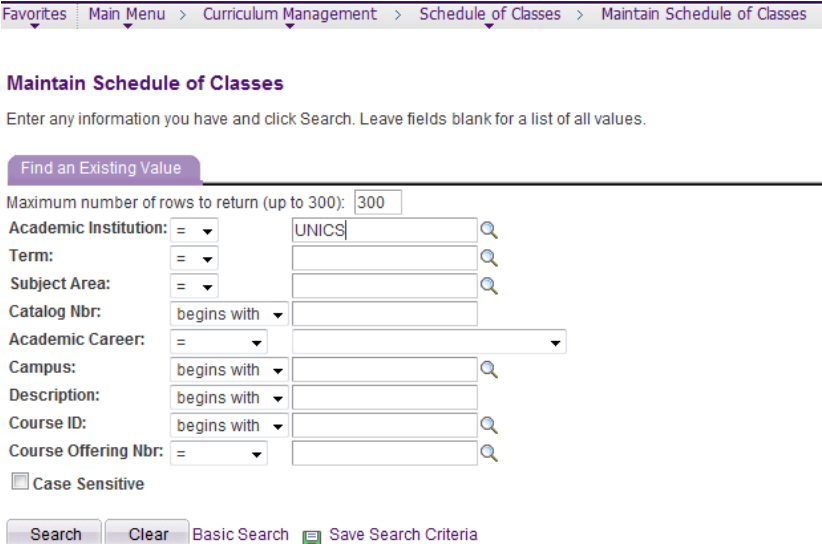
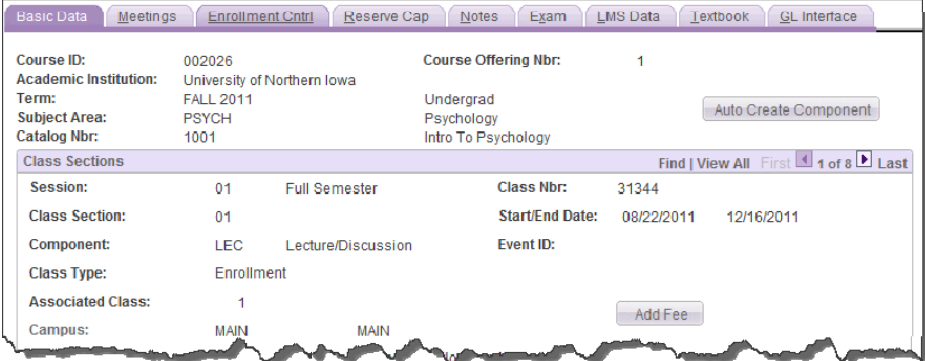


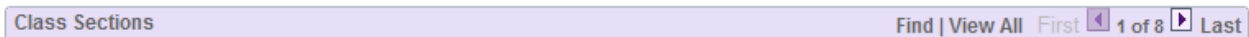
Viewing the Schedule of Classes

Purpose: Users may be given “View only” access to the Schedule of Classes. These users may navigate to **Maintain Schedule of Classes** to view detailed class information for individual sections. The instructions below describe how to view information such as class meeting data, enrollment controls, notes, and textbook information.

Step	Action
1.	<p>Navigate to the Maintain Schedule of Classes page: Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes</p> 
2.	<p>Enter the desired search criteria. In this example, enter: Term = 2112, Subject Area = Psych, Course ID = 002026. Click the Search button.</p> <p>Result: The schedule of classes displays (Basic Data tab).</p> 

