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



Picture above from education.viewsonic.com

 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

						Course	Detail							
											ergraduate			
Catalog Data	Offerings	UA Characteristic	s <u>C</u> omponents							its 3.00	las Crada	_		
Course ID:		034330					Co		Grading Base Componer	nts Lab	oratory	5	Required Required	
				Fir	d View All First 🕚	1 of 1		Aca	ademic Gro		General		rtoqui ou	
							Acad		Organizati	-	eatre, Film	& Telev	ision,Sch	
*Effective Date:	:	08/01/2017	*Status:	Active •	Course Offering	of 2 Enrollm	ent Inform	natio	n					
		Incost Dislow				W	Typically (Offere	d Semeste	r (s) Mai	in campus	: Fall, S	pring	
*Description:		Insect Biology			EIS 515R	Descrip	tion							
Long Course 1	litle:	Insect Biology				Basic pr costume		constr	uction proce	ss and te	chniques.	Use of	materials for st	age
Long Descripti	ion:				, physiologically, and	Characte	eristics							
			nvestigation of relativity of the relativity of the relation o		members of Insecta and how	/			Flat	Fee \$10	0.00			
					rmation and list of lectures.	*			iCourse l	Fee* \$50	0.00			
					reports on landmark papers i	in //		Cou	urse Requis	ites TAF	R 118 for T	Theatre	Arts Majors.	
Course Units	s/Hours/Cou	unt					campu	us pro	grams will b	e charge	d a \$50 iC	ourse F	ions in main ee. This fee	
Minimum Uni		3.00	Last Course of M		Actual Units		 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. 							
Maximum Un	its:	3.00	*Enrollment Unit I	Load Calc Type:	Actual Offics		Serries	ster to	semester.					
Academic Pro	ogress Units:	3.00	Course Count:		1.00		Course Schedu	ule						
Financial Aid	Progress Un	nits: 3.00	Course Contact H	Hours:	0.00		Terms	Offered St	oring 1996	~	Show Section	IS		
									🔴 Open with Require	ments	Open	Closed	▲Wait List	
Course Grad	ling						TAR 116 Sectio	ns for Spr	ing 1996					
*Crading Paci	le.	Graded	▼ *Grade	Roster Print:	Component V							1	-2 of 2	
*Grading Basi Graded Com		Lecture	Grade	Roster Print.	oomponent '		Section		Personalize Find V	iew All [기 📑	First ④ 1 of Status	1 🕟 Last		
		2001010					001-LEC (24121	1)		1	•			
Typically Offer	red						Secti	on Details		Find 🔄 🔣	First 🕢 1-2 of	2 🕟 Last		
							Days	Start	End Room	Instructor	Dates 01/11/19	96 -		
Main Ca	mpus Fall		•	South Campus	Not Offered	*	MoWe	9:00AM	9:50AM TBA	Staff	05/01/19	96		
UA Online Ca		ffered	• F	hoenix Campus		v	Мо	1:00PM	4:50PM TBA	Staff	05/01/19			
	mpus Not Of			munity Campus		*					-			
Distance ou	in pus		Con	interney outpus			Section Section		Personalize Find \	/iew All 2 E	First ④ 1 of Status	1 🕑 Last		
							002-LEC (26365	5)		1				
Repeat for Ci	redit Rules						Secti	ion Details		Find 🛛 🔣	First 🕢 1-2 of	2 🕟 Last		
					3.00		Days		End Room	Instructor	Dates 01/11/19	26		
Repeat for	or Credit		Total Units Allo	wed:	3.00		MoWe	9:00AM	9:50AM TBA	Staff	05/01/19	96		
Allow Mu	ultiple Enroll	in Term	Total Completio	ons Allowed:	1		Ти	1:00PM	4:50PM TBA	Staff	01/11/19 05/01/19			

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	5	Enrollment Cntrl Reserve Cap	Notes
Course ID: Academic Institution: Term: Subject Area: Catalog Nbr:	034330 The University of Arizona Fall 2018 EIS 515R	Course Offering Nbr: Graduate Entomology and Insect Scie Insect Biology	1 Auto Create Component
Class Sections			Find View All First 4 1 of 1 Last
*Session: *Class Section: *Component: *Class Type: *Associated Class: *Campus: *Location: Course Administrator *Academic Organizatio Academic Group: *Holiday Schedule: *Instruction Mode:	001 LEC Lecture Enrollment T Units: MAIN Q TUCSON Q :	cademic Session Class Nbr: *Start/End Date Event ID: 3.00 UA Tucson Entomology & Insect Sci, GIDP UA General Student Holidays In Person	
Primary Instr Section:	001		GL Interface Required
Class Topic			
Course Topic ID:	Q		Print Topic in Schedule
Equivalent Course G	Group		
Course Equivalent Co Class Equivalent Cou	-	EIS 515R x-list with ECOL 515R	Override Equivalent Course
Class Attributes *Course Attribute CE Q Course Eq	uivalencies	Personalize Find View "Course Attribute Value CL Q Cros	All 🔄 📰 First 🕢 1 of 1 🕢 Last

SLHS 255 - 001 Hearing, Health and Society

🖞 University of Arizona - Main	This course introduces students to critical thinking in r disability across the life span.	elation to hearing loss and quality of life issues associated with a
Tucson 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



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



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)





9. <u>Centrally Scheduled Classrooms (CSC)</u>

- 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		R	egular Academic Session	Class Nbr	43800
Class Section:	001	Component:	Le	ecture	Event ID:	000141012
Associated Class:	1	Units:	3.	00		
*Class Status:	Activ	9		Ŧ	Cancel	Class
Class Type:		Enrollment		Enrollment Status:	0	pen
Add Consent:		No Consent	۳	Requested Room Capac	:ity:	40 Total:
Drop Consent:		No Consent	۳	Enrollment Capacity:		44 27
1st Auto Enroll Section:				Wait List Capacity:		20 0
2nd Auto Enroll Section:				Minimum Enrollment Nb	or:	
Resection to Section:						
Auto Enroll from Wait		Can	cel if Student Enrolled	Con	bined Section	

Scheduling Timeline

WINTER 2021/2022 SPRING 2022

Date*	ltem	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 Priority Scheduling Request form 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

Closed 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

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?
- \rightarrow You can submit a section form!
 - <u>https://registrar.arizona.edu/online-</u> <u>forms-available-from-office-of-the-</u> <u>registrar</u>

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 T Regular Academic Session T
Subject Area:	AAS •
Catalog Number:	•
Section Number:	
Campus:	University of Arizona - Main 🔻
Location:	Tucson
Component:	Lecture
Dates:	Regular Session Other Session Dates
Instruction Mode:	In Person 🔻
Course Topic ID:	INDV, NATS, TRAD, CRL, LASC and LAW courses only
Honors?:	
Pass/Fail?:	
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 v AM v
End Time: 1 💌	00 v AM v
Facility ID:	Q (optional)
Instructor:	(optional)

Business Process Guides and Tutorials

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

→ Visit the Schedule of Classes Resources & Tutorials webpage!

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

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 recieve 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

+General Information and Definitions

+Tutorials / Business Process Guides (BPGs)

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

- 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)





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

Select Dashboards drop down

UAccess ANALYTICS				Sign Out
Home		Home My Roles Catalog Favorites •	Dashboards ▼ New ▼ Open ▼	Signed In As againes ▼
Create	Recent			
Analysis and Interactive Reporting Analysis Filter More Actionable Intelligence Agent Action	Dashboards Image: Catalog and Schedule - Ov Open More ▼ Image: Catalog and Schedule - Cat Open More ▼ More Dashboards ↓	Catalog and Schedule - Ov Open More ▼ Catalog and Schedule - co Open More ▼	Catalog and Schedule - Fa Open More ▼ All Dashboards Index - Das Open More ▼	
Get Started	Most Popular	ost Popular items will be displayed here when results become ava	9-61-	
My UAccess Roles and APL	Wo recommendations are currently available. We	ost Popular terns will be displayed here when results become ava	liable.	
UAccess Community Analytics Forum				
Analytics Metadata Wiki				
Workshops and Training Team				
University Analytics and Institutional Research				
Reset Secondary Password				
University Privacy Statement				

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

Sign Out

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

UAccess ANALYTICS

Home	н	ome My Roles Catalog Favorites	▼ Dashboards ▼ New ▼ Open ▼ Signed In As againes ▼
Create	Recent		Most Recent(Catalog and Schedule - Overview with Characteristics)
Analysis and Interactive Reporting Analysis Filter More ▼ Actionable Intelligence Agent Action	Dashboards Image: Catalog and Schedule - Ov Open More ▼ Image: Catalog and Schedule - Cat Open More ▼ Image: Catalog and Schedule - Cat Open More ▼ More Dashboards ∨	Catalog and Schedule - Ov Open More ▼ Catalog and Schedule - co Open More ▼	 My Dashboard All Dashboards Index All Dashboards Index Budget Line Management
Get Started	Most Popular		Operating Budgets & Multi-Year Plans
 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 	No recommendations are currently available. Most Popular items	will be displayed here when results become av	A Employee Image: Time & Labor Image: Time & Labor
			RCM Security Student Admissions Catalog and Schedule Class Enrollment

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

Sign Out

• Find Overview with Characteristics Tab

UAccess ANALYTICS

atalog and	Schedule			Home	My Roles Catal	log Favorites ▼ Dashb	oards ▼ New ▼ Open ▼ Signed In As againes ▼		
Overview Fal	Il Summary Schedule Overview	Overview with Characteristics	Gen Ed Requirement Groups	Courses by College	Instructor Availabilit	ty Faculty Load Primary Instru	ictors Over-Enrollment Total Class Enrollment 🖍 🔅 🔮		
Catal	og/Schedul	P					Links		
This dashboard a	assists colleges and departments with co Descriptions	Room & Course Scheduling FERPA Training UAccess Application Access Provisioning UAccess Community / UAccess Analytics Forum History of Dashboard Changes Dashboard Feedback							
	Dashboard Page Description Select Value contains any Apply Reset						On Demand Reports		
							Available Requirement Groups Printable Course Description by Department		
Dashboard Page	Description					Required Roles	Printable Course Descriptions for All Subjects Catalog by Subject, Cat Nbr, Org, & Career		
Course Projections									
	Seat Projections Fall 2014 provi	des counts of predicted seat den	aand as calculated based on previ	BI_SA_LOW or BI_SA_MED or BI_SA_HIGH					
Courses by College	Courses by College and Level for academic organization, subject a	or Comparison Term provides the and catalog number for a compa	BI_SA_LOW or BI_SA_MED or BI_SA_HIGH						
	Courses by College and Level p subject and catalog number.	rovides the number of seats take	BI_SA_LOW or BI_SA_MED or BI_SA_HIGH						
	Courses by College compares c	college course information such a	s enrollment, seats offered, and se	BI_SA_LOW or BI_SA_MED or BI_SA_HIGH					

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.

