# Schedule New Class

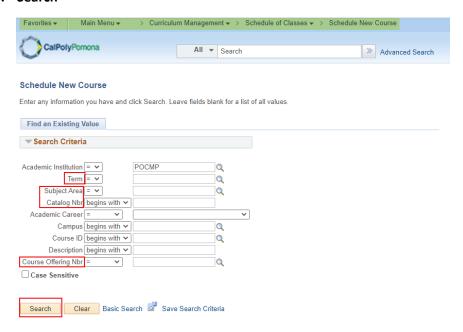
## 1. Navigate to Schedule New Course

# 2. Required Fields

#### a. Term:

- i. Format is 'Century Year Year Term'. Anything 1999 and before has a leading 0 and anything 2000 and after will have a leading 2.
- ii. Winter=1, Spring = 3, Summer = 5, Fall = 7
- iii. Subject Area
- iv. Catalog Nbr
- v. Course Offering Number for the term: Fall and Spring are scheduled under course offering 1. Winter and Summer are scheduled under course offering number 2

### b. Search



### 3. Basic Data Tab Required:

- a. Class Section: number should be 2-digits
- b. Associated Class: number should match section number
- c. Instruction Mode: P (Face-to-Face), A (Online), H (Hybrid) and S (Synchronous)

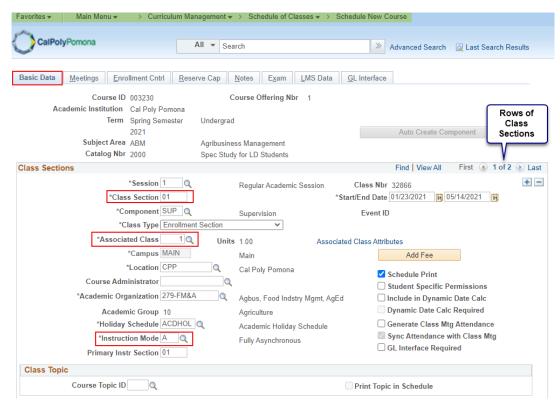
# 4. Basic Data Tab Optional:

- a. Schedule Print: when checked Class Section will be included in the Printed Schedule of Classes. When unchecked Class Section will not be included in printed schedule.
   Note: All Class Sections will always display in BroncoDirect.
- b. **Student Specific Permissions**: if checked, only students on the Class Permissions List can enroll in class section.

Note: Student Specific Permissions will only work if, and only if, the Consent field is

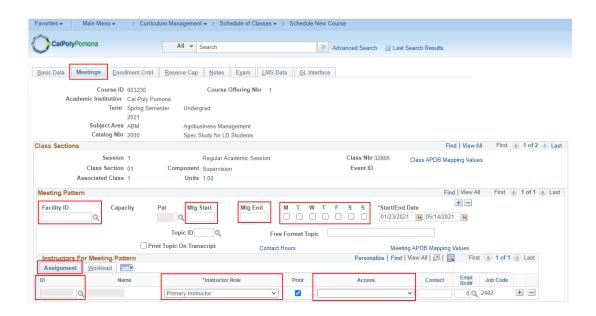
switched to 'Inst Consent' or 'Dept Consent'. Consent field is located on the Enrollment Cntrl tab.

c. **Course Topic ID**: Use for Special Topics or Study Courses. Allows departments to clearly identify the topic of the class. Select Topic ID by clicking on the magnifying glass.



### 5. Meetings Tab Required:

- a. **Facility ID**: classroom where class section meets. The facility capacity will automatically appear under the Capacity heading.
- b. Mtg Start & Mtg End: Class Start and End time
- c. Class Meeting Day(s): Monday through Sunday
- d. ID: Instructor(s) of Record
- e. Instructor Role: Primary or Secondary
   Note: There should only be one Primary Instructor with other instructors listed as Secondary
- f. Access: Approve for Primary Instructor, Grade or Blank for all Secondary Instructor(s) Note: Always set this field to Approve for the Primary Instructor. Secondary Instructors can have an Access of "Grade" or blank. Secondary Instructors should never have an Access of "Approve".



g. When you have multiple instructors listed for a class, Total Load Factor for a course must always equal 100.0000. If you do not modify the total load factor, the system will give you the following warning message: "Total of load factor for the class is \_%. The total of load factor for the class is not 100%. Check class assignment."
To modify the load factor navigate to the Meetings Tab and locate the Instructors for Meeting Pattern header. The Load Factor field is located under this header in the Workload tab.



