

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 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. 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 [Schedule a New Course simulation](#) for more details.

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

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

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.

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

QUICK TIP

Free Format Text Notes can be added as needed.

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

20. Update the **Class Exam Type** as appropriate

21. 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

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