UAcce	ss Analytics		Sign Out		
Catalog and Overview Fall	Schedule Home My Roles Cata Summary Schedule Overview with Characteristics Gen Ed Requirement Groups Courses by College Instructor Availab		ards ▼ New ▼ Open ▼ Signed In As againes ▼ ructors Over-Enrollment Total Class Enrollment ≫ 🔅 @		
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Dashboard	Descriptions Dashboard Page Description		UAccess Community / UAccess Analytics Forum History of Dashboard Changes Dashboard Feedback		
	Dashboard Page Description Select Value		On Demand Reports		
			Available Requirement Groups Printable Course Description by Department		
Dashboard Page	Description	Required Roles	Printable Course Descriptions for All Subjects Catalog by Subject, Cat Nbr, Org, & Career		
Course Projections	Course Projections provide counts of predicted seat demand as calculated based on previous years enrollment.	ted 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.				
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			

💮 \land 💙 💽 Rows 1 - 5

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

UACCESS ANALYTICS Sign Out Catalog and Schedule My Roles Catalog Favorites v Dashboards v New v Open v Signed In As againes v Home 0 0 Gen Ed Requirement Groups Courses by College Instructor Availability Faculty Load Primary Instructors Over-Enrollment Total Class Enrollment course enrollment RCS - Compliance Reports Overview Fall Summary Schedule Overview Overview with Characteristics 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 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 Academic Org Subject Catalog Number Campus Facility Spring 2020 Apply Reset 🔻 --Select Value--Plant Sciences, Sch . --Select Value-- V --Select Value-- ---Select Value-v Schedule Overview with Room Characteristics Section Class Class Class Course Course Course Variable Combined Fac Fac Fac Rm Enn Cat. Start End Meet Reg P/F Course Course Meeting Max Actual Combined Term Campus Session Subject Section Component Credit Term Minimum Maximum Term Minimum Maximum Unit Instructor Start End Facility 1st 2nd 3rd Actual Date Date # Desig Opt Desc Toipc Days Enroll Enroll Section Cap Stat Pref Pref Pref Enroll Units Units Units Units Units Units Flag Hours MAIN ABS 593A 001 1/15/2020 5/8/2020 1 -Ind Study 0.00 9 YES 12:00 12:00 NA 10.00 0.00 0.00 0 Ope Spring Regular 9 Internship 2020 AM AM Academic in Applied Session Biosci MAIN Regular ARS 593A 002 1/15/2020 5/8/2020 Ind Study 9.00 9 YES 12:00 12:00 NA 12.00 0.00 -0.00 0 One 1 -9 Eares Hanna F Internship Academic in Applied ΔM ΔM Session Biosci MAIN Regular ARS 593A 003 1/15/2020 5/8/2020 1 -Ind Study 9.00 9 9 YES Kacira Murat Internship 12:00 12:00 NA 10.00 0.00 0.00 0 One 1 MA AM Academic in Applied Biosci Session MAIN Regular ABS 593A 004 1/15/2020 5/8/2020 1 -Ind Study 9.00 8 1 1 9 YES Molnar.Istvan Internship 12:00 12:00 NA 10.00 0.00 -0.00 0 Ope AM AM Academic in Applied Session Biosci MAIN Regular ABS 593A 005 1/15/2020 5/8/2020 1 -Ind Study 9.00 8 1 9 YES Nagy,Lisa M 12:00 12:00 NA 5.00 0.00 0.00 0 One 1 Internship Academic in Applied AM AM Session Biosci MAIN Regular ABS 593A 006 1/15/2020 5/8/2020 1 -Ind Study 9.00 8 9 YES Schmelz Monika Internship 12:00 12:00 NA 5.00 0.00 0.00 0 One 1 AM AM Academic in Applied Session Biosci MAIN Regular ABS 593A 007 1/15/2020 5/8/2020 1 -Ind Study 9.00 9 YES Briehl,Margaret Internship 12:00 12:00 NA 5.00 0.00 0.00 0 Ope 9 Academic AM AM in Applied Session Biosci MAIN Regular ABS 593A 008 1/15/2020 5/8/2020 1 -9.00 9 YES Camenisch Todd Internship 12:00 12:00 NA 5.00 0.00 0.00 0 Ope Ind Study 9 AM Academic in Applied AM Session Biosci MAIN Regular ABS 593A 009 1/15/2020 5/8/2020 1 -Ind Study 9.00 9 YES De Barun K Internship 12:00 12:00 NA 5.00 0.00 0.00 0 Ope in Applied MA AM Academic Session Biosci MAIN Regular 593A 010 1/15/2020 5/8/2020 1 -Ind Study 9.00 1 9 YES Dussor, Gregory 12:00 12:00 NA 5.00 0.00 -0.00 0 Ope ABS 9 1 Internship Academic in Applied AM AM Session Biosci 💮 \land 💙 🗿 Rows 1 - 10

Class Status Description is not equal to / is not in Cancelled Section and Term Description is equal to Spring 2020

Analysis contains no Selection Steps

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.



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

Sign Out

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

UAccess ANALYTICS

your sele	ctions and	d click A	PPLY																																					
dule Ove	erview wi	ith Roo	n Cha	racteri	stics								Term Spring 20		ampus Select Va		cademic Or -Select Value		-	Catalog Num Select Valu		Facility Select Va	ilue 1	App	ly Rese	et 🔻														
Campus	Session	Subject	Cat. #	Section	Start Date	End Date	Meet #	Req F Desig C	P/F Co	omponent	Section Credit Hours	Class Term Units	Minimum	Class Maximum Units	Course Term Units	Course Minimum Units	Course Maximun Units	Variabl Unit Flag	e Instructor	Course C Desc 1	Course Toipc	Meeting Days	Start E	nd Fa			Fac 3rd FPref	Max A Enroll E	ctual C nroll S	Combined Section	Combined Actual Enroll	Rm Cap								
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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 <u>video</u>.

See <u>Sample Excel Sheet</u> with communication dates for record keeping purposes.

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Session	Campus	Cat. #	Section	Start Date	End Date Compone	Class Mini Cla	ss Max Meeting	E 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				
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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		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				
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Regular A		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				
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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				
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Regular A	DIST	120	301	1/15/2020	5/6/2020 Lecture	3	3	12:00:00 AM	12:00:00 AM	300 FullOnli	ne Jondall, Dava R				
Regular A		120	301			3	3	12:00:00 AM	12:00:00 AM	300 FullOnli	neYitayew,Muluneh				
Regular A	MAIN	170C1	101	1/15/2020	5/6/2020 Lecture	3	3	12:00:00 AM	12:00:00 AM	210 FullOnli	ne Pessarakli, Mohammad				
Regular A	MAIN	170C2	102	1/15/2020	5/6/2020 Lecture	3	3	12:00:00 AM	12:00:00 AM	150 FullOnli	ne Orchard, Samantha				
Regular A		299	52	1/15/2020	5/6/2020 Ind Study	1	3	12:00:00 AM	12:00:00 AM	0 FullOnli	ne Galbraith, David W				
Regular A		299	59	1/15/2020	5/6/2020 Ind Study	1	3	12:00:00 AM	12:00:00 AM	0 FullOnli	ne 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 FullOnli	ne Ottman, Michael J				
Pogular A		200	69	A /A 5 /0000	5/6/2020 Ind Study			12-00-00 AM	12-00-00 AM		ne Ray 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 <u>video</u>.



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 1st 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.

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

Thank you,

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 <u>new</u> 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."

UAccess Student		▼ UA Schedul	e of Classes		â	Q		ø
	Course Catalog	UA Schedule of Classes Update	Schedule Class Meetings	Instructor/Advisor Table				
	Adjust Class Associations	Maintain Schedule of Classes	Schedule New Course	Room & BASIC CHEC 1. Course Catalog Checklist Check that it is Active	fice of the Reg Course Scheduling (RC KLIST FOR SECTION R	S)		
	UA Target Enrollment	Class Roster		Check Catalog Data Min & Max Units Repeat for Credit Allow Multiple in Cross listinge Cross list	Term uired & *Optional) ited Class on o this last) for Dept Controlled Rooms, en ed Classroom) g Pattern stics Capacity ity Vay leave tab blank Sequence up ave tab blank	ter ~999-RMR	QST" to requ	uest
					al k 1) Class Attri, 2)Req. Des., & Jeck 1) Comb Sec.Table & 2) Sc			
Favorites ▼ Main Menu ▼ > UA Schedule of Classes > Course Catalog								
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	â : Ø							
	New Window							
Course Catalog								
Enter any information you have and click Search. Leave fields blank for a list of all values.	Unfilled: Course Catalog							
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Course ID begins with V								
Description begins with V	Office of the Registrar							
Include History Correct History Case Sensitive	Room & Course Scheduling (RCS)							
Search Clear Basic Search 🖾 Save Search Criteria	BASIC CHECKLIST FOR SECTION REVIEW							
Find an Existing Value Add a New Value	Repeat for Credit Allow Multiple in Term Cross listings Check Components Components (Required & *Optional)							
	2. Schedule of Classes Checklist							
	Section & Associated Class							
	Class Type							
	Campus & Location Instruction Mode							
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	Instructor							
	Room Characteristics Enrollment Cntrl							
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	Drop Consent							
	Requested Room Capacity Enrollment Capacity							
	Waitlist							
	Reserve Cap* Optional - May leave tab blank Reserve Capacity							
	Reserve Capacity Sequence Enrollment Total							
	G 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 nonois→ Check 1) Cass Attit, 2 /Red, Gloup □ If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet. 							





"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	> Course Catalog	
		New Window Personalize Page
Catalog Data Offerings UA Characteristics Components		
Course ID 037881		Course Catalog
	Find View All First ④ 1 of 1	© Last Course Catalog
*Effective Date 08/01/2019 *Statu	s Active Course Offering 1 of 1	
*Description Princi &Tech of Plant Propagat	PLS 330	
Long Course Title Principles and Techniques of Pla	nt Propagation and Cutture	
and cultural practices to create a budding and tissue culture syste techniques can be carried out in	with science by applying principles of plant biology A ind multiply plants using seeds, cuttings, grafting, ms. While sexual seed propagation and all asexual field or controlled environments, plant tissue trate. facilities and equipment to ensure sterile	
Course Units/Hours/Count		
Minimum Units 3.00	Last Course of Mult Term Seq	Office of the Registrar
		Room & Course Scheduling (RCS)
Academic Progress Units 3.00	Course Count 1.00	BASIC CHECKLIST FOR SECTION REVIEW
Financial Aid Progress Units 3.00	Course Contact Hours 0.00	Course Catalog Checklist Check that it is Active
Course Grading		Check Catalog Data
		Min & Max Units
*Grading Basis Regular Grades	▼ *Grade Roster Print Component ▼	Repeat for Credit Allow Multiple in Term
Graded Component Lecture		Cross listings
Typically Offered		Check Components
Main Campus Fall (odd years only)	South Campus Not Offered	2. Schedule of Classes Checklist
		Check Basic Data
UA Online Campus Not Offered		 Session Section & Associated Class
Distance Campus Not Offered	Community Campus Not Offered 🔹	Class Type
		Campus & Location
Repeat for Credit Rules		Instruction Mode Instruction Mode Meetings (if Combined, do this last)
Repeat for Credit	Total Units Allowed 3.00	 Facility 10 (rill in for Dept Controlled Rooms, enter "999-RMRQST" to request
	otal Completions Allowed 1	Centrally Scheduled Classroom)
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Additional Course Information		Room Characteristics
*Instructor Edit No Enrollment Cho	ice v	Enrollment Cntrl
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	t Required *Drop Consent No Special Consent Required	Add Consent Drop Consent
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Equivalent Course Group		Enrollment Capacity
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Course Attributes	Personalize Find 🔃 🧱 🛛 First 🕚 1 of 1 💿 l	ast Reserve Capacity
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		If Honors→ Check 1) Class Attri, 2)Reg. Des., & 3) Reg. Group

□ If Combined → Check 1) Comb Sec.Table & 2) Scd Class Meet.