#### 6. Enrollment Cntrl Tab:

a. Enrollment Capacity: total seat count

Note: Make sure that the facility can accommodate the enrollment capacity. If a larger facility is needed after a class has been scheduled, do not change the Enrollment Capacity until a larger facility is found. Perform a *Search for a Facility* in PeopleSoft or contact your College Scheduling Coordinator for assistance. Also, zero is not a valid value. The system does not prevent you from entering a zero; however, certain reports that Institutional Research (IR) provides will be incorrect.

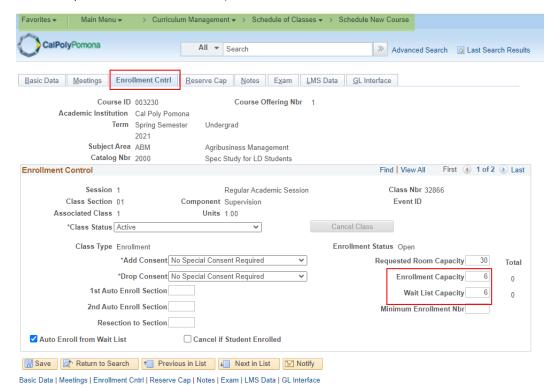
- b. **Requested Room Capacity**: should match Enrollment Capacity *Note*: requested room capacity does not impact the enrollment capacity or the actual facility the class is scheduled into.
- c. Other information found on the Enrollment Cntrl Tab:
- d. Class Status

- Active: available for student enrollment (if Total Enrollment less than Enrollment Capacity)
- ii. Cancelled Section: closed for student enrollment
- iii. Stop Further Enrollment: active class but closed for student enrollment
- iv. Tentative Section: class not actively offered, closed for student enrollment
- e. Enrollment Status is
  - Open when: Class Status is Active and Enrollment Total less than Enrollment Capacity
  - ii. Closed when:
    - Class Status is Active and Enrollment Total equal to <u>or greater</u> than Enrollment Capacity
    - 2. Class Status is Stop Further Enrollment
    - 3. Class Status is Cancelled Section
    - 4. Class Status is Tentative

#### f. Consent

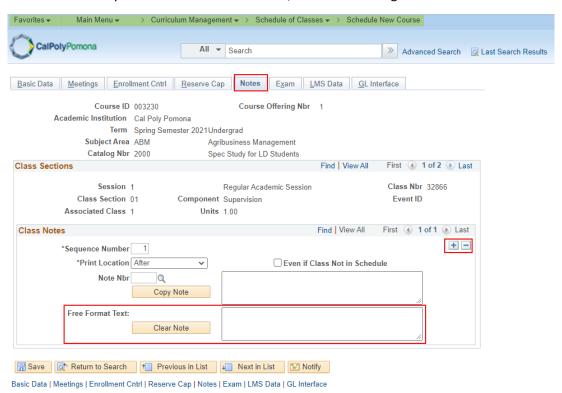
- No Consent: class section does not require Instructor Permission (number) or Department Override to enroll
- ii. Dept Consent: requires Department Override to enroll
- iii. Inst Consent: requires Instructor Permission (number) to enroll
- g. **Enrollment Total**: number of students enrolled (located next to Enrollment Capacity field)

(*Note*: Zero is not a valid value. The system does not prevent you from entering a zero; however, certain reports that IRAP provides will be incorrect).



## 7. Notes Tab (optional):

- a. Notes are entered into the Free Format Text field. They appear in the BroncoDirect Schedule of Classes Class Details link. There can be multiple rows of notes for one class section.
- b. Note: If you need to remove the note, use the minus sign



### 8. Save