

### ***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 additional 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](mailto: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 ID:	125190	Course Offering Nbr:	1
Academic Institution:	Harvard University		
Term:	2016 Spring	FAS	
Subject Area:	AESTHINT	Aesthetic & Interpretive	<a href="#">Auto Create Component</a>
Catalog Nbr:	54	For the Love of God and His Prophet: Religion, Literature, and the Arts in Muslim Cultures	

Class Sections		Find   View All	First 1 of 2 Last
*Session:	1 Regular Academic Session	Class Nbr:	14846 [+ -]
*Class Section:	001	*Start/End Date:	01/25/2016 [BY] 04/27/2016 [BY]
*Component:	LEC [Q] Lecture	Event ID:	000000477
*Class Type:	Enrollment ▾		
*Associated Class:	1 Units: 4.00	<a href="#">Associated Class Attributes</a>	
*Campus:	FAS FacultyA&S	<a href="#">Add Fee</a>	
*Location:	CAMBRIDGE [Q] Cambridge	<input checked="" type="checkbox"/> Schedule Print <input checked="" type="checkbox"/> Student Specific Permissions	
Course Administrator:	[ ] [Q]	<input type="checkbox"/> Dynamic Date Calc Required <input type="checkbox"/> Generate Class Mtg Attendance <input checked="" type="checkbox"/> Sync Attendance with Class Mtg <input type="checkbox"/> GL Interface Required	
*Academic Organization:	GENED [Q] General Education		
Academic Group:	FAS Faculty of Arts & Sciences		
*Holiday Schedule:	FAS [Q] FAS Holiday Schedule		
*Instruction Mode:	P [Q] In Person		
Primary Instr Section:	001		

Class Topic	
Course Topic ID:	[ ] [Q] <input type="checkbox"/> Print Topic in Schedule

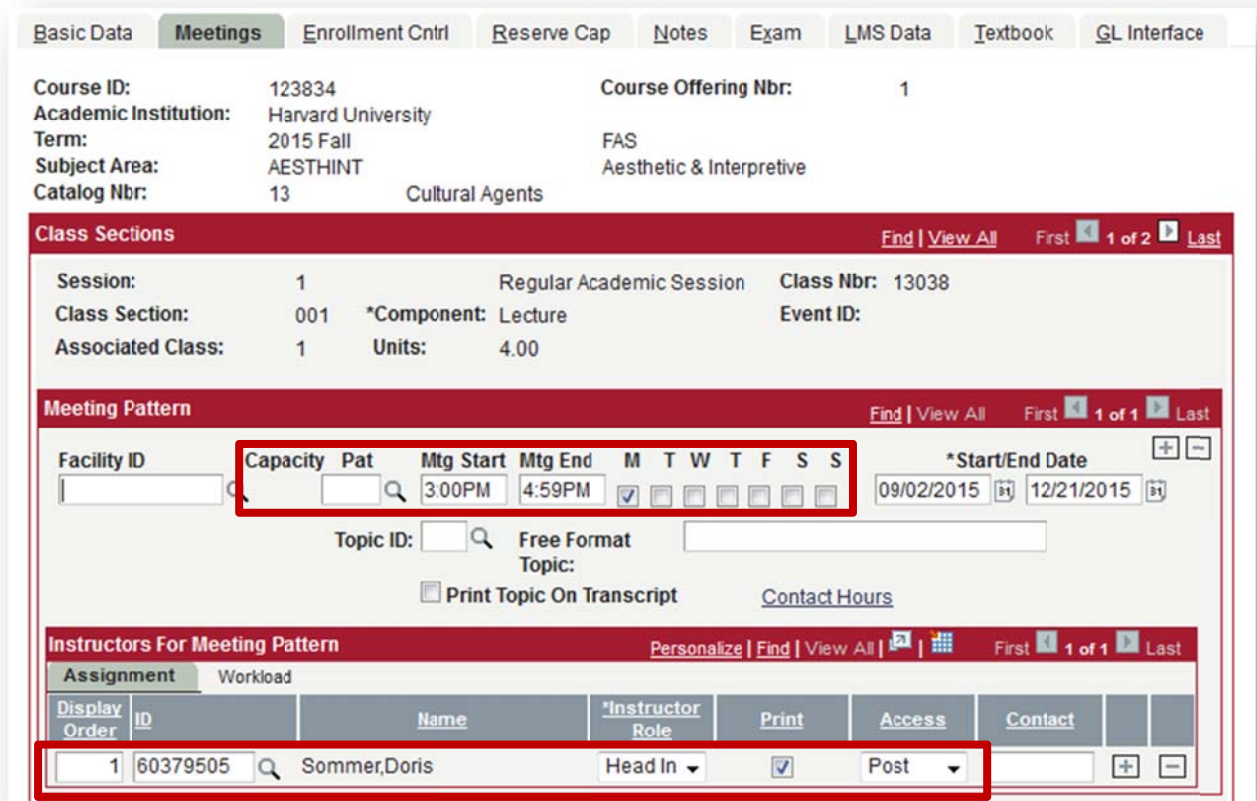
Equivalent Course Group	
Course Equivalent Course Group:	01128 HDS 3627/AESTHINT 54 <input type="checkbox"/> Override Equivalent Course
Class Equivalent Course Group:	[ ]

Class Attributes		Personalize   Find   View All	First 1-2 of 7 Last
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## 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.