"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 > Course Catalog New Window | Personalize Page Catalog Data Offerings UA Characteristics Components Course ID 037881 Course Catalog Find | View All First (1) 1 of 1 (1) Last Course Offering 1 of 1 Effective Date 08/01/2019 Status Active PLS 330 Description Princi & Tech of Plant Propagat Find | View All First (1) 1 of 1 (1) Last Course Component + -*Course Component Lecture Auto Create Instructor Contact Hours Graded Component Primary Component Default Section Size 0 Optional Component Workload Hours 3.00 Office of the Registrar Generate Class Mtg Attendance OEE Workload Hours Room & Course Scheduling (RCS) *Final Exam Yes v. BASIC CHECKLIST FOR SECTION REVIEW Update Fee Exam Seat Spacing 1 1. Course Catalog Checklist Check that it is Active Provider for Authentication ۳ Check Catalog Data LMS Extract File Type Min & Max Units ۳ Repeat for Credit Course Attendance Find View All First 🕢 1 of 1 🕟 Last Allow Multiple in Term + -Cross listings Instruction Mode 0 Check Components *Attendance Type Ŧ Components (Required & *Optional 2. Schedule of Classes Checklist Use Present Use Contact Minutes Check Basic Data Use Reason Use To and From Time Session Use Tardy Override Template Date / Time Section & Associated Class Class Type Use Left Early Campus & Location Personalize | Find | 🔄 | 🔣 First 🕢 1 of 1 🕟 Last Instruction Mode **Room Characteristics Required** Meetings (If Combined, do this last) *Room Characteristic *Room Characteristic Description Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Quantity Centrally Scheduled Classroom) + -0 Standard Meeting Pattern Room Characteristics 📑 Add 🖉 Update/Display 👂 Include History 📝 Correct History Enrollment Cntrl 🔚 Save 🔯 Return to Search 🝴 Previous in List 🗐 Next in List 📔 Notify Class Status Catalog Data | Offerings | UA Characteristics | Components 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

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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.

UAccess Student		▼ UA Schedul	e of Classes		^ (ર ≡	Ø
	Course Catalog	UA Schedule of Classes Update	Schedule Class Meetings	Instructor/Advisor Table			
	Adjust Class Associations	Maintain Schedule of Classes	Schedule New Course	Room & C	ice of the Regist ourse Scheduling (RCS) LIST FOR SECTION REVIE		
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				Class Type	
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				Centrally Scheduled Classroom) Standard Meeting Pattern	
				Room Characteristics	
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				Enrollment Capacity Waitlist	
				Reserve Cap* Optional - May leave tab blank	
				Reserve Capacity	
				Reserve Capacity Sequence Enrollment Total	
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				□ If Combined → Check 1) Comb Sec.Table 8	2) sca class Meet.

	A : Ø
	New Window
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Favorites - Main Menu - > UA Schedule of Classes > Schedule New	Course	
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Basic Data Meetings Enrollment Cntrl Reserve Cap Notes		
Course ID 037881 Course Offering Nb	r 1	
Academic Institution The University of Arizona		-Hit th <mark>e '+'</mark> to add a new
Term Fall 2020 Undergrad	Auto Create Component	section
Subject Area PLS Plant Science Catalog Nbr 330 Princi & Tech of Plant Propaga	L	Section
Class Sections	Find View All First ④ 1 of <u>1 ④ Last</u>	
*Session 1 Q Regular Academic	Session Class Nbr 60011	
*Class Section 001	*Start/End Date 08/24/2020 11/2/09/2020	
*Component LEC Q Lecture	Event ID	
*Class Type Enrollment Section	LINKIE	
*Associated Class 1 Q Units 3.00		
*Campus MAIN Q UA	Add Fee	Office of the Registrar
*Location TUCSON C Tucson		Room & Course Scheduling (RCS)
Course Administrator	 Schedule Print Student Specific Permissions 	BASIC CHECKLIST FOR SECTION REVIEW
*Academic Organization 1238 Q Plant Sciences, Sc		1. Course Catalog Checklist
Academic Group UA UA General	Dynamic Date Calc Required	Check that it is Active Check Catalog Data
*Holiday Schedule SAHOL Q Student Holidays	Generate Class Mtg Attendance	Min & Max Units
*Instruction Mode P Q In Person	Sync Attendance with Class Mtg	Repeat for Credit Allow Multiple in Term
Primary Instr Section 001	GL Interface Required	
Class Topic		Check Components
· · · · · · · · · · · · · · · · · · ·		2. Schedule of Classes Checklist
Course Topic ID	Print Topic in Schedule	Check Basic Data
Equivalent Course Group		Session Section & Associated Class
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Attribute Course Attribute	/alue Description	Standard Meeting Pattern
		Instructor Room Characteristics
		Enrollment Cntrl
Save 🔯 Return to Search		Class Status Add Consent
Basic Data Meetings Enrollment Cntrl Reserve Cap Notes		Drop Consent
		Requested Room Capacity Enrollment Capacity
		Waitlist
		Reserve Cap* Optional - May leave tab blank Reserve Capacity
		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.

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

Favorites	ses > Schedule New Course				
					A : Ø
Basic Data Meetings Enrollment Cntrl Reserve C	ap Notes			Ne	w Window Personalize Page
Course ID 037881	Course Offering Nbr 1				
Academic Institution The University of Arizona				-Fill in with Class	Info
	lergrad	Auto Create Component			e
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	ci &Tech of Plant Propagat				
Class Sections		Find View All First 🕢 2 of 2 🕢) Last		
*Session 1 Q	Regular Academic Session	Class Nbr 0	+ -		
*Class Section		*Start/End Date 08/24/2020 12/09/2020 1			
*Component LEC					
	Lecture	Event ID			
*Class Type Enrollment Sect	ion 🔻				
*Associated Class 1	Units 3.00			Office of the R	ogistrar
*Campus		Add Fee			egistiai
*Location	2			Room & Course Scheduling (RCS)
Course Administrator	Q	Schedule Print			
		Student Specific Permissions		BASIC CHECKLIST FOR SECTION	REVIEW
*Academic Organization 1238	Plant Sciences, Sch		1	. Course Catalog Checklist	
Academic Group UA	UA General	Dynamic Date Calc Required		Check Catalog Data	
*Holiday Schedule SAHOL	Student Holidays	Generate Class Mtg Attendance		Min & Max Units	
*Instruction Mode P	In Person	Sync Attendance with Class Mtg		Repeat for Credit	
Primary Instr Section	III Person	GL Interface Required		Allow Multiple in Term	
Printary insu Section				Cross listings Check Components	
Class Topic				Components (Required & *Optional)	1
Course Topic ID		Print Topic in Schedule	2	. Schedule of Classes Checklist	
				Check Basic Data	
Equivalent Course Group				 Session Section & Associated Class 	
Course Equivalent Course Group		Override Equivalent Course		Class Type	
Course Equivalent Course Group		Course		Campus & Location	
Class Equivalent Course Group				Instruction Mode	
Class Attributes	Persona	lize Find View All 🔄 🔜 🛛 First 🕢 1 of 1 🕟 Last	•	 Meetings (If Combined, do this last) Facility ID (Fill in for Dept Controlled Rooms 	
*Course				Centrally Scheduled Classroom)	s, enter 555-kiviko(s) to request a
Attribute Description	*Course Attribute Value Des	scription		Standard Meeting Pattern	
Q	Q	+ -]	Instructor	
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				Enrollment Cntri Class Status	
Return to Search 🔄 Notify				Add Consent	
Basic Data I Meetings I Enrollment Cntrl I Reserve Can I Notes				Drop Consent	

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

Free Format Text

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 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 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

Test your knowledge:

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

"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 VA Schedule of Classes	Schedule New Course				
					A : Ø
Basic Data Meetings Enrollment Cntrl Reserve Cap	Notes			N	ew Window Personalize Page
Course ID 037881 Academic Institution The University of Arizona Term Fall 2020 Undergr Subject Area PLS Plant So Catalog Nbr 330 Princi &		Auto Create Component		-Fill in with Class	s Info
Class Sections		Find View All First 🕔 2 of 2 🕢	Last		
*Session 1 Q Class Section *Component LEC Q	Regular Academic Session	Class Nbr 0 . *Start/End Date 08/24/2020 13 12/09/2020 13 Event ID			
*Class Type Enrollment Section *Associated Class 1 Q Uni *Campus Q *Location Q Course Administrator	• • • • • • • • • • • • • • • • • • •	Add Fee Schedule Print Student Specific Permissions		Room & Course Scheduling BASIC CHECKLIST FOR SECTIO	(RCS)
*Academic Organization 1238 Academic Group UA *Holiday Schedule SAHOL Q *Instruction Mode P Q Primary Instr Section	Plant Sciences, Sch UA General Student Holidays In Person	 Dynamic Date Calc Required Generate Class Mtg Attendance Sync Attendance with Class Mtg GL Interface Required 	1. Co	urse Catalog Checklist Check that it is Active Check Catalog Data Min & Max Units Repeat for Credit Allow Multiple in Term Cross listings	
Class Topic				Check Components	
Course Topic ID		Print Topic in Schedule	2. Sch	Components (Required & *Optional) hedule of Classes Checklist Check Basic Data	
Equivalent Course Group Course Equivalent Course Group Class Equivalent Course Group		Override Equivalent Course		Section & Associated Class Class Type Campus & Location Instruction Mode Meetings (If Combined dothis last)	
Class Attributes	Persona	lize Find View All 🔄 🔜 🛛 First 🕢 1 of 1 🕟 Last		Getings (it Combined, do this last) Facility ID (Fill in for Dept Controlled Room	ns enter "999-RMROST" to request ;
*Course Description	*Course Attribute Value De			Centrally Scheduled Classroom) Standard Meeting Pattern	is, ener 555 kinkepr to request
a	্	[🛨 🖃		 Instructor Room Characteristics 	
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Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

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

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

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.

"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 VA Schedule of Classes	> Schedule New Course		
			🏫 : 📀
Basic Data Meetings Enrollment Cntrl Reserve Cap	Notes		New Window Personalize Page
Academic Institution The University of Arizona Term Fall 2020 Undergra Subject Area PLS Plant Sci		Auto Create Component	-Filled in with Class Info
Class Sections		Find View All First 🕢 2 of	e of 2 🕢 Last
*Session 1 Q *Class Section 015 *Component LEC Q	Regular Academic Session	Class Nbr 0 *Start/End Date 08/24/2020 第12/09/2020 第 Event ID	
*Class Type Enrollment Section *Associated Class 15 Q *Campus MAIN Q	VA VA	Add Fee	Office of the Registrar
*Location TUCSON Q Course Administrator Q *Academic Organization 1238 Q		 Schedule Print Student Specific Permissions 	Room & Course Scheduling (RCS) BASIC CHECKLIST FOR SECTION REVIEW 1. Course Catalog Checklist
Academic Group UA *Holiday Schedule SAHOL Q	Plant Sciences, Sch UA General Student Holidays	Dynamic Date Calc Required Generate Class Mtg Attendance	Check that it is Active Check Catalog Data Min & Max Units Repeat for Credit
*Instruction Mode P Q Primary Instr Section 015	In Person	 Sync Attendance with Class Mtg GL Interface Required 	Allow Multiple in Term Cross listings Check Components Check Components Check Components
Class Topic Course Topic ID		Print Topic in Schedule	2. Schedule of Classes Checklist
Equivalent Course Group			Session Section & Associated Class Class Type
Course Equivalent Course Group		Override Equivalent Course	Class type Campus & Location Instruction Mode
			Get and the set and the s
Class Attributes *Course Description	Personal	ize Find View All 🔄 🔜 First 🕢 1 of 1 🕢	Last Centrally Scheduled Classroom) Cantrally Scheduled Classroom) Standard Meeting Pattern
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Save The Return to Search		u	Enrollment Cntrl Class Status C

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

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



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.

