COURSE SCHEDULING: SCHEDULE A NEW COURSE

This instruction guide will walk you through the process of scheduling a new course.

NAVIGATION

Use the following navigation to navigate to the Schedule New Class 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 New Class

PROCESS

Use the following steps to use the closed course override:

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. Click the Search button
5. **Enter the Class Section** (this is a four digit code)
6. **Enter the Class Location** or click the magnifying glass to search
7. Click the **Meeting** tab

8. Select the location in the **Anticipated Location** dropdown menu
9. Scroll down

10. Click the **Meet Type** dropdown menu and select the appropriate option
11. Scroll down

12. **Enter the instructor information**
13. **Enter the room information**
14. Scroll up
15. Click the Enrollment Cntrl tab

![Image of the Enrollment Cntrl tab]

**QUICK TIP**
On this page, you can cancel a class and also set the class as departmentally controlled.

**Class Status**: Active

**Class Type**: Enrollment
- Add Consent | No Special Consent Required
- Drop Consent | No Special Consent Required

16. Click the Notes tab

![Image of the Notes tab]

**QUICK TIP**
Notes can be added as needed.

17. Click the Exam tab

![Image of the Exam tab]

18. Update the Class Exam Type as appropriate
19. Click the Save button

**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
registrar.ufl.edu