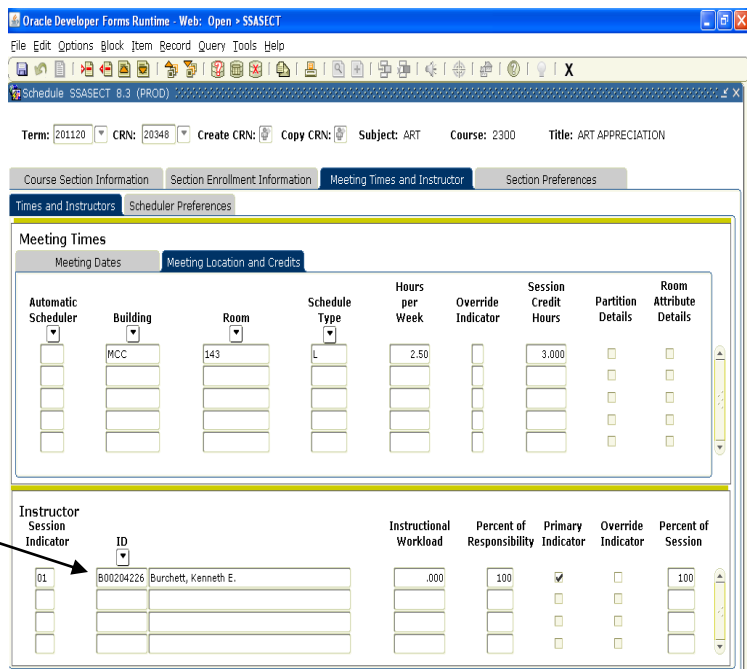
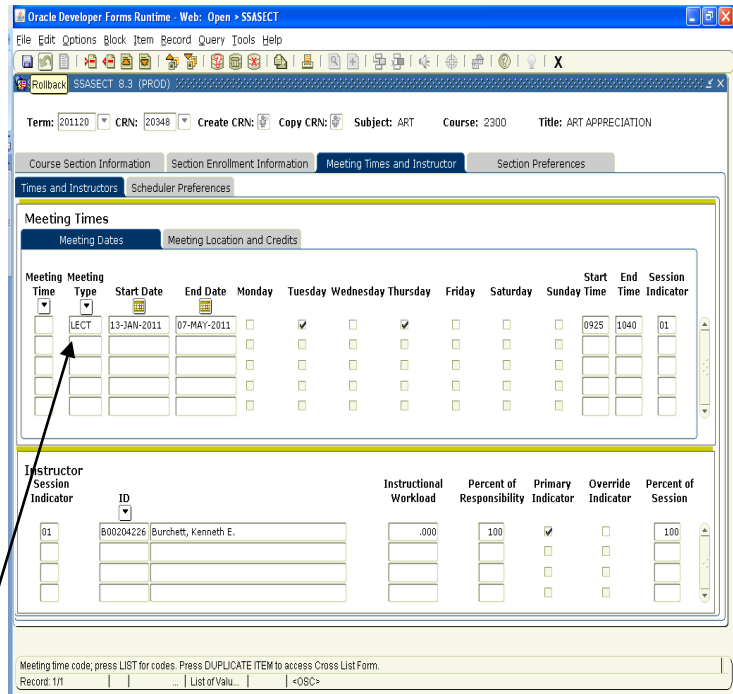


**Adding and Updating Schedule of Classes:**

All active departmental course offerings are the same as the previous comparable term, using the same CRN's. A list of departmental offerings can be obtained through ARGOS.