Favorites • Main Menu • > UA Schedule of Classes > Schedule New Course	
	♠ : ∅
Basic Data Meetings Enrollment Critri Reserve Cap Notes	-Enter Meeting Pattern
Course ID 037881 Course Offering Nbr 1 Academic Institution The University of Arizona 1 Term Fall 202 Undergrad Subject Area Plant Science Catalog Nbr 330 Princi & Teh University	-Give Instructor 'Post' Access
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 5	-Enter '32' for Room Characteristic
Meeting Pattern Find View All First (1 of 1) Last Facility ID Capacity Pat Mtg End M T W T F S (08/24/2020) (12/09/200) (12/09/2020) (12/09/200) (12/09/2	Course Catalog Checklait Course Course Scheduling (RCS) BASIC CHECKLIST FOR SECTION REVIEW Check that it is Active Check Catalog Data
Assignment Workload IIII Access Contact Empl ID Name Instructor Role Print Access Contact Empl Rod# Job Code IIII Access Contact Rod# Job Code IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	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 & Acsociated Class
Academic Shift Personalize Find [2] [2] First ④ 1 of 1 ⑥ Last Academic Shift Description Image: Comparison of the second se	Class Type Campus & Location Campus & Location Campus & Location Campus (Information Mode Campus (If Combined, do this last) Campus (If Combined, do this last) Campus (If
Image: Save Image: Notify Basic Data Meetings Enrollment Cntrl Reserve Cap Notes	Centrally Scheduled Classroom) Standard Meeting Pattern Instructor Room Characteristics Enrollment Cntrl
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Favorites • Main Menu • > UA Schedule of Classes > Schedule New Course	
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Basic Data Meetings Enrollment Cntrl Reserve Cap Notes	-Enter Meeting Pattern
Course ID 037881 Course Offering Nbr 1 Academic Institution The University of Arizona 1 Term Fall 2020 Undergrad Subject Area PLS Plant Science Catalog Nbr 330 Princi & Tech of Plant Propagat	-Give Instructor 'Post' Access
Class Sections Find View All First ④ 2 of 2 ④	Enter (22' for Doom
Session 1 Regular Academic Session Class Nbr 0 Class Section 015 Component Lecture Event ID Associated Class 15 15 Event ID	-Enter '32' for Room Characteristic
Meeting Pattern Find View All First 4 1 of 1 Last Facility ID Capacity Pat Mtg Start Mtg End M T W T F S * Start/End Date 999-RMRQST 99 99 0 9:50AM Image: Capacity	Come & Course Scheduling (RCS) BASIC CHECKLIST FOR SECTION REVIEW 1. Course Catalog Checklist Check that it is Active
Instructors For Meeting Pattern Personalize Find View All 🔄 🔢 First 🚯 1 of 1 🕞 Last Assignment Workload 💷	 Check Catalog Data Min & Max Units
ID Name *Instructor Role Print Access Contact Empl Rcd# Job Code 00456854 Q Hodges, Tanya M Primary Instructor Image: Contact Contact Image: Contact	Repeat for Credit Allow Multiple in Term Cross listings Check Components Components Components (Required & *Optional)
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"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 VA Schedule of Classes Schedule New Course	e	
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Basic Data Meetings Enrollment Cntrl Reserve Cap Notes		New Window Personalize Page
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 ④ 2 of 2 ④ Last	-Enter Enrollment Control information then hit save!
Session 1 Regular Academic Session Class Section 015 Component Lecture Associated Class 15	Class Nbr 0 Event ID	
Class Status Active Class Type Enrollment Add Consent No Special Consent Required Top Consent No Special Consent	Cancel Class Image: Status: Class Image: Status: Class: Class: Status: C	Diffice of the Registrat Course Called Class Course Called Class Course Scheduling (RCS) Course Catalog Data Check that it is Active Check Catalog Data Check that it is Active Check Catalog Data Check Components Check Components Coss listings Check Components (Required & *Optional) Standard Meeting Partern Instruction Mode Check Bata Class Type Campus & Location Instruction Mode Cass Status Chass Type Cass Status Chass Status Chass Status Check Components Requested Room Capacity Cass Status Check Components Reserve Capacity Cass Status Check Components Reserve Capacity Cass Check Check Components Reserve Capacity Sequence Stand Date Reserve Capacity Sequence Requirement Total Stant Date Reserve Capacity Sequence Requirement Forup Requirement Forup Reserve Capacity Sequence Requirement Forup Requirement Forup Requirement Forup Requireme

Favorites Main Menu VUA Schedule of Classes Maintain Schedule of Classes	
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Basic Data Meetings Enrollment Cntrl Reserve Cap Notes	New Window Personalize Pa
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	Notice the Class Number!
Enrollment Control	Find View All First 🕢 2 of 2 🕟 Last
Session 1 Regular Academic Session Class Section 015 Component Lecture Associated Class 15 Units 3.00 *Class Status Active Cancel (Class Nbr 64353 Event ID 000143291

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

asic Data Meetings Enrollment Cntrl Reserv	e Cap <u>N</u> otes	
Course ID 037881	Course Offering Nbr 1	
Academic Institution The University of Arize	ona	
Term Fall 2020	Undergrad	
Subject Area PLS	Plant Science	
Catalog Nbr 330	Princi & Tech of Plant Propagat	
lass Sections	Find	l View All 👘 First 🕢 2 of 2 🕟 Las
Session 1	Regular Academic Session Class	s Nbr 64353
Class Section 015 Component:	Lecture Eve	ent ID 000143291
Associated Class 15 Uni	ts 3.00	
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*Reserve Capacity Sequence 1 Enrollme	ent Total 0	+ -
Reserve Capacity Requirement Group	Personalize Find 🗇	🔣 First 🕢 1 of 1 🕑 Last
*Start Date *Requirement Group		Cap Enrl
		0 + -

> UA Schedule of Classes >> Maintain Schedule of Classes

🔚 Save 🔯 Return to Search 🖹 Notify

Main Menu -

Favorites -

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



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

		Notes		
Course ID Academic Institution	The University of Arizona Fall 2020 Uno	course Offering Nbr dergrad nt Science	1	
Catalog Nbr lass Sections	r 330 Prir	nci &Tech of Plant Propagat	Tind Month All	First (1.2 of 2. A. Lost
Session Class Section Associated Class	015 Component		Find View All	First (2 of 2) Last Class Nbr 64353 Event ID 000143291
Class Notes			Find View All	First 🕢 1 of 1 🕑 Last
* Sequence Number *Print Location Note Nbr	After	Even if C	lass Not in Sched	ule
Free Format Text:	Clear Note			
3 Save Creating Control Search				

> UA Schedule of Classes >> Maintain Schedule of Classes

Main Menu -

Favorites -

٥ \cap New Window | Personalize Page 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) 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.



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

UAccess I	Student	▼ UA Schedule of Classes					â	Q	≡	۲
		Course Catalog	UA Schedule of Classes Update	Schedule Class Meetings	Instructor/Advisor Table					
		Adjust Class Associations	Maintein ochedule of Classes	Schedule New Course	Combined Sections Table					
		UA Target Enrollment	Class Roster							

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



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 His	tory 🔲 Case Sensitive	

Search Clear Basic Search 🖉 Save Search Criteria

Unfilled: Instructor/Advisor Table

-fill in with your colleague's name

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 VA Schedule of Classes Instructor/Advisor Table	
	A :
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	Filled: Instructor/Advisor Table -fill in with your colleague's name
Campus ID begins with ▼ National ID begins with ▼ Last Name begins with ▼ Busack First Name begins with ▼ Debra Include History Correct History Case Sensitive	

Clear Basic Search 🖉 Save Search Criteria Search

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.'

vorites 👻 Main Menu 👻	> UA Schedule of Classes	> Instructor/Advisor Table
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Instructor/Advisor Table Approved Courses	
Debra Busack	22076768 🛪 🏙
Instructor Details	Find View All First ④ 1 of 1 Last
*Effective Date 10/16/2019 岗	*Status Active
*Instructor Type	T Advisor
*Academic Institution UAZ00 Q	The University of Arizona
*Primary Acad Org]
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Instructor/Advisor Role	Find View All First 🕢 1 of 1 🕟 Last
Advisor Number 1	Percent of Appointment
*Academic Career	
Academic Program	
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Academic Sub-Plan	
🖫 Save 🔯 Return to Search 🖃 Notify	Update/Display
structor/Advisor Table Approved Courses	



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.'

Instructor/Advisor Table	Approved Courses		
Debra Busack	1	22076768 \star 🏙	
Instructor Details		Find View All Firs	t 🕚 1 of 1 🕑 Last
	*Effective Date 08/01/2020	*Status Active v	+ -
*1	nstructor Type Department Adminis	trator 🔹	Advisor
*Acade	mic Institution UAZ00	The University of Arizona	
*Pri	mary Acad Org 1238 Q	Plant Sciences, Sch	
*Instr	uctor Available Available	¥	
Instructor/Advisor Role		Find View All First	t 🕚 1 of 1 🕑 Last
A	dvisor Number 1	Percent of Appointment	+ -
*Ac	ademic Career		
Acad	lemic Program		
	Academic Plan		
Acad	emic Sub-Plan		
Return to Se	earch 🔄 Notify	🖉 Update/Display 🍃	Include History
nstructor/Advisor Table Appr	oved Courses		

Favorites

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

Ø

New Window | Personalize Page

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.'

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	A :
Instructor/Advisor Table Approved Courses	New Window Person
Debra Busack 22076768 🖈 🏙	Fill in with information
Instructor Details Find View All First (1 of 1 () Last Effective Date 08/01/2020 Status: Active	Approved Courses Tab
Instructor Type: Department Administrator Advisor Academic Institution UAZ00 The University of Arizona Primary Acad Org 1238 Plant Sciences, Sch	-Add Primary Acad Org to
Course Description Personalize Find 2 First () 1 of 1 () Last Seq Nbr *Acad Org Subject Area Course ID Offer Nbr Catalog Nbr Campus 1 1238 Q + - -	*Acad Org and hit the Tab key
Instructor/Advisor Table Approved Courses	-Save and go Home

Favorites

UA Schedule of Classes

> Instructor/Advisor Tak

UAccess Student		▼ UA Schedu	e of Classes		Â	Q,		۲
	Course Catalog	UA Schedule of Classes Update	Schedule Class Meetings	Instructor/Advisor Table				
	Adjust Class Associations	Maintain Schedule of Classes	Schedule New Course	Room & (BASIC CHECK 1. Course Catalog Checklist Check that it is Active	fice of the Reg Course Scheduling (RC SLIST FOR SECTION R	CS)		
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					k 1) Class Attri, 2)Req. Des., & eck 1) Comb Sec.Table & 2) So			







Catalog Data	Offerings UA Characteristics Components			New Window Personalize Page
	Course ID 037881			
	001001		Find View All First 🕢 1 of 1 🕟	ast Course Catalog
	*Effective Date 08/01/2019		rse Offering 1 of 1	
	*Description Princi &Tech of Plant Propagat	PL	S 330	
L	ong Course Title Principles and Techniques of Plant P	Propagation and Culture.		
I	ong Description Plant propagation integrates art with and cultural practices to create and r budding and tissue culture systems. techniques can be carried out in field culture requires specialized substrat	multiply plants using seed While sexual seed propag d or controlled environmer	s, cuttings, grafting, jation and all asexual ts, plant tissue	
Course Units	/Hours/ <u>Count</u>			FT
				Office of the Registrar
	Minimum Units 3.00		Last Course of Mult Term Seq	ZX , Check and Check a
	Maximum Units 3.00 *Enro	ollment Unit Load Calc 1	ype Actual Units v	Room & Course Scheduling (RCS)
	Academic Progress Units 3.00	Course Co	ount 1.00	BASIC CHECKLIST FOR SECTION REVIEW
	Financial Aid Progress Units 3.00	Course Contact Ho	ours 0.00	1. Course Catalog Checklist
		Course condet in	0.00	Check that it is Active
Course Grad	ina			Check Catalog Data
Course Grad				Min & Max Units
	*Grading Basis Regular Grades	v	*Grade Roster Print Component •	Repeat for Credit Allow Multiple in Term
Gra	ded Component Lecture			
				Check Components
Typically Offe	red			Components (Required & *Optional)
Main	Campus Fall (odd years only)	South Carr	pus Not Offered 🔻	2. Schedule of Classes Checklist
LIA Online	Campus Not Offered V	Phoenix Cam	pus Not Offered 🔻	Session
				Section & Associated Class
Distance	Campus Not Offered v	Community Carr	pus Not Offered 🔻	Class Type
				Campus & Location
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Repeat for	ar Cradit	Total Units Allowed	3.00	 Meetings (If Combined, do this last) Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a
			3.00	Centrally Scheduled Classroom)
Allow Mu	Itiple Enroll in Term Total	Completions Allowed	1	Standard Meeting Pattern
Additional C	ourse Information			
, idailionario				Room Characteristics Enrollment Cntrl
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	Requirement Designation			Drop Consent
				Requested Room Capacity
	Equivalent Course Group			Enrollment Capacity Waitlist
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	Repeat For Credit		First That East	Note Nbr
Description	Never Fut Vieun (1 P			Free Format Text
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				□ If Combined → Check 11 Cash Ard Lass Meet

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.'

