

COURSE SCHEDULING: MAKE A SECTION ACTIVE

When initially creating a section, the section status automatically defaults to Tentative. This instruction guide will walk you through the process of making a course section active.

NAVIGATION

Use the following navigation to navigate to the Schedule Class Meeting page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Curriculum Management**
5. Click **Schedule of Classes**
6. Click **Schedule Class Meeting**

PROCESS

Use the following steps to make a section active:

Schedule Class Meetings

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

Search Criteria

Academic Institution: = UFLOR

Term: = 2181

Subject Area: = enc

Catalog Nbr: begins with 3414

Academic Career: =

Campus: begins with

Session: =

Class Nbr: =

Class Section: begins with coin

Description: begins with

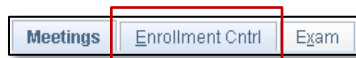
Course ID: begins with

Course Offering Nbr: =

Case Sensitive

1. Enter the **Term**. If you do not know the term number, use the magnifying glass icon to search for the term
2. Enter the **Subject Area**
3. Enter the **Catalog Nbr**
4. Enter the **Class Nbr** and/or **Class Section**
5. Click the **Search** button

6. Click the **Enrollment Control** tab



7. In the **Class Status** dropdown menu, select **Active**
8. Click the **Save** button

The screenshot shows the 'Enrollment Control' interface for a class. The class details include: Session 1, Regular Academic Session, Class Section TEST, Component Lecture, Associated Class 1, Units 3.00, Class Nbr 21565, and Event ID. The 'Class Status' dropdown menu is open, showing options: Tentative Section, Active (highlighted in blue), Canceled Section, Stop Further Enrollment, and Dr. Tentative Section. Other fields include Enrollment Status (Closed), Requested Room Capacity (19), Enrollment Capacity (19), Wait List Capacity (0), and Minimum Enrollment Nbr. At the bottom, there are buttons for Save, Return to Search, and Notify. The Save button is highlighted with a red box.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Procedures

Office of the University Registrar
352-392-1374
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