Quick Reference Guide SCHD 011: Reading and Research & Tutorial Setup

For Reading & Research and Tutorial courses you will create a class section for each individual faculty who leads the course.

If your department has many faculty members, it is advised that you only set up those faculty members with whom students will be actively working in a given semester. New sections may be created to add affiliated faculty on an ongoing basis. Unlike the Courses of Instruction publication, setup of these courses is not meant to advertise teaching faculty in a particular department; rather, setting up individual sections for each active faculty member will allow for a greater increase in functionality and control around student enrollment permissions, individual course rosters, grading sheets, and evaluations.

Step 1: Create Course or Confirm Course Setup at Catalog Level

Go to: Curriculum Management > Course Catalog > Course Catalog > Search for a particular course, or create new value.

If setting up a new course: create the single component in Curriculum Management>Course Catalog>Course Catalog Components tab.

In an existing catalog record: There should be a single course id and a single component categorized as either ‘Reading and Research’ or ‘Tutorial’.

![Course Component Setup Screenshot]

Updated: 2/23/16
**Credits:** Appropriate credit depends upon the particular department. If graduate students may enroll for more than 4.0 units of credit with an individual faculty member; or, 4.0 units of credits with two or more faculty members: Set the maximum credit value to 16.0; Set Total Units Allowed=999.0; Check off the Repeat for Credit and Allow Multiple Enroll in Term boxes.

**Grading Basis:** Courses should be set up as Sat/Unsat. Departments may request an exception.

**Repeat for Credit & Allow Multiple Enroll in Term:** These courses should also be set with “99” multiple enroll during term. Exception: Tutorials and R/R courses with 2.0 credits may not be set up as repeatable for credit; hence they may not be taken multiple times during a single term.

**Special Scenario—Retroactive Adjustment of Credit:** If you are adjusting the credits after the class has already been scheduled, you will need to also make the credit adjustment in the Schedule of Classes.

1. Navigate to Adjust Class Associations: Curriculum Management > Schedule of Classes > Adjust Class Associations.
2. Enter Term→Click Search.
3. On the Class Associations tab, locate Maximum Units and enter 16 in place of the 4.
4. If you have multiple faculty members listed for the course, you will need to adjust the units for each faculty member.
5. Save

**Step 2: Build out individual sections in Schedule of Classes**

You will assign faculty to individual sections of the course at the class schedule level, since instructor information lives at the class level.

If the class already exists in Schedule of Classes: go to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

If you need to schedule the class in a specific term: go to Curriculum Management > Schedule of Classes > Schedule New Course

### Maintain Schedule of Classes & Schedule New Course Search Criteria

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Steps</th>
<th>Description/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution</td>
<td>1. Specify ‘HRVRD’</td>
<td>• HRVRD should default in or you may enter it manually or by look up with the magnifying glass.</td>
</tr>
<tr>
<td>Term</td>
<td>2. Specify the terms to search for, for example ‘2162’</td>
<td>• Specify the correct term(s) for the class to be modified.</td>
</tr>
<tr>
<td>Subject Area</td>
<td>3. Specify the Subject Area for the course. For example, ‘EGYPTIAN’</td>
<td>• If you know the subject area you may enter it manually, if not you may use the magnifying glass to do a search.</td>
</tr>
<tr>
<td>Catalog Nbr</td>
<td>4. Enter the Catalog Number for the</td>
<td>• Enter the catalog number manually. If</td>
</tr>
</tbody>
</table>
If there will be multiple faculty serving as instructors for this course, create an individual section per instructor.

1. Add a new row on the Basic Data tab of the Maintain Schedule of Classes or Schedule New Class pages. Or, if a row already exists, skip to step 2.

2. On Basic Data tab: increment the Class Section number for each new row. Associated Class should be set to 1 for each section.

3. On Meetings tab, enter the appropriate instructor ID on the Meetings tab for each section. If you do not know the instructor’s HUID, use the magnifying glass to initiate lookup of the instructor’s name. Select the instructor role of “Head Instructor”. Grade access must be set to “Post” for all head instructors.
4. Add in meeting pattern information if available.

5. Save record.