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Catalog Data Offerings UA Characteristics Components		New Window Personalize Page
Course ID 037881		Course Cotolog
	Find View All First 🕢 1 of 1 🕟 Last	Course Catalog
	Course Offering 1 of 1	J
Effective Date 08/01/2019 Status Active	PLS 330	
Description Princi & Tech of Plant Propagat	120 330	
Course Component	Find View All First (1 of 1) Last	
*Course Component Lecture	🗹 Auto Create 🛛 🛨 💻	
Instructor Contact Hours	Graded Component	
	Primary Component	
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OEE Workload Hours	Generate Class Mtg Attendance	
*Final Exam Yes		Room & Course Scheduling (RCS)
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Catalog Data Offerings UA Characteristics Components		Class Status Add Consent
		Drop Consent
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		Reserve Cap* Optional - May leave tab blank
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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.

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.'

UAccess Student		♠ 重			
	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			

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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.' Main Menu -

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> UA Schedule of Classes > Maintain Schedule of Classes



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.

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

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Basic Search 📴 Save Search Criteria Search Clear

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Favorites -

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



Maintain Schedule of Classes

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Favorites -

UA Schedule of Classes > Maintain Sche



Additional Items* Optional

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> UA Schedule of Classes

Favorites -

Main Menu -

> Maintain Schedule of Classes

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Academic Institution The University of Arizona Term Fall 2020 Undergra Subject Area PLS Plant Scie		Auto Create Component			 Be sure to hit the > butto to find the correct section ** You're looking for Section 	n! on
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*Course Description	*Course Attribute Value Des	scription	• -		Drop Consent Requested Room Capacity Enrollment Capacity Waitlist Waitlist	
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□ If Honors→ Check 1) Class Attri, 2)Req. Des., & 3) Req. Group
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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.'

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Favorites Main Menu V UA Schedule of Classes Maintain Schedule of Classes	
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Session 1	Regular Academic Session	00670880 Tollefson, Stacy Joy	TOLLEFSON	STACY	
Class Section 015	Component Lecture	01387837 Loreto,Angelica M	LORETO	ANGELICA	
Associated Class 15		01411541 Steichen,Seth A	STEICHEN	SETH	
		01634311 Kelly, Amy	KELLY	AMY	
Meeting Pattern		01694347 Wright, Ashley Diane	WRIGHT	ASHLEY	
		01842581 Magness,Courtney A	MAGNESS	COURTNEY	
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999-RMRQST Q 99	Q 9:00AM 9:50AM	01967717 Montes Sujo,Laura Sofia	MONTESSUJO	LAURA	
		02008121 Jensen, Merle Harold	JENSEN	MERLE	
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Prin	nt Topic On Transcript	02195727 Alvarado Hernandez, Monica	ALVARADOHERNANDE		
		02208404 Ray, Dennis T	RAY	DENNIS	
Instructors For Meeting Pattern		02301536 Tickes,Barry R	TICKES	BARRY	
Assignment Workload		02304782 Mclaughlin, Steven P	MCLAUGHLIN	STEVEN	
ID Name	*Instructor Role	02405861 Pessarakli, Mohammad	PESSARAKLI	MOHAMMAD	
		02407733 Kilby, Michael W	KILBY	MICHAEL	
00456854 🔍 Hodges, Tanya M	Primary Instructor 🔹	02462242 Smith,Brian A	SMITH	BRIAN	
Q	Primary Instructor	02465206 Mandel, Maria Alejandra 02501686 Lambert, Georgina M	MANDEL LAMBERT	MARIA GEORGINA	
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Academic Shift		03002913 Ottman, Michael J	OTTMAN	MICHAEL	
		03003446 Brown, Judith K	BROWN	JUDITH	
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Q		03145398 Niedfeldt, Emily Ann	NIEDFELDT	EMILY	
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		04305020 Simons, Allan B	SIMONS	ALLAN	
Basic Data Meetings Enrollment Cntrl Reserve	e Cap Notes	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 ELIZABETH	
		05802584 Davison, Elizabeth L 06008217 Feldmann, Kenneth A	DAVISON FELDMANN	KENNETH	
		06100926 Schumaker,Karen S	SCHUMAKER	KAREN	
		06303361 Mccloskey,William B	MCCLOSKEY	WILLIAM	
		06402549 Mcmahon, Michelle M	MCMAHON	MICHELLE	
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Return to Search Notify Basic Data Meetings Enrollment Cntrl Reserve Cap Notes	

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Session 1	Regular Academic Session	00456854 Hodges, Tanya M	HODGES	TANYA	
	-	00670880 Tollefson, Stacy Joy	TOLLEFSON	STACY	
	Component Lecture	01387837 Loreto, Angelica M	LORETO	ANGELICA	
Associated Class 15	Units 3.00	01411541 Steichen, Seth A	STEICHEN	SETH	
Meeting Pattern		01634311 Kelly, Amy 01694347 Wright, Ashley Diane	KELLY WRIGHT	AMY ASHLEY	
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		02008121 Jensen,Merle Harold	JENSEN	MERLE	
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	Required Contact	02301536 Tickes, Barry R	TICKES	BARRY	
		02304782 Mclaughlin, Steven P	MCLAUGHLIN	STEVEN	
Instructors For Meeting Pattern		02405861 Pessarakli,Mohammad	PESSARAKLI	MOHAMMAD	
Assignment Workload		02407733 Kilby, Michael W	KILBY	MICHAEL	
ID Name	*Instructor Role	02462242 Smith,Brian A	SMITH	BRIAN	
		02465206 Mandel, Maria Alejandra	MANDEL	MARIA	
00456854 Q Hodges, Tanya M Pri	mary Instructor 🔹	02501686 Lambert, Georgina M	LAMBERT	GEORGINA WANGJING	
Pri	mary Instructor	02844285 Ke,Wangjing 02847061 Welchert,Jack	WELCHERT	JACK	
		02907356 Smith,Steven E	SMITH	STEVEN	
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	lad.	03002913 Ottman, Michael J	OTTMAN	MICHAEL	
32 Q Centrally Schedul	ieu	03003446 Brown, Judith K	BROWN	JUDITH	
Academic Shift	Pers	03103759 Vierling, Elizabeth	VIERLING	ELIZABETH	
Academic Shift Description		03145398 Niedfeldt, Emily Ann	NIEDFELDT	EMILY	
		03208779 Kopec, David M	KOPEC	DAVID	
Q		03908170 Silvertooth, Jeffrey C	SILVERTOOTH	JEFFREY	
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		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	
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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 -

٥ $\widehat{}$ Meetings Tab Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Course ID 037881 Course Offering Nbr 1 -Change to Teaching Assistant Academic Institution The University of Arizona Term Fall 2020 Undergrad -Give Post Access Subject Area PLS Plant Science Catalog Nbr 330 Princi & Tech of Plant Propagat First 🕢 2 of 2 🕟 **Class Sections** Find | View All -Distribute the Workload Session 1 Class Nbr 64353 Regular Academic Session Class Section 015 Event ID 000143291 Component Lecture Associated Class 15 Units 3.00 First ④ 1 of 1 D Last Meeting Pattern Office of the Registrar + -End Date Facility ID Capacity Pat Mtg Start Mtg End Μ W S S Room & Course Scheduling (RCS) Q 9:00AM 999-RMRQST 9:50AM 1 1 08/24/2020 🛱 12/09/2020 🛱 Q 00 BASIC CHECKLIST FOR SECTION REVIEW Topic ID 0 1. Course Catalog Checklist Free I 999 RM REQUEST Check that it is Active Print Topic On Transcript Check Catalog Data Contact Minutes Min & Max Units **Required Contact Minutes Met** Repeat for Credit Allow Multiple in Term Instructors For Meeting Pattern Personalize | Find | View All | 💷 | 🚃 First 🕢 1-2 of 2 🕟 Last Cross listings Check Components Assignment Workload Components (Required & *Optional) Empl ID *Instructor Role Print Access Contact Job Code 2. Schedule of Classes Checklist Rcd# Check Basic Data + -00456854 Hodges, Tanva M Primary Instructor ٧ 1 Post ٧ 0 Q Session Section & Associated Class + -00670880 C Tollefson, Stacy Joy Teaching Assistant v 4 Post v 0 Q Class Type Campus & Location Instruction Mode Personalize | Find | 💷 | 🚃 Room Characteristics First 🕢 1 of 1 🕞 Last Meetings (If Combined, do this last) *Room Characteristic Description *Quantity Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a + Centrally Scheduled Classroom) 32 -Q Centrally Scheduled Standard Meeting Pattern Personalize | Find | 🔄 | 🚃 First (4) 1 of 1 (b) Last Academic Shift Room Characteristics Academic Shift Description Enrollment Cntrl + -Class Status Q Add Consent Drop Consent Return to Search 🖃 Notify Requested Room Capacity Save Enrollment Capacity Waitlist Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes 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

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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.'

Main Menu
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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
House
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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 -

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Additional Items* Optional

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Basic Data Meetings Enrollment Cntri Reserve Cap Notes	Meetings Tab
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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 VA Schedule of Classes Maintain Schedule of Classes	
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"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	
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Open Scheduling	AND	Closed Scheduling
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Hands on Experience "Dr. X now wants to make this class for only Active Honors Students."

