA Schedule of Classes Update	Schedule Class Meetings	Instructor/Advisor Table
Adjust Class Associations	<b>Maintain Schedule of Classes</b>	Schedule New Course	Combined Sections Table
UA Target Enrollment	Class Roster		



# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Favorites > Main Menu > UA Schedule of Classes > Maintain Schedule of Classes



New Window

## Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

Academic Institution =

Term =

Subject Area =

Catalog Nbr begins with

Academic Career =

Campus begins with

Description begins with

Course ID begins with

Course Offering Nbr =

Academic Organization begins with

Case Sensitive

Unfilled: Maintain Schedule of Classes

**Office of the Registrar**  
Room & Course Scheduling (RCS)

**BASIC CHECKLIST FOR SECTION REVIEW**

1. Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
2. Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
    - Room Characteristics
  - Enrollment Cntrl
    - Class Status
    - Add Consent
    - Drop Consent
    - Requested Room Capacity
    - Enrollment Capacity
    - Waitlist
  - Reserve Cap\* *Optional - May leave tab blank*
    - Reserve Capacity
    - Reserve Capacity Sequence
    - Enrollment Total
    - Start Date
    - Requirement Group
    - Cap enroll
  - Notes\* *Optional - May leave tab blank*
    - Note Nbr
    - Free Format Text
  - Additional Items\* *Optional*
    - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
    - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Favorites > Main Menu > UA Schedule of Classes > Maintain Schedule of Classes



New Window

## Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution = UAZ00

Term = 2204

Subject Area = pls

Catalog Nbr begins with 330

Academic Career =

Campus begins with

Description begins with

Course ID begins with

Course Offering Nbr =

Academic Organization begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Filled: Maintain Schedule of Classes  
-Hit Search



Office of the Registrar

Room & Course Scheduling (RCS)

### BASIC CHECKLIST FOR SECTION REVIEW

#### 1. Course Catalog Checklist

- Check that it is Active
- Check Catalog Data
  - Min & Max Units
  - Repeat for Credit
  - Allow Multiple in Term
  - Cross listings
- Check Components
  - Components (Required & \*Optional)

#### 2. Schedule of Classes Checklist

- Check Basic Data
  - Session
  - Section & Associated Class
  - Class Type
  - Campus & Location
  - Instruction Mode

#### Meetings (If Combined, do this last)

- Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
- Standard Meeting Pattern
- Instructor
- Room Characteristics

#### Enrollment Cntrl

- Class Status
- Add Consent
- Drop Consent
- Requested Room Capacity
- Enrollment Capacity
- Waitlist

#### Reserve Cap\* *Optional - May leave tab blank*

- Reserve Capacity
- Reserve Capacity Sequence
- Enrollment Total
- Start Date
- Requirement Group
- Cap enroll

#### Notes\* *Optional - May leave tab blank*

- Note Nbr
- Free Format Text

#### Additional Items\* *Optional*

- If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
- If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.



# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi &Tech of Plant Propagat

Auto Create Component

Class Sections Find | View All First 1 of 2 Last

\*Session 1 Regular Academic Session Class Nbr 60011  
\*Class Section 001 \*Start/End Date 08/24/2020 12/09/2020  
\*Component LEC Lecture Event ID  
\*Class Type Enrollment Section  
\*Associated Class 1 Units 3.00  
\*Campus MAIN UA Add Fee  
\*Location TUCSON Tucson  
Course Administrator  
\*Academic Organization 1238 Plant Sciences, Sch  
Academic Group UA UA General  
\*Holiday Schedule SAHOL Student Holidays  
\*Instruction Mode P In Person  
Primary Instr Section 001

Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 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 Override Equivalent Course  
Class Equivalent Course Group

Class Attributes Personalize | Find | View All First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description

-Be sure to hit the > buttons to find the correct section!  
\*\* You're looking for Section 015 that we just created.

Office of the Registrar  
Room & Course Scheduling (RCS)

BASIC CHECKLIST FOR SECTION REVIEW

1. Course Catalog Checklist

- Check that it is Active
- Check Catalog Data
  - Min & Max Units
  - Repeat for Credit
  - Allow Multiple in Term
  - Cross listings
- Check Components
  - Components (Required & \*Optional)

2. Schedule of Classes Checklist

- Check Basic Data
  - Session
  - Section & Associated Class
  - Class Type
  - Campus & Location
  - Instruction Mode
- Meetings (If Combined, do this last)
  - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
  - Standard Meeting Pattern
  - Instructor
  - Room Characteristics
- Enrollment Cntrl
  - Class Status
  - Add Consent
  - Drop Consent
  - Requested Room Capacity
  - Enrollment Capacity
  - Waitlist
- Reserve Cap\* Optional - May leave tab blank
  - Reserve Capacity
  - Reserve Capacity Sequence
  - Enrollment Total
  - Start Date
  - Requirement Group
  - Cap enroll
- Notes\* Optional - May leave tab blank
  - Note Nbr
  - Free Format Text
- Additional Items\* Optional
  - If Honors -> Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
  - If Combined -> Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi &Tech of Plant Propagat

Auto Create Component

Class Sections Find | View All First 2 of 2 Last

\*Session 1 Regular Academic Session Class Nbr 64353  
\*Class Section 015 \*Start/End Date 08/24/2020 12/09/2020  
\*Component LEC Lecture Event ID 000143291  
\*Class Type Enrollment Section  
\*Associated Class 15 Units 3.00  
\*Campus MAIN UA  
\*Location TUCSON Tucson  
Course Administrator  
\*Academic Organization 1238 Plant Sciences, Sch  
Academic Group UA UA General  
\*Holiday Schedule SAHOL Student Holidays  
\*Instruction Mode P In Person  
Primary Instr Section 015

Add Fee

Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 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 Override Equivalent Course  
Class Equivalent Course Group

Class Attributes Personalize | Find | View All First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description

Save Return to Search Notify

-Be sure to hit the > buttons to find the correct section!  
\*\* You're looking for Section 015 that we just created.

Office of the Registrar  
Room & Course Scheduling (RCS)

BASIC CHECKLIST FOR SECTION REVIEW

1. Course Catalog Checklist

- Check that it is Active
- Check Catalog Data
  - Min & Max Units
  - Repeat for Credit
  - Allow Multiple in Term
  - Cross listings
- Check Components
  - Components (Required & \*Optional)

2. Schedule of Classes Checklist

- Check Basic Data
  - Session
  - Section & Associated Class
  - Class Type
  - Campus & Location
  - Instruction Mode
- Meetings (If Combined, do this last)
  - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
  - Standard Meeting Pattern
  - Instructor
  - Room Characteristics
- Enrollment Cntrl
  - Class Status
  - Add Consent
  - Drop Consent
  - Requested Room Capacity
  - Enrollment Capacity
  - Waitlist
- Reserve Cap\* Optional - May leave tab blank
  - Reserve Capacity
  - Reserve Capacity Sequence
  - Enrollment Total
  - Start Date
  - Requirement Group
  - Cap enroll
- Notes\* Optional - May leave tab blank
  - Note Nbr
  - Free Format Text
- Additional Items\* Optional
  - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
  - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Favorites ▾ Main Menu ▾ > UA Schedule of Classes > Schedule New Course

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi & Tech of Plant Propagat

**Class Sections** Find | View All First 2 of 2

Session 1 Regular Academic Session Class Nbr 64353  
Class Section 015 Component Lecture Event ID  
Associated Class 15

**Meeting Pattern** Find | View All First 1 of 1 Last

Facility ID 999-RMRQST Capacity 99 Pat Mtg Start 9:00AM Mtg End 9:50AM M T W T F S S \*Start/End Date 08/24/2020 12/09/2020  
999 RM REQUEST Topic ID Free Format Topic  
 Print Topic On Transcript

**Instructors For Meeting Pattern** Personalize | Find | View All | First 1 of 1 Last

Assignment | Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
00456854	Hodges, Tanya M	Primary Instructor	<input checked="" type="checkbox"/>	Post		0	

**Room Characteristics** Personalize | Find | View All | First 1 of 1 Last

*Room Characteristic	Description	*Quantity
32	Centrally Scheduled	1

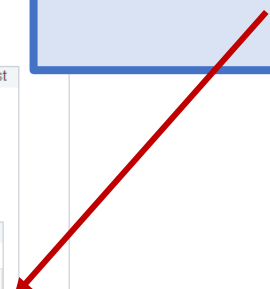
**Academic Shift** Personalize | Find | View All | First 1 of 1 Last

Academic Shift	Description
----------------	-------------

Save Return to Search Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Meetings Tab  
Press the + to add a new  
Instructor/Dept Admin  
line.



# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

UA Schedule of Classes > Maintain Schedule of Classes

Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi &Tech of Plant Propagat

**Class Sections** Find | View All First 2 of 2 Last  
Session 1 Regular Academic Session Class Nbr 64353  
Class Section 015 Component Lecture Event ID  
Associated Class 15

**Meeting Pattern** Find | View All First 1 of 1 Last  
Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
999-RMRQST 99 9:00AM 9:50AM [X] [ ] [X] [ ] [X] [ ] [ ] 08/24/2020 12/09/2020  
999 RM REQUEST Topic ID Free Format Topic  
 Print Topic On Transcript

**Instructors For Meeting Pattern** Personalize | Find | View All | 1-2 of 2 Last  
Assignment | Workload | [ ]  
ID Name Instructor Role Print Access Contact Empl Rcd# Job Code  
00456854 Hodges, Tanya M Primary Instructor [X] Post [ ] 0 [ ]  
[ ] [ ] Primary Instructor [X] [ ] [ ] 0 [ ]

**Room Characteristics** Personalize | Find | 1 of 1 Last  
\*Room Characteristic Description \*Quantity  
32 Centrally Scheduled 1

**Academic Shift** Personalize | Find | 1 of 1 Last  
Academic Shift Description

Save | Return to Search | Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

**Meetings Tab**  
-Hit the Magnifying Glass and search for your Colleague (who you just added to the Instructor/Advisor Table)



# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

UA Schedule of Classes > Maintain Schedule of Classes

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi & Tech of Plant Propagat

Class Sections  
Session 1 Regular Academic Session  
Class Section 015 Component Lecture  
Associated Class 15

Meeting Pattern  
Facility ID 999-RMRQST Capacity 99 Pat Mtn Start 9:00AM Mtn End 9:50AM  
999 RM REQUEST Topic ID Free P  
 Print Topic On Transcript

Instructors For Meeting Pattern  
Assignment Workload  
ID Name \*Instructor Role  
00456854 Hodges, Tanya M Primary Instructor  
Primary Instructor

Room Characteristics  
\*Room Characteristic Description  
32 Centrally Scheduled

Academic Shift  
Academic Shift Description

Look Up ID  
Empl ID begins with  
Last Name begins with  
First Name begins with  
Look Up Clear Cancel Basic Lookup

Search Results  
View 100 First 1-123 of 123 Last

Empl ID	Name	Last Name	First Name
00456854	Hodges, Tanya M	HODGES	TANYA
00670880	Tollefson, Stacy Joy	TOLLEFSON	STACY
01387837	Loreto, Angelica M	LORETO	ANGELICA
01411541	Steichen, Seth A	STEICHEN	SETH
01634311	Kelly, Amy	KELLY	AMY
01694347	Wright, Ashley Diane	WRIGHT	ASHLEY
01842581	Magness, Courtney A	MAGNESS	COURTNEY
01868753	Garber, Nicholas P	GARBER	NICHOLAS
01967717	Montes Sujo, Laura Sofia	MONTESSUJO	LAURA
02008121	Jensen, Merle Harold	JENSEN	MERLE
02062151	Fausel, Cassandra Carrera	FAUSEL	CASSANDRA
02195727	Alvarado Hernandez, Monica	ALVARADOHERNANDEZ	MONICA
02208404	Ray, Dennis T	RAY	DENNIS
02301536	Tickes, Barry R	TICKES	BARRY
02304782	Mclaughlin, Steven P	MCLAUGHLIN	STEVEN
02405861	Pessarakli, Mohammad	PESSARAKLI	MOHAMMAD
02407733	Kilby, Michael W	KILBY	MICHAEL
02462242	Smith, Brian A	SMITH	BRIAN
02465206	Mandel, Maria Alejandra	MANDEL	MARIA
02501686	Lambert, Georgina M	LAMBERT	GEORGINA
02844285	Ke, Wangjing	KE	WANGJING
02847061	Welchert, Jack	WELCHERT	JACK
02907356	Smith, Steven E	SMITH	STEVEN
02913453	Wang, Muhua	WANG	MUHUA
02915225	Johnson, Daniel J	JOHNSON	DANIEL
03002913	Ottman, Michael J	OTTMAN	MICHAEL
03003446	Brown, Judith K	BROWN	JUDITH
03103759	Vierling, Elizabeth	VIERLING	ELIZABETH
03145398	Niedfeldt, Emily Ann	NIEDFELDT	EMILY
03208779	Kopec, David M	KOPEC	DAVID
03908170	Silvertooth, Jeffrey C	SILVERTOOTH	JEFFREY
04305020	Simons, Allan B	SIMONS	ALLAN
04606440	Larkins, Brian A	LARKINS	BRIAN
04902276	Galbraith, David W	GALBRAITH	DAVID
04904656	O'Malley, Maureen A	OMALLEY	MAUREEN
05000966	Ryan, Randy D	RYAN	RANDY
05707548	Pierson III, Leland S	PIERSON	LELAND
05708217	Rorabaugh, Patricia A	RORABAUGH	PATRICIA
05802584	Davison, Elizabeth L	DAVISON	ELIZABETH
06008217	Feldmann, Kenneth A	FELDMANN	KENNETH
06100926	Schumaker, Karen S	SCHUMAKER	KAREN
06303361	Mccloskey, William B	MCCLOSKEY	WILLIAM
06402549	Mcmahon, Michelle M	MCMAHON	MICHELLE
06501206	Xiong, Zhongguo	XIONG	ZHONGGUO
06506378	Orbach, Marc Noel	ORBACH	MARC

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi & Tech of Plant Propagat

**Class Sections** Find | View All First 2 of 2

Session 1 Regular Academic Session Class Nbr 64353  
Class Section 015 Component Lecture Event ID  
Associated Class 15

**Meeting Pattern** Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
999-RMRQST 99 9:00AM 9:50AM [X] [ ] [X] [ ] [X] [ ] [ ] 08/24/2020 12/09/2020

999 RM REQUEST Topic ID Free Format Topic  
 Print Topic On Transcript

**Instructors For Meeting Pattern** Personalize | Find | View All | First 1-2 of 2 Last

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
00456854	Hodges, Tanya M	Primary Instructor	<input checked="" type="checkbox"/>	Post		0	
22076768	Busack, Debra Sue	Department Administrator	<input type="checkbox"/>	Post		0	

**Room Characteristics** Personalize | Find | View All | First 1 of 1 Last

*Room Characteristic	Description	*Quantity
32	Centrally Scheduled	1

**Academic Shift** Personalize | Find | View All | First 1 of 1 Last

Academic Shift	Description

Save Return to Search Notify

Meetings Tab

- \*Instructor Role=Dept Administrator
- Remove Print Check Box
- Give Post Access



# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Favorites ▾ Main Menu ▾ > UA Schedule of Classes > Maintain Schedule of Classes

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi & Tech of Plant Propagat

**Class Sections** Find | View All First 2 of 2 Last

Session 1 Regular Academic Session Class Nbr 64353  
Class Section 015 Component Lecture Event ID  
Associated Class 15

**Meeting Pattern** Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
999-RMRQST 99 9:00AM 9:50AM [x] [x] [x] [x] [x] [x] [x] 08/24/2020 12/09/2020

999 RM REQUEST Topic ID Free Format Topic  
 Print Topic On Transcript

**Instructors For Meeting Pattern** Personalize | Find | View All First 1-2 of 2 Last

Assignment **Workload** [...]