Step	Action												
3.	<p>Select the tab you wish to view:</p> <table border="1" data-bbox="354 380 1393 1757"> <thead> <tr> <th data-bbox="354 380 641 420">Tab</th> <th data-bbox="641 380 1393 420">Data</th> </tr> </thead> <tbody> <tr> <td data-bbox="354 420 641 615">Basic Data</td> <td data-bbox="641 420 1393 615"> <ul style="list-style-type: none"> • Session • Component • Start Date/End Date • Instruction Mode • Course Attributes </td> </tr> <tr> <td data-bbox="354 615 641 846">Meetings</td> <td data-bbox="641 615 1393 846"> <ul style="list-style-type: none"> • Facility ID (Building + Room) • Capacity • Meeting Start Time/End Time • Pattern or days of week checkboxes • ID (Instructor ID) • Contact (in minutes) </td> </tr> <tr> <td data-bbox="354 846 641 1003">Enrollment Control</td> <td data-bbox="641 846 1393 1003"> <ul style="list-style-type: none"> • Add Consent • Drop Consent • Requested Room Capacity (maximum class size) • Enrollment Capacity (optimum class size) </td> </tr> <tr> <td data-bbox="354 1003 641 1220">Notes</td> <td data-bbox="641 1003 1393 1220"> <p>The Notes page displays standard class notes and/or free-form text notes that have been added to class sections.</p> <p>Class notes are printed in the Schedule of Classes to provide students with information on the class.</p> </td> </tr> <tr> <td data-bbox="354 1220 641 1757">Textbook</td> <td data-bbox="641 1220 1393 1757"> <p><u>Course Material tab</u></p> <ul style="list-style-type: none"> • Course Material Type • Course Material Status • Title • ISBN • Author <p><u>Details tab</u></p> <ul style="list-style-type: none"> • Publisher • Edition • Year Published • Price • Currency Code <p><u>Notes tab</u></p> <ul style="list-style-type: none"> • Course Material Notes </td> </tr> </tbody> </table>	Tab	Data	Basic Data	<ul style="list-style-type: none"> • Session • Component • Start Date/End Date • Instruction Mode • Course Attributes 	Meetings	<ul style="list-style-type: none"> • Facility ID (Building + Room) • Capacity • Meeting Start Time/End Time • Pattern or days of week checkboxes • ID (Instructor ID) • Contact (in minutes) 	Enrollment Control	<ul style="list-style-type: none"> • Add Consent • Drop Consent • Requested Room Capacity (maximum class size) • Enrollment Capacity (optimum class size) 	Notes	<p>The Notes page displays standard class notes and/or free-form text notes that have been added to class sections.</p> <p>Class notes are printed in the Schedule of Classes to provide students with information on the class.</p>	Textbook	<p><u>Course Material tab</u></p> <ul style="list-style-type: none"> • Course Material Type • Course Material Status • Title • ISBN • Author <p><u>Details tab</u></p> <ul style="list-style-type: none"> • Publisher • Edition • Year Published • Price • Currency Code <p><u>Notes tab</u></p> <ul style="list-style-type: none"> • Course Material Notes
Tab	Data												
Basic Data	<ul style="list-style-type: none"> • Session • Component • Start Date/End Date • Instruction Mode • Course Attributes 												
Meetings	<ul style="list-style-type: none"> • Facility ID (Building + Room) • Capacity • Meeting Start Time/End Time • Pattern or days of week checkboxes • ID (Instructor ID) • Contact (in minutes) 												
Enrollment Control	<ul style="list-style-type: none"> • Add Consent • Drop Consent • Requested Room Capacity (maximum class size) • Enrollment Capacity (optimum class size) 												
Notes	<p>The Notes page displays standard class notes and/or free-form text notes that have been added to class sections.</p> <p>Class notes are printed in the Schedule of Classes to provide students with information on the class.</p>												
Textbook	<p><u>Course Material tab</u></p> <ul style="list-style-type: none"> • Course Material Type • Course Material Status • Title • ISBN • Author <p><u>Details tab</u></p> <ul style="list-style-type: none"> • Publisher • Edition • Year Published • Price • Currency Code <p><u>Notes tab</u></p> <ul style="list-style-type: none"> • Course Material Notes 												

Note: To view additional sections, use the **Show Next Row** button in the *Class Sections* header.