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

LIA Schedule of Classes

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Course Catal

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	and cultural practices to create and multiply plants using budding and tissue culture systems. While sexual seed			
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	UA Target Enrollment	Class Roster					

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

Main Menu -Favorites -> UA Schedule of Classes >> Maintain Schedule of Classes Ø New Window Maintain Schedule of Classes Enter any information you have and click Search. Leave fields blank for a list of all values. Unfilled: Maintain Find an Existing Value Schedule of Classes Search Criteria Academic Institution = v UAZ00 Q Term = V Q Subject Area = 🔻 Q Catalog Nbr begins with v Office of the Registrar Academic Career = v. v l Campus begins with v Q Room & Course Scheduling (RCS) Description begins with v BASIC CHECKLIST FOR SECTION REVIEW Course ID begins with V Q 1. Course Catalog Checklist Check that it is Active Course Offering Nbr = Ŧ Q Check Catalog Data Academic Organization begins with v Min & Max Units Repeat for Credit Case Sensitive Allow Multiple in Term Cross listings Check Components Basic Search 🖾 Save Search Criteria Components (Required & *Optional) Search Clear 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* Ontional

If Honors→ Basic Data Tab: Class Attributes 1) HNRS 2) HCRS
 If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

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

> Maintain Schedule of Classes Favorites -Main Menu -> UA Schedule of Classes Ø) New Window Maintain Schedule of Classes Enter any information you have and click Search. Leave fields blank for a list of all values. Filled: Maintain Schedule Find an Existing Value of Classes Search Criteria -Hit Search Academic Institution = • UAZ00 Term = v 2204 Q Subject Area 😑 🔻 pls Q Catalog Nbr begins with v 330 Academic Career = Ŧ Office of the Registrar v Q Campus begins with v Room & Course Scheduling (RCS) Description begins with v BASIC CHECKLIST FOR SECTION REVIEW Course ID begins with v Q 1. Course Catalog Checklist Course Offering Nbr = v Q Check that it is Active Academic Organization begins with v Check Catalog Data Min & Max Units Case Sensitive Repeat for Credit Allow Multiple in Term Cross listings Check Components Basic Search Search Clear 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 Erec Format Text

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If Honors→ Basic Data Tab: Class Attributes 1) HNRS 2) HCRS
 If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

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

Main Menu -> UA Schedule of Classes >> Maintain Schedule of Classes Favorites -Ø 俞 -Be sure to hit the > buttons Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Course ID 037881 Course Offering Nbr 1 to find the correct section! Academic Institution The University of Arizona Term Fall 2020 Undergrad Auto Create Component Subject Area PLS Plant Science ** You're looking for Section Catalog Nbr 330 Princi & Tech of Plant Propagat Find | View All First (1) 1 of 2 (1) ast Class Sections 015 that we just created. + -*Session 1 Q Regular Academic Session Class Nbr 60011 *Class Section 001 *Start/End Date 08/24/2020 31 12/09/2020 31 *Component LEC Q Lecture Event ID *Class Type Enrollment Section ۳ Office of the Registrar *Associated Class 10 Units 3.00 Room & Course Scheduling (RCS) *Campus MAIN Q UA Add Fee *Location TUCSON BASIC CHECKLIST FOR SECTION REVIEW Q Tucson Schedule Print 1. Course Catalog Checklist Course Administrator Check that it is Active Student Specific Permissions Check Catalog Data *Academic Organization 1238 Q Plant Sciences, Sch Min & Max Units Dynamic Date Calc Required Academic Group UA Repeat for Credit **UA General** Allow Multiple in Term *Holiday Schedule SAHOL Generate Class Mtg Attendance Student Holidays Cross listings Sync Attendance with Class Mtg *Instruction Mode P Check Components In Person Components (Required & *Optional) GL Interface Required Primary Instr Section 001 2. Schedule of Classes Checklist Check Basic Data Class Topic Session Section & Associated Class Course Topic ID Q Print Topic in Schedule Class Type Campus & Location Equivalent Course Group Instruction Mode Meetings (If Combined, do this last) Course Equivalent Course Group Override Equivalent Course Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom) Class Equivalent Course Group Standard Meeting Pattern Instructor Personalize | Find | View All | 🔄 | 🔜 First (1) 1 of 1 (b) Last **Class Attributes** Room Characteristics *Course Enrollment Cntrl Description *Course Attribute Value Description Attribute Class Status Add Consent Q + -Q Drop Consent Requested Room Capacity Enrollment Capacity Return to Search "=" Notify Waitlist Reserve Cap* Optional - May leave tab blank Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes Reserve Capacity Reserve Capacity Sequence Enrollment Total Start Date Requirement Group Cap enroll

Notes* Optional - May leave tab blank
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If Honors→ Basic Data Tab: Class Attributes 1) HNRS 2) HCRS
 If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

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

					🏫 : Ø
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Enrollment Total

If Honors→ Basic Data Tab: Class Attributes 1) HNRS 2) HCRS
 If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

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

Favorites -

Main Menu -

> UA Schedule of Classes >> Maintain Schedule of Classes

"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 Auto Create Component 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 Q Regular Academic Session Class Nbr 64353 *Class Section 015 *Start/End Date 08/24/2020 12/09/2020 1 *Component LEC Q Lecture Event ID 000143291 *Class Type Enrollment Section ۳ *Associated Class 15 Q Units 3.00 *Campus MAIN Q UA Add Fee *Location TUCSON Tucson Schedule Print Course Administrator Q Student Specific Permissions *Academic Organization 1238 Q Plant Sciences, Sch Academic Group UA Dynamic Date Calc Required UA General *Holiday Schedule SAHOL Q Generate Class Mtg Attendance Student Holidavs *Instruction Mode P Q Sync Attendance with Class Mtg In Person GL Interface Required Primary Instr Section 015 Class Topic Course Topic ID Q Print Topic in Schedule Equivalent Course Group Course Equivalent Course Group Override Equivalent Course Class Equivalent Course Group Personalize | Find | View All | 2 | III First (1) 1 of 1 (1) Last Class Attributes *Course Description *Course Attribute Value Description Attribute + -Q Q Return to Search 🖃 Notify

> UA Schedule of Classes > Maintain Schedule of Classes

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

Favorites -

Main Menu -

合 ٥ : 1) Class Attributes -Course Attribute = HNRS -Course Attribute Value= HCRS 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 Erec Format To Additional Items* Ontional □ If Honors→ Basic Data Tab: Class Attributes 1) HNRS 2) HCRS □ If Combined → Check 1) Comb Sec.Table & 2) Scd Class Meet.

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

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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 Auto Create Component Subject Area PLS Plant Science Catalog Nbr 330 Princi & Tech of Plant Propagat **Class Sections** Find | View All First (1) 2 of 2 (1) Last *Session 1 Regular Academic Session Class Nbr 64353 *Class Section 015 *Start/End Date 08/24/2020 31 12/09/2020 31 *Component LEC Q Lecture Event ID 000143291 *Class Type Enrollment Section ۳ *Associated Class 15 Q Units 3.00 *Campus MAIN Q UA Add Fee *Location TUCSON Q Tucson Schedule Print Course Administrator Q Student Specific Permissions *Academic Organization 1238 Q Plant Sciences, Sch Dynamic Date Calc Required Academic Group UA **UA General** *Holiday Schedule SAHOL Q Generate Class Mtg Attendance Student Holidays Sync Attendance with Class Mtg *Instruction Mode P In Person GL Interface Required Primary Instr Section 015 Class Topic Course Topic ID 0 Print Topic in Schedule Equivalent Course Group Course Equivalent Course Group Override Equivalent Course **Class Equivalent Course Group** Personalize | Find | View All | 🔄 | 🗮 **Class Attributes** First 🕢 1 of 1 🕑 Last *Course Description *Course Attribute Value Description Attribute + -HCRS Q Honors Course HNRS Q Honors Course 🔚 Save 🔯 Return to Search 🔛 Notify

> UA Schedule of Classes > Maintain Schedule of Classes

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

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4 合 ٥ 1) Class Attributes -Course Attribute = HNRS -Course Attribute Value= HCRS 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* Ontional □ If Honors→ Basic Data Tab: Class Attributes 1) HNRS 2) HCRS

□ If Combined → Check 1) Comb Sec.Table & 2) Scd Class Meet.

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

Favorites -	Main Menu -> UA Schedule of Cl	asses > Maintain Schedule of Cla	asses	
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If Honors→ Basic Data Tab: Class Attributes 1) HNRS 2) HCRS
 If Combined→ Check 1) Comb Sec.Table & 2) Scd Class Meet.

Closed Scheduling





Scheduling Timeline Closed Scheduling



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

UAccess Student		▼ UA Schedul	e of Classes		â	Q	≡
	Course Catalog	UA Schedule of Classes Update	Schedule Class Meetings	Instructor/Advisor Table			
	Adjust Claus Associations	Maintain Schedule of Classes	Schedule New Course	Combined Sections Table			
	UA Target Enrollment	Class Roster					

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"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			
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Search Clear Basic Search 🖾 Save Search Criteria

Unfilled: UA Schedule of Classes Update



"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
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	Filled: UA Schedule of Classes Update
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Search Clear Basic Search 🖾 Save Search Criteria

"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 Find Section 015 Course ID 037881 Course Offering Nbr 1 Academic Institution The University of Arizona Notice anything different? Term Fall 2020 Undergrad Subject Area PLS Plant Science Catalog Nbr 330 Princi & Tech of Plant Propagat Find | View All **Class Sections** First 🕢 2 of 2 🕟 Last Schedule Print Session: 1 Regular Academic Session Class Nbr: 64353 Class Section: 015 Start/End Date: 08/24/2020 12/09/2020 2) Instructors Component: LEC Lecture Event ID: 000143291 Class Type: Enrollment 3) Add Drop Consent Associated Class: 15 Campus: MAIN UA TUCSON Tucson **Enrollment or Waitlist** Location: 4) Schedule Print Course Administrator: Student Specific Permissions Capacities Academic Organization: 1238 Plant Sciences, Sch Include in Dynamic Date Calc Dynamic Date Calc Required Academic Group: UA UA General Holiday Schedule: Generate Class Mtg Attendance SAHOL Student Holidays Sync Attendance with Class Mtg Instruction Mode: Ρ In Person GL Interface Required Primary Instr Section: 015 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:** Personalize | Find | View All | 🔄 | 🔢 First 🕢 1 of 1 🕟 Last **Class Attributes** *Course *Course Attribute Attribute Value HNRS Q Honors Course HCRS Honors Course \bigcirc 💽 Return to Search 🔄 Notify Save

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



🔚 Save 🔯 Return to Search 🖃 Notify

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

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Subject Area PLS Plant Science Catalog Nbr 330 Princi & Tech of Plant Propagat	1) Schedule Print
Enrollment Control Find View All First ④ 2 of 2 ④ Last	
Session: 1 Regular Academic Session Class Nbr: 64353	2) Instructors
Class Section: 015 Component: Lecture Event ID: 000143291	2,
Class Status: Active	— 3) Add Drop Consent
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1st Auto Enroll Section: Wait List Capacity: 0	Capacities
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"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	
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Enrollment Control Find View All First I of 2 of 2 Last Session: 1 Regular Academic Session Class Nbr: 64353 Class Section: 015 Component: Lecture Event ID: 000143291	2) Instructors
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"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

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New Window | Personalize Page

-hit Save and go Home

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

Favorites Main Menu VA Schedule of Classes VA Schedule of Classes Update	
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🔚 Save 🔯 Return to Search 🖃 Notify

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

Favorites
Main Menu
VA Schedule of Classes
VA Schedule of Classes
UA Schedule of Classes
Update

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New Window | Personalize Page

Reserve Cap Tab

-Allowing Multiple Requirement Groups

ex. Senior Status Only

🔚 Save 🔯 Return to Search 🖃 Notify

Open Scheduling





Scheduling Timeline Open Scheduling



UAccess Student		▼ UA Schedul	e of Classes		Â	৹ ্ ≡	0
	Course Catalog	UA Schedule of Classes Update	Schedule Class Meetings	Instructor/Advisor Table			
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"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	
Course Catalog	New Window
Enter any information you have and click Search. Leave fields blank for a list of all values.	
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Find an Existing Value Add a New Value	
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Include History Correct History Case Sensitive	Room & Course Scheduling (RCS)
	BASIC CHECKLIST FOR SECTION REVIEW
Search Clear Basic Search 🖾 Save Search Criteria	1. Course Catalog Checklist
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	2. Schedule of Classes Checklist
	Check Basic Data
	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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	□ If Combined→Check 1) comb Sec.Table & 2) Scd Class Meet.

