

## COURSE SCHEDULING: SCHEDULE A NEW SECTION FOR AN EXISTING COURSE

This instruction guide will walk you through the process of scheduling a new section for an existing 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 Course**

### PROCESS

Use the following steps to use the closed course override:

**Schedule New Course**

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

**Find an Existing Value**

**Search Criteria**

Academic Institution: = UFLOR

Term: = 2181

Subject Area: = enc

Catalog Nbr: begins with 5319

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

**Search** **Clear** Basic Search Save Search Criteria

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. Click the **Course**

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

**Find an Existing Value**

**Search Criteria**

Academic Institution: UFLOR  
 Term: 2181  
 Subject Area: ENC  
 Catalog Nbr: begins with 5319  
 Academic Career: Graduate  
 Campus: begins with MAIN  
 Description: begins with  
 Course ID: begins with  
 Course Offering Nbr: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UFLOR	2181	ENC	5319	Graduate	MAIN	Schol Writing for Pub	026958	1

6. Click the **Basic Data** tab

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

7. Click the **plus sign (+)** icon

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

Course ID 026958 Course Offering Nbr 1

Academic Institution University of Florida  
 Term Spring 2018 Graduate  
 Subject Area ENC English Composition  
 Catalog Nbr 5319 Schol Writing for Pub

Auto Create Component

Class Sections Find | View All First 2 of 2 Last

\*Session Regular Academic Session Class Nbr 0  
 \*Class Section \*Start/End Date 01/08/2018 04/25/2018  
 \*Component LEC Lecture Event ID  
 \*Class Type Enrollment Section  
 \*Associated Class Units 1.00 - 3.00 Associated Class Attributes  
 \*Campus MAIN Main Add Fee  
 \*Location S900000001 MAIN CAMPUS  
 Course Administrator  
 \*Academic Organization 02060000 PVA-Writing Program  
 Academic Group LAS Liberal Arts and Sciences  
 \*Holiday Schedule UFLOR UF Holiday Schedule  
 Instruction Mode P Unspecified  
 Primary Instr Section

Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 Generate Class Mtg Attendance  
 Sync Attendance with Class Mtg  
 GL Interface Required

Class Topic  
 Course Topic ID  
 Print Topic in Schedule

8. Enter the **Class Section**
  - a. **NOTE:** At this point in the process, you may update the meeting information and enrollment cap as necessary. See [Schedule a New Section of an Existing Course simulation](#) on how to do this.
  - b. You will need to create the 4-character class section code.
9. Click the **Save** button

Please note: The only thing required to save a new section is the new section number. To update additional details of this section, see the other documents and simulations.

## FOR ADDITIONAL ASSISTANCE

### Technical Issues

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

### Policies and Procedures

Office of the University Registrar  
352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)