ID	Name	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
00456854	Hodges, Tanya M	Lecture	<input checked="" type="checkbox"/>	100.0000	3.00	<input checked="" type="checkbox"/>	
22076768	Busack, Debra Sue	Lecture	<input checked="" type="checkbox"/>	100.0000	3.00	<input checked="" type="checkbox"/>	

**Room Characteristics** Personalize | Find | View All First 1 of 1 Last

*Room Characteristic	Description	*Quantity
32	Centrally Scheduled	1

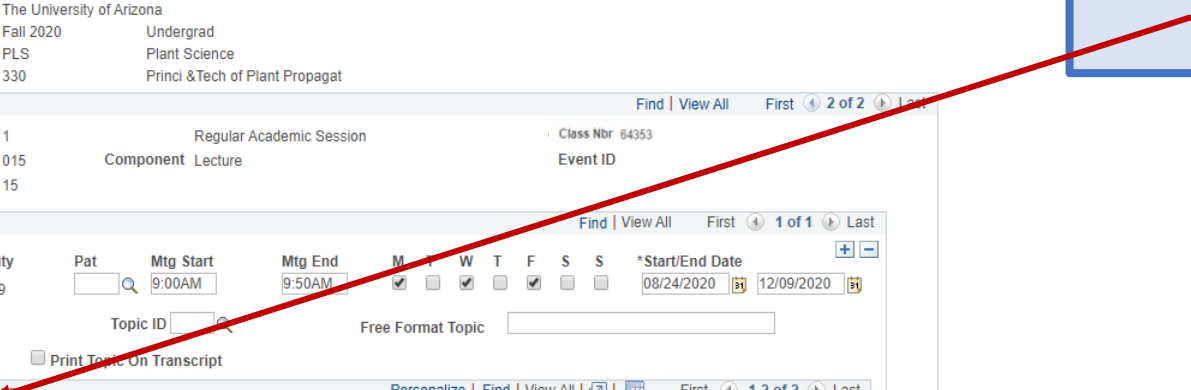
**Academic Shift** Personalize | Find | View All First 1 of 1 Last

Academic Shift	Description

Save Return to Search Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Meetings Tab  
\*\*Workload Tab



# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

UA Schedule of Classes > Maintain Schedule of Classes

Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi &Tech of Plant Propagat

**Class Sections** Find | View All First 2 of 2 Last  
Session 1 Regular Academic Session Class Nbr 64353  
Class Section 015 Component Lecture Event ID  
Associated Class 15

**Meeting Pattern** Find | View All First 1 of 1 Last  
Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
999-RMRQST 99 9:00AM 9:50AM [x] [ ] [x] [ ] [x] [ ] [ ] 08/24/2020 12/09/2020  
999 RM REQUEST Topic ID Free Format Topic  
 Print Topic On Transcript

**Instructors For Meeting Pattern** Personalize | Find | View All First 1-2 of 2 Last  
Assignment Workload [F??]  
ID Name Assign Type App Load Load Factor Work Load Auto Calc Assignment FTE %  
00456854 Hodges,Tanya M Lecture [x] 100.0000 3.00 [x]  
22076768 Busack,Debra Sue Not Incl [ ] [ ] [ ] [ ] [ ] [ ]

**Room Characteristics** Personalize | Find | View All First 1 of 1 Last  
\*Room Characteristic Description \*Quantity  
32 Centrally Scheduled 1

**Academic Shift** Personalize | Find | View All First 1 of 1 Last  
Academic Shift Description

Save Return to Search Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Meetings Tab

- work right to left
- uncheck Auto Calc
- Work Load = 0
- Load Factor = 0
- Assign Type = Not Include
- Save!



# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi & Tech of Plant Propagat

**Class Sections** Find | View All First 2 of 2

Session 1 Regular Academic Session Class Nbr 84353  
Class Section 015 Component Lecture Event ID  
Associated Class 15

**Meeting Pattern** Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
999-RMRQST 99 9:00AM 9:50AM [X] [ ] [X] [ ] [X] [ ] [ ] 08/24/2020 12/09/2020

999 RM REQUEST Topic ID Free Format Topic

Print Topic On Transcript

**Instructors For Meeting Pattern** Personalize | Find | View All | 1-2 of 2 Last

**Assignment** | Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
00456854	Hodges, Tanya M	Primary Instructor	<input checked="" type="checkbox"/>	Post		0	
22076768	Busack, Debra Sue	Department Administrator	<input type="checkbox"/>	Post		0	

**Room Characteristics** Personalize | Find | View All | 1 of 1 Last

*Room Characteristic	Description	*Quantity
32	Centrally Scheduled	1

**Academic Shift** Personalize | Find | View All | 1 of 1 Last

Academic Shift	Description
----------------	-------------

Save | Return to Search | Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

**Meetings Tab**  
-hit the + to add a new Instructor/Dept Admin

- Office of the Registrar  
Room & Course Scheduling (RCS)
- BASIC CHECKLIST FOR SECTION REVIEW**
- Course Catalog Checklist
    - Check that it is Active
    - Check Catalog Data
      - Min & Max Units
      - Repeat for Credit
      - Allow Multiple in Term
      - Cross listings
    - Check Components
      - Components (Required & \*Optional)
  - Schedule of Classes Checklist
    - Check Basic Data
      - Session
      - Section & Associated Class
      - Class Type
      - Campus & Location
      - Instruction Mode
    - Meetings (If Combined, do this last)
      - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
      - Standard Meeting Pattern
      - Instructor
      - Room Characteristics
    - Enrollment Cntrl
      - Class Status
      - Add Consent
      - Drop Consent
      - Requested Room Capacity
      - Enrollment Capacity
      - Waitlist
    - Reserve Cap\* *Optional - May leave tab blank*
      - Reserve Capacity
      - Reserve Capacity Sequence
      - Enrollment Total
      - Start Date
      - Requirement Group
      - Cap enroll
    - Notes\* *Optional - May leave tab blank*
      - Note Nbr
      - Free Format Text
    - Additional Items\* *Optional*
      - If Honors -> Check 1) Class Attri, 2) Req. Des., & 3) Req. Group
      - If Combined -> Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi & Tech of Plant Propagat

**Class Sections** Find | View All First 1 of 2 Last  
Session 1 Regular Academic Session Class Nbr 64353  
Class Section 015 Component Lecture Event ID  
Associated Class 15

**Meeting Pattern** Find | View All First 1 of 1 Last  
Facility ID 999-RMRQST Capacity 99 Pat Mtg Start 9:00AM Mtg End 9:50AM M T W T F S S \*Start/End Date 08/24/2020 12/09/2020  
999 RM REQUEST Topic ID Free Format Topic  
 Print Topic On Transcript

**Instructors For Meeting Pattern** Personalize | Find | View All First 1-2 of 3 Last  
Assignment Workload  

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
00456854	Hodges, Tanya M	Primary Instructor	<input checked="" type="checkbox"/>	Post		0	
		Primary Instructor	<input checked="" type="checkbox"/>			0	


**Room Characteristics** Personalize | Find | View All First 1 of 1 Last  
\*Room Characteristic Description \*Quantity  
32 Centrally Scheduled 1

**Academic Shift** Personalize | Find | View All First 1 of 1 Last  
Academic Shift Description

Save Return to Search Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

**Meetings Tab**  
-hit the magnifying glass to search for a new instructor/dept admin

-  Office of the Registrar  
Room & Course Scheduling (RCS)
- BASIC CHECKLIST FOR SECTION REVIEW**
- 1. Course Catalog Checklist**
    - Check that it is Active
    - Check Catalog Data
      - Min & Max Units
      - Repeat for Credit
      - Allow Multiple in Term
      - Cross listings
    - Check Components
      - Components (Required & \*Optional)
  - 2. Schedule of Classes Checklist**
    - Check Basic Data
      - Session
      - Section & Associated Class
      - Class Type
      - Campus & Location
      - Instruction Mode
    - Meetings (If Combined, do this last)
      - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
      - Standard Meeting Pattern
      - Instructor
      - Room Characteristics
    - Enrollment Cntrl
      - Class Status
      - Add Consent
      - Drop Consent
      - Requested Room Capacity
      - Enrollment Capacity
      - Waitlist
    - Reserve Cap\* *Optional - May leave tab blank*
      - Reserve Capacity
      - Reserve Capacity Sequence
      - Enrollment Total
      - Start Date
      - Requirement Group
      - Cap enroll
    - Notes\* *Optional - May leave tab blank*
      - Note Nbr
      - Free Format Text
    - Additional Items\* *Optional*
      - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
      - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

UA Schedule of Classes > Maintain Schedule of Classes

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi & Tech of Plant Propagat

**Class Sections**

Session 1 Regular Academic Session  
Class Section 015 Component Lecture  
Associated Class 15 Units 3.00

**Meeting Pattern**

Facility ID 999-RMRQST Capacity 99 Pat [ ] Mtg Start 9:00AM Mtg End 9:50AM  
999 RM REQUEST Topic ID [ ] Free P [ ]  
 Print Topic On Transcript Contact Mi [ ] Required Contact [ ]

**Instructors For Meeting Pattern**

Assignment	Workload	Person
		[ ] [ ] [ ]
ID	Name	*Instructor Role
00456854	Hodges, Tanya M	Primary Instructor
[ ]	[ ]	Primary Instructor

**Room Characteristics**

*Room Characteristic	Description
32	Centrally Scheduled

**Academic Shift**

Academic Shift	Description
[ ]	[ ]

Save | Return to Search | Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

**Look Up ID**

Empl ID begins with [ ]  
Last Name begins with [ ]  
First Name begins with [ ]

Look Up | Clear | Cancel Basic Lookup

**Search Results**

View 100 First 1-122 of 122 Last

Empl ID	Name	Last Name	First Name
00456854	Hodges, Tanya M	HODGES	TANYA
00670880	Tollefson, Stacy Joy	TOLLEFSON	STACY
01387837	Loreto, Angelica M	LORETO	ANGELICA
01411541	Steichen, Seth A	STEICHEN	SETH
01634311	Kelly, Amy	KELLY	AMY
01694347	Wright, Ashley Diane	WRIGHT	ASHLEY
01842581	Magness, Courtney A	MAGNESS	COURTNEY
01868753	Garber, Nicholas P	GARBER	NICHOLAS
01967717	Montes Sujo, Laura Sofia	MONTESSUJO	LAURA
02008121	Jensen, Merle Harold	JENSEN	MERLE
02062151	Fausel, Cassandra Carrera	FAUSEL	CASSANDRA
02195727	Alvarado Hernandez, Monica	ALVARADOHERNANDEZ	MONICA
02208404	Ray, Dennis T	RAY	DENNIS
02301536	Tickes, Barry R	TICKES	BARRY
02304782	Mclaughlin, Steven P	MCLAUGHLIN	STEVEN
02405861	Pessaraki, Mohammad	PESSARAKLI	MOHAMMAD
02407733	Kilby, Michael W	KILBY	MICHAEL
02462242	Smith, Brian A	SMITH	BRIAN
02465206	Mandel, Maria Alejandra	MANDEL	MARIA
02501686	Lambert, Georgina M	LAMBERT	GEORGINA
02844285	Ke, Wangjing	KE	WANGJING
02847061	Welchert, Jack	WELCHERT	JACK
02907356	Smith, Steven E	SMITH	STEVEN
02913453	Wang, Muhua	WANG	MUHUA
02915225	Johnson, Daniel J	JOHNSON	DANIEL
03002913	Ottman, Michael J	OTTOMAN	MICHAEL
03003446	Brown, Judith K	BROWN	JUDITH
03103759	Vierling, Elizabeth	VIERLING	ELIZABETH
03145398	Niedfeldt, Emily Ann	NIEDFELDT	EMILY
03208779	Kopec, David M	KOPEC	DAVID
03908170	Silvertooth, Jeffrey C	SILVERTOOTH	JEFFREY
04305020	Simons, Allan B	SIMONS	ALLAN
04606440	Larkins, Brian A	LARKINS	BRIAN
04902276	Galbraith, David W	GALBRAITH	DAVID
04904656	O'Malley, Maureen A	OMALLEY	MAUREEN
05000966	Ryan, Randy D	RYAN	RANDY
05707548	Pierson III, Leland S	PIERSON	LELAND
05708217	Rorabaugh, Patricia A	RORABAUGH	PATRICIA
05802584	Davison, Elizabeth L	DAVISON	ELIZABETH
06008217	Feldmann, Kenneth A	FELDMANN	KENNETH
06100926	Schumaker, Karen S	SCHUMAKER	KAREN
06303361	Mccloskey, William B	MCCLOSKEY	WILLIAM
06402549	Mcmahon, Michelle M	MCAHON	MICHELLE
06501206	Xiong, Zhongguo	XIONG	ZHONGGUO
06506370	Orbach, Marc Joel	ORBACH	MARC

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

[Favorites](#) > [Main Menu](#) > [UA Schedule of Classes](#) > [Maintain Schedule of Classes](#)

[Basic Data](#) | **[Meetings](#)** | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

Course ID 037881      Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Fall 2020      Undergrad  
 Subject Area PLS      Plant Science  
 Catalog Nbr 330      Princi & Tech of Plant Propagat

**Class Sections**      Find | View All      First 1 of 2 of 2

Session 1      Regular Academic Session      Class Nbr 64353  
 Class Section 015      Component Lecture      Event ID  
 Associated Class 15

**Meeting Pattern**      Find | View All      First 1 of 1      Last

Facility ID 999-RMRQST      Capacity 99      Pat      Mtg Start 9:00AM      Mtg End 9:50AM  
 M T W T F S S      \*Start/End Date 09/24/2020 12/09/2020  
 999 RM REQUEST      Topic ID      Free Format Topic  
 Print Topic On Transcript

**Instructors For Meeting Pattern**      Personalize | Find | View All      First 1-2 of 3      Last

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		00456854	Hodges, Tanya M	Primary Instructor	<input checked="" type="checkbox"/>	Post		0	
		00670880	Tollefson, Stacy Joy	Teaching Assistant	<input checked="" type="checkbox"/>	Post		0	

**Room Characteristics**      Personalize | Find | View All      First 1 of 1      Last

*Room Characteristic	Description	*Quantity
32	Centrally Scheduled	1


**Academic Shift**      Personalize | Find | View All      First 1 of 1      Last

Academic Shift	Description

[Save](#)   [Return to Search](#)   [Notify](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

**Meetings Tab**  
 -\*Instructor Roll = Teaching Assistant  
 -Give Post Access

- 
**Office of the Registrar**  
 Room & Course Scheduling (RCS)
- BASIC CHECKLIST FOR SECTION REVIEW**
- 1. Course Catalog Checklist**
    - Check that it is Active
    - Check Catalog Data
      - Min & Max Units
      - Repeat for Credit
      - Allow Multiple in Term
      - Cross listings
    - Check Components
      - Components (Required & \*Optional)
  - 2. Schedule of Classes Checklist**
    - Check Basic Data
      - Session
      - Section & Associated Class
      - Class Type
      - Campus & Location
      - Instruction Mode
    - Meetings (If Combined, do this last)
      - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
      - Standard Meeting Pattern
      - Instructor
      - Room Characteristics
    - Enrollment Cntrl
      - Class Status
      - Add Consent
      - Drop Consent
      - Requested Room Capacity
      - Enrollment Capacity
      - Waitlist
    - Reserve Cap\* *Optional - May leave tab blank*
      - Reserve Capacity
      - Reserve Capacity Sequence
      - Enrollment Total
      - Start Date
      - Requirement Group
      - Cap enroll
    - Notes\* *Optional - May leave tab blank*
      - Note Nbr
      - Free Format Text
    - Additional Items\* *Optional*
      - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
      - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

UA Schedule of Classes > Maintain Schedule of Classes

Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi & Tech of Plant Propagat

**Class Sections** Find | View All First 2 of 2

Session 1 Regular Academic Session Class Nbr 64353  
Class Section 015 Component Lecture Event ID 000143291  
Associated Class 15 Units 3.00

**Meeting Pattern** Find | View All First 1 of 1 Last

Facility ID 999-RMRQST Capacity 99 Pat 9:00AM 9:50AM M T W T F S S \*Start/End Date 08/24/2020 12/09/2020

999 RM REQUEST Topic ID Free Format topic

Print Topic On Transcript  Contact Minutes  
Required Contact Minutes Met

**Instructors For Meeting Pattern** Personalize | Find | View All First 1-2 of 2 Last

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		00456854	Hodges, Tanya M	Primary Instructor	<input checked="" type="checkbox"/>	Post		0	
		00670880	Tollefson, Stacy Joy	Teaching Assistant	<input checked="" type="checkbox"/>	Post		0	

