Quick Reference: Scheduling a Class—Primary and Secondary Components

When scheduling the first class offering for a given term, use the Schedule New Course component. If one or more class sections already exist, use Maintain Schedule of Classes to add, delete, or modify sections.

Navigation: CURRICULUM MANAGEMENT > SCHEDULE OF CLASSES > SCHEDULE NEW COURSE OR CURRICULUM MANAGEMENT > SCHEDULE OF CLASSES > MAINTAIN SCHEDULE OF CLASSES

Schedule the Primary Component
If the class is already scheduled for the upcoming semester, search in Maintain Schedule of Classes for the appropriate class in current term. If you need to add addition sections or components to a class that has already been scheduled for the current term, click on the Add (+) button in the upper right corner of the Basic Data tab to add an additional section; this will create a new row, allowing for an additional class section to be defined.

Basic Data Tab:
If using Schedule a New Course, you do not need to add a new row first. Otherwise, the two pages function in the same manner.

- **Session:** Specify ‘1’ for Regular Academic Session. Upon tabbing out of this field, the ‘Start/End Date’ values will default based on the calendar set-up, but can be changed for classes that differ from the standard semester dates.
- **Class Section:** Free-form field that should be incremented for each new section (data row); initial section would be ‘001’, any new section should increment by 1.
  - For multi-component classes, see numbering guide further into this document in the “Scheduling the Secondary Component” section.
- **Component:** Use the magnifying glass to select the appropriate value if one does not default in.
  - **Note:** When scheduling a multi-component class, you must schedule and save the primary component first before attempting to schedule any additional component.
- **Class Type:** For the primary component, the default will be “Enrollment”.
  - For secondary components of a multi-component course (such as lab or discussion), set the class type to “Non-Enroll”.
- **Associated Class:** In general, associated class will always be set to ‘1’. The only rare exception: if you have multiple primary components (ie lecture 1 or lecture 2) which have specific corresponding labs or discussions (lecture 1 must choose from lab 1 or lab 2; lecture 2 must choose from lab 3, or lab 4). Contact the RO at courses@fas.harvard.edu for more details on this specific scenario.
- **Schedule Print:** Confirm that Schedule Print is checked. Otherwise, the class will not appear in the course search.
- **Student Specific Permissions:** Confirm that this box is checked; if not, students may have difficulty enrolling in the class.

**Note:** All other values will default based on the data already entered in the Course Catalog.
**Course Information**

- **Course ID:** 72510
- **Academic Institution:** Harvard University
- **Term:** 2016 Spring
- **Subject Area:** AESTHINT
- **Catalog Nbr:** 54
- **Title:** For the Love of God and His Prophet Religion, Literature, and the Arts in Muslim Cultures

**Class Sections**

- **Session:** 1
- **Component:** LEC
- **Class Type:** Lecture
- **Associated Class:** 1
- **Units:** 4.00

**Course Attributes**

- **Primary Instructor:** 001
- **Regular Academic Session:**
- **Start/End Date:** 01/25/2016 to 04/27/2016
- **Event ID:** 000000477

**Equivalent Course Group**

- **Course Equivalent Course Group:** D1128
- **Class Equivalent Course Group:** HDS 3527/AESTHINT 54

**Associated Class Attributes**

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

**Add Fee**
Meetings tab

On the **Meetings** tab, identify the meeting pattern, instructor(s), and grading access. Use the magnifying glass next to “Pat” field to select from a list of pre-populated meeting patterns. Make sure your end time ends on the :59 or :29 to prevent student time conflicts and confirm that the time correctly to either AM or PM.

![Image of the Meetings tab]

**Note:** Leave Facility ID blank; room assignments will be generated in and imported from Roombook (FAS’s room scheduling software).

Enrollment Control tab

On the **Enrollment Cntrl** tab, confirm that the Class Status is “Active”. The class will only display in the class search when the status is Active. The following status values are available:

- **Active:** section available for enrollment
- **Cancelled Section:** select this value when removing a section from the Schedule of Classes.
- **Stop Further Enrollment:** Class remains active, but prevents further enrollment. Used only by the RO.
- **Tentative Section:** Does not display in class search; does not allow enrollment. Not used often; setting a course to “pending” status at the catalog level achieves the same result.

**Requested Room Capacity:** Reflects the estimated enrollment for the course so that the appropriate room may be selected as a preference in EMS (room scheduling software). Catalog coordinators who do not schedule
rooms should work in partnership with the department room scheduler to obtain and populate this field with the correct value. If the value remains at the default of “999”, schedulers will be unable to select a classroom in EMS.

**Enrollment Capacity:** If the instructor wishes to limit enrollment for the course, input that number in this field. You must also select “Instructor” as the value for Add Consent field. **An enrollment cap must always go hand in hand with instructor consent.** Consent value is set at both the Catalog and Schedule levels. This allows the instructor to select the appropriate students from the list of enrollment requests and prevents “first come, first served” enrollment in my.harvard. The capacity and instructor consent requirement will be advertised on the my.harvard course search.

Click Save.

![Enrollment Control](image-url)
Schedule Additional or Secondary Component(s):
Once you have created and saved the primary component, add additional rows to schedule additional or secondary component(s) by clicking the ‘+’ sign on the Basic Data tab:

**Any component which exists at the Catalog level must be added to the Schedule of Classes; otherwise students will not be able to enroll. For example, if both lecture and lab components exist in the Catalog, then both components must be added to the Schedule of Classes.**

Basic Data Tab
Typically you will only schedule a secondary “placeholder” lab or discussion, which instructional staff will use to build additional timed sections within the sectioning tool.

- **Session**: ‘1’ for Regular Academic Session.
- **Class Section**: Free-form field that should be incremented for each new section (data row); use the following section numbering logic:
  - **“Placeholder” lab**: “LAB”; subsequent timed lab sections to be numbered “L001”, “L002”, “L003”, etc. (usually set up by TFs or instructional staff in the sectioning tool).
  - **“Placeholder” discussions**: “DIS”; subsequent timed discussion sections to be numbered “D001”, “D002”, “D003”, etc. (usually set up by TFs or instructional staff in the sectioning tool).
  - **Film sections**: “FILM”
- **Component**: Use the magnifying glass to select the appropriate value.
- **Class Type**: For the secondary component(s), select “Non-Enrollment”; for a class with multiple primary components, use “Enrollment”
- **Schedule Print and Student Specific Permissions boxes**: Confirm they are checked; otherwise students will not be able to enroll in the class

If you are scheduling an additional primary component (ex: another lecture), follow the same instructions for the Meetings and Enrollment Cntrl tabs.

Click “Save”

Meetings Tab
Secondary placeholder components do not have associated meeting times or instructors on the Meetings tab. Adding a meeting time to the placeholder component may block student enrollment in the class. The times and instructors will be added when instructional staff build out additional sections in the sectioning tool.

Updated 3/2/2016
**Enrollment Control Tab**

Set the enrollment capacity to match the enrollment capacity of the primary component for the class. *If the two values do not match, students may have difficulty enrolling in the class.*

Click “Save”

**Moving Sections to another Semester**

The class schedule exists separately for each semester, so sections that have already been scheduled for one semester cannot be “moved” to another semester. To make a semester change:

1. On the Basic Data tab, click the minus (‐) sign to the right of the class number:

   ![Class Sections Image]

2. Click Save. Remove each section of the class if multiple sections exist.

3. Schedule a new class in the desired semester.