Basic Data

- Basic Data
- Meetings
- Enrollment Cntrl
- Reserve Cap
- Notes
- Exam
- LMS Data
- Textbook
- GL Interface

Course ID: 002026 **Course Offering Nbr:** 1
Academic Institution: University of Northern Iowa
Term: FALL 2011 **Undergrad**
Subject Area: PSYCH **Psychology** Auto Create Component
Catalog Nbr: 1001 **Intro To Psychology**

Class Sections Find | View All First 1 of 8 Last

Session: 01 **Full Semester** **Class Nbr:** 31344
Class Section: 01 **Start/End Date:** 08/22/2011 12/16/2011
Component: LEC **Lecture/Discussion** **Event ID:**
Class Type: Enrollment
Associated Class: 1 Add Fee
Campus: MAIN **MAIN**
Location: MAIN **University of Northern Iowa** **Schedule Print**
Course Administrator: **Student Specific Permissions**
Academic Organization: 0021300 **Psychology** **Dynamic Date Calc Required**
Academic Group: CSBS **Social and Behavioral Sciences** **Generate Class Mtg Attendance**
Holiday Schedule: ACAD **Academic Holiday Schedule** **Sync Attendance with Class Mtg**
Instruction Mode: P **In Person** **GL Interface Required**
Primary Instr Section: 01

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 Customize | Find | View All | First 1-2 of 3 Last

Course Attribute	Course Attribute Value
LAC	Liberal Arts Core
ORG	Organized Course Indicator
LAC5B	LAC 5B: Indiv & Instit Persp
ORGANIZED	Organized Course

- Save
- Return to Search
- Previous in List
- Next in List
- Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface



Field	Description																										
Session	<p>Displays the duration of the class.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Full Semester</td> </tr> <tr> <td>02</td> <td>First Half-Semester</td> </tr> <tr> <td>03</td> <td>Second Half-Semester</td> </tr> <tr> <td>04</td> <td>First MBA Module</td> </tr> <tr> <td>05</td> <td>Second MBA Module</td> </tr> <tr> <td>06</td> <td>Third MBA Module</td> </tr> <tr> <td>4W1</td> <td>May Four Week</td> </tr> <tr> <td>4W2</td> <td>June Four Week</td> </tr> <tr> <td>4W3</td> <td>July Four Week</td> </tr> <tr> <td>6W1</td> <td>May June Six Week</td> </tr> <tr> <td>6W2</td> <td>June July Six Week</td> </tr> <tr> <td>8W1</td> <td>June July Eight Week</td> </tr> </tbody> </table>	Code	Description	01	Full Semester	02	First Half-Semester	03	Second Half-Semester	04	First MBA Module	05	Second MBA Module	06	Third MBA Module	4W1	May Four Week	4W2	June Four Week	4W3	July Four Week	6W1	May June Six Week	6W2	June July Six Week	8W1	June July Eight Week
Code	Description																										
01	Full Semester																										
02	First Half-Semester																										
03	Second Half-Semester																										
04	First MBA Module																										
05	Second MBA Module																										
06	Third MBA Module																										
4W1	May Four Week																										
4W2	June Four Week																										
4W3	July Four Week																										
6W1	May June Six Week																										
6W2	June July Six Week																										
8W1	June July Eight Week																										
Class Section	Displays the section number. Section numbers roll forward from the last like term, however schedulers may modify, add, or delete sections.																										
Component	Defaults from the catalog. Some common values include: <i>Lecture/Discussion, Lecture/Lab, Readings, Seminar.</i>																										
Class Type	Displays <i>Enrollment</i> or <i>Non-enrollment</i> . Most class sections will be <i>Enrollment</i> . A course with both Lecture and Lab components, with the “Lab” being a separate section may display the lab as either <i>Enrollment</i> or <i>Non-enrollment</i> .																										
Associated Class	Maintained by the Registrar’s Office to adjust credit hours and prerequisites as needed. The default value is 1.																										
Campus	Defaults to Main.																										
Location	Where the class is held. The default value is <i>Main – University of Northern Iowa</i> , which means the class meets on campus. Other values include off campus locations such as Allen, Hawkeye, etc.																										
Course Administrator	Not currently used at UNI.																										
Academic Organization	Defaults based on the subject, may be changed as needed.																										
Academic Group	Defaults from the catalog. Displays the Program (College) associated with this course.																										
Holiday Schedule	Defaults to <i>ACAD – Academic Holiday Schedule</i> .																										
Instruction Mode	Describes how the class is delivered. Values: (P) In Person, (PO) In Person/Online, (O) Online Semester Based, (OG) Online Guided Independent Study, (I) ICN, (IO) ICN/Online.																										
Primary Instructor Section	Displays the section number.																										
Class Topic	Not currently used at UNI.																										
Equivalent Course Group	Maintained by the Registrar’s Office.																										