**Room Characteristics** Personalize | Find First 1 of 1 Last

*Room Characteristic	Description	*Quantity
32	Centrally Scheduled	1

**Academic Shift** Personalize | Find First 1 of 1 Last

Academic Shift	Description
----------------	-------------

Save | Return to Search | Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

**Meetings Tab**

- Change to Teaching Assistant
- Give Post Access
- Distribute the Workload

- Office of the Registrar  
Room & Course Scheduling (RCS)
- BASIC CHECKLIST FOR SECTION REVIEW**
- Course Catalog Checklist
    - Check that it is Active
    - Check Catalog Data
      - Min & Max Units
      - Repeat for Credit
      - Allow Multiple in Term
      - Cross listings
    - Check Components
      - Components (Required & \*Optional)
  - Schedule of Classes Checklist
    - Check Basic Data
      - Session
      - Section & Associated Class
      - Class Type
      - Campus & Location
      - Instruction Mode
    - Meetings (If Combined, do this last)
      - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
      - Standard Meeting Pattern
      - Instructor
      - Room Characteristics
    - Enrollment Cntrl
      - Class Status
      - Add Consent
      - Drop Consent
      - Requested Room Capacity
      - Enrollment Capacity
      - Waitlist
    - Reserve Cap\* *Optional - May leave tab blank*
      - Reserve Capacity
      - Reserve Capacity Sequence
      - Enrollment Total
      - Start Date
      - Requirement Group
      - Cap enroll
    - Notes\* *Optional - May leave tab blank*
      - Note Nbr
      - Free Format Text
    - Additional Items\* *Optional*
      - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
      - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

[Favorites](#) > [Main Menu](#) > [UA Schedule of Classes](#) > [Maintain Schedule of Classes](#)

[Basic Data](#) | **[Meetings](#)** | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

Course ID 037881      Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Fall 2020      Undergrad  
 Subject Area PLS      Plant Science  
 Catalog Nbr 330      Princi & Tech of Plant Propagat

**Class Sections**      Find | View All      First 2 of 2 Last

Session 1      Regular Academic Session      Class Nbr 64353  
 Class Section 015      Component Lecture      Event ID 000143291  
 Associated Class 15      Units 3.00

**Meeting Pattern**      Find | View All      First 1 of 1 Last

Facility ID 999-RMRQST      Capacity 99      Pat      Mtg Start 9:00AM      Mtg End 9:50AM  
 M T W T F S S \*Start/End Date 08/24/2020 12/09/2020  
 999 RM REQUEST      Topic ID      Free Format Topic  
 Print Topic On Transcript      Contact Minutes  
 Required Contact Minutes Met

**Instructors For Meeting Pattern**      Personalize | Find | View All | First 1-2 of 2 Last

ID	Name	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
00456854	Hodges, Tanya M	Lecture	<input checked="" type="checkbox"/>	100.0000	3.00	<input checked="" type="checkbox"/>	
00670880	Tollefson, Stacy Joy	Lecture	<input checked="" type="checkbox"/>	100.0000	3.00	<input checked="" type="checkbox"/>	

**Room Characteristics**      Personalize | Find | View All | First 1 of 1 Last

*Room Characteristic	Description	*Quantity
32	Centrally Scheduled	1

**Academic Shift**      Personalize | Find | View All | First 1 of 1 Last

Academic Shift	Description

[Save](#)   [Return to Search](#)   [Notify](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

**Meetings Tab**  
 Distribute the Workload  
 -work right to left  
 -uncheck Auto Calc



Room & Course Scheduling (RCS)

**BASIC CHECKLIST FOR SECTION REVIEW**

- Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
    - Room Characteristics
  - Enrollment Cntrl
    - Class Status
    - Add Consent
    - Drop Consent
    - Requested Room Capacity
    - Enrollment Capacity
    - Waitlist
  - Reserve Cap\* *Optional - May leave tab blank*
    - Reserve Capacity
    - Reserve Capacity Sequence
    - Enrollment Total
    - Start Date
    - Requirement Group
    - Cap enroll
  - Notes\* *Optional - May leave tab blank*
    - Note Nbr
    - Free Format Text
  - Additional Items\* *Optional*
    - If Honors -> Check 1) Class Attri, 2) Req. Des., & 3) Req. Group
    - If Combined -> Check 1) Comb Sec. Table & 2) Scd Class Meet.

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes

Course ID 037881      Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Fall 2020      Undergrad  
 Subject Area PLS      Plant Science  
 Catalog Nbr 330      Princi & Tech of Plant Propagat

**Class Sections**      Find | View All      First 2 of 2 Last

Session 1      Regular Academic Session      Class Nbr 64353  
 Class Section 015      Component Lecture      Event ID 000143291  
 Associated Class 15      Units 3.00

**Meeting Pattern**      Find | View All      First 1 of 1 Last

Facility ID 999-RMRQST      Capacity 99      Pat      Mtg Start 9:00AM      Mtg End 9:50AM      M T W T F S S \*Start/End Date 08/24/2020 12/09/2020  
 999 RM REQUEST      Topic ID      Free Format Topic  
 Print Topic On Transcript      Contact Minutes      Required Contact Minutes Met

**Instructors For Meeting Pattern**      Personalize | Find | View All | 1 of 2 Last

ID	Name	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE
00456854	Hodges, Tanya M	Lecture	<input checked="" type="checkbox"/>	100.0000	3.00	<input type="checkbox"/>	
00670880	Tollefson, Stacy Joy	Lecture	<input checked="" type="checkbox"/>	100.0000	3.00	<input type="checkbox"/>	

**Room Characteristics**      Personalize | Find | 1 of 1 Last

*Room Characteristic	Description	*Quantity
32	Centrally Scheduled	1

**Academic Shift**      Personalize | Find | 1 of 1 Last

Academic Shift	Description

Save | Return to Search | Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

**Meetings Tab**

- Distribute the Workload
- work right to left
- uncheck Auto Calc



- BASIC CHECKLIST FOR SECTION REVIEW**
- Course Catalog Checklist
    - Check that it is Active
    - Check Catalog Data
      - Min & Max Units
      - Repeat for Credit
      - Allow Multiple in Term
      - Cross listings
    - Check Components
      - Components (Required & \*Optional)
  - Schedule of Classes Checklist
    - Check Basic Data
      - Session
      - Section & Associated Class
      - Class Type
      - Campus & Location
      - Instruction Mode
    - Meetings (If Combined, do this last)
      - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
      - Standard Meeting Pattern
      - Instructor
      - Room Characteristics
    - Enrollment Cntrl
      - Class Status
      - Add Consent
      - Drop Consent
      - Requested Room Capacity
      - Enrollment Capacity
      - Waitlist
    - Reserve Cap\* *Optional - May leave tab blank*
      - Reserve Capacity
      - Reserve Capacity Sequence
      - Enrollment Total
      - Start Date
      - Requirement Group
      - Cap enroll
    - Notes\* *Optional - May leave tab blank*
      - Note Nbr
      - Free Format Text
    - Additional Items\* *Optional*
      - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
      - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'

[Favorites](#) > [Main Menu](#) > [UA Schedule of Classes](#) > [Maintain Schedule of Classes](#)

[Basic Data](#) | **[Meetings](#)** | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

Course ID 037881      Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Fall 2020      Undergrad  
 Subject Area PLS      Plant Science  
 Catalog Nbr 330      Prnci & Tech of Plant Propagat

**Class Sections**      Find | View All      First 2 of 2 Last

Session 1      Regular Academic Session      Class Nbr 64353  
 Class Section 015      Component Lecture      Event ID 000143291  
 Associated Class 15      Units 3.00

**Meeting Pattern**      Find | View All      First 1 of 1 Last

Facility ID 999-RMRQST      Capacity 99      Pat      Mtg Start 9:00AM      Mtg End 9:50AM  
 M T W T F S S \*Start/End Date 08/24/2020 12/09/2020  
 999 RM REQUEST      Topic ID      Free Format Topic  
 Print Topic On Transcript      [Contact Minutes](#)  
 Required Contact Minutes Met

**Instructors For Meeting Pattern**      Personalize | Find | View All | 1-2 of 2 Last

ID	Name	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
00456854	Hodges, Tanya M	Lecture	✓	100.0000	1.50	<input type="checkbox"/>	+ -
00670880	Tollefson, Stacy Joy	Lecture	✓	100.0000	1.50	<input type="checkbox"/>	+ -

**Room Characteristics**      Personalize | Find | 1 of 1 Last

*Room Characteristic	Description	*Quantity
32	Centrally Scheduled	1

**Academic Shift**      Personalize | Find | 1 of 1 Last

Academic Shift	Description

[Save](#) | [Return to Search](#) | [Notify](#)

**Meetings Tab**  
 -Distribute the Workload  
 -work right to left  
 -Work Load = 1.5/1.5



### BASIC CHECKLIST FOR SECTION REVIEW

- Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
    - Room Characteristics
  - Enrollment Cntrl
    - Class Status
    - Add Consent
    - Drop Consent
    - Requested Room Capacity
    - Enrollment Capacity
    - Waitlist
  - Reserve Cap\* *Optional - May leave tab blank*
    - Reserve Capacity
    - Reserve Capacity Sequence
    - Enrollment Total
    - Start Date
    - Requirement Group
    - Cap enroll
  - Notes\* *Optional - May leave tab blank*
    - Note Nbr
    - Free Format Text
  - Additional Items\* *Optional*
    - If Honors → Check 1) Class Attri, 2) Req. Des., & 3) Req. Group
    - If Combined → Check 1) Comb Sec. Table & 2) Scd Class Meet.



# Hands on Experience

"Dr. X is teaching this class 50/50 with her teaching assistant, Miss 'First person who pops up on the drop down'.

[Favorites](#) > [Main Menu](#) > [UA Schedule of Classes](#) > [Maintain Schedule of Classes](#)

[Basic Data](#) | **[Meetings](#)** | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

Course ID 037881      Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Fall 2020      Undergrad  
 Subject Area PLS      Plant Science  
 Catalog Nbr 330      Princi & Tech of Plant Propagat

**Class Sections**      [Find](#) | [View All](#)      First 2 of 2 Last

Session 1      Regular Academic Session      Class Nbr 64353  
 Class Section 015      Component Lecture      Event ID 000143291  
 Associated Class 15      Units 3.00

**Meeting Pattern**      [Find](#) | [View All](#)      First 1 of 1 Last

Facility ID 999-RMRQST      Capacity 99      Pat      Mtg Start 9:00AM      Mtg End 9:50AM  
 M T W T F S S \*Start/End Date 08/24/2020 12/09/2020  
 999 RM REQUEST      Topic ID      Free Format Topic  
 Print Topic On Transcript      Contact Minutes      Required Contact Minutes Met

**Instructors For Meeting Pattern**      [Personalize](#) | [Find](#) | [View All](#)      First 1-2 of 2 Last

ID	Name	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
00456854	Hodges, Tanya M	Lecture	✓	50.0000	1.50		
00670880	Tollefson, Stacy Joy	Lecture	✓	50.0000	1.50		

**Room Characteristics**      [Personalize](#) | [Find](#)      First 1 of 1 Last

*Room Characteristic	Description	*Quantity
32	Centrally Scheduled	1

**Academic Shift**      [Personalize](#) | [Find](#)      First 1 of 1 Last

Academic Shift	Description

[Save](#)    [Return to Search](#)    [Notify](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

**Meetings Tab**  
 -Distribute the Workload  
 -work right to left  
 -Load Factor = 50/50



- BASIC CHECKLIST FOR SECTION REVIEW**
- Course Catalog Checklist
    - Check that it is Active
    - Check Catalog Data
      - Min & Max Units
      - Repeat for Credit
      - Allow Multiple in Term
      - Cross listings
    - Check Components
      - Components (Required & \*Optional)
  - Schedule of Classes Checklist
    - Check Basic Data
      - Session
      - Section & Associated Class
      - Class Type
      - Campus & Location
      - Instruction Mode
    - Meetings (If Combined, do this last)
      - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
      - Standard Meeting Pattern
      - Instructor
      - Room Characteristics
    - Enrollment Cntrl
      - Class Status
      - Add Consent
      - Drop Consent
      - Requested Room Capacity
      - Enrollment Capacity
      - Waitlist
    - Reserve Cap\* *Optional - May leave tab blank*
      - Reserve Capacity
      - Reserve Capacity Sequence
      - Enrollment Total
      - Start Date
      - Requirement Group
      - Cap enroll
    - Notes\* *Optional - May leave tab blank*
      - Note Nbr
      - Free Format Text
    - Additional Items\* *Optional*
      - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
      - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

"Dr. X is teaching this class 50/50 with her teaching assistant, Miss 'First person who pops up on the drop down'.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Course ID 037881      Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020      Undergrad  
Subject Area PLS      Plant Science  
Catalog Nbr 330      Princi & Tech of Plant Propagat

**Class Sections** Find | View All First 2 of 2 Last

Session 1      Regular Academic Session      Class Nbr 64353  
Class Section 015      Component Lecture      Event ID 000143291  
Associated Class 15      Units 3.00

**Meeting Pattern** Find | View All First 1 of 1 Last

Facility ID 999-RMRQST      Capacity 99      Pat      Mtg Start 9:00AM      Mtg End 9:50AM      M T W T F S S \*Start/End Date 08/24/2020 12/09/2020  
999 RM REQUEST      Topic ID      Free Format Topic  
 Print Topic On Transcript      Contact Minutes      Required Contact Minutes Met

**Instructors For Meeting Pattern** Personalize | Find | View All | First 1-2 of 2 Last

ID	Name	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
00456854	Hodges, Tanya M	Lecture	<input checked="" type="checkbox"/>	50.0000	1.50	<input type="checkbox"/>	
00670880	Tollefson, Stacy Joy	Lecture	<input checked="" type="checkbox"/>	50.0000	1.50	<input type="checkbox"/>	

**Room Characteristics** Personalize | Find | View All | First 1 of 1 Last


*Room Characteristic	Description	*Quantity
32	Centrally Scheduled	1

**Academic Shift** Personalize | Find | View All | First 1 of 1 Last

Academic Shift	Description

Save | Return to Search | Notify

**Meetings Tab**  
-completed Workload Distribution  
-Save and go Home

-  Office of the Registrar  
Room & Course Scheduling (RCS)
- BASIC CHECKLIST FOR SECTION REVIEW**
- Course Catalog Checklist
    - Check that it is Active
    - Check Catalog Data
      - Min & Max Units
      - Repeat for Credit
      - Allow Multiple in Term
      - Cross listings
    - Check Components
      - Components (Required & \*Optional)
  - Schedule of Classes Checklist
    - Check Basic Data
      - Session
      - Section & Associated Class
      - Class Type
      - Campus & Location
      - Instruction Mode
    - Meetings (If Combined, do this last)
      - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
      - Standard Meeting Pattern
      - Instructor
      - Room Characteristics
    - Enrollment Cntrl
      - Class Status
      - Add Consent
      - Drop Consent
      - Requested Room Capacity
      - Enrollment Capacity
      - Waitlist
    - Reserve Cap\* *Optional - May leave tab blank*
      - Reserve Capacity
      - Reserve Capacity Sequence
      - Enrollment Total
      - Start Date
      - Requirement Group
      - Cap enroll
    - Notes\* *Optional - May leave tab blank*
      - Note Nbr
      - Free Format Text
    - Additional Items\* *Optional*
      - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
      - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

**Open Scheduling**

**AND**

**Closed Scheduling**

**Dr. X now wants to make this class only for Active Honors Students**

- Basic Data Tab

\*See Registrar Website for tutorials



# Hands on Experience

”Dr. X now wants to make this class for only Active Honors Students.”

