COURSE & ACADEMIC ROOM SCHEDULING FAQ

WHAT ARE ASSOCIATIONS?

Associations are a set of attributes that may (but do not have to) be tied to multiple sections. Most UF sections have a 1-to-1 relationship between Section and Association. A new Association can be added by inputting a new number into the Association field on the Basic Data tab. Attributes on the Association include Number of Credits for the section, Writing Requirement word count, and section-specific pre-requisites.

WHY ARE MY TECH INDICATORS INCOMPLETE?

In order to show your section to students on the ONE.UF Schedule of Classes, your Tech Indicators need to be complete. If they are showing as incomplete, verify that the Primary, Secondary, and Tertiary Tech Deliveries are complete. In the past, the Secondary and Tertiary Tech Deliveries would default to N, however now they must be input for each section.

WHAT GRADE ACCESS DO I GIVE MY INSTRUCTORS?

The Grading System in Campus Solutions only needs the UFID of the Instructor(s) of Record and the Role of Instructor on Maintain Schedule of Classes. Other items such as Print, Access, and Contact can be let blank.

HOW DO I KNOW WHAT TO ENTER IN THE CLASS SECTION FIELD?

The Class Section field is an alphanumeric field that can be populated with anything your department would like. For example, UF Online sections can be listed as "UFO1," "UFO2," etc.

WHERE DO I FIND THE COURSE CHANGE REQUEST?

This can be found in myUFL in **Student Information System (SIS) > Main Menu (MM) > Curriculum Management (CM) > Schedule of Classes > Course Change Request Form** or by going to https://uf.tfaforms.net/308

WHAT ARE CLASS NOTES? HOW DO I ADD A NEW CLASS NOTE?

Class Notes are text that will display to the students in ONE.UF.
You have two options to add notes:

- You can simply type the section-specific notes in Free Format Note
- If you will be using the same note across multiple sections or multiple terms, you can send a request to roomscheduling@registrar.ufl.edu with your note text"

WHY DOES THE CLASS NBR THAT I TYPE IN ON IDENTIFY COMBINED SECTIONS SAY THAT IT IS INVALID?

Any individual section can only be used once on the combined sections table. If this is the case and the section has already been scheduled, then that section has been listed on another Combined Section ID. Go back to Maintain SOC > Enrollment Control tab and click on the Combined Section link at the bottom to find the ID.

If you have any questions about Course Scheduling or Academic Room Scheduling, contact the Office of the University Registrar at 352-392-1374.