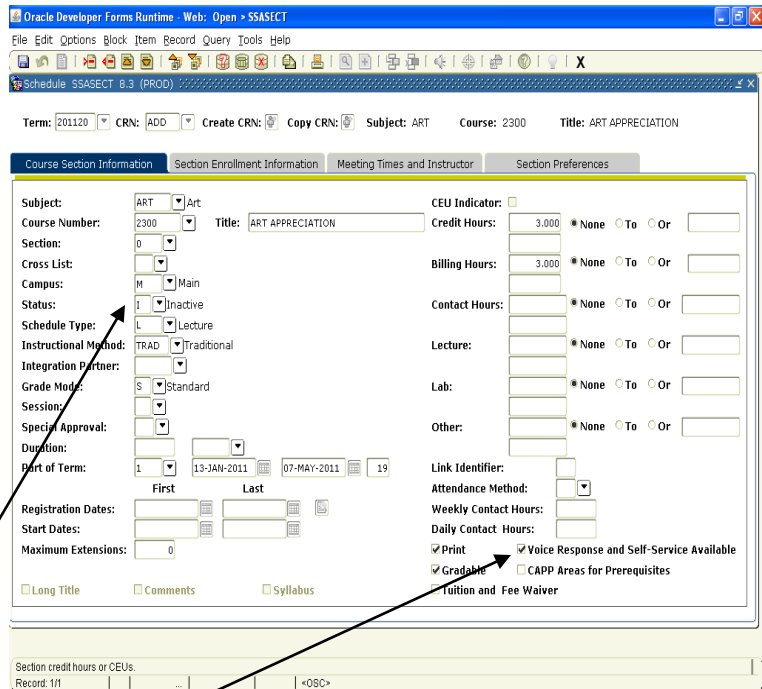
**Making a course Active or Inactive, Meeting times changes, Room Assignments, and Instructors (see page 2 for adding a new course):**

1. **Meeting Time:** previous time can be removed by going to **BLOCK** then **CLEAR**. This will remove the old meeting time and room assignments. Input the new meeting time. Use **LECT** only for the **Meeting Type**.
2. Use the **Meeting Location & Credits** tab to make changes in building and room location. Input the changes and save.
3. Go to next block to make changes in the instructor if necessary. **An instructor should be listed.**



**Making an existing course Inactive:**

1. Set enrollment max to zero. **SAVE**
2. Remove the **Instructor** by putting the cursor on the **ID** number and using **Record** and **Remove** and **SAVE**. Return to previous block.
3. Remove the **Meeting Time** by using **Record** and **Remove** and **SAVE**. Return to previous block.
4. Uncheck the Self-Service Available block.
5. Change the **A** -Active to **I** for Inactive. Make sure you save after each step.



**ADDING A NEW SECTION:**

Enter term code for new term being built. Enter **ADD** in CRN block. Enter department prefix and course number. Title will come from the catalog.

**Input the following information in the selected fields:**

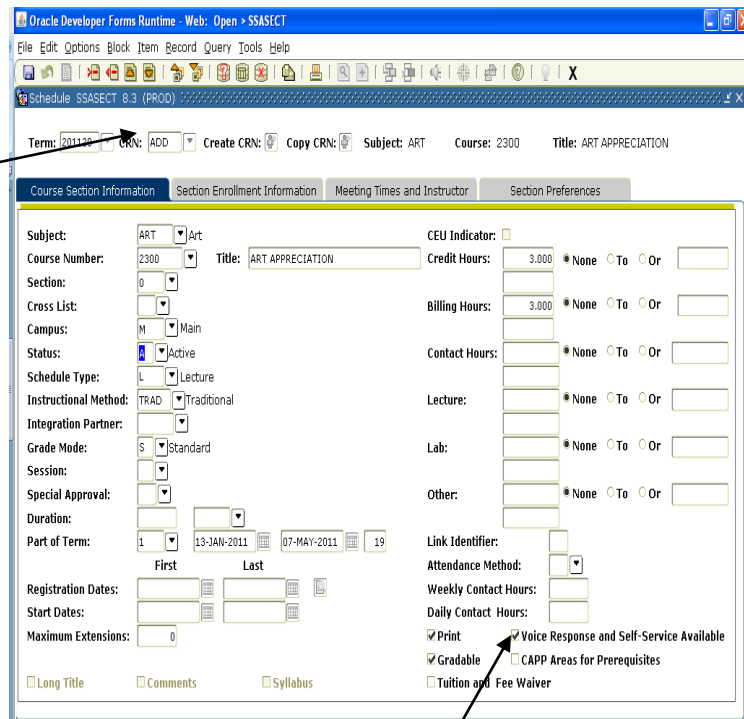
Campus – M (Main)

Status – A (Active)

Schedule Type – L (Lecture)

Instructional Method – see next page

Grade Mode – S (Standard)



**NOTE:** Uncheck the “Voice Response Self-Service Available box” if a section is not to be seen in self service.

### **Instructional Method Codes:**

**DEAS – Distance Ed Asynchronous – e.g., Blackboard**

**DESY – Distance Ed Synchronous – e.g., Compressed Video, Centra**

**HYBR – Hybrid/Blended – less than 50% DE technology**

**TRAD – Traditional – minimal (less than 6%) DE technology**

**Meeting times** – enter meeting time code. Use the drop down to select the meeting times. If the class is to be TBA use TB. (See screen shots shown on page 1)

**Meeting Types** - **use LECT only**. **Do not list CLAS this may cause problems in self-service when the student's schedule is printed.** Also, only use LAB when adding a lab to a lecture course. Once the time is entered, use the bottom side bar to access the building and room input area. Do not save this block until time and building/room information have been entered.