UA Access Student UA Schedule of Classes

Course Catalog

UA Schedule of Classes Update

Schedule Class Meetings

Instructor/Advisor Table

Adjust Class Associations

Maintain Schedule of Classes

Schedule New Course

Combined Sections Table

UA Target Enrollment

Class Roster

Office of the Registrar  
Room & Course Scheduling (RCS)  
BASIC CHECKLIST FOR SECTION REVIEW

1. Course Catalog Checklist

- Check that it is Active
- Check Catalog Data
  - Min & Max Units
  - Repeat for Credit
  - Allow Multiple in Term
  - Cross listings
- Check Components
  - Components (Required & \*Optional)

2. Schedule of Classes Checklist

- Check Basic Data
  - Session
  - Section & Associated Class
  - Class Type
  - Campus & Location
  - Instruction Mode
- Meetings (If Combined, do this last)
  - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
  - Standard Meeting Pattern
  - Instructor
  - Room Characteristics
- Enrollment Cntrl
  - Class Status
  - Add Consent
  - Drop Consent
  - Requested Room Capacity
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- Additional Items\* *Optional*
  - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
  - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

“Dr. X now wants to make this class for only Active Honors Students.”

## Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Academic Institution = UAZ00

Subject Area =

Catalog Nbr | begins with

Campus | begins with

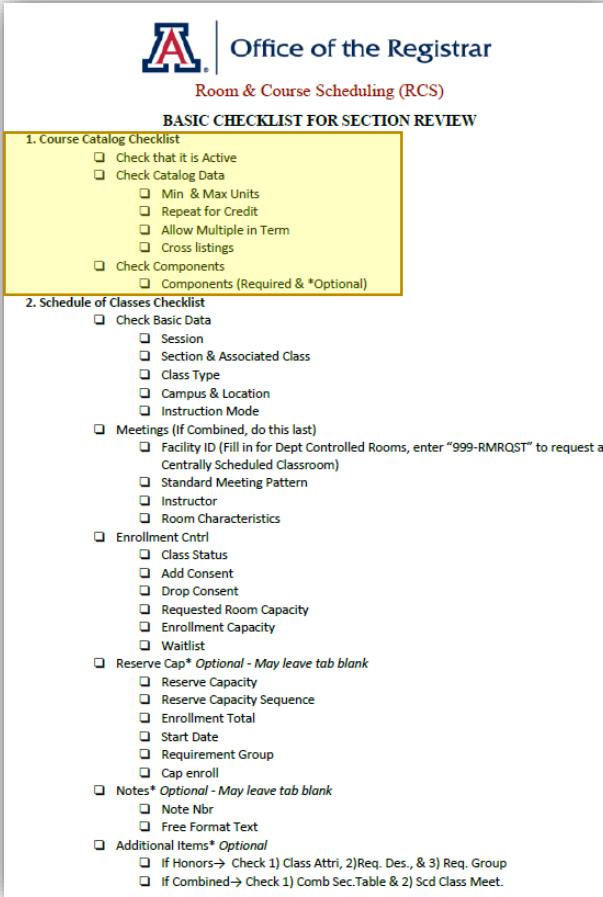
Course ID | begins with

Description | begins with

Include History  Correct History  Case Sensitive

Find an Existing Value | Add a New Value

Unfilled: Course Catalog



**Office of the Registrar**  
Room & Course Scheduling (RCS)  
BASIC CHECKLIST FOR SECTION REVIEW

- 1. Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- 2. Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
    - Room Characteristics
  - Enrollment Cntrl
    - Class Status
    - Add Consent
    - Drop Consent
    - Requested Room Capacity
    - Enrollment Capacity
    - Waitlist
  - Reserve Cap\* *Optional - May leave tab blank*
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    - Reserve Capacity Sequence
    - Enrollment Total
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    - Note Nbr
    - Free Format Text
  - Additional Items\* *Optional*
    - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
    - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

”Dr. X now wants to make this class for only Active Honors Students.”

## Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Academic Institution = UAZ00

Subject Area = PLS

Catalog Nbr begins with 330

Campus begins with

Course ID begins with

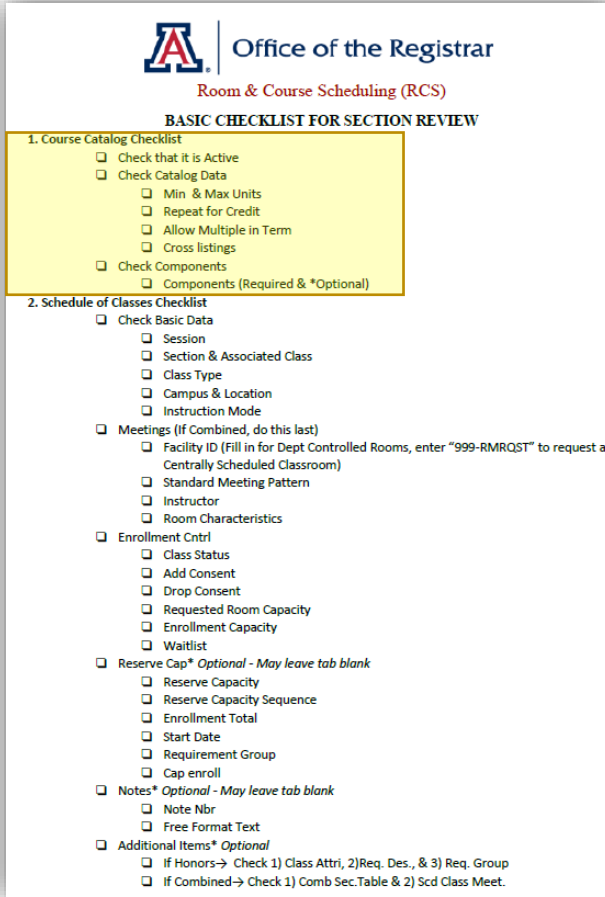
Description begins with

Include History  Correct History  Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Filled: Course Catalog



**Office of the Registrar**  
Room & Course Scheduling (RCS)  
BASIC CHECKLIST FOR SECTION REVIEW

- 1. Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- 2. Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
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  - Notes\* *Optional - May leave tab blank*
    - Note Nbr
    - Free Format Text
  - Additional Items\* *Optional*
    - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
    - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

”Dr. X now wants to make this class for only Active Honors Students.”

## Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Academic Institution = UAZ00  
Subject Area = PLS  
Catalog Nbr begins with 330  
Campus begins with  
Course ID begins with  
Description begins with

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

## Search Results

View All First 1-4 of 4 Last

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
UAZ00	PLS	330	(blank)	027230	Plant Propagation
UAZ00	PLS	330	(blank)	027230	Prop I:Sexual+Asex Repro
UAZ00	PLS	330	(blank)	037881	Plant Propagat. Product. Mgmt
UAZ00	PLS	330	(blank)	037881	Princi &Tech of Plant Propagat

Find an Existing Value | Add a New Value

Filled: Course Catalog  
-Choose the Bottom Record



Room & Course Scheduling (RCS)

### BASIC CHECKLIST FOR SECTION REVIEW

- 1. Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- 2. Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
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    - Requested Room Capacity
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    - Requirement Group
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  - Additional Items\* *Optional*
    - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
    - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

”Dr. X now wants to make this class for only Active Honors Students.”

Course ID 037881

Find | View All | First 1 of 1 | Last

\*Effective Date: 08/01/2019 | \*Status: Active | Course Offering: 1 of 1

\*Description: Princi & Tech of Plant Propagat | PLS 330

Long Course Title: Principles and Techniques of Plant Propagation and Culture.

Long Description: Plant propagation integrates art with science by applying principles of plant biology and cultural practices to create and multiply plants using seeds, cuttings, grafting, budding and tissue culture systems. While sexual seed propagation and all asexual techniques can be carried out in field or controlled environments, plant tissue culture requires specialized substrate, facilities and equipment to ensure sterile

**Course Units/Hours/Count**

Minimum Units: 3.00 | Maximum Units: 3.00 | \*Enrollment Unit Load Calc Type: Actual Units

Academic Progress Units: 3.00 | Course Count: 1.00

Financial Aid Progress Units: 3.00 | Course Contact Hours: 0.00

**Course Grading**

\*Grading Basis: Regular Grades | \*Grade Roster Print: Component

Graded Component: Lecture

**Typically Offered**

Main Campus: Fall (odd years only) | South Campus: Not Offered

UA Online Campus: Not Offered | Phoenix Campus: Not Offered

Distance Campus: Not Offered | Community Campus: Not Offered

**Repeat for Credit Rules**

Repeat for Credit |  Allow Multiple Enroll in Term

Total Units Allowed: 3.00 | Total Completions Allowed: 1

**Additional Course Information**

\*Instructor Edit: No Enrollment Choice | \*Add Consent: No Special Consent Required | \*Drop Consent: No Special Consent Required

Requirement Designation: | Equivalent Course Group: |

**Course Attributes**


*Course Attribute	Description	*Course Attribute Value	Description

Override Topic Link ID

**Course Topics**

Description	Repeat For Credit

## Course Catalog

 Office of the Registrar

Room & Course Scheduling (RCS)

**BASIC CHECKLIST FOR SECTION REVIEW**

- 1. Course Catalog Checklist**
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- 2. Schedule of Classes Checklist**
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
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  - Enrollment Cntrl
    - Class Status
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    - Drop Consent
    - Requested Room Capacity
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  - Reserve Cap\* *Optional - May leave tab blank*
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    - Start Date
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  - Additional Items\* *Optional*
    - If Honors -> Check 1) Class Attri, 2) Req. Des., & 3) Req. Group
    - If Combined -> Check 1) Comb Sec. Table & 2) Scd Class Meet.



# Hands on Experience

“Dr. X now wants to make this class for only Active Honors Students.”

Course ID 037881

Effective Date 08/01/2019 Status Active Course Offering 1 of 1  
PLS 330

Description Princi & Tech of Plant Propagat

Course Component **Lecture** Find | View All First 1 of 1 Last

Auto Create  
 Graded Component  
 Primary Component  
 Optional Component  
 Generate Class Mtg Attendance

Update Fee

Course Attendance Find | View All First 1 of 1 Last

Instruction Mode \*Attendance Type

Use Present  Use Contact Minutes  
 Use Reason  Use To and From Time  
 Use Tardy  Override Template Date / Time  
 Use Left Early

Room Characteristics Required Personalize | Find | 1 of 1 Last

*Room Characteristic	Description	*Room Characteristic Quantity
		1

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

## Course Catalog

Office of the Registrar  
Room & Course Scheduling (RCS)

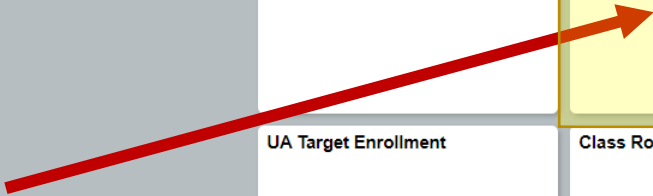
### BASIC CHECKLIST FOR SECTION REVIEW

- Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
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    - Note Nbr
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  - Additional Items\* *Optional*
    - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
    - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

”Dr. X now wants to make this class only for Active Honors Students”

Course Catalog	UA Schedule of Classes Update	Schedule Class Meetings	Instructor/Advisor Table
Adjust Class Associations	<b>Maintain Schedule of Classes</b>	Schedule New Course	Combined Sections Table
UA Target Enrollment	Class Roster		



# Hands on Experience

”Dr. X now wants to make this class only for Active Honors Students”

## Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution = ▾ JAZ00 🔍

Term = ▾ 🔍

Subject Area = ▾ 🔍

Catalog Nbr begins with ▾ 🔍

Academic Career = ▾

Campus begins with ▾ 🔍

Description begins with ▾

Course ID begins with ▾ 🔍

Course Offering Nbr = ▾ 🔍

Academic Organization begins with ▾

Case Sensitive

Search Clear Basic Search Save Search Criteria

Unfilled: Maintain Schedule of Classes

Office of the Registrar  
Room & Course Scheduling (RCS)

### BASIC CHECKLIST FOR SECTION REVIEW

1. Course Catalog Checklist

- Check that it is Active
- Check Catalog Data
  - Min & Max Units
  - Repeat for Credit
  - Allow Multiple in Term
  - Cross listings
- Check Components
  - Components (Required & \*Optional)

2. Schedule of Classes Checklist

- Check Basic Data
  - Session
  - Section & Associated Class
  - Class Type
  - Campus & Location
  - Instruction Mode
- Meetings (If Combined, do this last)
  - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
  - Standard Meeting Pattern
  - Instructor
  - Room Characteristics
- Enrollment Cntrl
  - Class Status
  - Add Consent
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  - Requested Room Capacity
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  - Enrollment Total
  - Start Date
  - Requirement Group
  - Cap enroll
- Notes\* *Optional - May leave tab blank*
  - Note Nbr
  - Free Format Text
- Additional Items\* *Optional*
  - If Honors→ Basic Data Tab: Class Attributes 1) HNRS 2) HCRS
  - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

”Dr. X now wants to make this class only for Active Honors Students”

## Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution = ▾ UAZ00 🔍

Term = ▾ 2204 🔍

Subject Area = ▾ pls 🔍

Catalog Nbr begins with ▾ 330 🔍

Academic Career = ▾

Campus begins with ▾ 🔍

Description begins with ▾

Course ID begins with ▾ 🔍

Course Offering Nbr = ▾

Academic Organization begins with ▾

Case Sensitive

Search Clear Basic Search Save Search Criteria

Filled: Maintain Schedule of Classes  
-Hit Search



Office of the Registrar

Room & Course Scheduling (RCS)

### BASIC CHECKLIST FOR SECTION REVIEW

#### 1. Course Catalog Checklist

- Check that it is Active
- Check Catalog Data
  - Min & Max Units
  - Repeat for Credit
  - Allow Multiple in Term
  - Cross listings
- Check Components
  - Components (Required & \*Optional)

#### 2. Schedule of Classes Checklist

- Check Basic Data
  - Session
  - Section & Associated Class
  - Class Type
  - Campus & Location
  - Instruction Mode
- Meetings (If Combined, do this last)
  - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
  - Standard Meeting Pattern
  - Instructor
  - Room Characteristics
- Enrollment Cntrl
  - Class Status
  - Add Consent
  - Drop Consent
  - Requested Room Capacity
  - Enrollment Capacity
  - Waitlist
- Reserve Cap\* *Optional - May leave tab blank*
  - Reserve Capacity
  - Reserve Capacity Sequence
  - Enrollment Total
  - Start Date
  - Requirement Group
  - Cap enroll
- Notes\* *Optional - May leave tab blank*
  - Note Nbr
  - Free Format Text
- Additional Items\* *Optional*
  - If Honors → Basic Data Tab: Class Attributes 1) HNRS 2) HCRS
  - If Combined → Check 1) Comb Sec. Table & 2) Scd Class Meet.

# Hands on Experience

”Dr. X now wants to make this class only for Active Honors Students”

[Favorites](#) > [Main Menu](#) > [UA Schedule of Classes](#) > [Maintain Schedule of Classes](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

Course ID 037881      Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Fall 2020      Undergrad  
 Subject Area PLS      Plant Science  
 Catalog Nbr 330      Princi & Tech of Plant Propagat

Class Sections      Find | View All      First 1 of 2 Last

\*Session 1      Regular Academic Session      Class Nbr 60011  
 \*Class Section 001      \*Start/End Date 08/24/2020 12/09/2020  
 \*Component LEC      Lecture      Event ID  
 \*Class Type Enrollment Section  
 \*Associated Class 1      Units 3.00  
 \*Campus MAIN      UA  
 \*Location TUCSON      Tucson  
 Course Administrator  
 \*Academic Organization 1238      Plant Sciences, Sch  
 Academic Group UA      UA General  
 \*Holiday Schedule SAHOL      Student Holidays  
 \*Instruction Mode P      In Person  
 Primary Instr Section 001

Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 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       Override Equivalent Course  
 Class Equivalent Course Group

**Class Attributes**      Personalize | Find | View All | First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description
<input type="text"/>		<input type="text"/>	

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

-Be sure to hit the > buttons to find the correct section!  
 \*\* You're looking for Section 015 that we just created.



## BASIC CHECKLIST FOR SECTION REVIEW

- Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
    - Room Characteristics
  - Enrollment Cntrl
    - Class Status
    - Add Consent
    - Drop Consent
    - Requested Room Capacity
    - Enrollment Capacity
    - Waitlist
  - Reserve Cap\* *Optional - May leave tab blank*
    - Reserve Capacity
    - Reserve Capacity Sequence
    - Enrollment Total
    - Start Date
    - Requirement Group
    - Cap enroll
  - Notes\* *Optional - May leave tab blank*
    - Note Nbr
    - Free Format Text
  - Additional Items\* *Optional*
    - If Honors → Basic Data Tab: Class Attributes 1) HNRS 2) HCRS
    - If Combined → Check 1) Comb Sec. Table & 2) Scd Class Meet.