"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	
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Include History Correct History Case Sensitive	Room & Course Scheduling (RCS)
Search Clear Basic Search 🖾 Save Search Criteria	BASIC CHECKLIST FOR SECTION REVIEW 1. Course Catalog Checklist Check catalog Data Check Catalog Data Min & Max Units Repeat for Credit Allow Multible in Term
Find an Existing Value Add a New Value	Allow Multiple in Term Cross listings Consolents Components Components flequired & *Optional) 2. Schedule of Classes Checklist Orece Kasic Data Orece Kasic Data Orece Kasic Data Section & Associated Class Casis Strype Campus & Location Instruction Mode Meetings (If Combined, do this last) Controlled Classroom) Standard Meeting Pattern Instructor Instructor Standard Meeting Pattern Casis Status Casis Status Orop Consent Consolution Department Consolution Consolution

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

Favorites Main Menu VA Schedule of Classes Course Catalog	
	🏫 : Ø
Course Catalog	
Enter any information you have and click Search. Leave fields blank for a list of all values.	Filled: Course Catalog
Find an Existing Value Add a New Value	Chaosa tha Battam
Search Criteria	-Choose the Bottom
Academic Institution = Subject Area = PLS Catalog Nbr begins with	Record
Campus begins with Course ID begins with	
Description begins with V	Office of the Registrar
Include History Correct History Case Sensitive	Room & Course Scheduling (RCS) BASIC CHECKLIST FOR SECTION REVIEW
Search Clear Basic Search 🖾 Save Search Criteria	Course Catalog Checklist Check that it is Active Check Catalog Data
Search Results	Repeat for Credit
View All First 🕢 1-4 or 4 🕭 Last	Allow Multiple in Term
Academic Institution Subject Area Catalog Nbr Campus Course ID Description UAZ00 PLS 330 (blank) 027230 Plant Propagation	Cross listings
UAZO0 PLS 330 (blank) 027230 Flank Froggaldub VAZO0 PLS 330 (blank) 027230 Frog LSexual+Asex Repro	Check Components Components (Required & *Optional)
UAZ00 PLS 320 (blank) 037881 Plant Propagat, Product, Mgmt	2. Schedule of Classes Checklist
UAZ00 PLS 330 (blank) 037881 Princi & Tech of Plant Propaga	Check Basic Data
Find an Existing Value Add a New Value	Section & Associated Class Class Type Class
	Add Consent Add Consent Drop Consent Requested Room Capacity Enrollment Capacity Waitist
	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.

"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

					Nev	v Window Personalize Page 🔺
Catalog Data	Offerings UA Characteristics Components					
	Course ID 037881					
			Find View All First 🕢	1 of 1 🕟 Last	Course Catal	ng
	*Effective Date 08/01/2019 Statu	s Active	ing 1 of 1	+ -		8
	*Description Princi &Tech of Plant Propagat	PLS	330			
L	ong Course Title Principles and Techniques of Pla	nt Propagation and Culture.				
	and Departmention Plant propagation integrated acts	with asiance by applying principles of pla	nt biology			
L		nd multiply plants using seeds, cuttings,	grafting,			
		ms. While sexual seed propagation and a field or controlled environments, plant tis				
		trate facilities and equipment to ensure				
Course Units	/Hours/ <u>Count</u>					
	Minimum Units 3.00		est Course of Mult Term Seq		Office of the 1	Registrar
		Enrollment Unit Load Calc Type Actua		1		
					Room & Course Scheduling	g (RCS)
	Academic Progress Units 3.00	Course Count 1.0			BASIC CHECKLIST FOR SECTION	ON REVIEW
	Financial Aid Progress Units 3.00	Course Contact Hours 0.	.00		1. Course Catalog Checklist Check that it is Active	
					Check Catalog Data	
Course Grad	· ·				Min & Max Units	
	*Grading Basis Regular Grades	▼ *Grade F	Roster Print Component	Y	Repeat for Credit Allow Multiple in Term	
Gra	ded Component Lecture				Cross listings	
Turker	and the second sec				Check Components	
Typically Offe					Components (Required & *Optional) 2. Schedule of Classes Checklist	
Main	Campus Fall (odd years only)	South Campus Not C	Offered v		Check Basic Data	
UA Online	Campus Not Offered	Phoenix Campus Not C	Offered 🔻		Session	
Distance	Campus Not Offered	Community Campus Not C	Offered v		 Section & Associated Class Class Type 	
					Campus & Location	
Repeat for C	edit Rules				Instruction Mode	
Description	Conditi	Total Units Allowed 3.00			 Meetings (If Combined, do this last) Facility ID (Fill in for Dept Controlled Roo 	ms_enter "999-RMROST" to request a
Repeat for					Centrally Scheduled Classroom)	ins, enter 555 killingsr to request a
Allow Mu	Itiple Enroll in Term To	otal Completions Allowed 1			Standard Meeting Pattern	
Additional C	ourse Information				 Instructor Room Characteristics 	
	*Instructor Edit No Enrollment Cho	ice v			Enrollment Cntrl	
			No Oracial Oracast Description	•	Class Status Add Consent	
	*Add Consent No Special Consen	*Drop C	Consent No Special Consent Required		Add Consent Drop Consent	
	Requirement Designation				Requested Room Capacity	
	Equivalent Course Group				Enrollment Capacity Waitlist	
					Reserve Cap* Optional - May leave tab blank	
Course Attril *Course	outes		ze Find 🔄 🔣 🛛 First 🕢 1 o	T1 🕑 Last	Reserve Capacity	
Attribute	Description	*Course Attribute Value Description	n		Reserve Capacity Sequence Enrollment Total	
Q				+ -	Start Date	
					Requirement Group	
-		Override Topi			Cap enroll Notes* Optional - May leave tab blank	
Course Topic		Personali	ze Find 🔄 🔣 🛛 First 🕚 1 o	f1 🕑 Last	Notes' Optional - May leave tab blank Note Nbr	
Description	Repeat For Credit				G Free Format Text	
					Additional Items* Optional If Honors→ Check 1) Class Attri, 2)Req. [Des & 3) Reg Group
					If Combined → Check 1) Comb Sec.Table	

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

Favorites Main Menu VA Schedule of Classes Course Catalog			
			New Window Personalize Page
Catalog Data Offerings UA Characteristics Components			New Window Personalize Page
Course ID 037881			Course Catalog
	Find View	VAll First 🕢 1 of 1 🕑 Last	Course Catalog
Effective Date 08/01/2019 Status Active	Course Offering 1 of 1		
	PLS 330		
Description Princi & Tech of Plant Propagat	Find View All	First 🕢 1 of 1 🕟 Last	
Course Component			
*Course Component Lecture	Auto Create	+ -	
Instructor Contact Hours	Graded Component		
Default Section Size 0	Primary Component		
Workload Hours 3.00	Optional Component		Office of the Registrar
OEE Workload Hours	Generate Class Mtg Attendance		
			Room & Course Scheduling (RCS)
*Final Exam Yes v	Update Fee		BASIC CHECKLIST FOR SECTION REVIEW
Exam Seat Spacing 1	opulleree		1. Course Catalog Checklist
Provider for Authentication v			 Check that it is Active Check Catalog Data
LMS Extract File Type			Min & Max Units
Course Attendance	Find View All First 🕢 1 of 1 🕑 Last		Repeat for Credit Allow Multiple in Term
Instruction Mode	+ -]	Cross listings
*Attendance Type			Check Components Components Components (Required & *Optional)
✓ Use Present ✓ Use Contact Minutes			2. Schedule of Classes Checklist
✓ Use Reason ✓ Use To and From Time			Check Basic Data
✓ Use Tardy Override Template Date			Section & Associated Class
✓ Use Left Early			Class Type
Room Characteristics Required	Personalize Find 🔄 🔜 First 🕢 1 of 1 🕟	Last	Campus & Location Instruction Mode
*Room Characteristic Description	*Room Characteristic	2401	Meetings (If Combined, do this last)
	Quantity		 Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request Centrally Scheduled Classroom)
Q	1		Standard Meeting Pattern
			Instructor Room Characteristics
🖫 Save 🔯 Return to Search 👘 Previous in List 🚚 Next in List 🔄 Notify	📑 Add 🖉 Update/Display 🗾 Inclu	ude History 📝 Correct History	Enrollment Cntrl
Catalog Data Offerings UA Characteristics Components			Class Status Add Consent
			Drop Consent
			Requested Room Capacity Enrollment Capacity
			Waitlist
			Reserve Cap* Optional - May leave tab blank Reserve Capacity
			Reserve Capacity Reserve Capacity
			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?"

UAccess Student		▼ UA Schedul	e of Classes		Â	Q	٢
	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					

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





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.

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

New Window

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.



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

Favorites Main Menu VA Schedule of Class	ses > Maintain Schedule of Cla	SSES	
			A : Ø
Basic Data Meetings Enrollment Cntrl Reserve Categories	ap <u>N</u> otes		-Be sure to hit the > buttons
Course ID 037881 Academic Institution The University of Arizona Term Fall 2020 Und	Course Offering Nbr 1		to find the correct section!
Subject Area PLS Plan	nt Science nci &Tech of Plant Propagat	Auto Create Component	** You're looking for Section
Class Sections		Find View All First 🕚 1 of 2 💽	
*Session 1 Q *Class Section 001	Regular Academic Session	Class Nbr 60011 + *Start/End Date 08/24/2020 31/12/09/2020 31	
*Component LEC Q	Lecture	Event ID	
*Class Type Enrollment Sect		LIGHTD	Office of the Registrar
*Campus MAIN	UA	Add Fee	Room & Course Scheduling (RCS)
*Location TUCSON	Tucson		BASIC CHECKLIST FOR SECTION REVIEW
Course Administrator	Q	Schedule Print	1. Course Catalog Checklist
*Academic Organization 1238	Plant Sciences, Sch	Student Specific Permissions	Check Catalog Data
Academic Group UA		Dynamic Date Calc Required	Min & Max Units Repeat for Credit
*Holiday Schedule SAHOL	UA General		Allow Multiple in Term
	Student Holidays	Generate Class Mtg Attendance	Cross listings
*Instruction Mode P	In Person	Sync Attendance with Class Mtg	Check Components Components (Required & *Optional)
Primary Instr Section 001		GL Interface Required	2. Schedule of Classes Checklist
Class Topic			Check Basic Data
			Session Section & Associated Class
Course Topic ID		Print Topic in Schedule	Class Type
			Campus & Location
Equivalent Course Group			Instruction Mode Meetings (If Combined, do this last)
Course Equivalent Course Group		Override Equivalent Course	Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request
Class Equivalent Course Group			Centrally Scheduled Classroom)
Cluss Equivalent Course Group			Standard Meeting Pattern Instructor
Class Attributes	Personali	ze Find View All 🔄 🔣 🛛 First 🕢 1 of 1 🕟 Last	Room Characteristics
*Course Description	*Course Attribute Value Desc	cription	Enrollment Cntrl
Attribute	-	· · · · · · · · · · · · · · · · · · ·	Class Status Add Consent
Q	Q.		Drop Consent
			Requested Room Capacity
🗟 Save 🔯 Return to Search			Enrollment Capacity Waitlist
			Reserve Cap* Optional - May leave tab blank
Basic Data Meetings Enrollment Cntrl Reserve Cap Notes			Reserve Capacity
			Reserve Capacity Sequence
			Enrollment Total Start Date
			Requirement Group

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.

