



# 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.

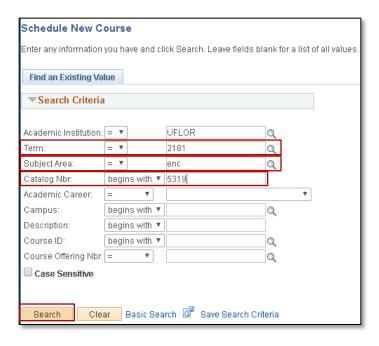
## **N**AVIGATION

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:



- 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

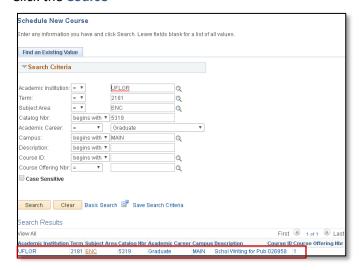
Updated: July 28, 2020

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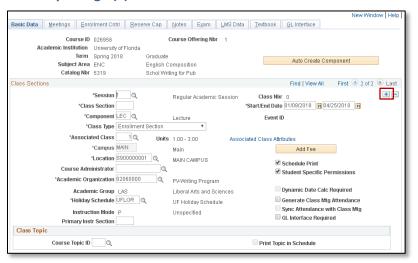
### 5. Click the Course



#### 6. Click the Basic Data tab



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



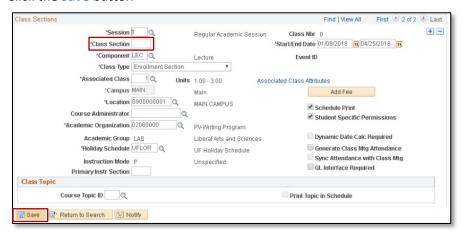
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- 8. Enter the Class Section
  - a. **NOTE:** At this point in the process, you may update the meeting information and enrollment cap as necessary. See <u>Schedule a New Section of an Existing Course simulation</u> on how to do this.
  - b. You will 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

## **Policies and Procedures**

Office of the University Registrar

352-392-1374 registrar.ufl.edu