# Hands on Experience

”Dr. X now wants to make this class only for Active Honors Students”

-Be sure to hit the > buttons to find the correct section!  
 \*\* You're looking for Section 015 that we just created.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Course ID 037881 Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Fall 2020 Undergrad  
 Subject Area PLS Plant Science  
 Catalog Nbr 330 Princi & Tech of Plant Propagat

Auto Create Component

**Class Sections** Find | View All First 2 of 2 Last

\*Session 1 Regular Academic Session Class Nbr 64353  
 \*Class Section 015 \*Start/End Date 08/24/2020 12/09/2020  
 \*Component LEC Lecture Event ID 000143291  
 \*Class Type Enrollment Section  
 \*Associated Class 15 Units 3.00  
 \*Campus MAIN UA  
 \*Location TUCSON Tucson  
 Course Administrator  
 \*Academic Organization 1238 Plant Sciences, Sch  
 Academic Group UA UA General  
 \*Holiday Schedule SAHOL Student Holidays  
 \*Instruction Mode P In Person  
 Primary Instr Section 015

Add Fee

Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 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 Override Equivalent Course  
 Class Equivalent Course Group

**Class Attributes** Personalize | Find | View All First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description

Save Return to Search Notify



Room & Course Scheduling (RCS)

## BASIC CHECKLIST FOR SECTION REVIEW

- Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
    - Room Characteristics
  - Enrollment Cntrl
    - Class Status
    - Add Consent
    - Drop Consent
    - Requested Room Capacity
    - Enrollment Capacity
    - Waitlist
  - Reserve Cap\* Optional - May leave tab blank
    - Reserve Capacity
    - Reserve Capacity Sequence
    - Enrollment Total
    - Start Date
    - Requirement Group
    - Cap enroll
  - Notes\* Optional - May leave tab blank
    - Note Nbr
    - Free Format Text
  - Additional Items\* Optional
    - If Honors -> Basic Data Tab: Class Attributes 1) HNRS 2) HCRS
    - If Combined -> Check 1) Comb Sec. Table & 2) Scd Class Meet.

# Hands on Experience

”Dr. X now wants to make this class only for Active Honors Students”

[Favorites](#) > [Main Menu](#) > [UA Schedule of Classes](#) > [Maintain Schedule of Classes](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

Course ID 037881      Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Fall 2020      Undergrad  
 Subject Area PLS      Plant Science  
 Catalog Nbr 330      Princi & Tech of Plant Propagat

[Auto Create Component](#)

---

**Class Sections**      Find | View All      First 2 of 2 Last

\*Session 1      Regular Academic Session      Class Nbr 64353  
 \*Class Section 015      \*Start/End Date 08/24/2020 12/09/2020  
 \*Component LEC      Lecture      Event ID 000143291  
 \*Class Type Enrollment Section  
 \*Associated Class 15      Units 3.00  
 \*Campus MAIN      UA      [Add Fee](#)  
 \*Location TUCSON      Tucson  
 Course Administrator  
 \*Academic Organization 1238      Plant Sciences, Sch  
 Academic Group UA      UA General  
 \*Holiday Schedule SAHOL      Student Holidays  
 \*Instruction Mode P      In Person  
 Primary Instr Section 015

Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 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       Override Equivalent Course  
 Class Equivalent Course Group

---

**Class Attributes**      Personalize | Find | View All      First 1 of 1 Last


*Course Attribute	Description	*Course Attribute Value	Description
<input type="text"/>		<input type="text"/>	

[Save](#)   [Return to Search](#)   [Notify](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

1) Class Attributes

- Course Attribute = HNRS
- Course Attribute Value= HCRS

- 
**Office of the Registrar**  
 Room & Course Scheduling (RCS)
- BASIC CHECKLIST FOR SECTION REVIEW**
- Course Catalog Checklist
    - Check that it is Active
    - Check Catalog Data
      - Min & Max Units
      - Repeat for Credit
      - Allow Multiple in Term
      - Cross listings
    - Check Components
      - Components (Required & \*Optional)
  - Schedule of Classes Checklist
    - Check Basic Data
      - Session
      - Section & Associated Class
      - Class Type
      - Campus & Location
      - Instruction Mode
    - Meetings (If Combined, do this last)
      - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
      - Standard Meeting Pattern
      - Instructor
      - Room Characteristics
    - Enrollment Cntrl
      - Class Status
      - Add Consent
      - Drop Consent
      - Requested Room Capacity
      - Enrollment Capacity
      - Waitlist
    - Reserve Cap\* *Optional - May leave tab blank*
      - Reserve Capacity
      - Reserve Capacity Sequence
      - Enrollment Total
      - Start Date
      - Requirement Group
      - Cap enroll
    - Notes\* *Optional - May leave tab blank*
      - Note Nbr
      - Free Format Text
    - Additional Items\* *Optional*
      - If Honors → Basic Data Tab: Class Attributes 1) HNRS 2) HCRS
      - If Combined → Check 1) Comb Sec. Table & 2) Scd Class Meet.

# Hands on Experience

”Dr. X now wants to make this class only for Active Honors Students”

[Favorites](#) > [Main Menu](#) > [UA Schedule of Classes](#) > [Maintain Schedule of Classes](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

Course ID 037881      Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Fall 2020      Undergrad  
 Subject Area PLS      Plant Science  
 Catalog Nbr 330      Princi & Tech of Plant Propagat

[Auto Create Component](#)

---

**Class Sections** Find | View All | First 2 of 2 Last

\*Session 1 Regular Academic Session      Class Nbr 64353  
 \*Class Section 015      \*Start/End Date 08/24/2020 12/09/2020  
 \*Component LEC Lecture      Event ID 000143291  
 \*Class Type Enrollment Section  
 \*Associated Class 15 Units 3.00  
 \*Campus MAIN UA  
 \*Location TUCSON Tucson  
 Course Administrator  
 \*Academic Organization 1238 Plant Sciences, Sch  
 Academic Group UA UA General  
 \*Holiday Schedule SAHOL Student Holidays  
 \*Instruction Mode P In Person  
 Primary Instr Section 015

[Add Fee](#)

Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 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   Override Equivalent Course

---

**Class Attributes** Personalize | Find | View All | First 1 of 1 Last


*Course Attribute	Description	*Course Attribute Value	Description
HNRS	Honors Course	HCRS	Honors Course

[Save](#) | [Return to Search](#) | [Notify](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

1) Class Attributes

- Course Attribute = HNRS
- Course Attribute Value= HCRS


**Office of the Registrar**  
 Room & Course Scheduling (RCS)

**BASIC CHECKLIST FOR SECTION REVIEW**

- Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
    - Room Characteristics
  - Enrollment Cntrl
    - Class Status
    - Add Consent
    - Drop Consent
    - Requested Room Capacity
    - Enrollment Capacity
    - Waitlist
  - Reserve Cap\* *Optional - May leave tab blank*
    - Reserve Capacity
    - Reserve Capacity Sequence
    - Enrollment Total
    - Start Date
    - Requirement Group
    - Cap enroll
  - Notes\* *Optional - May leave tab blank*
    - Note Nbr
    - Free Format Text
  - Additional Items\* *Optional*
    - If Honors→ Basic Data Tab: Class Attributes 1) HNRS 2) HCRS
    - If Combined→ Check 1) Comb Sec. Table & 2) Scd Class Meet.



# Hands on Experience

”Dr. X now wants to make this class only for Active Honors Students”

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

Course ID 037881      Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Fall 2020      Undergrad  
 Subject Area PLS      Plant Science      [Auto Create Component](#)  
 Catalog Nbr 330      Princi & Tech of Plant Propagat

**Class Sections**      Find | View All      First 2 of 2 Last

\*Session 1 Regular Academic Session      Class Nbr 64353  
 \*Class Section 015      \*Start/End Date 08/24/2020 12/09/2020  
 \*Component LEC Lecture      Event ID 000143291  
 \*Class Type Enrollment Section  
 \*Associated Class 15 Units 3.00      [Add Fee](#)  
 \*Campus MAIN UA  
 \*Location TUCSON Tucson  
 Course Administrator  
 \*Academic Organization 1238 Plant Sciences, Sch  
 Academic Group UA UA General  
 \*Holiday Schedule SAHOL Student Holidays  
 \*Instruction Mode P In Person  
 Primary Instr Section 015

Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 Generate Class Mtg Attendance  
 Sync Attendance with Class Mtg  
 GL Interface Required

**Class Topic**       Print Topic in Schedule  
 Course Topic ID

**Equivalent Course Group**       Override Equivalent Course  
 Course Equivalent Course Group  
 Class Equivalent Course Group

**Class Attributes**      Personalize | Find | View All | First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description
HNRS	Honors Course	HCRS	Honors Course

[Save](#) | [Return to Search](#) | [Notify](#)

Save and go Home

**Office of the Registrar**  
 Room & Course Scheduling (RCS)

**BASIC CHECKLIST FOR SECTION REVIEW**

- Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
    - Room Characteristics
  - Enrollment Cntrl
    - Class Status
    - Add Consent
    - Drop Consent
    - Requested Room Capacity
    - Enrollment Capacity
    - Waitlist
  - Reserve Cap\* *Optional - May leave tab blank*
    - Reserve Capacity
    - Reserve Capacity Sequence
    - Enrollment Total
    - Start Date
    - Requirement Group
    - Cap enroll
  - Notes\* *Optional - May leave tab blank*
    - Note Nbr
    - Free Format Text
  - Additional Items\* *Optional*
    - If Honors → Basic Data Tab: Class Attributes 1) HNRS 2) HCRS
    - If Combined → Check 1) Comb Sec. Table & 2) Scd Class Meet.

# Hands on Experience

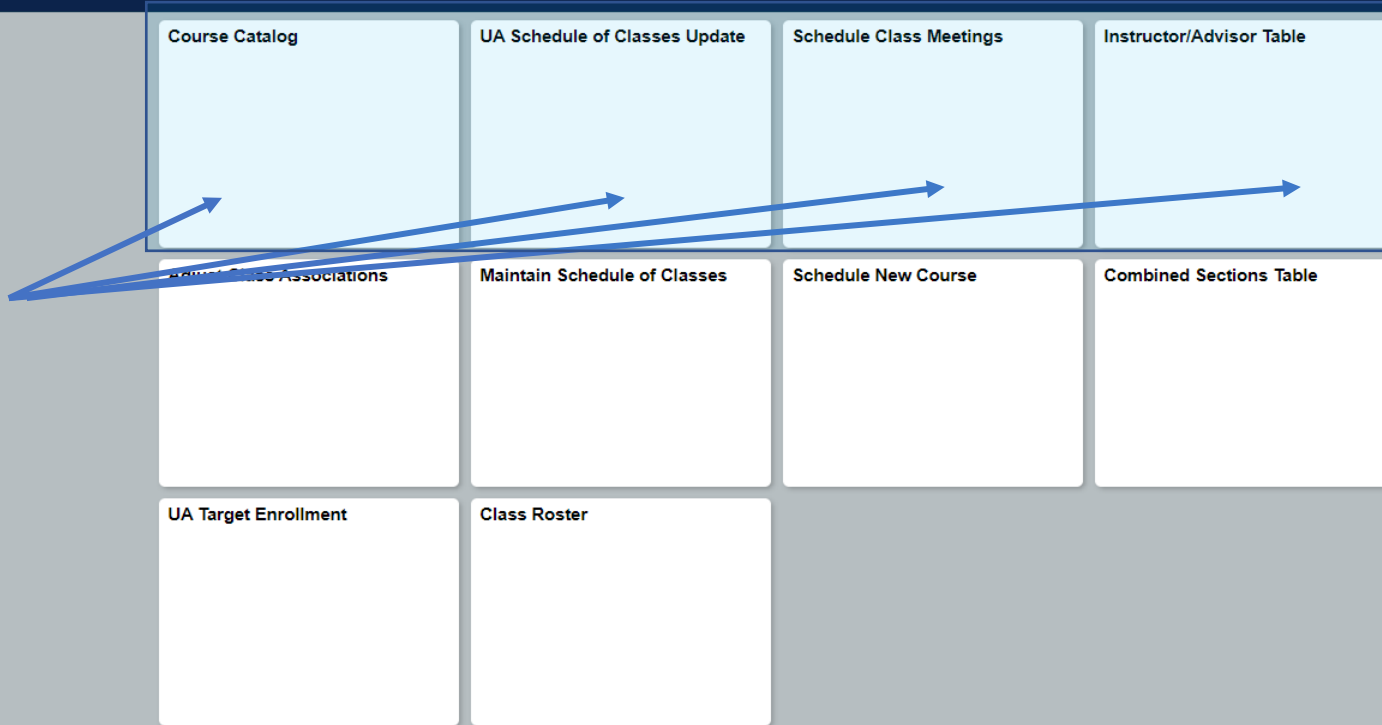
## Closed Scheduling

Now 'MANAGE' in Maintain Schedule of Classes

- Dr. X only wants 85 students to be enrolled in the class with 5 on waitlist.

# Scheduling Timeline

## Closed Scheduling



# Hands on Experience

“Dr. X only wants 85 students to be able to enroll in this class, with 5 on the waitlist.”

Course Catalog	<b>UA Schedule of Classes Update</b>	Schedule Class Meetings	Instructor/Advisor Table
Adjust Class Associations	Maintain Schedule of Classes	Schedule New Course	Combined Sections Table
UA Target Enrollment	Class Roster		

# Hands on Experience

“Dr. X only wants 85 students to be able to enroll in this class, with 5 on the waitlist.”

Favorites ▾ Main Menu ▾ > UA Schedule of Classes > UA Schedule of Classes Update

UA Schedule of Classes Update

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution = ▾ UAZ00 🔍

Term = ▾ 🔍

Subject Area = ▾ 🔍

Catalog Nbr begins with ▾

Academic Career = ▾

Campus begins with ▾ 🔍

Description begins with ▾

Course ID begins with ▾ 🔍

Course Offering Nbr = ▾ 🔍

Academic Organization begins with ▾

Case Sensitive

Search Clear Basic Search 🔍 Save Search Criteria

Unfilled: UA Schedule of Classes Update



# Hands on Experience

“Dr. X only wants 85 students to be able to enroll in this class, with 5 on the waitlist.”

## UA Schedule of Classes Update

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

Academic Institution	=	<input type="text" value="UAZ00"/>	<input type="button" value="Q"/>
Term	=	<input type="text" value="2204"/>	<input type="button" value="Q"/>
Subject Area	=	<input type="text" value="PLS"/>	<input type="button" value="Q"/>
Catalog Nbr	begins with	<input type="text" value="330"/>	
Academic Career	=	<input type="text"/>	
Campus	begins with	<input type="text"/>	<input type="button" value="Q"/>
Description	begins with	<input type="text"/>	
Course ID	begins with	<input type="text"/>	<input type="button" value="Q"/>
Course Offering Nbr	=	<input type="text"/>	<input type="button" value="Q"/>
Academic Organization	begins with	<input type="text"/>	

Case Sensitive

[Basic Search](#)

Filled: UA Schedule of Classes Update  
-hit Search



# Hands on Experience

“Dr. X only wants 85 students to be able to enroll in this class, with 5 on the waitlist.”