**Building and Room Location:** If the location is unknown at this time, leave it blank.

### **Academic Building Abbreviations:**

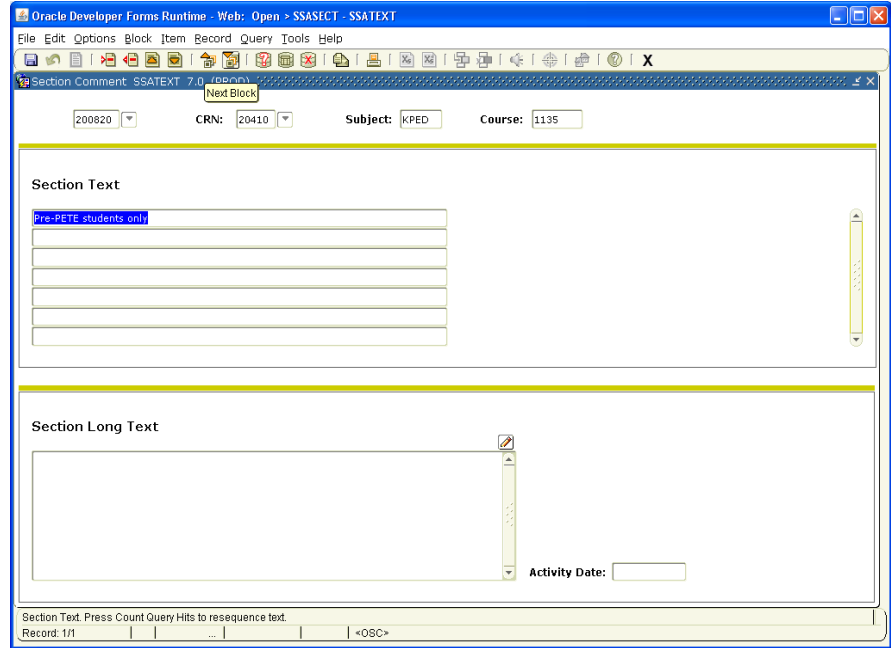
BHCC	Brewer Hegeman Conference Center	MEAD	Meadors Hall
BURD	A. E. Burdick Hall	NMIN	Minton Hall
COB	College of Business Building	NEWH	New Residence Hall
DHSC	Doyne Health Sciences Center	PHYT	Physical Therapy Center
EST	Estes Stadium	PHTE	Physical Therapy Center East
FC	Farris Center	PRIN	Prince Center
HAR	Harrin Hall	SSA	Schichtl Studio Arts Building
HPER	Health Physical Education Building	SHDY	Short/Denny Hall
HUGH	Hughes Hall	SFAC	Snow Fine Arts Center
IRB	Irby Hall	SLHC	Speech/Language & Hearing Center
LAN	Laney Hall	SRH	Stanley Russ Hall
LSC	Lewis Science Center	STAT	State Hall
MH	Main Hall	SC	Student Center
MASH	Mashburn Hall	TBA	To Be Announced
MCS	Math, CSci & Tech	LIB	Torreyson Library
MAC	McAlister Hall	TORW	Torreyson Library West
MCC	McCastlain Hall	WTH	Win Thompson Hall

**Instructor** - Go to next block to enter the instructor ID number. An instructor should be listed. A course can not be listed as Staff. If left blank, the course information may not show on the student schedule.

**Enrollment Limits:** Use OPTION and select **Section Enrollment Info**. Enter the enrollment limit and **SAVE**.

**SSATEXT:**

Use SSATEXT to list additional information or requirements that pertain to a specific section of a course. **SAVE**



**Special Problems, Seminars, Topics & Independent Study Titles:**

To list the title for a section of Special Problems, Seminars or a Topics course add title in this area.

**All titles must be listed as follows:**

**SP PROB:** (Title)

**SEMINAR:** (Title)

**TOPICS:** (Title)

**INDEP STUDY:** (Title)

**NOTE:** no other title changes are to be made in this area. Titles will print on the students transcript.