Field	Description
<p>Class Attributes</p>	<p>Class Attributes are data items that describe a class section. Some attributes are maintained by the department schedulers and some default from the catalog and are managed by the Registrar’s Office.</p> <p>All classes will have a Record Code (RCCD) attribute. The value may be RE – Residential Course, EX – Extension, or GIS – Guided Independent Study.</p> <p>All classes (except “Arranged” classes) will have an Organized Course Indicator (ORG) attribute.</p> <p>Some additional attributes include:</p> <ul style="list-style-type: none"> • Honors Course Indicator • Writing Enhanced Section

Meetings

Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID: 002026 Course Offering Nbr: 1
 Academic Institution: University of Northern Iowa
 Term: FALL 2011 Undergrad
 Subject Area: PSYCH Psychology
 Catalog Nbr: 1001 Intro To Psychology

Class Sections Find | View All First 1 of 8 Last

Session: 01 Full Semester Class Nbr: 31344
 Class Section: 01 Component: Lecture/Discussion Event ID:

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
			9:00AM	9:50AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/22/2011 12/16/2011

Topic ID: Free Format Topic:
 Print Topic On Transcript Contact Hours

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

Assignment | **Workload**

ID	Name	Instructor Role	Print	Access	Contact
408400	Butler,Adam	Prim Instr	<input checked="" type="checkbox"/>		150

Room Characteristics Customize | Find | View All First 1 of 1 Last

Room Characteristic	Quantity
	1

Save | Return to Search | Previous in List | Next in List | Notify

Field	Description
Facility ID	Displays the requested Facility ID (Building + Room).
Capacity	The size of the room. Auto-populates based on the Facility ID selected.
Pat (Pattern)	Displays the days the class meets, if used. May be used to select common meeting pattern days. This feature auto-checks the days.
Mtg Start/Mtg End	Display the start and end times of the class.
M/T/W/T/F/S/S	Checkboxes that indicates the day(s) of the week the class meets.
Start/End Date	Defaults to the beginning and end of the term. Schedulers may modify.
ID	Displays the Instructor's Empl (UNI) ID.
Name	Displays the Instructor's Name.
Instructor Role	Displays the type of instructor: <i>Primary, Secondary, TA</i>
Print	Checked by default. This indicates the instructor's name will print in the schedule of classes.
Access	Displays the type of access the instructor has: <i>None, Grade, Approve</i>
Contact	Displays the contact minutes per week for the instructor.
Room Characteristics	Only used if a specific room is not requested. Displays characteristics requested in lieu of a room requested.

Enrollment Control

[Basic Data](#) | [Meetings](#) | **Enrollment Cntrl** | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [Textbook](#) | [GL Interface](#)

Course ID: 002026 **Course Offering Nbr:** 1
Academic Institution: University of Northern Iowa
Term: FALL 2011 Undergrad
Subject Area: PSYCH Psychology
Catalog Nbr: 1001 Intro To Psychology

Find | View All First 1 of 8 Last

Session: 01 Full Semester **Class Nbr:** 31344
Class Section: 01 **Component:** Lecture/Discussion **Event ID:**
Class Status: Active

Class Type: Enrollment **Enrollment Status:** Open
Add Consent: No Consent **Requested Room Capacity:** 200 **Total**
Drop Consent: No Consent **Enrollment Capacity:** 200 0
1st Auto Enroll Section: **Wait List Capacity:** 0
2nd Auto Enroll Section: **Minimum Enrollment Nbr:**
Resection to Section:

Auto Enroll from Wait List Cancel if Student Enrolled

| | | |

Field	Description
Add Consent	Displays approval needed for students to add the class. Values: <i>No Consent, Department Consent, Instructor Consent</i> . Defaults from the catalog.
Drop Consent	Displays approval needed for students to drop the class. Values: <i>No Consent, Department Consent, Instructor Consent</i> . Defaults from the catalog.
Enrollment Status	Indicates the status of enrollment for this class. Values: <i>Open, Closed, Canceled</i> .
Requested Room Capacity	Displays the maximum class size. This value cannot be larger than the actual room capacity.
Enrollment Capacity	Displays the optimum class size. This value can be managed by the department scheduler throughout registration.
Wait List Capacity	If the system wait list feature is being used, the value displayed is the number of students allowed on the wait list.
Auto Enroll from Wait List	If the system wait list feature is being used, this box is checked when the system is auto-enrolling from the wait list (first come, first serve). The box is not checked if departments wish to maintain the wait list.