Navigation: Favorites | Main Menu | Curriculum Management | Schedule of Classes | UA Schedule of Classes Update

Page: New Window | Personalize Page

Buttons: Basic Data | Meetings | Enrollment Cntrl | Update Sections of a Class | Reserve Cap

Course ID 037881      Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020      Undergrad  
Subject Area PLS      Plant Science  
Catalog Nbr 330      Princi & Tech of Plant Propagat

**Class Sections**      Find | View All      First 2 of 2 Last

Session:	1	Regular Academic Session	Class Nbr:	64353
Class Section:	015		Start/End Date:	08/24/2020 12/09/2020
Component:	LEC	Lecture	Event ID:	000143291
Class Type:	Enrollment			
Associated Class:	15			
Campus:	MAIN	UA		
Location:	TUCSON	Tucson		
Course Administrator:				
Academic Organization:	1238	Plant Sciences, Sch		
Academic Group:	UA	UA General		
Holiday Schedule:	SAHOL	Student Holidays		
Instruction Mode:	P	In Person		
Primary Instr Section:	015			

Schedule Print

- Student Specific Permissions
- Include in Dynamic Date Calc
- Dynamic Date Calc Required
- 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:  Override Equivalent Course

Class Equivalent Course Group:

**Class Delivery Method:**

**Class Attributes**      Personalize | Find | View All | 1 of 1 Last

*Course Attribute	*Course Attribute Value
HNRS	HCRS

Buttons: Save | Return to Search | Notify

Basic Data | Meetings | Enrollment Cntrl | Update Sections of a Class | Reserve Cap

- Find Section 015  
Notice anything different?
- 1) Schedule Print
  - 2) Instructors
  - 3) Add Drop Consent
  - 4) Enrollment or Waitlist Capacities

# Hands on Experience

“Dr. X only wants 85 students to be able to enroll in this class, with 5 on the waitlist.”

Favorites ▾ Main Menu ▾ Curriculum Management ▾ Schedule of Classes ▾ UA Schedule of Classes Update

Basic Data | **Meetings** | Enrollment Cntrl | Update Sections of a Class | Reserve Cap

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi &Tech of Plant Propagat

**Class Sections** Find | View All First 2 of 2 Last  
Session: 1 Regular Academic Session Class Nbr: 64353  
Class Section: 015 Component: Lecture Event ID: 000143291

**Meeting Pattern** Find | View All First 1 of 1 Last  
Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S Start/End Date  
999-RMRQST 99 9:00AM 9:50AM        08/24/2020 12/09/2020  
Topic ID: Free Format Topic:  
 Print Topic On Transcript [Contact Minutes](#)  
**Required Contact Minutes Met**

**Instructors For Meeting Pattern** Personalize | Find | View All | 1-2 of 2 Last  
Assignment | Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
00456854	Hodges, Tanya M	1-Pri Inc	<input checked="" type="checkbox"/>	Post		0	
00670880	Tollefson, Stacy Joy	3-TA	<input checked="" type="checkbox"/>	Post		0	

**Room Characteristics** Personalize | Find | 1 of 1 Last  
Room Characteristic Quantity  
32 Centrally Scheduled 1

Save | Return to Search | Notify

Basic Data | Meetings | Enrollment Cntrl | Update Sections of a Class | Reserve Cap

Notice anything different?

- 1) Schedule Print
- 2) Instructors
- 3) Add Drop Consent
- 4) Enrollment or Waitlist Capacities



# Hands on Experience

“Dr. X only wants 85 students to be able to enroll in this class, with 5 on the waitlist.”

Favorites ▾ Main Menu ▾ Curriculum Management ▾ Schedule of Classes ▾ UA Schedule of Classes Update

Basic Data Meetings **Enrollment Cntrl** Update Sections of a Class Reserve Cap

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi &Tech of Plant Propagat

**Enrollment Control** Find | View All First 2 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 64353  
Class Section: 015 Component: Lecture Event ID: 000143291  
Class Status: Active  
Class Type: Enrollment Enrollment Status: Open

\*Add Consent: No Consent ▾ Requested Room Capacity: 100 Total  
\*Drop Consent: No Consent ▾ Enrollment Capacity: 100 0  
1st Auto Enroll Section: Wait List Capacity: 0  
2nd Auto Enroll Section: Minimum Enrollment Nbr:  
Resection to Section:  
 Auto Enroll from Wait List  Cancel if Student Enrolled

Save Return to Search Notify

Basic Data | Meetings | Enrollment Cntrl | Update Sections of a Class | Reserve Cap

New Window | Personalize Page

- Notice anything different?
- 1) Schedule Print
  - 2) Instructors
  - 3) Add Drop Consent
  - 4) Enrollment or Waitlist Capacities

# Hands on Experience

“Dr. X only wants 85 students to be able to enroll in this class, with 5 on the waitlist.”

Favorites Main Menu Curriculum Management Schedule of Classes UA Schedule of Classes Update

New Window Personalize Page

Basic Data Meetings **Enrollment Cntrl** Update Sections of a Class Reserve Cap

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi & Tech of Plant Propagat

**Enrollment Control** Find | View All First 2 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 64353  
Class Section: 015 Component: Lecture Event ID: 000143291  
Class Status: Active  
Class Type: Enrollment Enrollment Status: Open  
\*Add Consent: No Consent Requested Room Capacity: 100 Total  
\*Drop Consent: No Consent  
1st Auto Enroll Section: Enrollment Capacity: 100 0  
2nd Auto Enroll Section: Wait List Capacity: 0 0  
Minimum Enrollment Nbr:  
Resection to Section:  
 Auto Enroll from Wait List  Cancel if Student Enrolled

Save Return to Search Notify

Basic Data | Meetings | Enrollment Cntrl | Update Sections of a Class | Reserve Cap

Notice anything different?

- 1) Schedule Print
- 2) Instructors
- 3) Add Drop Consent
- 4) Enrollment or Waitlist Capacities

# Hands on Experience

“Dr. X only wants 85 students to be able to enroll in this class, with 5 on the waitlist.”

Basic Data | Meetings | **Enrollment Cntrl** | Update Sections of a Class | Reserve Cap

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi &Tech of Plant Propagat

**Enrollment Control** Find | View All First 2 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 64353  
Class Section: 015 Component: Lecture Event ID: 000143291  
Class Status: Active

Class Type: Enrollment Enrollment Status: Open

\*Add Consent: No Consent Requested Room Capacity: 100 Total

\*Drop Consent: No Consent Enrollment Capacity: 85 0  
Wait List Capacity: 5 0

1st Auto Enroll Section: Minimum Enrollment Nbr:  
2nd Auto Enroll Section:

Resection to Section:  
 Auto Enroll from Wait List  Cancel if Student Enrolled

Dr. X only wants 85 students, with 5 on the waitlist.  
-hit Save and go Home

# Hands on Experience

“Dr. X only wants 85 students to be able to enroll in this class, with 5 on the waitlist.”

Navigation: Favorites ▾ Main Menu ▾ > UA Schedule of Classes > UA Schedule of Classes Update

Page Actions: New Window | Personalize Page

Tab Navigation: Basic Data | Meetings | Enrollment Cntrl | **Update Sections of a Class** | Reserve Cap

### Update Sections of a Class

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi &Tech of Plant Propagat

**Class Sections** Personalize | Find | View All | First 2 of 2 Last

Section	Class Nbr			Class Type	Class Stat	Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Add Consent	*Drop Consent	Schd Print
Regular	015	64366	Lecture	Closed	E	A	15			N Q	N Q	<input checked="" type="checkbox"/>

Buttons: Save | Return to Search | Notify

Footer: Basic Data | Meetings | Enrollment Cntrl | Update Sections of a Class | Reserve Cap

UA Sections of a Class Tab  
-updating multiple sections at once



# Hands on Experience

“Dr. X only wants 85 students to be able to enroll in this class, with 5 on the waitlist.”

Navigation: Favorites | Main Menu | UA Schedule of Classes | UA Schedule of Classes Update

Page Actions: New Window | Personalize Page

Menu: Basic Data | Meetings | Enrollment Cntrl | Update Sections of a Class | **Reserve Cap**

Course ID: 037881 | Course Offering Nbr: 1  
Academic Institution: The University of Arizona  
Term: Fall 2020 | Undergrad  
Subject Area: PLS | Plant Science  
Catalog Nbr: 330 | Princi & Tech of Plant Propagat

**Class Sections** Find | View All First 2 of 2 Last

Session: 1 | Regular Academic Session | Class Nbr: 64366  
Class Section: 015 | Component: Lecture | Event ID: 000143577

**Reserve Capacity** Find | View All First 1 of 1 Last

\*Reserve Capacity Sequence:  | Enrollment Total: 0

**Reserve Capacity Requirement Group** Personalize | Find |  |  First 1 of 1 Last

*Start Date	*Requirement Group	Cap Enrl
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

Buttons: Save | Return to Search | Notify

Footer: Basic Data | Meetings | Enrollment Cntrl | Update Sections of a Class | Reserve Cap

**Reserve Cap Tab**  
-Allowing Multiple Requirement Groups  
ex. Senior Status Only



# Hands on Experience

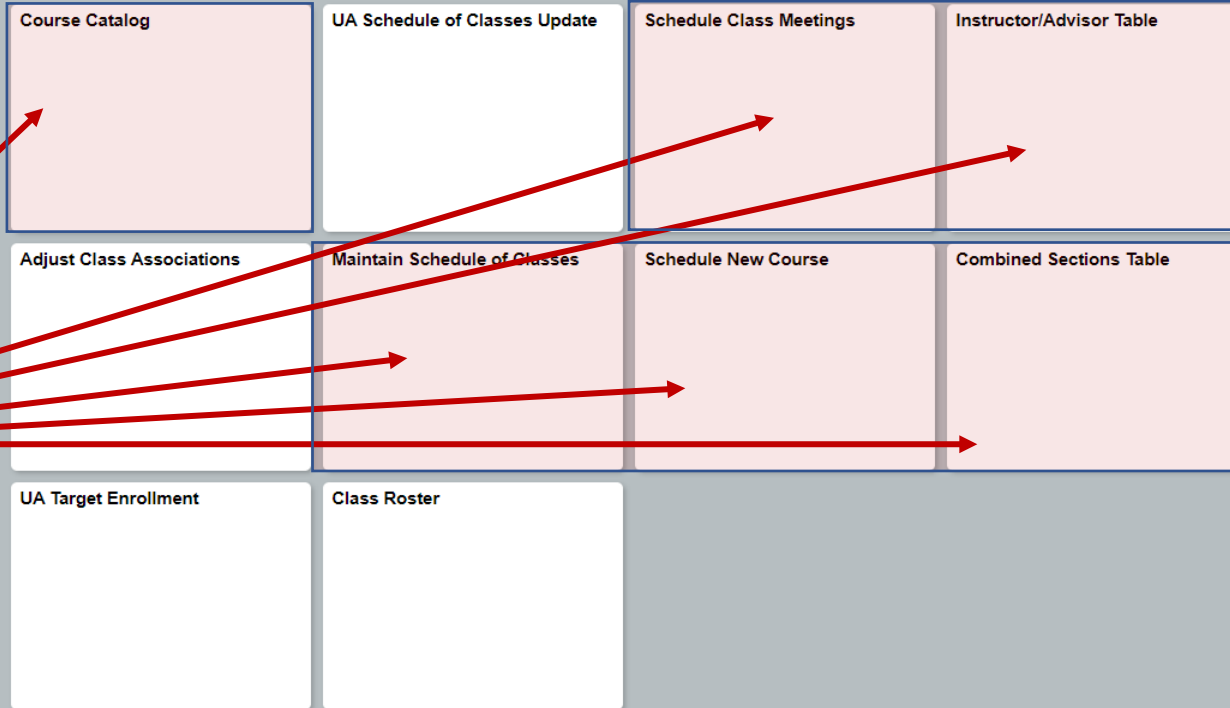
## Open Scheduling

Now 'DELETE' in Maintain Schedule of Classes

- Turns out Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?

# Scheduling Timeline

## Open Scheduling



Course Catalog

UA Schedule of Classes Update

Schedule Class Meetings

Instructor/Advisor Table

Adjust Class Associations

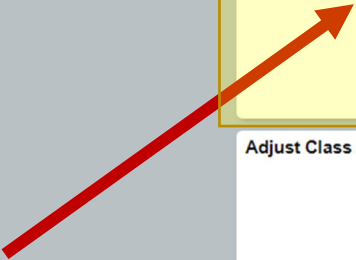
Maintain Schedule of Classes

Schedule New Course

Combined Sections Table

UA Target Enrollment

Class Roster



Office of the Registrar

Room & Course Scheduling (RCS)

BASIC CHECKLIST FOR SECTION REVIEW

1. Course Catalog Checklist

- Check that it is Active
- Check Catalog Data
  - Min & Max Units
  - Repeat for Credit
  - Allow Multiple in Term
  - Cross listings

- Check Components
  - Components (Required & \*Optional)

2. Schedule of Classes Checklist

- Check Basic Data
  - Session
  - Section & Associated Class
  - Class Type
  - Campus & Location
  - Instruction Mode
- Meetings (If Combined, do this last)
  - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
  - Standard Meeting Pattern
  - Instructor
  - Room Characteristics
- Enrollment Cntrl
  - Class Status
  - Add Consent
  - Drop Consent
  - Requested Room Capacity
  - Enrollment Capacity
  - Waitlist
- Reserve Cap\* *Optional - May leave tab blank*
  - Reserve Capacity
  - Reserve Capacity Sequence
  - Enrollment Total
  - Start Date
  - Requirement Group
  - Cap enroll
- Notes\* *Optional - May leave tab blank*
  - Note Nbr
  - Free Format Text
- Additional Items\* *Optional*
  - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
  - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.



# Hands on Experience

”Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

## Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Academic Institution =  🔍

Subject Area =  🔍

Catalog Nbr | begins with ▾  🔍

Campus | begins with ▾  🔍

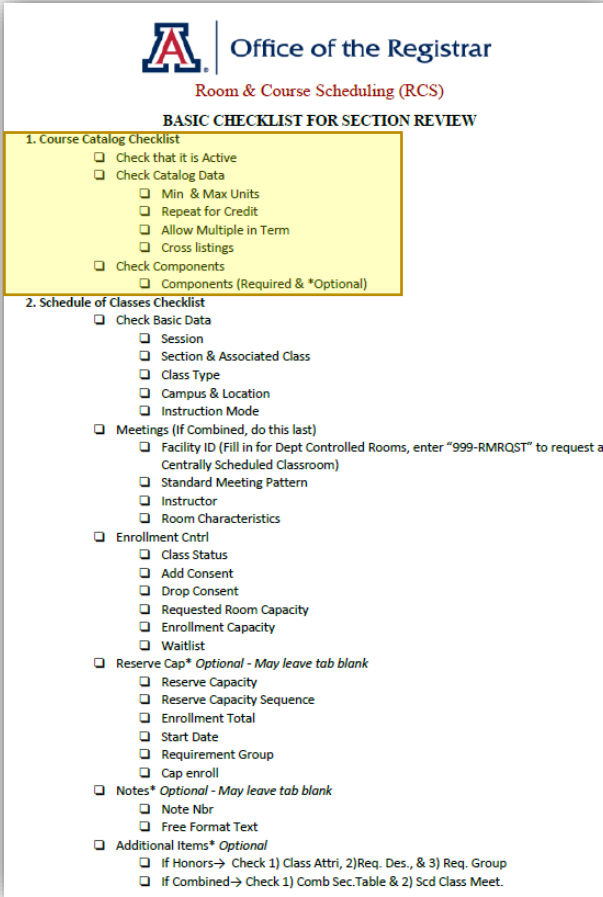
Course ID | begins with ▾  🔍

Description | begins with ▾  🔍

Include History  Correct History  Case Sensitive

|

Unfilled: Course Catalog



**Office of the Registrar**  
Room & Course Scheduling (RCS)  
**BASIC CHECKLIST FOR SECTION REVIEW**

- 1. Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- 2. Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
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    - Instruction Mode
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    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
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    - Note Nbr
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  - Additional Items\* *Optional*
    - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
    - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

”Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

## Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

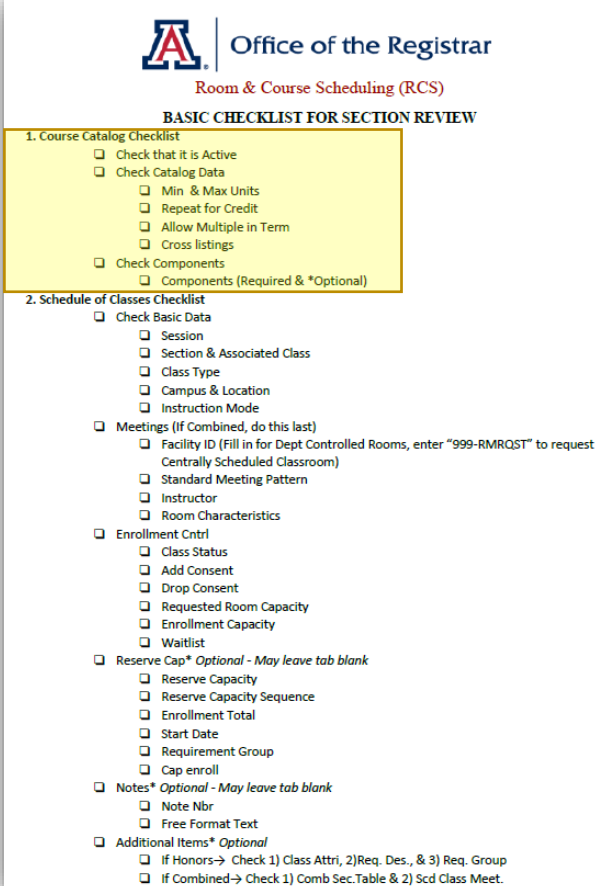
▼ Search Criteria

Academic Institution = ▾ UAZ00 🔍  
Subject Area = ▾ PLS 🔍  
Catalog Nbr | begins with ▾ | 330| 🔍  
Campus | begins with ▾ | 🔍  
Course ID | begins with ▾ | 🔍  
Description | begins with ▾ | 🔍

Include History  Correct History  Case Sensitive

|

Filed: Course Catalog



**Office of the Registrar**  
Room & Course Scheduling (RCS)  
**BASIC CHECKLIST FOR SECTION REVIEW**

- 1. Course Catalog Checklist
  - Check that it is Active
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    - Components (Required & \*Optional)
- 2. Schedule of Classes Checklist
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    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
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    - Start Date
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    - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
    - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

”Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

Favorites > Main Menu > UA Schedule of Classes > Course Catalog



New Window

## Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Academic Institution = UAZ00  
Subject Area = PLS  
Catalog Nbr begins with 330  
Campus begins with  
Course ID begins with  
Description begins with

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

## Search Results

View All First 1-4 of 4 Last

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
UAZ00	PLS	330	(blank)	027230	Plant Propagation
UAZ00	PLS	330	(blank)	027230	Prop I:Sexual+Asex Repro
UAZ00	PLS	330	(blank)	037881	Plant Propagat. Product. Mgmt
UAZ00	PLS	330	(blank)	037881	Princi &Tech of Plant Propagat

Find an Existing Value | Add a New Value

Filed: Course Catalog  
-Choose the Bottom Record



Room & Course Scheduling (RCS)

### BASIC CHECKLIST FOR SECTION REVIEW

- 1. Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
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    - Components (Required & \*Optional)
- 2. Schedule of Classes Checklist
  - Check Basic Data
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    - Class Type
    - Campus & Location
    - Instruction Mode
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    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
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    - Note Nbr
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  - Additional Items\* *Optional*
    - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
    - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

"Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?"

Course ID 037881

\*Effective Date: 08/01/2019 \*Status: Active Course Offering: 1 of 1

\*Description: Princi & Tech of Plant Propagat PLS 330

Long Course Title: Principles and Techniques of Plant Propagation and Culture.

Long Description: Plant propagation integrates art with science by applying principles of plant biology and cultural practices to create and multiply plants using seeds, cuttings, grafting, budding and tissue culture systems. While sexual seed propagation and all asexual techniques can be carried out in field or controlled environments, plant tissue culture requires specialized substrate, facilities and equipment to ensure sterile

**Course Units/Hours/Count**

Minimum Units: 3.00 Maximum Units: 3.00 \*Enrollment Unit Load Calc Type: Actual Units

Academic Progress Units: 3.00 Course Count: 1.00

Financial Aid Progress Units: 3.00 Course Contact Hours: 0.00

**Course Grading**

\*Grading Basis: Regular Grades \*Grade Roster Print: Component

Graded Component: Lecture

**Typically Offered**

Main Campus: Fall (odd years only) South Campus: Not Offered

UA Online Campus: Not Offered Phoenix Campus: Not Offered

Distance Campus: Not Offered Community Campus: Not Offered

**Repeat for Credit Rules**

Repeat for Credit  Allow Multiple Enroll in Term

Total Units Allowed: 3.00 Total Completions Allowed: 1

**Additional Course Information**

\*Instructor Edit: No Enrollment Choice \*Add Consent: No Special Consent Required \*Drop Consent: No Special Consent Required

Requirement Designation: [ ] Equivalent Course Group: [ ]

**Course Attributes**

*Course Attribute	Description	*Course Attribute Value	Description
[ ]		[ ]	

Override Topic Link ID

**Course Topics**

Description	Repeat For Credit

## Course Catalog

**Office of the Registrar**  
Room & Course Scheduling (RCS)

**BASIC CHECKLIST FOR SECTION REVIEW**

- Course Catalog Checklist**
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- Schedule of Classes Checklist**
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
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    - Class Status
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# Hands on Experience

”Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

Course ID 037881

Effective Date 08/01/2019 Status Active

Description Princi & Tech of Plant Propagat

Course Offering 1 of 1  
PLS 330

Course Component 1 of 1  
\*Course Component Lecture

Instructor Contact Hours  
Default Section Size 0  
Workload Hours 3.00  
OEE Workload Hours  
\*Final Exam Yes  
Exam Seat Spacing 1  
Provider for Authentication  
LMS Extract File Type

Auto Create  
 Graded Component  
 Primary Component  
 Optional Component  
 Generate Class Mtg Attendance

Update Fee

Course Attendance 1 of 1

Instruction Mode  
\*Attendance Type  
 Use Present  
 Use Reason  
 Use Tardy  
 Use Left Early  
 Use Contact Minutes  
 Use To and From Time  
 Override Template Date / Time

Room Characteristics Required 1 of 1

*Room Characteristic	Description	*Room Characteristic Quantity
		1

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

## Course Catalog

Office of the Registrar  
Room & Course Scheduling (RCS)

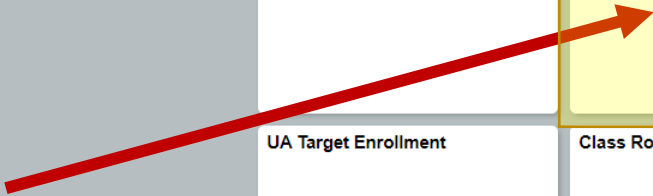
### BASIC CHECKLIST FOR SECTION REVIEW

- Course Catalog Checklist
  - Check that it is Active
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    - Components (Required & \*Optional)
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# Hands on Experience

”Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

Course Catalog	UA Schedule of Classes Update	Schedule Class Meetings	Instructor/Advisor Table
Adjust Class Associations	<b>Maintain Schedule of Classes</b>	Schedule New Course	Combined Sections Table
UA Target Enrollment	Class Roster		



# Hands on Experience

”Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

## Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution = ▾ JAZ00 🔍

Term = ▾ 🔍

Subject Area = ▾ 🔍

Catalog Nbr begins with ▾ 🔍

Academic Career = ▾

Campus begins with ▾ 🔍

Description begins with ▾

Course ID begins with ▾ 🔍

Course Offering Nbr = ▾ 🔍

Academic Organization begins with ▾

Case Sensitive

Search Clear Basic Search Save Search Criteria

Unfilled: Maintain Schedule of Classes

Office of the Registrar  
Room & Course Scheduling (RCS)

### BASIC CHECKLIST FOR SECTION REVIEW

1. Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
2. Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
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    - Class Status
    - Add Consent
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    - Free Format Text
  - Additional Items\* *Optional*
    - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
    - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

“Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

## Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution = ▾ UAZ00 🔍

Term = ▾ 2204 🔍

Subject Area = ▾ pls 🔍

Catalog Nbr begins with ▾ 330 🔍

Academic Career = ▾

Campus begins with ▾ 🔍

Description begins with ▾ 🔍

Course ID begins with ▾ 🔍

Course Offering Nbr = ▾

Academic Organization begins with ▾

Case Sensitive

Search Clear Basic Search Save Search Criteria

Filled: Maintain Schedule of Classes  
-Hit Search



Room & Course Scheduling (RCS)

### BASIC CHECKLIST FOR SECTION REVIEW

1. Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
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    - Components (Required & \*Optional)
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    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
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# Hands on Experience

”Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi &Tech of Plant Propagat

Auto Create Component

Class Sections Find | View All First 1 of 2 Last

\*Session 1 Regular Academic Session Class Nbr 60011  
\*Class Section 001 \*Start/End Date 08/24/2020 12/09/2020  
\*Component LEC Lecture Event ID  
\*Class Type Enrollment Section  
\*Associated Class 1 Units 3.00  
\*Campus MAIN UA Add Fee  
\*Location TUCSON Tucson  
Course Administrator  
\*Academic Organization 1238 Plant Sciences, Sch  
Academic Group UA UA General  
\*Holiday Schedule SAHOL Student Holidays  
\*Instruction Mode P In Person  
Primary Instr Section 001

Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 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 Override Equivalent Course  
Class Equivalent Course Group

Class Attributes Personalize | Find | View All First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description

Save Return to Search Notify

-Be sure to hit the > buttons to find the correct section!  
\*\* You're looking for Section 015 that we just created.

Office of the Registrar  
Room & Course Scheduling (RCS)  
BASIC CHECKLIST FOR SECTION REVIEW

1. Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
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# Hands on Experience

“Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi &Tech of Plant Propagat

Auto Create Component

**Class Sections** Find | View All First 2 of 2 Last

\*Session 1 Regular Academic Session Class Nbr 64353  
\*Class Section 015 \*Start/End Date 08/24/2020 12/09/2020  
\*Component LEC Lecture Event ID 000143291  
\*Class Type Enrollment Section  
\*Associated Class 15 Units 3.00  
\*Campus MAIN UA  
\*Location TUCSON Tucson  
Course Administrator  
\*Academic Organization 1238 Plant Sciences, Sch  
Academic Group UA UA General  
\*Holiday Schedule SAHOL Student Holidays  
\*Instruction Mode P In Person  
Primary Instr Section 015

Schedule Print  
 Student Specific Permissions  
 Add Fee  
 Dynamic Date Calc Required  
 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  
 Override Equivalent Course  
Class Equivalent Course Group

**Class Attributes** Personalize | Find | View All | First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description

Save Return to Search Notify

-Be sure to hit the > buttons to find the correct section!  
\*\* You're looking for Section 015 that we just created.

Office of the Registrar  
Room & Course Scheduling (RCS)

**BASIC CHECKLIST FOR SECTION REVIEW**

1. Course Catalog Checklist

- Check that it is Active
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  - Min & Max Units
  - Repeat for Credit
  - Allow Multiple in Term
  - Cross listings
- Check Components
  - Components (Required & \*Optional)

2. Schedule of Classes Checklist

- Check Basic Data
  - Session
  - Section & Associated Class
  - Class Type
  - Campus & Location
  - Instruction Mode
- Meetings (If Combined, do this last)
  - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
  - Standard Meeting Pattern
  - Instructor
  - Room Characteristics
- Enrollment Cntrl
  - Class Status
  - Add Consent
  - Drop Consent
  - Requested Room Capacity
  - Enrollment Capacity
  - Waitlist
- Reserve Cap\* Optional - May leave tab blank
  - Reserve Capacity
  - Reserve Capacity Sequence
  - Enrollment Total
  - Start Date
  - Requirement Group
  - Cap enroll
- Notes\* Optional - May leave tab blank
  - Note Nbr
  - Free Format Text
- Additional Items\* Optional
  - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
  - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

“Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi & Tech of Plant Propagat

Class Sections Find | View All First 2 of 2 Last

Session 1 Regular Academic Session Class Nbr 64353  
Class Section 015 Component Lecture Event ID 000143291  
Associated Class 15 Units 3.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
999-RMRQST 99 9:00AM 9:50AM [X] [ ] [X] [ ] [X] [ ] [ ] 08/24/2020 12/09/2020

999 RM REQUEST Topic ID Free Format Topic  
 Print Topic On Transcript [Contact Minutes](#)  
Required Contact Minutes Met

Instructors For Meeting Pattern Personalize | Find | View All | 1-2 of 2 | Last

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
00456854	Hodges, Tanya M	Primary Instructor	<input checked="" type="checkbox"/>	Post		0	
00670880	Tollefson, Stacy Joy	Teaching Assistant	<input checked="" type="checkbox"/>	Post		0	

Room Characteristics Personalize | Find | 1 of 1 | Last

*Room Characteristic	Description	*Quantity
32	Centrally Scheduled	1

Academic Shift Personalize | Find | 1 of 1 | Last

Academic Shift	Description
----------------	-------------

Save Return to Search Notify

-Meetings Tab  
Is this the correct section?

Office of the Registrar  
Room & Course Scheduling (RCS)  
BASIC CHECKLIST FOR SECTION REVIEW

- Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
    - Room Characteristics
  - Enrollment Cntrl
    - Class Status
    - Add Consent
    - Drop Consent
    - Requested Room Capacity
    - Enrollment Capacity
    - Waitlist
  - Reserve Cap\* Optional - May leave tab blank
    - Reserve Capacity
    - Reserve Capacity Sequence
    - Enrollment Total
    - Start Date
    - Requirement Group
    - Cap enroll
  - Notes\* Optional - May leave tab blank
    - Note Nbr
    - Free Format Text
  - Additional Items\* Optional
    - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
    - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

”Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi &Tech of Plant Propagat

**Enrollment Control** Find | View All First 2 of 2 Last

Session 1 Regular Academic Session Class Nbr 64353  
Class Section 015 Component Lecture Event ID 000143291  
Associated Class 15 Units 3.00

\*Class Status

Class Type Enrollment Enrollment Status Open

\*Add Consent  Requested Room Capacity  Total  
\*Drop Consent  Enrollment Capacity  0  
1st Auto Enroll Section  Wait List Capacity  0  
2nd Auto Enroll Section  Minimum Enrollment Nbr   
Resection to Section

Auto Enroll from Wait List  Cancel if Student Enrolled

-Enrollment Cntrl Tab  
Is this the correct section?



## BASIC CHECKLIST FOR SECTION REVIEW

- 1. Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
- 2. Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
    - Room Characteristics
  - Enrollment Cntrl
    - Class Status
    - Add Consent
    - Drop Consent
    - Requested Room Capacity
    - Enrollment Capacity
    - Waitlist
  - Reserve Cap\* *Optional - May leave tab blank*
    - Reserve Capacity
    - Reserve Capacity Sequence
    - Enrollment Total
    - Start Date
    - Requirement Group
    - Cap enroll
  - Notes\* *Optional - May leave tab blank*
    - Note Nbr
    - Free Format Text
  - Additional Items\* *Optional*
    - If Honors -> Check 1) Class Attri, 2) Req. Des., & 3) Req. Group
    - If Combined -> Check 1) Comb Sec.Table & 2) Scd Class Meet.



# Hands on Experience

“Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi & Tech of Plant Propagat

**Class Sections** Find | View All First 2 of 2 Last

Session 1	Regular Academic Session	Class Nbr 64353
Class Section 015	Component: Lecture	Event ID 000143291
Associated Class 15	Units 3.00	

**Reserve Capacity** Find | View All First 1 of 1 Last

\*Reserve Capacity Sequence  Enrollment Total 0

**Reserve Capacity Requirement Group** Personalize | Find | View All First 1 of 1 Last

* Start Date	* Requirement Group	Cap Enrl
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

-Reserve Cap Tab  
Is this the correct section?