**Basic Data** | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | QL Interface

Course ID: 123834      Course Offering Nbr: 1  
 Academic Institution: Harvard University  
 Term: 2015 Fall      FAS  
 Subject Area: AESTHINT      Aesthetic & Interpretive  
 Catalog Nbr: 13      Cultural Agents

**Class Sections** Find | View All First 1 of 2 Last

Session: 1      Regular Academic Session      Class Nbr: 13038  
 Class Section: 001      \*Component: Lecture      Event ID:  
 Associated Class: 1      Units: 4.00

**Meeting Pattern** Find | View All First 1 of 1 Last

Facility ID: [ ]      Capacity: [ ]      Pat: [ ]      Mtg Start: 3:00PM      Mtg End: 4:59PM      M T W T F S S: [x] [ ] [ ] [ ] [ ] [ ] [ ]      \*Start/End Date: 09/02/2015 12/21/2015

Topic ID: [ ]      Free Format: [ ]      Topic: [ ]  
 Print Topic On Transcript      [Contact Hours](#)

**Instructors For Meeting Pattern** Personalize | Find | View All | First 1 of 1 Last

Display Order	ID	Name	*Instructor Role	Print	Access	Contact
1	60379505	Sommer, Doris	Head In	<input checked="" type="checkbox"/>	Post	[ ]

**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.

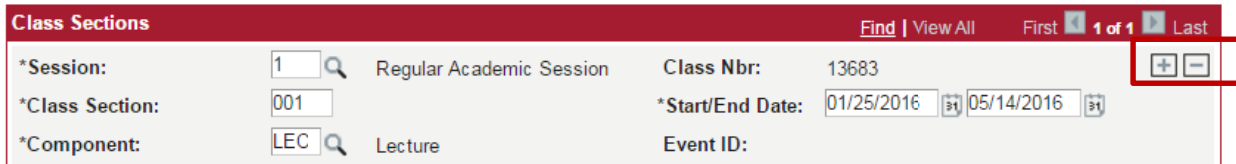
Click Save.

**Enrollment Control**
Find | View All    First 1 of 1    Last

Session:	1	Regular Academic Session	Class Nbr: 16899
Class Section:	001	*Component: Seminar	Event ID:
Associated Class:	1	Units: 4.00	
*Class Status:	<input type="text" value="Active"/>	<input type="button" value="Cancel Class"/>	
*Class Type:	Enrollment	Enrollment Status:	Open
*Add Consent:	<input type="text" value="Inst Cnsnt"/>	Requested Room Capacity:	<input type="text" value="20"/> Total
*Drop Consent:	<input type="text" value="No Consent"/>	Enrollment Capacity:	<input type="text" value="20"/> 13
1st Auto Enroll Section:	<input type="text"/>	Wait List Capacity:	<input type="text" value="0"/>
2nd Auto Enroll Section:	<input type="text"/>	Minimum Enrollment Nbr:	<input type="text"/>
Resection to Section:	<input type="text"/>		
<input checked="" type="checkbox"/> Auto Enroll from Wait List		<input type="checkbox"/> Cancel if Student Enrolled	

## 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:



Class Sections		Find   View All	First	1 of 1	Last
*Session:	1	Regular Academic Session	Class Nbr:	13683	<input type="button" value="+"/> <input type="button" value="-"/>
*Class Section:	001		*Start/End Date:	01/25/2016 05/14/2016	
*Component:	LEC	Lecture	Event ID:		

**\*\*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.

### Enrollment Control Tab

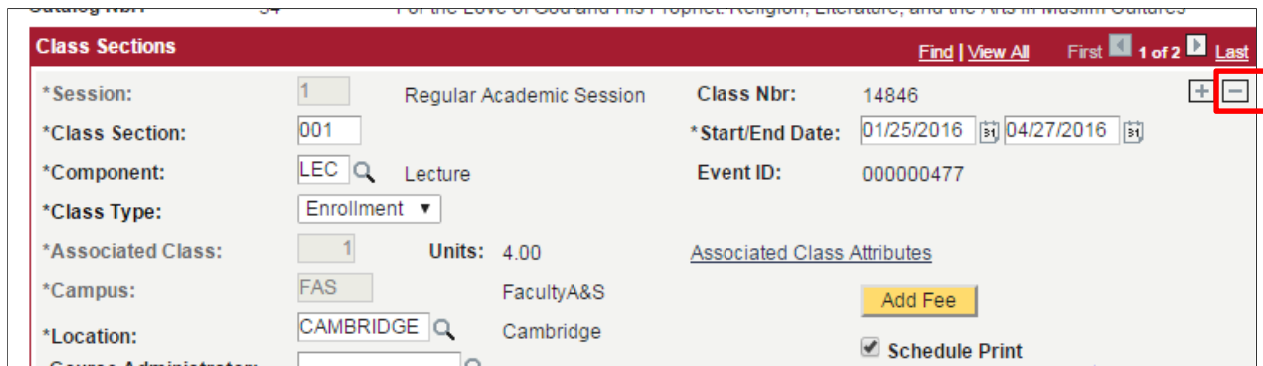
Set the enrollment capacity to match the enrollment capacity of the primary component for the class. **If the two values do not match, students may have difficulty enrolling in the class.**

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:



2. Click Save. Remove each section of the class if multiple sections exist.
3. Schedule a new class in the desired semester.