The following fields are NOT USED: **1st Auto Enroll Section, 2nd Auto Enroll Section, Resection to Section, Minimum Enrollment Nbr, Cancel if Student Enrolled**

Notes

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | **Notes** | [Exam](#) | [LMS Data](#) | [Textbook](#) | [GL Interface](#)

Course ID: 002026 **Course Offering Nbr:** 1
Academic Institution: University of Northern Iowa
Term: FALL 2011 Undergrad
Subject Area: PSYCH Psychology
Catalog Nbr: 1001 Intro To Psychology

Class Sections Find | View All First 1 of 8 Last

Session: 01 Full Semester **Class Nbr:** 31344
Class Section: 01 **Component:** Lecture/Discussion **Event ID:**

Class Notes Find | View All First 1 of 1 Last

Sequence Number: 1
Print Location: After Even if Class Not in Schedule
Note Nbr:
Free Format Text:

| | | |

Field	Description
Sequence Number	Displays the sequential order of the note.
Print Location	Defaults to After. Indicates the note is printed after the section detail.
Note Nbr	Field used to populate standard notes. The Copy Note button can be used by the scheduler to copy a note to the free format text box and then edit that standard note.
Free Format Text	Field use to display notes that were entered as free text.
Even if Class Not in Schedule checkbox	Not used at UNI.
Copy Note button	Used to copy the standard note to the Free Format Text note field so that edits can be made.
Clear Note button	Clears the current note text.

Textbooks

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | **Textbook** | [GL Interface](#)

Course ID: 002026 **Course Offering Nbr:** 1
Academic Institution: University of Northern Iowa
Term: FALL 2011 Undergrad
Subject Area: PSYCH Psychology
Catalog Nbr: 1001 Intro To Psychology

Class Sections Find | View All First 7 of 8 Last

Session: 01 Full Semester **Class Nbr:** 34786
Class Section: 07 **Component:** Lecture/Discussion **Event ID:** 000026598

Textbook Assignment

Textbook Assignment Status Pending Textbook entry complete
 No textbooks assigned to class

Customize | Find | First 1 of 1 Last

Seq No	Course Material Type	Course Material Status	Title	ISBN	Author
1	Course Packet	Required	Rachel Book	123456789	Rachel

Special Instructions

Field	Description
Textbook Assignment Status	Displays Pending or Textbook entry complete . <ul style="list-style-type: none"> Pending – Textbook assignment is incomplete and will NOT be printed in the Schedule of Classes. “TBA – To Be Announced” will display in the Schedule of Classes. Textbook entry complete – Textbook assignment has been finalized and will be printed in the Schedule of Classes.
No Textbooks assigned to class	If the checkbox is selected, “No Textbooks Required” displays in the Schedule of Classes.
Copy Textbooks button	Used by schedulers to copy textbooks from another course section.
Course Material Type	Displays the type of course material: <i>Course Packet, General Merchandise, Textbook, Rental Instrument</i>
Course Material Status	Displays <i>Recommended</i> or <i>Required</i> .
Title	Displays the title of the textbook or course material.
ISBN	Displays the ISBN.

Field	Description
Author	Displays the author
Publisher	Note: Click the Details tab to view this field. Displays the publisher.
Edition	Note: Click the Details tab to view this field. Displays the edition.
Year Published	Note: Click the Details tab to view this field. Displays the year published.
Price	Schedulers do not enter the price. University Book & Supply will enter the price.
Course Material Notes	Note: Click the Notes tab to view this field. Displays any notes relative to the course material item entry.
Special Instructions	Displays any overall notes related to materials for this section.