

COURSE SCHEDULING IN MYUFL: KEY TERMS QUICK REFERENCE GUIDE

ACADEMIC GROUP

The college who owns the course. This is identified in the course catalog offering page and is not editable at the class level. For example, the College of Agricultural and Life Sciences is the Academic Group who owns the course AEC3030C.

ACADEMIC ORGANIZATION

This is identified in the course catalog offering page. It is the department who owns the course. For example, the Department of Agricultural Education and Communication is the Academic Organization who owns the course AEC3030C.

NOTE: This field can be changed to reflect a different ownership for a class section. This will cause all enrollments in the section to be tied to a different organization (department) for enrollment count purposes.

ASSOCIATION

A collection of common section attributes that can be shared between multiple sections. A single class association can serve multiple sections. However it is not uncommon to have one association per section. Examples of associations include: credits, prerequisites, and grading components.

ASSOCIATED CLASS

To facilitate class data maintenance after the schedule has been created, all classes grouped into the same class association number will be updatable as a group. For example, if all sections of ENC1101 are 3 credit hours, but as an institution UF decides to adjust ENC1101 to be 4 credit hours, use the Associated Class feature to apply this change to all sections of ENC1101.

CAMPUS

Location where a course will meet (not the room, but the general campus). For example, if a course meets at the Gainesville campus of UF, this will coded as MAIN in myUFL.

CAREER

Undergraduate, Graduate, Law, Medicine, Veterinary Medicine, Dentistry, Pharmacy, Physician Assistant, Other Professional

CATALOG

The technical listing (and rules) of all courses for the university. Publications are referred to as: **The Undergraduate Catalog** and **The Graduate Catalog**.

CLASS ATTRIBUTE

Additional information pertaining to the course. Attributes are assigned initially at the Catalog level and rolled to the Section level. They can be added or deleted on each section. For example, if a course is covered by the EEP (Employee Education Program, that course would get a Class Attribute indicating it is covered by EEP.

COURSE

A specific class at UF. Identified by: Subject (AAA) Catalog Number (XXXX), E.g. ANT 2000.

COURSE ATTRIBUTES

Additional information pertaining to the course. For example, if a course is covered by the EEP (Employee Education Program) that course would get a Class Attribute indicating it is covered by EEP.

CLASS NBR

The unique code given to all sections of a course.

CLASS SECTION

The Class Section field represents a unique alphanumeric designator for an individual offering of a course in a semester. For example, the ENC 1101 class could have 20 sections; each would have a unique class section number.

Section Numbers:

- will still roll from a previous term when a new semester is created.
- are updatable in Campus Solutions.
 - New sections are created with blank section numbers and schedulers must input a section number in order to save the new section.
- are four alphanumeric characters.
- do not have to be unique per semester.
 - Section Numbers must be unique to the course, session and term.
- are not visible to students in OneUF.

CLASS TYPE

Class Type determines which class section is the primary/graded class section for a course. Class Type in use at UF:

- Enrollment: Selected for primary/graded component of a course. This class section will have the grading basis for the course attached to it at time of enrollment.

COMBINED SECTIONS

When there is a need to offer two or more separate classes as one class offering, they can be combined into a single Combined Section.

COMPONENT

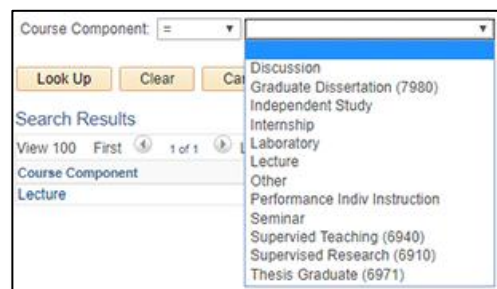
Component is the primary, graded portion of a course. Components can be Labs, Lectures, Discussions, etc. *See screen shot to the right.*

EVENT ID

A unique number generated by the system once a facility and meeting pattern is assigned to a class.

SESSION

The academic dates of a term. Each Career has a Default Session. The Default Session for the UGRD and GRAD careers is called Session 1 or the Regular Academic Session. The OUR creates Sessions via the Session Request Form. Schedulers then apply the Sessions to sections.



START/END DATE

These dates are populated from the session table depending on the session selected for this class. Generally these dates are the first and last date of the given term.

TERM

Semester (fall, spring, summer) and year.

TERM RESERVE CAPS

The number of spaces set aside for a special population of students (i.e. Preview students). The enrollment capacity for the class defined on the Enrollment Cntrl page is reduced by this number.

REQUIREMENT GROUP

The condition which has to be satisfied for students to be enrolled in the class through the reserve capacity. For example, if we set a reserve cap for Preview students, students must be in the requirement group for Preview in order to enroll in one of the reserved seats.