## 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 Course

### PROCESS

Use the following steps to use the closed course override:

Schedule New C	ourse		
Enter any information	you have and cli	ck Search. Leave fields blank	for a list of all values.
Find an Existing Va	lue		
Search Criteria	1		
Academic Institution:	= •		
Term:	= •	2181 Q	
Subject Area:	= •	enc 🔍	
Catalog Nbr:	begins with 🔻	5319	
Academic Career:	= •		Ŧ
Campus:	begins with 🔻	Q	
Description:	begins with 🔻		
Course ID:	begins with 🔻	Q	
Course Offering Nbr:	= •	Q	
Case Sensitive			
Search Clea	ar 🔰 Basic Seal	rch 🖉 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. Enter the Class Section (this is a four digit code)
  - a. You will need to create the 4-character code.
- 6. Enter the Class Location or click the magnifying glass to search
- 7. Click the Meetings tab
  - a. You can input the Course's Meeting Days and Times in the Meeting Pattern area. See the <u>Schedule a</u> <u>New Course simulation</u> for more details.

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									
	2 Auto Create Component titing for Pub								
Class Sections	Find   View All 🛛 First 🕚 1 of 1 🛞 Last								
*Session 1 Q	Regular Academic Session Class Nbr 0 + - *Start/End Date 01/08/2018 ) 04/25/2018 )								
*Component LEC Q *Class Type Enrollment Section	Lecture Event ID								
*Associated Class 1 Q	Associated Class Attributes								
*Campus MAIN	Main Add Fee								
Location S90000001 Q Course Administrator Q 'Academic Organization 02060000 Q	MAIN CAMPUS								
Academic Group LAS 'Holiday Schedule UFLOR Q	PV-Writing Program Liberal Arts and Sciences Dynamic Date Calc Required UF Holiday Schedule Generate Class Mtg Attendance								
Instruction Mode P Primary Instr Section	Unspecified Sync Attendance with Class Mtg GL Interface Required								

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

Basic Data Meetings Enro	llment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textboo	k <u>G</u> L	. Interface			
Course ID	026958		Course Of	fering Nbr	1						
Academic Institution	University of Flo	rida									
Term	Spring 2018	Gradua	ate								
Subject Area		Englis	h Compositio	n							
Catalog Nbr	5319	Schol \	Writing for Pu	b							
Class Sections									Find   View.	All First	٩
Session	1		Regular Aca	demic Ses	sion			Class Nbr	0		
Class Section	TEST	Component	Lecture					Event ID			
Associated Class	1										
Section Information											
Anticipated Location:			•	Require	a Physica	I Presence					
Meeting Types Utilized:		Ŧ		N	o Physical I	Presence R	equired:				
						UF Main (	Campus:	: 🔲 Class	🔲 Exam	Other	
Online:	"Live" Sessio	n				UF Offsite	Facility:	Class	Exam	Other	
	Online Procto	ored Exam				Third Part	ly Sites:	Class	Exam	Conter Other	

- 10. Click the Meeting Types Utilized dropdown menu and select the appropriate option.
- 11. In the Require a Physical Presence section, select the appropriate options.
- 12. Click the Meet Type dropdown menu and select the appropriate option
- 13. Select the Primary, Secondary, and Tertiary dropdown menu and select the appropriate options.
- 14. Scroll down

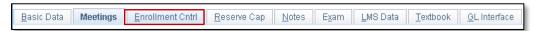
eting Time Information			
		Tech Indicator(s) T	ech Percentage(s
Meet Type: 🔹	Primary:	¥	0
% of Course:	Secondary:	Ŧ	0
	Tertiary:	T	0
		Meet Time Total %	а О

15. Enter the **instructor** information





- 16. Scroll up
- 17. Click the Enrollment Cntrl tab



QUICK TIP
On this page, you can cancel a class, modify Enrollment Capacity and also set the class as
departmentally controlled. When adding a section, the default status is active. Active means offered.
Class Status Active
Class Type Enrollment
*Add Consent No Special Consent Required
Drop Consent No Special Consent Required

18. Click the **Notes** tab. This is not a required field.

Basic Data Meetings Enroll	ment Cntrl <u>R</u> eserve Cap	<u>N</u> otes E <u>x</u> am	LMS Data	Textbook <u>G</u> L Interface
QUICK TIP Free Format Text Notes ca	an be added as need	ded.		
Class Notes   'Sequence Number 1  'Print Location After  Note Nirr  Copy Note  Free Format Text:  Clear Note	Find   View All First G	€ 1 of 1 € Last € ■		

19. Click the Exam tab. This is not a required field.

<u>B</u> asic Data	Meetings	<u>E</u> nrollment Cntrl	<u>R</u> eserve Cap	Notes	E <u>x</u> am	LMS Data	Textbook	<u>G</u> L Interface

- 20. Update the Class Exam Type as appropriate
- 21. Click the Save button

Class Exam				Persor	nalize   Find   🗖	📑 Fi	rst 🕚 1 of 1	🕑 L	ast		
Exam Time Code	Combined Exam	*Exam Date	Exam Start	Exam End	* Class Exam Type	Facility ID	Building	Room			
Q		Ħ			Final Ex: 🔻	Q			+	-	
🔚 Save 🔯 Return to Search 🖹 Notify											

# 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 <u>registrar.ufl.edu</u>