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

Basic Data	Meetings Enrollment Cntrl Reserve Cap	Notes	
Ac	ademic Institution The University of Arizona Term Fall 2020 Undergra Subject Area PLS Plant Scie		Auto Create Component
Class Section	ons		Find View All First 🚯 2 of 2 🕟 Last
	*Session 1 Q *Class Section 015	Regular Academic Session	Class Nbr 64353 + -
	*Component LEC	Lecture	Event ID 000143291
	*Class Type Enrollment Section *Associated Class 15 Q Units *Campus MAIN Q	▼ 3.00 UA	Add Fee
	*Location TUCSON Q Course Administrator	Tucson	Schedule Print ✓ Student Specific Permissions
	*Academic Organization 1238 Academic Group UA *Holiday Schedule SAHOL Q *Instruction Mode P Q Primary Instr Section 015	Plant Sciences, Sch UA General Student Holidays In Person	 Dynamic Date Calc Required Generate Class Mtg Attendance Sync Attendance with Class Mtg GL Interface Required
	-		
Class Top	ic Course Topic ID		Print Topic in Schedule
Equivalent	t Course Group		
	ourse Equivalent Course Group Class Equivalent Course Group		Override Equivalent Course
Class Attr	ibutes	Persona	alize Find View All 🔄 🔜 First 🕢 1 of 1 🕟 Last
*Course Attribute	Description	*Course Attribute Value De	

> UA Schedule of Classes >> Maintain Schedule of Classes

🔚 Save 🔯 Return to Search 🔄 Notify

Favorites -

Main Menu -

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

 (\mathbf{D}) -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 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.

"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	
	^ : Ø
Basic Data Meetings Enrollment Cntrl Reserve Cap Notes	-Meetings Tab
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	Is this the correct section?
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 Image: Class Note Class Note	
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 99 99 99 Topic ID C Free Format Topic 08/24/2020 12/09/2020 1	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
Instructors For Meeting Pattern Personalize Find View All [2]] First (3) 1-2 of 2 (b) Last Assignment Workload Image: Assignment (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	Allow Multiple in Term Cross listings Check Components
ID Name Instructor Role Print Access Contact Empl Rd# Job Code	Components (Required & *Optional) 2. Schedule of Classes Checklist
00456854 Q Hodges, Tanya M Primary Instructor V V Post V 0Q +	Check Basic Data
00670880 Q Tollefson, Stacy Joy Teaching Assistant V V Post V 0Q +	Section & Associated Class
	Class Type Campus & Location
Room Characteristics Personalize Find [2] [] First () 1 of 1 () Last *Room Characteristic Description *Quantity	 Instruction Mode Meetings (If Combined, do this last)
32 Q Centrally Scheduled 1 +	 Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request Centrally Scheduled Classroom)
	Standard Meeting Pattern
Academic Shift Personalize Find 🖉 📑 First 🕢 1 of 1 🕢 Last	Instructor Room Characteristics
	Enrollment Cntrl Class Status
Return to Search Save Image: Save	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

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

Favorites
Main Menu
VUA Landing Page
Maintain Schedule of Classes

Basic Data Meetings Enrollment Cntrl	Reserve Cap Notes	
Course ID 037881	Course Offering Nbr 1	
Academic Institution The Universi	ty 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	T	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 85 0
1st Auto Enroll Section		Wait List Capacity 5 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

	A : Ø
-Enrollment C	intrl Tab
Is this the correc	ct section?
Office of t	the Registrar
Room & Course Sch	
BASIC CHECKLIST FOR	
1. Course Catalog Checklist	SECTION REVIEw
Check that it is Active	
 Check Catalog Data Min & Max Units 	
Repeat for Credit	
Allow Multiple in Term	
 Cross listings Check Components 	
Components (Required & *Option	onal)
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 Contro Centrally Scheduled Classroom) 	iled Rooms, enter "999-RMRQST" to request a
Standard Meeting Pattern	
Room Characteristics Enrollment Cntrl	1
Class Status	
Add Consent Drop Consent	
Requested Room Capacity	
Enrollment Capacity	
Waitlist Reserve Cap* Optional - May leave tab b	ank
Reserve Capacity	iunk
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, □ If Combined→ Check 1) Comb Se	

"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

A : Ø

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	Course IE	037881		Cour	se Offering Nbr	1		
Academic	Institution	The Uni	versity of Arizor	na				
	Term	Fall 202	0 (Undergrad				
SI	ubject Area	PLS	I	Plant Science				
C	atalog Nb	r 330	I	Princi &Tech o	f Plant Propagat			
Class Sections						Find View A	JI 🔰 First 🕚 2	of 2 🕑 La
	Session	1		Regular Aca	demic Session	Class Nbr 64	353	
Clas	s Section	015	Component:	Lecture		Event ID 00	0143291	
Associa	ted Class	15	Units	3.00				
Reserve Capacity						Find View All	First 🕚 1 o	f 1 🕑 Las
*Reserve Capaci	ty Sequen	ce 1	Enrollmen	it Total 0				+ -
Reserve Capacity	y Require	ment Gro	oup		Personalize I	Find 🔁 🔣	First 🕢 1 of 1	I 🕑 Last
	*Requireme Group	ent					Cap Enrl	
31							0	+ -

🔚 Save 🔯 Return to Search 🖃 Notify

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



-Reserve Cap Tab

Is this the correct section?

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

Meetings Enrollment Cntrl Reserve Cap Basic Data Notes Course Offering Nbr 1 Course ID 037881 Academic Institution The University of Arizona Term Fall 2020 Undergrad Subject Area PLS Plant Science Catalog Nbr 330 Princi & Tech of Plant Propagat First 🕚 2 of 2 🕟 Last **Class Sections** Find View All 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) 1 of 1 (1) Last + -*Sequence Number 1 *Print Location After Ŧ Even if Class Not in Schedule Note Nbr Q Copy Note Free Format Text: Clear Note

> UA Landing Page > Maintain Schedule of Classes

🔚 Save 🔯 Return to Search 🖃 Notify

Favorites -

Main Menu -

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

New Window | Personalize Page -Notes Tab Is this the correct section? Office of the Registrar Room & Course Scheduling (RCS) BASIC CHECKLIST FOR SECTION REVIEW Min & Max Units Repeat for Credit Allow Multiple in Term Cross listings Components (Required & *Optional) Session Section & Associated Class Class Type Campus & Location Instruction Mode Facility ID (Fill in for Dept Controlled Rooms, enter "999-RMRQST" to request a Centrally Scheduled Classroom) Standard Meeting Pattern Room Characteristics Class Status Add Consent Drop Consent Requested Room Capacity Enrollment Capacity Waitlist

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

Favorites Main Menu Main Menu Main Menu Main Menu	tain Schedule of Classes	
		^ : Ø
Basic Data Meetings Enrollment Cntrl Reserve Cap No	les	-Basic Data Tab
Academic Institution The University of Arizona Term Fall 2020 Undergrad Subject Area PLS Plant Science	rse Offering Nbr 1 Auto Create Component of Plant Propagat	-hit the – button of the correct section
Class Sections	Find View All First 🚯 2 of 2 🕟 Last	
*Class Section 015	egular Academic Session Class Nbr 64353 *Start/End Date 08/24/2020 第 12/09/2020 第	
*Class Type Enrollment Section	cture Event ID 000143291	
Course Administrator Q *Academic Organization 1238 Pl Academic Group UA UA *Holiday Schedule SAHOL Q Str		
*Instruction Mode PQ In Primary Instr Section 015	Person 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 Q Honors Course	ICRS Q Honors Course	

🔚 Save 🔯 Return to Search 🔛 Notify

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

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

Favorites
Main Menu
VA Landing Page
Maintain Schedule of Classes

A : Ø

Basic Data Tab Enrollment Cntrl Reserve Cap Basic Data Meetings Notes Course ID 037881 Course Offering Nbr 1 Academic Institution The University of Arizona -The page will either go Term Fall 2020 Undergrad Auto Create Component Subject Area PLS Plant Science Blank or will bring you to Catalog Nbr 330 Princi & Tech of Plant Propagat **Class Sections** Find | View All First (1) 1 of 1 (1) Last another section + -*Session 1 Q Regular Academic Session Class Nbr 60011 *Start/End Date 08/24/2020 12/09/2020 1 *Class Section 001 *Component LEC Q -Save and Go Home! Lecture Event ID *Class Type Enrollment Section v *Associated Class 10 Units 3.00 *Campus MAIN Q Add Fee UA *Location TUCSON Tucson Schedule Print Course Administrator Q Student Specific Permissions *Academic Organization 1238 Q Plant Sciences, Sch Dynamic Date Calc Required Academic Group UA UA General *Holiday Schedule SAHOL Generate Class Mtg Attendance Student Holidays Sync Attendance with Class Mtg *Instruction Mode P Q In Person GL Interface Required Primary Instr Section 001 Class Topic Course Topic ID Print Topic in Schedule Equivalent Course Group Override Equivalent Course Course Equivalent Course Group **Class Equivalent Course Group** Personalize | Find | View All | 2 | First ④ 1 of 1 D Last **Class Attributes** *Course Description *Course Attribute Value Description Attribute + -Q Q The Return to Search Save Notify

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

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.



UAccess Student		✓ UA Schedul	e 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			



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Eavorites Main Menu VA Schedule of Classes Course Catalog	
	<u>^</u> : Ø
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 for your Subject
Search Criteria	Area
Academic Institution = V UAZ00 Q Subject Area = V Q	-hit search
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



Favorites
Main Menu
VA Schedule of Classes
Course Catalog

♠ : ∅

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.

course outdrog					
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					
	114700				
Academic Institution = •	UAZ00	Q			
Subject Area = 🔻	PLS	Q			
Catalog Nbr begins with 🔻]			
Campus begins with 🔻		٩			
Course ID begins with 🔻					
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Include History Correct History Case Sensitive					
Search Clear Basic Search 🖾 Save Search Criteria					
Search Results					

Only the first 300 results can be displayed.

Course Catalog

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 Aplens
UAZ00	PLS	120	(blank)	027204	Microcomputing Aplens
UAZ00	PLS	120	ICRSE	005642	Microcomputing Aplcns
UAZ00	PLS	130	(blank)	027205	Home Gardening
UAZ00	PLS	130	(blank)	027205	Plant Biology





UA Schedule of Classes
Course Cata

Catalog Data Offerings UA Characteristics Components Course ID 027227 Find View All Fing (a) 1 of 2 (b) Last	Course Catalog
*Effective Date 01/01/2020 * *Status Active Course Offering *Description Animal+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 innertiance, 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	• 1 of 2 (PLS 312 XLIST ACBS 312)
Minimum Units 4.00 Last Course of Mult Term Seq Maximum Units 4.00 *Enrollment Unit Load Calc Type Academic Progress Units 4.00 Course Count Financial Aid Progress Units 4.00 Course Contact Hours Course Grading Course Contact Hours 0.00	 The '1' is Primary all messages,
*Grading Basis Regular Grades ▼ *Graded Component Lecture ▼ Typically Offered Main Campus [Spring ▼ South Campus [Not Offered ▼ UA Online Campus [Not Offered ▼ Distance Campus [Spring ▼ Community Campus [Not Offered ▼	questions, and forms must come from the primary.
Repeat for Credit Rules Repeat for Credit Total Units Allowed Allow Multiple Enroll in Term Total Completions Allowed	
*Instructor Edit [No Enrollment Choice *Add Consent [No Special Consent Required *Add Consent [No Special Consent Required Requirement Designation Q Equivalent Course Group [03336] Q ANS 312 x-listed w/PLS 312	
Course Attributes Personalize Find (2)	
Course Topics Personalize Find 20 11 First (s) 1 of 1 (s) Last Course Topics Personalize Find 20 11 First (s) 1 of 1 (s) Last Course *Description *Short Description *Formal Description Topic Link	
Topic ID Description - stort Description ID 1	

How To Add a Cross-Listed Section During Open Scheduling

• Please see the BPG: How to add/maintain a combined (crosslisted) section?

• Link: <u>https://registrar.arizona.edu/courses/schedule-classes-</u> 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.



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 <u>rcshelp@arizona.edu</u> (520) 621-3313
 - Veda Adams-<u>vadams@arizona.edu</u> (520) 626-8029
 - Laura Massey-Miller- laurakmiller@arizona.edu
 - Elizabeth Moraga <u>elizabethd@arizona.edu</u> (520)626-1061



Picture above from msn.com

Questions/ Comments