Save | Return to Search | Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes



- ### BASIC CHECKLIST FOR SECTION REVIEW
1. Course Catalog Checklist
    - Check that it is Active
    - Check Catalog Data
      - Min & Max Units
      - Repeat for Credit
      - Allow Multiple in Term
      - Cross listings
    - Check Components
      - Components (Required & \*Optional)
  2. Schedule of Classes Checklist
    - Check Basic Data
      - Session
      - Section & Associated Class
      - Class Type
      - Campus & Location
      - Instruction Mode
    - Meetings (If Combined, do this last)
      - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
      - Standard Meeting Pattern
      - Instructor
      - Room Characteristics
    - Enrollment Cntrl
      - Class Status
      - Add Consent
      - Drop Consent
      - Requested Room Capacity
      - Enrollment Capacity
      - Waitlist
    - Reserve Cap\* *Optional - May leave tab blank*
      - Reserve Capacity
      - Reserve Capacity Sequence
      - Enrollment Total
      - Start Date
      - Requirement Group
      - Cap enroll
    - Notes\* *Optional - May leave tab blank*
      - Note Nbr
      - Free Format Text
    - Additional Items\* *Optional*
      - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
      - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

“Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

Favorites ▾ Main Menu ▾ > UA Landing Page > Maintain Schedule of Classes

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

Course ID 037881 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020 Undergrad  
Subject Area PLS Plant Science  
Catalog Nbr 330 Princi & Tech of Plant Propagat

**Class Sections** Find | View All First 2 of 2 Last

Session 1	Regular Academic Session	Class Nbr 64353
Class Section 015	Component Lecture	Event ID 000143291
Associated Class 15	Units 3.00	

**Class Notes** Find | View All First 1 of 1 Last

\*Sequence Number


\*Print Location   Even if Class Not in Schedule

Note Nbr

Free Format Text:

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

-Notes Tab  
Is this the correct section?

 Office of the Registrar  
Room & Course Scheduling (RCS)

**BASIC CHECKLIST FOR SECTION REVIEW**

1. Course Catalog Checklist
  - Check that it is Active
  - Check Catalog Data
    - Min & Max Units
    - Repeat for Credit
    - Allow Multiple in Term
    - Cross listings
  - Check Components
    - Components (Required & \*Optional)
2. Schedule of Classes Checklist
  - Check Basic Data
    - Session
    - Section & Associated Class
    - Class Type
    - Campus & Location
    - Instruction Mode
  - Meetings (If Combined, do this last)
    - Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom)
    - Standard Meeting Pattern
    - Instructor
    - Room Characteristics
  - Enrollment Cntrl
    - Class Status
    - Add Consent
    - Drop Consent
    - Requested Room Capacity
    - Enrollment Capacity
    - Waitlist
  - Reserve Cap\* *Optional - May leave tab blank*
    - Reserve Capacity
    - Reserve Capacity Sequence
    - Enrollment Total
    - Start Date
    - Requirement Group
    - Cap enroll
  - Notes\* *Optional - May leave tab blank*
    - Note Nbr
    - Free Format Text
  - Additional Items\* *Optional*
    - If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
    - If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

# Hands on Experience

”Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Course ID 037881      Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020      Undergrad  
Subject Area PLS      Plant Science  
Catalog Nbr 330      Princi &Tech of Plant Propagat

Auto Create Component

Class Sections      Find | View All      First 2 of 2 Last

\*Session 1      Regular Academic Session      Class Nbr 64353  
\*Class Section 015      \*Start/End Date 08/24/2020 12/09/2020  
\*Component LEC      Lecture      Event ID 000143291  
\*Class Type Enrollment Section  
\*Associated Class 15      Units 3.00  
\*Campus MAIN      UA  
\*Location TUCSON      Tucson  
Course Administrator  
\*Academic Organization 1238      Plant Sciences, Sch  
Academic Group UA      UA General  
\*Holiday Schedule SAHOL      Student Holidays  
\*Instruction Mode P      In Person  
Primary Instr Section 015

Add Fee

Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 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       Override Equivalent Course  
Class Equivalent Course Group

Class Attributes      Personalize | Find | View All      First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description
HNRS	Honors Course	HCRS	Honors Course

Save    Return to Search    Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

-Basic Data Tab  
-hit the – button of the correct section



# Hands on Experience

“Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

Navigation: Favorites | Main Menu | UA Landing Page | Maintain Schedule of Classes

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Course ID 037881      Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2020      Undergrad  
Subject Area PLS      Plant Science  
Catalog Nbr 330      Princi & Tech of Plant Propagat

Auto Create Component

**Class Sections**      Find | View All      First 1 of 1 Last

\*Session 1      Regular Academic Session      Class Nbr 60011  
\*Class Section 001      \*Start/End Date 08/24/2020 12/09/2020  
\*Component LEC      Lecture      Event ID  
\*Class Type Enrollment Section  
\*Associated Class 1      Units 3.00  
\*Campus MAIN      UA      Add Fee  
\*Location TUCSON      Tucson  
Course Administrator  
\*Academic Organization 1238      Plant Sciences, Sch  
Academic Group UA      UA General  
\*Holiday Schedule SAHOL      Student Holidays  
\*Instruction Mode P      In Person  
Primary Instr Section 001

Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 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       Override Equivalent Course  
Class Equivalent Course Group

**Class Attributes**      Personalize | Find | View All | First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description

Save | Return to Search | Notify

Basic Data Tab

- The page will either go Blank or will bring you to another section
- Save and Go Home!



# The Three 'C's in the Schedule of Classes

## Combined

- It is a section that meets at the same time/day AND Facility ID *as another section*. The combination lives in the Combined Sections Table in Curriculum Management in UAccess.

## Cross-Listed

- It is a section that meets at the same time/day AND Facility ID *as another section*, that is offered by the same primary academic organization under different subjects. Under one course ID.

## Co-Convened

- It is a section that meets at the same time/day AND Facility ID *as another section*, that is offered by the same primary academic organization for a 400 and 500 level or UAOnline and iCourse. Two different Course IDs but same title and content with extra objectives for the 500 level.



# Combinations

## What Can Be Combined?

- Sections of the same course. (ie. Math 101-001 & Math 101-002)
  - Please Note: Math 101 & Math 102 cannot be combined without approval from Curricular Affairs.
- Co-Convened Courses (400/500) if approved on the Course Catalog.
- Cross-Listed Courses if cross-listed on the Course Catalog.
- Exceptions and approvals are granted by Curricular Affairs.



# Understanding Cross-Listings

Course Catalog

UA Schedule of Classes Update

Schedule Class Meetings

Instructor/Advisor Table

Adjust Class Associations

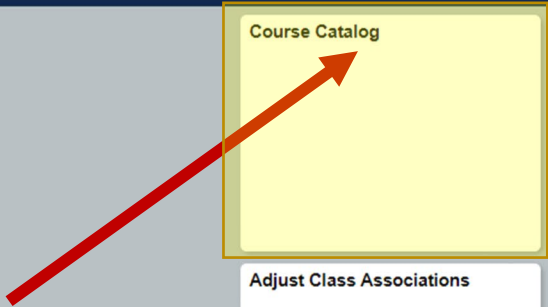
Maintain Schedule of Classes

Schedule New Course

Combined Sections Table

UA Target Enrollment

Class Roster



# Understanding Cross-Listings

## Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

### ▼ Search Criteria

Academic Institution = ▾ UAZ00 🔍  
Subject Area = ▾ 🔍  
Catalog Nbr begins with ▾ 🔍  
Campus begins with ▾ 🔍  
Course ID begins with ▾ 🔍  
Description begins with ▾ 🔍

Include History  Correct History  Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) 🔍 [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Course Catalog  
Search for your Subject Area  
-hit search



# Understanding Cross-Listings

## Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Academic Institution = ▾ UAZ00 🔍

Subject Area = ▾ PLS 🔍

Catalog Nbr begins with ▾ 🔍

Campus begins with ▾ 🔍

Course ID begins with ▾ 🔍

Description begins with ▾ 🔍

Include History  Correct History  Case Sensitive

## Search Results

Only the first 300 results can be displayed.

View All First 1-100 of 300 Last

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
UAZ00	PLS	1TR	(blank)	002653	PLS Lower Division Transfer
UAZ00	PLS	3TR	(blank)	002654	PLS Upper Division Transfer
UAZ00	PLS	100	(blank)	027196	Plant Science
UAZ00	PLS	100H	(blank)	027197	Plant Sciences
UAZ00	PLS	101	(blank)	027198	Plant Sciences Lab
UAZ00	PLS	101H	(blank)	027199	Plant Sciences Lab
UAZ00	PLS	102	(blank)	027200	Plant Science
UAZ00	PLS	105	(blank)	027201	Applied Plant Biology
UAZ00	PLS	110	(blank)	027202	Agro+Hort Crop Science
UAZ00	PLS	111	(blank)	027203	Genetic Engineering
UAZ00	PLS	120	(blank)	005642	Basic Comptr Skills Off Apps
UAZ00	PLS	120	(blank)	005642	Microcomputing Aplcns
UAZ00	PLS	120	(blank)	027204	Microcomputing Aplcns
UAZ00	PLS	120	ICRSE	005642	Microcomputing Aplcns
UAZ00	PLS	130	(blank)	027205	Home Gardening
UAZ00	PLS	130	(blank)	027205	Plant Biology

## Course Catalog

Search for a Subject Area you're interested in.

Hit Search.

-Displaying all courses (inactive and active) on the course catalog

-Select one. Search for a Cross Listed Course.

# Understanding Cross-Listings

Course ID 040792

\*Effective Date 01/01/2020 \*Status Active

\*Description Evolution of Food Plants

Long Course Title Evolution of Food Plants

Long Description The course introduces students to the science of plant diversity through exploration of the origins and development of modern crop plants. Fundamental concepts of plant biology, morphology, evolution, and domestication are covered; recent research on

**Course Offering** 1 of 1

PLS	307
-----	-----

Course Units/Hours/Count

Minimum Units 3.00 Maximum Units 3.00 Academic Progress Units 3.00 Financial Aid Progress Units 3.00

\*Enrollment Unit Load Calc Type Actual Units Course Count 1.00 Course Contact Hours 0.00

Course Grading

\*Grading Basis Regular Grades \*Grade Roster Print Component

Typically Offered

Main Campus Spring (even years only) South Campus Not Offered

UA Online Campus Not Offered Phoenix Campus Not Offered

Distance Campus Not Offered Community Campus Not Offered

Repeat for Credit Rules

Repeat for Credit Total Units Allowed 3.00

Allow Multiple Enroll in Term Total Completions Allowed 1

Additional Course Information

\*Instructor Edit No Enrollment Choice \*Add Consent No Special Consent Required \*Drop Consent No Special Consent Required

Requirement Designation Equivalent Course Group

Course Attributes

*Course Attribute	Description	*Course Attribute Value	Description

Course Topics

*Course Topic ID	*Description	*Short Description	*Formal Description	Topic Link ID
1				

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Course Catalog

-if only '1 of 1', scroll to bottom and select 'Next in List' (alt + 3)

-keep doing this until you find a '1 of 2' or more



# Understanding Cross-Listings

Course ID 027227

\*Effective Date 1/01/2020 \*Status Active

\*Description Animal+Plant Genetics

Long Course Title Animal and Plant Genetics

Long Description The course is designed to help students learn and use the basic concepts of the very broad field of genetics, including the sub-fields of transmission genetics, cytogenetics, cytoplasmic inheritance, quantitative inheritance, population genetics and evolution, and molecular genetics. Students will be able to solve a wide variety of genetics problems by utilizing the basic concepts and selecting an appropriate

**Course Offering** 1 of 2

PLS 312

Course Units/Hours/Count

Minimum Units 4.00 Maximum Units 4.00 Academic Progress Units 4.00 Financial Aid Progress Units 4.00

\*Enrollment Unit Load Calc Type Actual Units Course Count 1.00 Course Contact Hours 0.00

Course Grading

\*Grading Basis Regular Grades \*Grade Roster Print Component

Typically Offered

Main Campus Spring South Campus Not Offered

UA Online Campus Not Offered Phoenix Campus Not Offered

Distance Campus Spring Community Campus Not Offered

Repeat for Credit Rules

Repeat for Credit Total Units Allowed 4.00

Allow Multiple Enroll in Term Total Completions Allowed 1

Additional Course Information

\*Instructor Edit No Enrollment Choice

\*Add Consent No Special Consent Required \*Drop Consent No Special Consent Required

Requirement Designation

Equivalent Course Group 03336 ANS 312 X-listed w/PLS 312

Course Attributes

*Course Attribute	Description	*Course Attribute Value	Description
CE	Course Equivalencies	CL	Cross Listed

Override Topic Link ID

Course Topics

*Course Topic ID	*Description	*Short Description	*Formal Description	Topic Link ID
1				

## Course Catalog

- 1 of 2 (PLS 312 XLIST ACBS 312)
- The '1' is Primary
  - all messages, questions, and forms must come from the primary.

# Understanding Cross-Listings

Course ID 027227

\*Effective Date 01/01/2020 \*Status Active

\*Description Animal+Plant Genetics

Long Course Title Animal and Plant Genetics

Long Description The course is designed to help students learn and use the basic concepts of the very broad field of genetics, including the sub-fields of transmission genetics, cytogenetics, cytoplasmic inheritance, quantitative inheritance, population genetics and evolution, and molecular genetics. Students will be able to solve a wide variety of genetics problems by utilizing the basic concepts and selecting an appropriate

Course Offering 2 of 2  
ACBS 312

Course Units/Hours/Count

Minimum Units 4.00 Maximum Units 4.00 Academic Progress Units 4.00 Financial Aid Progress Units 4.00

\*Enrollment Unit Load Calc Type Actual Units Course Count 1.00 Course Contact Hours 0.00

Course Grading

\*Grading Basis Regular Grades \*Grade Roster Print Component

Typically Offered

Main Campus Spring South Campus Not Offered

UA Online Campus Not Offered Phoenix Campus Not Offered

Distance Campus Spring Community Campus Not Offered

Repeat for Credit Rules

Repeat for Credit Total Units Allowed 4.00

Allow Multiple Enroll in Term Total Completions Allowed 1

Additional Course Information

\*Instructor Edit No Enrollment Choice

\*Add Consent No Special Consent Required \*Drop Consent No Special Consent Required

Requirement Designation

Equivalent Course Group 03336 ANS 312 x-listed w/PLS 312

Course Attributes

\*Course Attribute Description \*Course Attribute Value Description

CE Course Equivalencies CL Cross Listed

Course Topics

\*Course Topic ID \*Description \*Short Description \*Formal Description Topic Link ID

1

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

## Course Catalog

- 1 of 2 (PLS 312 XLIST ACBS 312)
- The '1' is Primary
  - all messages, questions, and forms must come from the primary.



# Understanding Cross-Listings

## How To Add a Cross-Listed Section During Open Scheduling

- Please see the BPG: How to add/maintain a combined (cross-listed) section?
- Link: <https://registrar.arizona.edu/courses/schedule-classes-resources-tutorials?audience=staff&cat1=10&cat2=232>

# Understanding Cross-Listings

## Cross-Listing FAQs

Q. Can I offer the primary without the secondary?

A. No - because the cross-listed course has been offered to students on the Browse Catalog both classes need to be offered.

Q. Can we get approval from the departments to only offer the primary, and not the secondary?

A. If the course is cross-listed on the Course Catalog, they must be offered together in the Schedule of Classes. The only way to not offer secondaries is to remove them from the Course Catalog.

Q. Can we schedule both classes, but close one so students can only enroll in the other?

A. No - because the Class has been offered to students on the Browse Catalog, we have to offer both in the SOC. Also, different degrees have different requirements and the 'closed' class may be required for some students to graduate.



# Understanding Cross-Listings

## Cross-Listing FAQs

- Q. If I delete a class during Open Scheduling does the system automatically cancel all of the cross-listings?
- A. No – you must manually delete out all of the sections in a cross-listing. The System will not automatically delete out the cross-listed sections.
- Q. What if we would like to cross-list with another department's class?
- A. You will need to submit a UA Course add (if your course does not exist or a UA Course Modification form (if the class is already on the Course Catalog). The form will route through each department for their approval.
- Q. What if we would like to remove the cross-list?
- A. You would need to submit a UA Course Modification form to remove the cross-list.



# Wrapping up

- **Please come see us or schedule an appointment for extra training!**
- **We will be emailing the information from today's class**
  - Powerpoint & Analytics Template
- **We will be setting up one-on-one follow up appointments**
  - Check access, answer additional questions
- **Contact Information**
  - RCS – [rcshelp@arizona.edu](mailto:rcshelp@arizona.edu) (520) 621-3313
  - Veda Adams– [vadams@arizona.edu](mailto:vadams@arizona.edu) (520) 626-8029
  - Laura Massey-Miller- [laurakmiller@arizona.edu](mailto:laurakmiller@arizona.edu)
  - Elizabeth Moraga – [elizabethd@arizona.edu](mailto:elizabethd@arizona.edu) (520)626-1061





Picture above from msn.com

# Questions/ Comments

